

New College Lanarkshire

# Occupational Health & Safety Policy

## Part 3 - Master Arrangements

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### 3.0 Health and Safety Policy Arrangements Section

Arrangements for delivering the health and safety policy will be underpinned by the effective involvement, participation, empowerment and motivation of all staff through effective communication and training to appropriate levels of competency. In respect of this, senior management aims to promote an active and visible leadership for the purpose of implementing the aims of the policy and the objectives to be achieved. To ensure that the aims and objectives are met, needs assessments and risk assessments will be done and performance standards set for the purpose of measuring our achievements.

Performance will be measured through a process of active and re-active monitoring to determine adequacy in relation to objectives set and to identify immediate causes of sub-standard performance, their underlying causes and their implications on the management systems in place. Each manager will ensure that all H&S risks are assessed and identify and develop operational standards and procedures for their areas of control following the risk assessment process, communicate all appropriate information to all levels and monitor the effectiveness of their systems for managing health and safety.

All of the key operations and how they are to be managed are detailed in the following section.

Procedures in relation to these arrangements are contained within this policy and Campus specific policy arrangements.

Health and safety audits (internal) will be carried out every two years.

External audits on particular aspects of our health and safety management will be conducted by Skills for Scotland, Princes Trust, College Insurers, Care Inspectorate, Scottish Qualifications Authority (SQA), City and Guilds of London Institute (CGLI) and other accreditation bodies as relevant to our operations. Health and Safety, Environmental and Fire enforcement bodies-Health and Safety Executive (HSE), Environmental Health, SEPA and the Scottish Fire and Rescue Service can request to review our arrangements or, if issues relating to any of these areas arise.

Each of Cumbernauld, Coatbridge, Motherwell, Kirtintilloch, Broadwood, Ravenscraig Regional Sports Centre, Hamilton Towers and other related campuses, are governed by all of the general requirements of these policy arrangements but will operate specific Campus arrangements as necessary.

Out-with the main campuses of Coatbridge, Cumbernauld and Motherwell, campus arrangements will include the co-operation and co-ordination of activities with landlords and tenants, particularly in relation to emergency evacuation procedures, maintenance and other services.

## 3.1 Abrasive Wheels

The general requirements of the **Provision and Use of Work Equipment Regulations 1998** and associated Approved Code of Practice and Guidance apply to all grinding machinery and equipment and must be referred to by those in control of the equipment.

The changing of abrasive wheels is restricted to staff who have:

- a) Attended an approved Abrasive Wheels course;
- b) Obtained a certificate of competence on Abrasive Wheels;
- c) Their name entered on the "Register of appointment of persons to mount abrasive wheels".

The HR Manager will retain a copy of the register of appointment of persons (c) above.

### General requirements

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- All grinding machines must have their direction of rotation clearly marked.
- All fixed speed grinding machines must have their RPM clearly marked.
- Records of all grinding wheel changes on fixed speed machines must be kept for each machine.
- The appointed person will check the RPM of each grinding machine spindle twice per year and record that the inspection has taken place using the form illustrated in Appendix 3.
- **Safety goggles** conforming to **BS EN 166, Class 1 impact must be worn** by anyone using grinding machinery in the College. **Note: safety specs are not permitted to be used while grinding.**
- A competent appointed person will check grinding wheels and true, dress, adjust the gap between the work rest and wheel and clean the viewing guard on off-hand grinders on a monthly basis.
- Lecturers will ensure that all learners are provided with the relevant information, instruction, training and supervision before and during the use of any form of abrasive wheel equipment; off-hand and hand-held.

### All users will check, before use, the following;

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- That the gap between the stone and material rest is as close to the stone as permissible and less than the thickness of the metal being ground,
- The stone does not have any chips. If any are identified this must reported to the person in charge of the work area at that time.
- Guards must be used.
- The correct goggles are being worn.
- Aluminium is not ground on the off-hand grinder.
- Gloves must not be used when handling small work-pieces.
- Long hair, ties, bracelets, scarfs, cuffs and threads from clothing must be made safe before using grinder.
- Hearing protection must be worn
- The correct type of respiratory protection must be worn –refer to risk assessment and respiratory protection guidance (HSE –HSG 53-Respiratory Protection at Work)
- Materials must not be forced onto the grinding stones and should be moved steadily across the stone to prevent grooves being created on the stone.
- Users must stay in attendance at the machine when the stop button is activated and until the machine stops rotating before moving away.

## Portable and hand held grinding equipment

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- All machine guards must be secured in place and adjusted so that the guard is between the user and the rotating wheels.
- Electrically powered equipment e.g. a 240-volt supply to a portable machine should be protected by an RCD (residual current device).
- Visual checks on the tool must be carried out by all users before using it so that obvious defects can be identified, including;
  - i) damage to the cable sheath,
  - ii) loose plug connections,
  - iii) signs of damage or deterioration,
  - iv) plug pins, terminals and cable anchoring devices,
  - v) the cable sheath (particularly near the terminations), and
  - vi) the casing of the portable tool, together with its controls,
- Any tool in an unserviceable or unsafe condition must be withdrawn from use until defects have been rectified by a person competent to carry out this class of work.
- Routine visual checks are in addition to and are not a substitute for planned maintenance of hand-held tools.

The recommended frequency of checks, inspection and testing for portable electric grinders is:

- a) For 110-volt machines the user is to carry out:
  - i) a weekly safety check;
  - ii) a formal visual inspection (e.g. a detailed inspection by a person competent to do so);
  - iii) a combined inspection and test every three months (e.g. a detailed inspection and tests by a person competent to do so).
- b) For 240-volt machines the user is to carry out:
  - i) a daily safety check;
  - ii) a formal visual inspection every week (e.g. a detailed inspection by a person competent to do so);
  - iii) combined inspection and tests before first-time use and then every month (e.g. a detailed inspection)

## 3.2 Access Equipment/Lifting operations and equipment

**The Work at Height Regulations 2005 (WAHR)**, require employers or those in control of working at height operations to make sure work is;

- Properly planned,
- Supervised and
- Carried out by competent people.
- This includes using the right type of equipment for working at height.

Work at height means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury.

- Examples of working at height include: working on a ladder or a flat roof; where a person could fall through a fragile surface; where a person could fall into an opening in a floor or a hole in the ground.
- Factors to be considered include; the height of the task; the duration and frequency; and the condition of the surface being worked on. There will also be low-risk situations where no particular precautions are necessary.

The following legal requirements need to be considered when planning and undertaking work at height.

- Take account of weather conditions that could compromise worker safety;
- Check that the place (e.g. a roof) where work at height is to be undertaken is safe.
- Each place where people will work at height needs to be checked every time, before use;
- Prevent materials or objects from falling or, if it is not reasonably practicable to prevent objects falling, take suitable and sufficient measures to make sure no one can be injured, e.g. use exclusion zones to keep people away or mesh on scaffold to stop materials falling off;
- Store materials and objects safely so they won't cause injury if they are disturbed or collapse; plan for emergencies and rescue, e.g. agree a set procedure for evacuation.

The college also requires the following to be adhered to;

- a) A plant inspection system is in place for all College ladders and stepladders.
- b) Only appropriate access equipment should be used to access heights, no unauthorised equipment e.g. chairs should be used. Only equipment that is suitable in all aspects will be allowed to be used, e.g. fibreglass or wooden step-ladders/ladders to be used while electrical work is being carried out.
- c) Where kick-stools have been provided they must be used.
- d) Defective equipment must not be brought onto or used within the college premises.
- e) Work at height should only be undertaken by persons who have received the relevant training and have suitable experience of working at height using the particular type of access equipment.
- f) Work at height activities that are carried out very rarely and by individuals who do not work at height as part of their normal work activities, must be risk assessed before the activity takes place. Individuals must not work at height unless they have been suitably trained
- g) The use of other forms of access equipment e.g. portable access towers, cherry pickers, scissor lifts or other, must be selected following the risk assessment process by persons competent to do so.
- h) On no account should any member of staff or learner use any piece of equipment for which they have not been trained nor should they access any such equipment for any other purpose without the permission of the responsible person for that equipment.
- i) All access equipment to be used by contractors within or on the college premises must have the relevant safety inspection records and/or certification.

Ladders and stepladders should be used only for low risk, short duration (30 minutes or less) work activities.

## Employee's duties

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Employees have general legal duties to take reasonable care of themselves and others who may be affected by their actions, and to co-operate with their employer to enable their health and safety duties and requirements to be complied with.

### **Employees must:**

- Report any safety hazard they identify to their employer;
- Use the equipment and safety devices supplied or given to them properly, in accordance with any training and instructions (unless they think that would be unsafe, in which case they should seek further instructions before continuing).

Defective equipment must not be used, and should be identified and removed from use immediately and returned to a safe storage area for disposal or repair if appropriate. The responsible person for the equipment must be informed as to its condition.



### 3.3 Access to Buildings and Access Out-with Normal Working Hours

All access and egress routes on all college premises shall, in so far as is reasonably practicable, be kept clear and maintained in a safe state of repair.

Furniture, waste packaging or other items must not be left in corridors, at entrances/exits or lift doors and should be retained within rooms until arrangements have been made for its removal by Estates staff.

#### Motherwell Campus

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The main building and workshop building each have two main entrances. All other doors are fire exit doors and should be used in emergencies only.

#### Cumbernauld Campus

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The Main Building, New Building and Technology Block are accessed via the Street which has three entrances. All other doors within each of these buildings are emergency exit doors and should be used in emergencies only. The Nursery is accessed via the main entrance gates to the Nursery. Staff members also have access via the Technology Block.

#### Kirkintilloch Campus

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Has one entrance for college and Partner access and egress. All other doors are emergency exit doors and should be used in emergencies only.

#### Broadwood Campus

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Has one entrance for college and public access to changing facilities.

#### Coatbridge Campus

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Entrances to the campus are located at the South building, Main Reception area and to the West side of the building.

Lecturers must ensure that learners do not access or egress workshops via emergency exits unless in emergencies.

Access to each campus and to a particular classroom, laboratory or workshop out-with normal working hours will be at the discretion of a member of the Senior Management Team, Academic Head of Faculty or Head of Curriculum for the area and permission may be subject to conditions.

To ensure that the college is compliant with health and safety legislation and the **Fire Scotland Act 2005** and the **Fire Safety (Scotland) Regulations 2006**, all persons present in any campus after 5.30pm, weekends and holidays, must comply with the signing in procedures in place.

The sign-in/out register will be at the Main Reception of each campus. All such persons must provide the following information; name and location, contact telephone number, time in and time left for home and signature (normal conditions). **See specific campus arrangements for access out-with normal hours.**

### 3.4 Accident, Incident & Near Miss Reporting and Investigation

We will ensure that all accidents, dangerous occurrences and ill-health are recorded in the appropriate format and reported to the authorities where necessary and in accordance with the **Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 2013**.

In accordance with **The Social Securities (Claims and Payments) Regulations 1979**, and the **Data Protection Act 1998**, all accidents must be logged in the relevant accident book (**form B1 510**) or suitable alternative for a given area of operations immediately after the event. The tutor/supervisor in charge of the area at the time will ensure that all accidents are correctly recorded by the First Aid person attending the accident.

- a) Accident record forms (form B1 510 or equivalent) will be completed by the First Aider in attendance, stored securely and forwarded to the H&S Adviser/Manager for the campus.
- b) It is an employee's statutory duty to ensure that all accidents are recorded whether or not absence from work results.
- c) The H&S Management Software System – 'Incident/accident reporting' facility should be accessed and the relevant forms completed. This provides the college with the capability to log all events and be able to provide an audit trail of events, outcomes, remedial actions and other essential information.
- d) Accidents and near misses will be investigated with a view to preventing similar recurrence.
- e) The Principal & Chief Executive has a duty to comply with the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)** and notify the Health and Safety Executive of notifiable accidents, diseases and dangerous occurrences.
- f) The Health and Safety Manager will ensure the completion of the appropriate RIDDOR form on behalf of the Principal & Chief Executive.
- g) A fatality must be reported to the Principal & Chief Executive or another member of the Senior Executive Team who will also inform the Board of Management, as appropriate.
- h) The Health and Safety Manager will ensure that all Accidents/incidents in other categories reportable under RIDDOR are within 10 days (15 days in the case of "Over Seven Day" incidents) to the Health And Safety Executive
- i) Where an occupational related disease (as defined by RIDDOR) is diagnosed for an individual staff member by their General Practitioner (GP) the GP will inform the college Human Resources unit who will inform the following college personnel; Occupational Health Practitioner, H&S Manager, Line Manager.
- j) The H&S Manager will ensure that the Form F2508A (diseases) is completed and issued to the Health and Safety Executive, HSE.
- k) Records of injuries resulting in over 3 day but less than 7 day absence from work will still be kept. This will be satisfied by the accident records.

The following definitions are used for each category;

- **Accident** - where injury or ill health to a person or damage to a thing is caused
- **Near Miss Incident** - does not result in injury or harm to a person or damage to things but had the potential to cause injury or damage.
- **Dangerous occurrences** - are certain, specified 'near-miss' events (incidents with the potential to cause harm.) These are fully detailed in the RIDDOR Regulations

Each campus has specific arrangements in place for the provision of First aid treatments and recording. All incidents, accidents, near misses and dangerous occurrences must be reported onto the H&S Management Software System available via the internet at [www.nclsafetymanager.co.uk](http://www.nclsafetymanager.co.uk)

Accident report forms are retained in the following locations and **must be forwarded to the H&S Adviser or H&S Manager for each campus as appropriate.**

## Coatbridge Campuses

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- **Main campus** - H&S Adviser office.

## Cumbernauld Campuses

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- **College Main Building** - Janitors Office - Ground floor, Technology block. Engineering Main Stores W3, Nursery - Managers Office.
- **Kirkintilloch Campus** - Reception.
- **Broadwood Campus** - Staff Workroom 1st Floor.

## Motherwell Campuses

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- **Motherwell Campus** - Healthcare Practitioner room, H&S Manager Office' all First Response Kits and First Aid containers.
- **Ravenscraig Sports Centre** - Curriculum & Quality Leader Office.
- **Hamilton Towers** - Reception.

All accident records will be retained for at least three years.

Under **The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013**, certain types of injury, diseases and dangerous occurrences have to be reported to the enforcing authority (HSE) in a particular manner and within given time-scales. There is also the requirement to ensure that records are kept, maintained and can be easily retrieved from either manual or electronic formats.

## Types of reportable injury

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### Deaths

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- All deaths to workers and non-workers must be reported if they arise from a work-related accident, including an act of physical violence to a worker.
- Suicides are not reportable, as the death does not result from a work-related accident.

### Specified injuries to workers

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The list of 'specified injuries' in RIDDOR 2013 (regulation 4) includes:

- A fracture, other than to fingers, thumbs and toes;
- Amputation of an arm, hand, finger, thumb, leg, foot or toe;
- Permanent loss of sight or reduction of sight;
- Crush injuries leading to internal organ damage;
- Serious burns (covering more than 10% of the body or damaging the eyes,

### Respiratory system or other vital organs);

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- Scalpings (separation of skin from the head) which require hospital treatment;
- Unconsciousness caused by head injury or asphyxia;
- Any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

## Over-seven-day injuries to workers

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This is where an employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident).

## Injuries to non-workers

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Work-related accidents involving members of the public or people who are not at work must be reported if a person is injured, and is taken from the scene of the accident to hospital for treatment to that injury.

## Reportable occupational diseases

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Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work. These diseases include:

- Carpal tunnel syndrome;
- Severe cramp of the hand or forearm;
- Occupational dermatitis;
- Hand-arm vibration syndrome;
- Occupational asthma;
- Tendonitis or tenosynovitis of the hand or forearm;
- Any occupational cancer;
- Any disease attributed to an occupational exposure to a biological agent.

**Reportable Diseases form F2508A.** Information will be issued by the individual staff members Medical Practitioner on diagnosis of having developed or contracted a reportable disease upon receipt of which the **Health and Safety Manager** on behalf of the Principal will compile and send form **F2508A** to the HSE.

## Reportable dangerous occurrences

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Dangerous occurrences are certain, specified 'near-miss' events (incidents with the potential to cause harm.) Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces. For example:

- The collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- Plant or equipment coming into contact with overhead power lines;
- Explosions or fires causing work to be stopped for more than 24 hours.

For a full, detailed list, refer to the online guidance at: [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)

## Responsibilities for reporting to the HSE

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- The **Vice/Assistant Principal** (responsible person) for health and safety will ensure that all reportable incidents are reported accordingly.
- The **Health and Safety Manager** will prepare and provide the report as required to the authorities.
- The **Health and Safety Manager** will liaise with Health and Safety Representatives in relation to notifiable incidents relating to the staff that they represent in line with the provisions of the Safety Representatives and Safety Committees Regulations 1977 (as amended) and the requirements of the Data Protection Act 1998.

## Report forms to be sent to the Enforcing body are

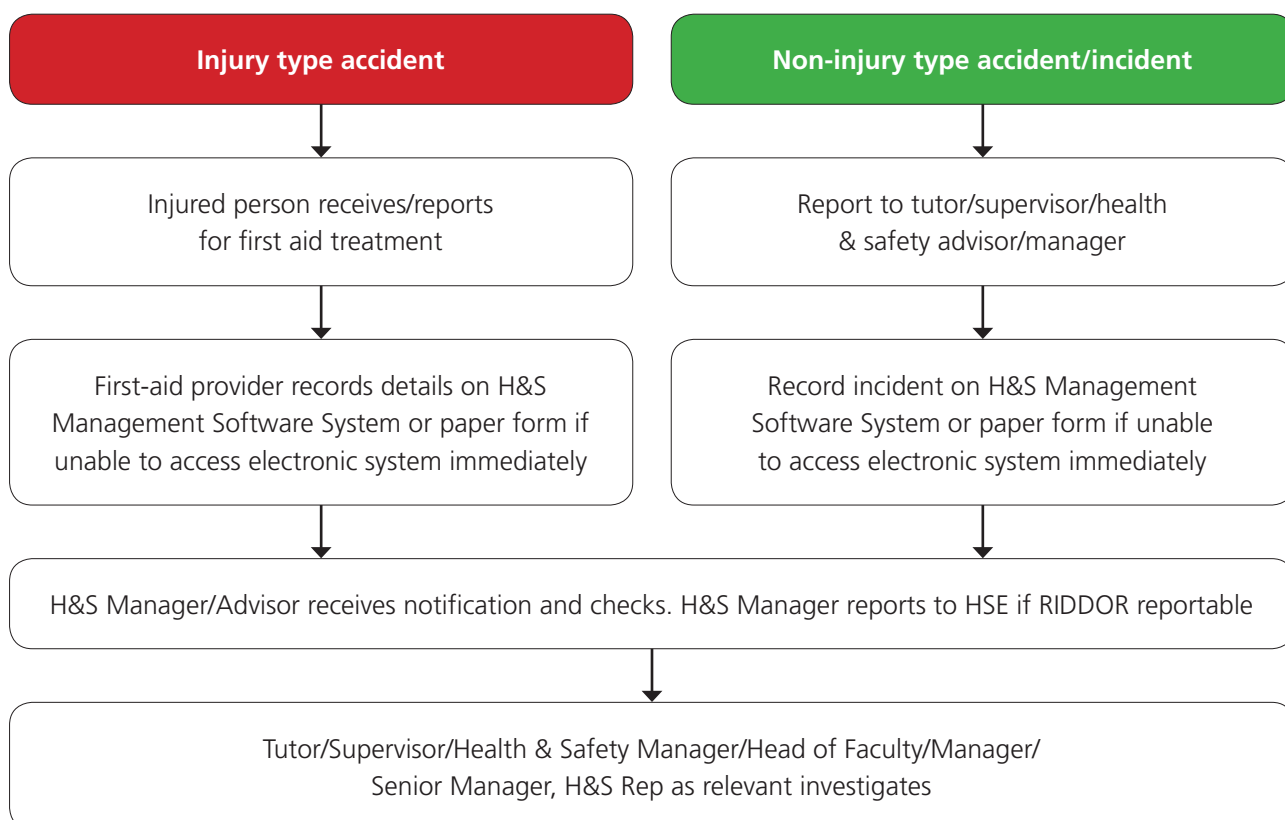
- **Accidents and Dangerous Occurrences form F2508.** Accidents causing the injured person to be off work for more than seven days (**over-seven day injury**) are reported by sending in the form (**F2508**) within **fifteen days**.
- Diseases are reportable by sending in the form (**F2508A**) within ten days.
- In some instances the authorities must be informed by means of telephone immediately (**death, major injury or dangerous occurrence**) and followed up by the appropriate form (**F2508**) being sent within ten days.
- Note: over 3 day injuries must still be recorded and records retained. (**The accident report book is sufficient for this purpose**).
- All accidents resulting in over- 7 day, reportable injuries, near misses and dangerous occurrences must be reported to the Health and Safety Manager.

## Report to the Incident Contact Centre via a number of methods

- All incidents can be reported online.
- A telephone service remains for reporting fatal and major injuries only – call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5.00 pm). This will be done by the H&S Manager or, in their absence, a member of the SMT.

## Accident reporting – flowchart

Accidents and incidents must be recorded directly to the H&S Management Software System-‘Incident Reporting module’. Where access to the system is not immediately available the incident/accident should be recorded onto the accident/incident report form available from the Forms Folder within the software system ‘Document Library’ then transferred to the electronic system as soon as possible. Where a paper Form is used in the first instance to record the accident/incident, it must be removed from the pad and stored in a secure file before being issued to the H&S Adviser/Manager for the campus. Forms will be retained for a minimum of 3 years.



## Accident Investigation

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As part of our policy, all incidents, accidents, near-misses and dangerous occurrences must be brought to our attention with the aim of investigating to identify the cause(s) and prevent further recurrence. This will also provide information to assist in making improvements to our managing of health and safety and to enable legal obligations to be met for the reporting of specified types of incidents/accidents as required under the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)**. Information gathered will also be made available to insurers and other relevant parties as required.

The following must be reported to the Health and Safety Executive (HSE);

- Fatalities (to anybody)
- Major injuries (to employees and the self-employed)
- Staff, learners and members of the public being taken immediately from the scene of an accident to hospital (note: treatment does not have to be administered)
- Employees or the self-employed having more than seven days off work
- Employees or the self-employed contracting certain diseases
- Specified dangerous occurrences.

All accidents should be investigated for the purpose of preventing recurrence.

Full investigation into any accidents, incident or dangerous occurrences and upon becoming aware of any reported disease will be carried out as soon as possible following the event.

Such investigations will be led by the **Vice/Assistant Principal** and will include those most relevant from:

- Head of Faculty/Manager,
- Health and Safety Manager,
- Health and Safety Adviser
- Estates Manager
- Lecturer/Curriculum & Quality Leader/ or non-teaching Supervisor and, where appropriate,
- Trade Union Health and Safety Representatives and Representatives of Employees Safety (ROES)

The level of detail to be collected and the personnel involved in the accident/incident investigation will vary depending on the consequences of what could have happened and the likelihood for recurrence but, in all cases, the Accident Investigation Form should be completed.

## Gathering information

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The interviewing of the injured person(s) and other witnesses shall take place as soon as possible after the event. All interviews will be performed with the objective of ascertaining the facts and not to apportion blame. The prepared questionnaire as contained in the H&S Form's folder within the H&S Software System 'Document Library' will be used for all accidents.

The persons identified to carry out the interviews are named within the Organisation section of this policy. All such persons will receive appropriate training to ensure that the interview process is carried out effectively and information recorded appropriately.

## Measuring performance

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All findings will be presented to;

- The Corporate Health and Safety Committee, Health and Safety Action Groups and the Health and Safety Manager for recording, accuracy checks and for future audit purposes.
- The H&S Manager and H&S Advisers as necessary, will be involved in the accident/occurrence investigation jointly with managers/representatives.
- Senior management will be provided with regular updates on all accidents and occurrences and the effectiveness and efficiency of the reporting and investigation systems in operation.
- The Risk Management Group will also receive regular updates on accident statistics and the preventative and protective arrangements in place.
- Accident statistics will be provided to senior management for inclusion in the annual report to the Board of Management.

## Investigation of accidents involving;

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- **Members of staff** - will be done by the Line Supervisor/Manager, Health and Safety Representative and Health and Safety Manager and H&S Adviser as appropriate.
- **Learners** – minor accidents will be investigated, in the first instance by the Lecturer in charge. In some circumstances further investigation may be required which should include the Head of Faculty/Assistant Head of Faculty/Curriculum & Quality Leaders/Estates Manager and where appropriate, the H&S Adviser and/or H&S Manager.
- **Members of the public, visitors and contractors** - will be investigated by the Line Manager of the area where the accident occurred and, the Estates Manager and where appropriate the H&S Adviser and/or H&S Manager.

All investigations will be under the control of the **Vice/Assistant Principal**.

Any injuries, diseases or dangerous occurrences as classified under **The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, (RIDDOR)** shall be reported, in the first instance to the Line Manager who will then report to the Estates Manager and Health and Safety Manager who will ensure that the correct procedures are followed for reporting to the Health and Safety Executive. (HSE)

(See flow chart on reporting procedures page No. 14)

## 3.5 Adverse Weather

- The College has developed Adverse Weather Guidelines to try to minimise disruption to College activities should severe weather be experienced in future and clarify the procedures to be followed to ensure the safety of our staff and learners.
- Severe weather is any weather which will cause learner transport to be threatened or hampered in any way. This may be snow, ice, rain or any other weather warnings issued by the Scotland Travel centre or (MET Office, Scottish and UK Governments, Emergency Services, Road and Transport Departments)
- The decision to close all or individual campuses early or fully will be made by a member of the **Senior Management Team (SMT)**, following consultation with a number of key staff including the **Health and Safety Manager** and the specific campus **Senior Manager**. Several factors will be taken into account including the forecasted weather for the day/following day, advice from Scottish Government, Transport Scotland and Strathclyde Police via the national media.
- Should the College be advised by our learner transport provider that they require to collect learners early then **SMT** and the **College Health and Safety Manager** will assess conditions to determine if all other College users require to depart early that day.
- In the event that weather conditions begin to deteriorate during the day **SMT** and the **Health and Safety Manager** will assess whether the College should remain open during the day and for evening classes.
- Once the decision has been made that the College or campus will close early/not remain open for evening classes, all staff will be informed via e-mail.
- Learners will be informed directly or via college website and social networks.
- **The Assistant Principal will inform The Marketing Department** who will arrange for the college Intranet and Internet to be updated and contact external agencies to ensure all necessary parties are informed i.e. Radio, Television, Newspapers.
- Each campus will have an adequate supply of gritting salt available for use. **The Estates Manager** at each campus will arrange for the gritting operations as necessary and associated ground clearing activities. In rented premises the lease holder will arrange for the treatment of any areas as necessary.



## 3.6 Artificial Optical Radiation

**The Artificial Optical Radiation (AOR) Regulations 2010** require that eyes and skin of users is protected from exposure to hazardous sources of artificial optical radiation. AOR includes light emitted from all artificial sources in all its forms such as ultraviolet, infrared and laser beams, but excludes sunlight.

### Processes involving AOR's

Users of AOR's in all areas must be made aware of the following hazards and risks and ensure the correct level of personal protective equipment is available and used correctly at all times.

- **Metal working** – electric arc welding (all processes), Plasma arcs – Damage to eyes – photokeratitis and photoconjunctivitis ('arc eye'), photochemical damage to the retina (blue light hazard), Damage to skin – UV burn (erythema).
- **Hot work** – gas cutting and welding, plasma cutting, Proximity to furnaces, burners and hot metals/glass - Damage to eyes and skin – mainly early onset of cataract risk, thermal discomfort.
- **Pharmaceuticals and research** – Ultraviolet sterilisation and induced fluorescence - Damage to eyes – photo keratitis and photoconjunctivitis ('arc eye'), photochemical damage to the retina (blue light hazard), Damage to skin – UV burn (erythema).
- **Printing and paint (motor vehicle repairs)** – Ultraviolet curing of inks and paints - Damage to eyes – photokeratitis and photoconjunctivitis ('arc eye'), photochemical damage to the retina (blue light hazard), Damage to skin – UV burn (erythema).
- **Medical and cosmetic treatments** – Laser surgery (Class 3B and 4 lasers), UV and blue light therapy, Intense Pulsed Light (IPL) - Damage to eyes from laser beams/ IPL, including blindness, Laser/IPL burns to skin.
- **Industry, research and education** - Class 3B and 4 lasers - Damage to eyes, including blindness, Laser beam burns to skin, Potential fire risk.

### Specific duties:

- Equipment must be used correctly and inspected, tested, serviced and maintained in accordance with the manufacturer's guidance.
- Safe operating instructions must be available for all users.
- Defective equipment must not be used and defects reported accordingly to each campus.
- Only competently trained persons are permitted to carry out maintenance on specific items of equipment.
- All staff, learners and others involved in any work and likely to be exposed to AOR's must follow all health and safety procedures in place and ensure that they correctly use all personal protective clothing and equipment for the particular process in which they are involved.

### Interactive whiteboards

The HSE guidance on the use of this equipment is 'used appropriately and in accordance with manufacturer's instructions interactive whiteboards do not present a risk to health or safety'. However, 'if used inappropriately they have the potential to cause discomfort and possible damage to the eyes'.

The HSE considers the following advice to be good practice in respect of the use of these projectors, particularly in the education sector.

- Install "ultra-short throw" devices which enable the projector to be mounted above the display screen, or
- Install ceiling-mounted projectors where reasonably practicable.
- In bright rooms, it is recommended that instead of increasing the brightness of the projector in order to make the presentation visible, window blinds are used to reduce the ambient light in the room, or

- Where floor or table-mounted projectors are used, ensure that projectors are located so that they are not in a presenter's line-of-sight when they stand in front of the screen to address an audience.

## Users

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- Avoid staring directly into the projector beam at all times.
- Minimise standing in the beam, whilst facing the projector.
- Try to keep backs to the beam as much as possible.
- Use of a stick or laser pointer to avoid the need for the user to enter the projector beam.
- Instead of increasing the brightness of the projector in order to make the presentation visible, use window blinds to reduce the ambient light in the room.
- Lecturing staff should ensure learners/delegates are adequately supervised when they are asked to point out something on the screen.

## 3.7 Asbestos

**The Control of Asbestos Regulations 2012 (CAWR)** introduces an explicit duty to manage asbestos in non-domestic premises.

In respect of these regulations, any proposed work will only commence after reference to the college asbestos risk register has been made. All contractors and others will be informed as to the status of the particular area(s) of the proposed work by the **Estates Manager**.

An assessment will be required to be carried out before commencement of work and should identify;

- where, if any exists,
- the type of asbestos and,
- the most suitable control measures to be adopted.

Only specialist, licensed contractors will be used for identification and removal of any such materials.

**Employees must not disturb any materials that they believe could be asbestos or are classified as ACM's (asbestos containing materials)** but should inform their **Line Manager/Estates Manager and/or Health and Safety Adviser/Manager**. **Damaging the material creates risks that would not arise if left untouched.**

Only licensed asbestos removers and disposal specialists are allowed to remove such materials under strict controls. Where any such materials are discovered, the personnel of the college will be informed of the measures to be adopted if any removal was required.

The Asbestos Risk Register can be viewed by contacting the **Estates Manager**.

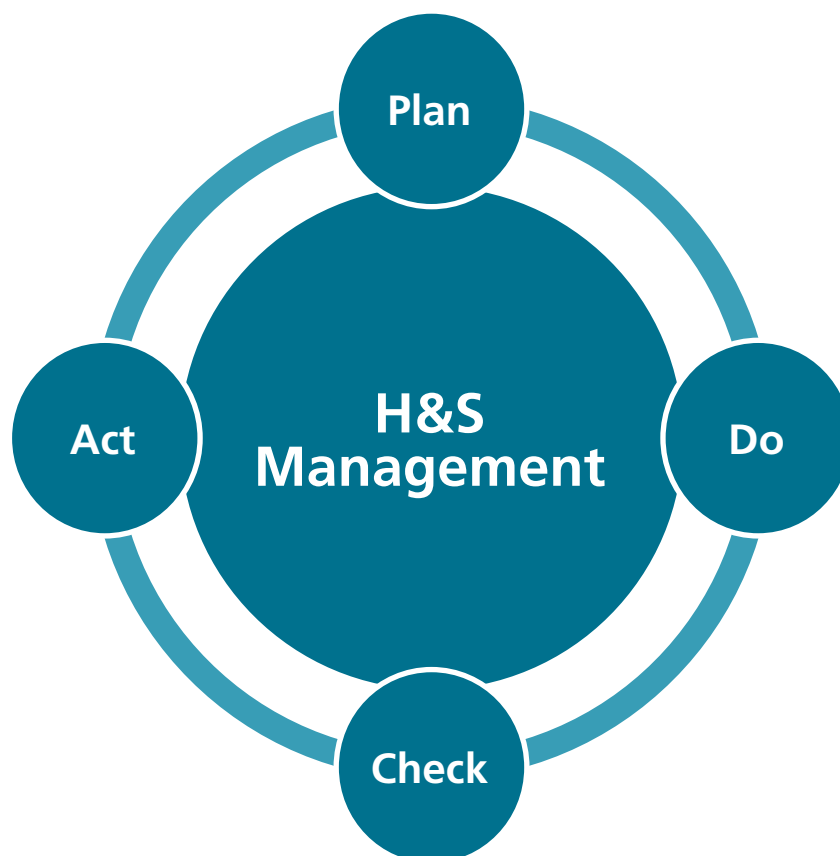
The duty to manage requires those in control of premises to:

- Take reasonable steps to determine the location and condition of materials likely to contain asbestos;
- Presume materials contain asbestos unless there is strong evidence that they do not;
- Make and keep an up to date record of the location and condition of the asbestos containing materials (**ACMs**) or presumed ACMs in the premises; Asbestos Register (**Estates Manager** retains);
- Assess the risk of the likelihood of anyone being exposed to fibres from these materials;
- Prepare a plan setting out how the risks from the materials are to be managed;
- Take the necessary steps to put the plan into action;
- Review and monitor the plan periodically; and
- Provide information on the location and condition of the materials to anyone who is liable to work on or disturb them.
- Reference to the Asbestos Register must be made and a job card signed by the person carrying out the work and the Estates Manager with copies retained to file.
- The college Asbestos Risk Register is retained within the Estates Manager's Office of each of the main campuses, Coatbridge, Cumbernauld and Motherwell.
- **Any work activity** which will involve disturbing the surface or structure of any wall, floor, ceiling, pipe lagging or equipment and involves drilling, sanding, scraping or removal of any item of material on floors, walls, ceilings, pipes or any other surface which may be manufactured from materials which be considered as Asbestos containing materials ACMs, **must be assessed before commencement of work**.
- All contractors and internal staff are required to ensure that the area where work is to take place is checked from the Register which will specify whether there is or there is the possibility of asbestos containing materials present.

**At no time should work commence until the Register has been checked and the work sanctioned by the Estates Manager and the permit to work system in relation to works that may involve exposure to asbestos has been prepared.**

## 3.8 Audit

Auditing forms the basis of self-regulation as required under sections 2 - 6 of the **Health and Safety at Work etc., Act 1974, The Management of Health and Safety at Work Regulations 1999** and other statutory provisions. The College has adopted the Occupational Health and Safety Management System approach suggested by the Health and Safety Executive (HSE) in their publication - 'Managing for Health and Safety' (HSG65).



The audit will address all of the elements in the management process below.

**Plan** – Setting policy, roles, responsibilities and strategy for managing safety and identifying what, who and how things are done. Planning how risks are to be assessed and controlled and how this is prioritised and disseminated throughout and outside the college. The allocation of resources supported by the provision of training for all levels of staff, measuring performance against the objectives set and how these are linked to the management of other business areas.

**Do** - Profiling the organisation's health and safety risks, involving workers, communication, consultation and the provision of adequate resources and competent advice. Implementing our plan, selecting and introducing risk control measures; providing and maintaining tools and equipment; and ensuring everyone is competent to carry out their tasks.

**Check** - Measuring performance through pro-active and reactive approaches, safety system checks and audits; Investigating accidents, incidents and near misses.

**Act** - Reviewing performance to learn from accidents, errors and experiences and to revisit plans, policies and risk assessments and controls to update where necessary.

Auditing is the process of collecting independent information on the efficiency, effectiveness and reliability of the total health and safety management system and drawing up plans for corrective action. This requires continuous improvement of policies, systems and techniques of risk control to reduce risks to the fullest extent.

Our performance can be assessed by:

- Internal reference to key performance indicators
- External comparison with the performance of business competitors and best practice

Our aim is to establish that:

- Appropriate management systems are in place
- Risk control systems exist which are adequate to address the hazards and
- Appropriate precautions are in place

The process with which we will carry out audits is by collecting information through:

- Interviewing individuals
- Examining documents, and
- Visual observation.

The health and safety management system will be assessed internally every two years.

External audits are undertaken by various bodies including The Care Inspectorate, Skills Development Scotland (SDS), Scottish Qualifications Authority (SQA), City and Guilds of London Institute (CGLI), The Princes Trust and College Insurers at various intervals as determined by these bodies.

The Organisation Section of this policy identifies relevant personnel who will be required as part of their responsibilities, to monitor health and safety and to facilitate external personnel in the process of auditing and other forms of monitoring.

To enable this process to function as smoothly as possible, Managers are required to maintain up to date records of all H&S activities and documents relating to the elements of the management system within their areas of control. The H&S Management Software System should be utilised by all staff for reference to and, creating, updating and managing documentation for their areas of control and operation.

## Measuring systems

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*'Performance is measured against agreed standards to reveal when and where improvement is needed'*

Active self-monitoring shows how effectively the health and safety management system is functioning by looking at both

- hardware (premises, plant, substances) and
- software (people, procedures, systems) including behaviour, and performance.

If controls fail, reactive monitoring will be undertaken with the aim of discovering why such failures have arisen.

Investigation of accidents, ill-health or incidents which could cause harm or loss will be carried out by relevant personnel with;

- The emphasis on determining immediate causes of sub-standard performance and
- Identifying underlying causes and the implications for the design and operation of the health and safety management system
- Their adequacy, relevance and design.

## Auditing and Reviewing systems

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*“The organisation learns from all relevant experience and applies the lessons”*

A systematic review of performance based on data from monitoring and from independent audits of the whole management system will be carried out. The aim is not simply to satisfy the minimum requirements of the law but to strive to continually improve and develop policies, systems and techniques of risk control. For this, there is the need to be able to assess performance by reference to key performance indicators and comparisons to be made against external competitors and best practice for the particular industry in particular;

- the ability of the organisation to learn from experience,
- improve performance,
- develop the health and safety management systems,
- respond to change,
- record and measure performance to ensure that the College learns from all relevant experience.

Following investigation, new objectives will be set which meet the recommendations contained in the audit report which will lead to continual improvements in Health and Safety matters.

Feedback from the reviewing, monitoring and auditing will be carried out by the following personnel:

- Health & Safety Committee
- Health & Safety Action Groups
- Finance and R&GP Committees of the Board of Management
- Risk Management Group

## 3.9 Blood-borne viruses

### Introduction

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There may be concerns over the risk of infection of Human Immunodeficiency Virus (HIV) and Hepatitis Group Viruses in the course of work activities. Generally, there is no risk of infection where there is no contact with blood or other body fluids. Where there is contact with blood or other body fluids the risk can be controlled by the implementation of suitable procedures.

### Responsibilities

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The Head of Faculty is responsible for ensuring that;

Line Managers have been;

- given the appropriate information, instruction and training to staff involved in work involving blood-borne viruses and'
- ensuring that this training is recorded.

In addition, they are also responsible for ensuring any occupational health requirements of staff considered to be particularly at risk.

**Line Managers** must ensure that members of staff under their control;

- do not carry out any work that may expose persons to blood-borne viruses or pathogens unless they have been given;
- suitable and sufficient information, instruction and training in carrying out such work and that;
- appropriate control measures are in place.

All staff must cooperate with this procedure and to report any incidents of blood spillages etc., to Estates/ Property Services.

### Transmission

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The main risks for transmission in the working environment are;

- Accidental inoculation, or
- Contamination of a cut or abrasion with the blood or other body-fluid from an infected person.

The majority of employees and students will not be exposed to such risks. Where staff and learners may be involved in work that may put them at risk of exposure to HIV and HBV the following procedures must be followed to eliminate or control those risks.

### Risk assessment

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The College must comply with the legal duties under the Control of Substances Hazardous to Health Regulations 2002 (COSHH) as amended to;

- assess the risk of infection to employees and other persons who may be affected,
- to eliminate or adequately control those risks and,
- to take suitable precautions to protect their health.

**Risk assessments must consider factors such as -**

- The frequency and scale of contact with bloods or other body fluids



- The number of different persons' blood/body fluids with which contact is made
- The effectiveness of existing control measures currently in place
- Any existing information on injuries reported in the workplace
- The arrangements for review and revision of assessments
- Arrangements for information, instruction and training for employees

## Immunisation

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A risk assessment may identify immunisation of an employee as a control measure. Where a risk assessment identifies that employees are at risk of infection due to the risk of contact with blood or other body fluids then immunisation against Hepatitis B Virus (HBV) will be considered.

Minimise the risk- General Guidance

This guidance will be supplemented by specific guidance for staff and learners in Dental/ Healthcare/ Beauty Therapy/ Hairdressing and other areas.

In order to minimise the risk of HIV or HBV infection, the following must be ensured - All open wounds on exposed parts of the body, in particular hands and fingers, must be fully covered by a waterproof dressing.

- Use mops, brushes or cloths to reduce direct contact with any spillage and ensure that any contaminated items are either cleaned appropriately or disposed of as identified in the risk assessment.
- Staff and students in Science and Care must follow procedures on using sharps/hypodermic syringes etc.
- Used needles/sharps/hypodermic syringes (excluding those being used as part of coursework in Dental and Nursing courses) must only be handled by using the remote lifting tool.
- All needles/sharps and hypodermic syringes must be suitably disposed of in an appropriate sharp safe container- yellow in colour and manufactured to **BS 7320**. These containers must be stored under lock and key and not left in any public areas. Containers should not be over-filled.
- Use good hygiene practices such as hand washing, and prohibit eating, drinking and smoking where there is any contamination with blood/body fluids and refrain from the above until you have been able to wash up.
- Staff involved in removing discarded sharps and/or cleaning up any minor blood/body fluid spillages must be suitably trained to carry out this work and

they will-

- Exclude unprotected persons from the work area to prevent exposure/contamination.
- Establish if the work area is safe.
- Conduct an initial inspection to determine the extent of the spillage.
- Ensure that all cuts and grazes are covered with waterproof dressings prior to any work being carried out.
- Ensure that all items of work equipment are to hand prior to any work commencing.
- Inspect items of PPE prior to use and put on the appropriate PPE before commencing work.
- Remove sharps with remote lifter and place in sharp-safe box.
- Ensure that the spillage is treated with an appropriate disinfectant prior to any cleaning. Leave for 5 minutes prior to wiping down/cleaning away.
- Wear the following protective clothing- waterproof apron, suitable gloves and coveralls.
- Where splashing may be possible, it is essential that **protection to the eyes and mouth is given by the use of a full- face visor or goggles and a face mask.**

- If any of the protective clothing becomes contaminated it should be washed (not at home) with hot water and disinfectant to kill any germs.

Any disposable items contaminated should be disposed of as clinical waste by using a **yellow clinical waste sack**. This **must not be disposed of in normal College waste** but disposed of via the College's **clinical waste disposal contractor**.

## First aid procedure in the event of a needle-stick injury

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- Encourage bleeding of the puncture site by gentle squeezing NOT sucking
- Wash the affected area with soap and running water
- Refer to local Accident and Emergency Department
- Contain the needle/syringe in sharp safe container in the event of analysis being necessary
- All needle stick injuries must be recorded in the accident book/ College incident reporting forms
- wash out splashes in your eyes using tap water or an eye wash bottle, and your nose or mouth with plenty of tap water – do not swallow the water.
- record the source of contamination;
- report the incident to your supervisor, line manager or health and safety adviser and your occupational health adviser if there is one.

## First aiders

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If you are a first aider in the college, the risk of being infected with a BBV while carrying out your duties is small. There has been no recorded case of HIV or HBV being passed on during mouth-to-mouth resuscitation. The following precautions can be taken to reduce the risk of infection:

- cover any cuts or grazes on your skin with a waterproof dressing;
- wear suitable disposable gloves (non-latex) when dealing with blood or any other body fluids;
- use suitable eye protection and a disposable plastic apron where splashing is possible;
- use devices such as face shields when you give mouth-to-mouth resuscitation, but only if you have been trained to use them;
- wash your hands after each procedure.

It is not normally necessary for first aiders in the workplace to be immunised against HBV, unless the risk assessment indicates it is appropriate. As a first aider it is important to remember that you should not withhold treatment for fear of being infected with a BBV.

## Disposal of waste

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Syringes and sharps/needles are classified as GROUP B clinical waste and must therefore be disposed of in accordance with the Environmental Protection Act 1990, the Health and Safety Executives Guidelines for the Safe Disposal of Clinical Wastes, the Special Waste Regulations 1996, the Special Waste Amendment (Scotland) Regulations 2004, and the Special Waste Amendment (Scotland) Amendment Regulations 2004. Under no circumstances should such waste generated in the College be disposed of as general refuse. In addition, the College will be required to comply with the **Duty of Care Regulations** and, complete and retain waste transfer notes for a period of two years in relation to such wastes. Human hygiene waste is not normally assumed to be clinical waste as the risk of infection is no greater than for normal waste. However, those persons carrying out risk assessments may have local knowledge that would not lead them to make this assumption and the appropriate action taken.

**Types of work where there may be contact with blood/body fluids.**

- Custodial services (prisons/detention centres/homes)
- Education
- First aid
- Hairdressing and beauticians' work
- Health care (hospitals, clinics, dental surgeries, pathology departments,
- Community nursing, acupuncture, chiropody, associated cleaning services)
- Laboratory work (forensic, research etc.)
- Estates (street cleaning/park maintenance/refuse disposal/public Lavatory maintenance)
- Medical/dental equipment repair
- Plumbing
- Social services
- Tattooing, ear and body piercing
- Vehicle recovery and repair

**Reporting incidents under RIDDOR**

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Under the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), there is the legal duty to report certain incidents and dangerous occurrences to the relevant enforcing authority.

- Incidents such as a puncture wound from a needle known to contain blood contaminated with a BBV should be reported as a dangerous occurrence.
- Puncture incidents which result in the person contracting a virus is reported as a Reportable disease.
- If the sharp is not contaminated with a BBV, or the source of the sharps injury cannot be traced, it is not reportable, unless the injury itself causes an over-seven-day injury. If the employee develops a disease attributable to the injury, then it must be reported.

## 3.10 Bomb Threat

Although generally rare, there is always the threat that someone will make such a call to the college if for nothing else other than to strike fear into the recipient of the call and to give the caller some warped satisfaction. College management however, take such actions very seriously and will put into place appropriate training and provide information as required to enable recipients of such calls, to take appropriate steps in dealing with the call.

As with our measures in place for dealing with other forms of serious or imminent danger, staff will be made available to bring into operation the relevant procedures enabling the safe evacuation of the buildings as and when deemed necessary.

All such calls will be forwarded to the police in the first instance and then other emergency services as deemed necessary. Advice will be taken from the Police and other emergency services as to the expected actions of our staff, learners and visitors.

### **A person receiving a letter or bomb threat will take all bomb threats seriously**

- **Call 999 immediately**
- **Notify your Manager/Supervisor**
- Immediately notify the **Vice Principal** (Responsible Person) or senior person for the campus and, their Line Manager.
- The Line Manager should contact the Estates Manager and Health and Safety Manager/Adviser for the campus and Security Staff where in operation.

### **If you receive a suspicious package in the mail, or observe an abandoned box, backpack, etc.**

- Move away from the area and advise others nearby to do the same.
- Report situation details to the 999 operator.

**In the event of evacuation**, all designated wardens will assume their normal roles as identified in the Emergency Evacuation Procedures within this H&S Policy.

The need to evacuate the premises may be because of:

- a threat aimed directly at the building
- a threat received elsewhere and passed on to the college by the police
- discovery of a suspicious item in the building (perhaps a postal package, an unclaimed holdall or rucksack)
- discovery of a suspicious item or vehicle outside the building
- an incident to which the police have alerted us.

Whatever the circumstances, we will tell the police as soon as possible what actions are to be taken.

### **Use of protected places**

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If an evacuation route takes people right past a suspect device outside the building, or through an area believed to be contaminated, evacuation may not be the best course of action. The use of protected spaces must then be considered.

**If the device is within the building** - evacuation may be considered, but

**If the device is outside the building** - it may be safer to stay inside.

The **Police will advise** and in exceptional cases they may insist on evacuation. In this event they will do so in consultation with the **Senior Person**.

Depending on the size of the campus and the location of the building, the plan may include:

- full evacuation outside the building
- evacuation of part of the building, if the device is small and thought to be confined to one location (e.g. a letter bomb found in the mail room or equivalent)
- full or partial evacuation to an internal safe area, such as a protected space, if available
- evacuation of all staff apart from designated searchers
- retreat to protected spaces.

## **Evacuation instructions**

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Evacuation instructions will be clearly communicated to staff and routes and exits will be well defined. Persons will be appointed to act as marshals and as contacts once the assembly area is reached.

- Assembly areas should be at least 500 metres away from the incident.
- In the case of most vehicle bombs, for instance, this distance would put them beyond police cordons - although it is advisable to have an alternative assembly point about 1km away. The college has these noted within the Business Continuity and Contingency Plans
- Car parks should not be used as assembly areas.
- Disabled staff will be individually briefed on their evacuation procedures.
- Where installed, and, with the approval of the Fire and Rescue Service, fire-fighter lifts may be used for evacuating disabled staff in the event of an incident.
- In the case of suspected letter or parcel bombs - evacuate the room and the floor concerned along with the two floors immediately above and below.

## **Chemical, Biological, Radiological (CBR) incidents**

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Responses to chemical, biological radiological (CBR) incidents will vary more than those involving conventional or incendiary devices, but the following general points should be noted:

- The exact nature of an incident may not be immediately apparent. For example, an improvised explosive device (IED) might also involve the release of CBR material;

In the event of a suspected CBR incident within the building,

- Switch off all air conditioning, ventilation and other systems or items that circulate air (e.g. fans and personal computers).
- Do not allow anyone, whether exposed or not, to leave evacuation areas before the emergency services have given medical advice, assessments or treatment;

## **If an incident occurs outside the building,**

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Following agreement in advance of our evacuation plans with the police and emergency services, the local authority and neighbours:

- Close all doors and windows and switch off any systems that draw air into the building.
- Emergency Response staff respond in line with the procedures as specified for such an event.
- Estates managers should ensure that heating, ventilation and air conditioning systems are switched off in order to prevent or minimise the ingress of CBR materials within the building.

Evacuation is never advisable if there is a general threat and the building has a protected space to which staff and others can assemble.

## **Staff training and awareness**

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All employees must take responsibility for their adherence to the organisation's security policies and attend any training deemed necessary. On-going task-specific training will then be provided according to the specifics of each role.

Training techniques might include formal presentations, workshops or scenario based role-plays etc., but could also include less formal formats such as road shows, intranet content, films or e-learning packs.

## **Staff survey**

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Periodically, gauging staff opinion about security habits may be used to help determine whether measures and procedures are both appropriate and understood. Where surveys are issued, results – both positive and negative will be issued with any resulting actions.

## **Bomb threat record sheet- Checklist of actions**

- 1) The person receiving a call should NOT hang up or disconnect the call.
- 2) Keep the line open
- 3) Allow the caller to talk for as long as possible.
- 4) Only put the phone down after the caller terminates the call and then
- 5) Start writing notes.
- 6) Attempt to get the exact location within the building where the bomb has been or is going to be planted.
- 7) Ask the caller when the device is set to explode.
- 8) Attempt to get as much information as possible as to description of the caller, i.e., voice, race, sex, group affiliation, etc.
- 9) Listen for noises in the background or other clues that may indicate who is calling or location of the caller.
- 10) Inform Supervisor/Manager immediately
- 11) Line Supervisor/Manager inform Senior Manager, Estates Manager and Health and Safety Manager immediately
- 12) Senior Manager inform emergency services (Police, Fire, Ambulance) and follow instructions

## Bomb Threat - Record Sheet

Recipient of Call: \_\_\_\_\_ Manager: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Call Duration: \_\_\_\_\_

Call receiver Questions	Call receiver Questions
<b>When</b> is it set for?	
<b>Where</b> is it located?	
<b>What</b> type of package is it contained in?	
<b>What</b> kind of bomb?	
<b>Why</b> are you doing this?	
<b>Who</b> are you?	
<b>Record the exact language of the threat caller</b>	

Person on the phone (Tick)	Man	Woman	Teen	Child	Age?

Voice of person on the phone (Tick)	Normal		Accent		Calm		Stutter		Excited	
	Angry		Squeaky		Rapid		Intoxicated		Stressed	
	Deep		Nasal		Loud		Laughing		Disguised	

Background Noises



### 3.11 Chemicals and Substances - COSHH

In relation to the **Control of Substances Hazardous to Health Regulations 2002 and as amended 2004**, we will arrange to carry out the requirements as laid down so far as is reasonably practicable. In order to do this, we have identified specific individuals and their responsibilities to ensure that all of the requirements are met and regularly reviewed for effectiveness.

The Regulations require;

- Assessment of the risks to employees and others likely to be affected and arising from exposure to substances or agents used or generated at work which include chemical and biological risks.
- Adequate control measures and the maintenance of these measures and any equipment associated with them will be put in place and adequately monitored for effectiveness in terms of the controls.
- The monitoring of the health of employees, including health surveillance where identified in the risk assessments or as a requirement of the Regulations will be addressed. Individuals from within and out-with the college will be identified to assist in this process.
- Information, instruction, training and supervision will be provided to all persons using or likely to be exposed to substances, biological agents or specified gases.
- Arrangements for dealing with incidents, accidents and emergencies will be put into place and key personnel identified to deal with the requirements.
- Specifically, substances labelled as; Dangerous (toxic, very toxic, harmful, corrosive and irritant),
- Substances assigned a Workplace Exposure Limit (WEL) in the form of either Short Term Exposure Limit (STEL) or Long Term Exposure Limit (LTEL)
- Harmful micro-organisms and,
- Substantial quantities of dust, certain gases and any other comparable hazard are to be addressed.

#### **COSHH Regulation 6 - Assessment of the risk to health created by work involving substances hazardous to health**

- 1) **An employer shall not carry out work which is liable to expose any employees to any substance hazardous to health unless he has –**
  - a) made a suitable and sufficient assessment of the risk created by that work to the health of those employees and of the steps that need to be taken to meet the requirements of these Regulations; and
  - b) implemented the steps referred to in sub-paragraph (a).
- 2) **The risk assessment shall include consideration of;**
  - a) The hazardous properties of the substance;
  - b) Information on health effects provided by the supplier, including information contained in any relevant safety data sheet;
  - c) The level, type and duration of exposure;
  - d) The circumstances of the work, including the amount of the substance involved;
  - e) Activities, such as maintenance, where there is the potential for a high level of exposure;
  - f) Any relevant workplace exposure limit or similar occupational exposure limit;
  - g) The effect of preventive and control measures which have been or will be taken in accordance with regulation 7;
  - h) The results of relevant health surveillance;

- i) The results of monitoring of exposure in accordance with regulation 10;
  - j) In circumstances where the work will involve exposure to more than one substance hazardous to health, the risk presented by exposure to such substances in combination;
  - k) The approved classification of any biological agent; and
  - l) Such additional information as the employer may need in order to complete the risk assessment.
- 3) **The risk assessment shall be reviewed regularly and forthwith if –**
- a) There is reason to suspect that the risk assessment is no longer valid;
  - b) There has been a significant change in the work to which the risk assessment relates; or
  - c) The results of any monitoring carried out in accordance with regulation 10 show it to be necessary, and where, as a result of the review, changes to the risk assessment are required, those changes shall be made.
- 4) **Where the employer employs 5 or more employees, he shall record –**
- a) The significant findings of the risk assessment as soon as is practicable after the risk assessment is made; and
  - b) The steps which he has taken to meet the requirements of regulation 7.

### **A COSHH Risk Assessment must be carried out before the substance is used.**

In relation to the above, the risk assessment process on any substances or biological agents in use or produced as a result of the work activities must be identified by;

- Name
- Chemical formula
- Form of material(solid, liquid, gas)
- Concentrate or solution
- Quantities and location(s) of materials stored and the means of storage
- Location(s) of usage, how it is used, how much is used, who is using it
- The person(s) using, storing , handling and transporting the substance and methods of
- Safety data sheets available and safe systems of working in place
- The types of control measures in place e.g. Local Exhaust Ventilation Systems (LEV's), safety cabinet, fume cupboard, Personal Protective Equipment (PPE) and clothing / Respiratory Protective Equipment (RPE) and Breathing Apparatus (BA)
- Measures in place for dealing with spillage - clean-up kits, procedures and safe systems of work in place.
- Information, instructions, training and supervision in place
- Dealing with emergencies e.g. spillages, fire, explosion
- Emergency services contact details
- Contacts with external services
- Arrangements for any medical checks or health surveillance if required;
- Waste disposal arrangements.

**All assessments;**

- Must be recorded, reviewed and revised as often as is necessary.
- Records must be kept up to date, be easily recovered and be available for inspection/audit purposes for both internal and external examination.
- **Heads of Faculty and Unit Managers** have the responsibility to ensure that assessments are completed, reviewed and revised as often as is necessary for their areas of control and by persons competent to do so.
- Reviews must be completed at least every year.
- Faculties/Units must keep up-to-date files containing **Safety Data Sheets (SDS)**, where available, for all chemicals, substances and materials used within all areas except (see Note below). While the records and assessment documentation is contained within the H&S Management Software System, users within each Faculty and Unit must have direct access to the risk assessments-preferably by accessing hard copies at the location of use.
- Substances must be stored in their original containers, labelled accordingly and must be used by the use-by date where applicable. Any out of date stock must be notified to the Estates Manager within each campus for disposal.
- When purchasing new chemicals or substances, the safest chemical or substance should be selected and a copy of the safety data sheet must be added to the COSHH section of the H&S Management Software System.
- Minimal amounts of chemicals/substances should be ordered/stocked.
- Warning signs must be displayed where hazardous chemicals are stored or at the entrance to where they are used.
- Managers must ensure that first aid and fire-fighting equipment is readily available at the point of use of hazardous substances and that appropriate personal protective equipment (PPE) must be worn at all times by staff and learners when working with chemicals or substances.
- Proprietary absorbent materials, clean-up kits or suitable sand must be available for containment of accidental spillage of chemicals.

COSHH Assessment forms are contained in the Forms folder within the Document Library section on the H&S Management Software System.

**Note:** medicines, pesticides and cosmetic products have different legislation and don't have a safety data sheet. Further information on such products can be sought from the supplier as to how the product can be used safely. Observe any warning labels for safe use on the product container, packaging or leaflet.

Other substances used in hair and beauty treatments do have safety data sheets e.g. acetone.

## 3.12 Communicating health and safety

Health and safety information will be communicated via the various methods available to staff and others:

- **Intranet-** policies and procedures;
- **Email** facility for regular information and announcement of updates to policies/procedures etc.
- **Face to face** communication, telephone and printed materials in the form of posters, notices, signs and charts will be utilised as appropriate.
- **Health and Safety Management Software System**, accessible via the internet from any location. Key personnel have Administrator rights enabling them to create and approve documents for inclusion in the various folders while access to all persons is permitted to view, create and send to the administrator for approval and inclusion.

The system also allows for the use of smart phone, I-pad /I-phone access. All H&S documentation is available; risk assessment, inspection, audit, plant/equipment asset management, COSHH, display screen equipment (DSE) assessments, training, accident, incident reporting, contractor management.

Users will be able to access any information specific to their campus while administrators will be able to access a wider range of facilities.

Any hard copies of any of the documents should be checked for currency in accordance with the Quality Assurance procedures in operation and old hard copies disposed of immediately upon updates being introduced which will be notified as appropriate via the software system or by email to all staff.

Documents as contained within this facility cannot be altered by persons other than the designated author.

The H&S Policy – Statement, Organisation and Arrangements sections are available via the Intranet H&S section and Internet accessible Safety Management Software System as are the specific campus arrangements sections (colour coded) showing the current key personnel for First Aid, Fire & Emergency Evacuation, Evacuation Chair trained personnel and persons This H&S Management System should be referred to for any H&S information, procedures and reference to current health and safety legislation relevant to the College.

### 3.13 Consultation on health and safety

Consultation on health and safety matters is available to all staff via various channels- Corporate Health and Safety Committee, Health and Safety Action Groups, Health and Safety Manager, Health and Safety Advisers, Line Managers and Supervisors, Occupational Health Advisers, Healthcare Practitioner and Health and Safety Representatives

**The Health and Safety (Consultation with Employees) Regulations 1996** specify duties on the employer to consult with all employees in matters of health and safety. In respect of meeting the requirements of these regulations, all employees will be able to consult, in good time on health, safety and welfare issues.

In particular where;

- Measures are introduced which will substantially affect the health and safety of those employees
- Clarification on our arrangements for utilising competent persons as required under the Management of Health and Safety at Work Regulations is required and the identification of
- The persons who are to take charge of measures necessary to combat identified serious and imminent danger

**We will;**

- Provide statutory health and safety information
- Plan and organise any health and safety training as required to be provided in relation to the consequences of introducing new technology into the workplace and the associated health and safety of our employees
- Consult employees either directly or with group elected representatives. Those elected are referred to as Representatives of Employees Safety – 'ROES'
- Choose how to consult and where it is decided to consult with 'ROES', will inform staff of their names and group of employees they represent
- Inform staff If consultation is discontinued because of a 'ROES' notification that he/she;
- No longer intends to represent the group
- Is no longer employed in the group he/she represented
- Has not been re-elected or their 'term in office' has expired
- Is incapacitated from carrying out their function then the employees whom he/she represented will be informed of the discontinuation.

If the employer wishes to change consultation methods, employees will be notified of the change to 'direct consultation'. We will also provide necessary information to employees consulted directly. Likewise to ROES who are entitled to have available, records as required under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR 2013).

The employer does not have to disclose information which is considered to be;

- damaging to national security, or
- could contravene any statutory requirement (prohibition) on the employer
- directly related to any individual without their consent e.g. health records, etc.
- likely to cause substantial injury to an undertaking
- information relative to legal proceedings against employer

All employees whether Trade Union Members or not, have access to the minutes generated from the Health and Safety Committee meetings via the intranet or in hard copy if requested and raise any concerns with the Health and Safety Advisers or Manager or, Line Manager as necessary.

## Health and Safety Committee Constitution

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New College Lanarkshire recognises Trade Unions and the need to establish a Health and Safety Committee as requested in accordance with The Health and Safety at Work etc., Act 1974 Section 2(7) and, The Safety Representatives and Safety Committees Regulations 1977. A Corporate Health and Safety Committee will consist of representatives from all levels of the organisation; Board of Management, Senior Management, Trade Union Health and Safety Representatives, Students and others as deemed appropriate. Campus Health and Safety Action Groups will also operate consisting of members of staff from the three main campuses of Coatbridge, Cumbernauld and Motherwell as detailed below.

### The function of the Corporate H&S Committee is to;

- a) Consider the minutes arising from the H&S Action Group meetings
- b) Examine health and safety hazard report forms arising from inspections.
- c) Examine the results of investigations into accidents, incidents and dangerous occurrences.
- d) Action the introduction of measures to rectify situations as identified in inspections and audits.
- e) Consider remedies introduced in response to above points.
- f) Assist in the review and development of health and safety policies, risk assessment procedures, documentation, safety rules, safe systems of work and monitoring documentation.
- g) Communicate decisions to Senior Management and Risk Management Group and ensure all other staff are informed.
- h) Provide a link with the appropriate Inspectorates of the enforcing authority.
- i) Conduct at least one H&S survey each year.
- j) Oversee the functioning of the policy and that the objectives as set are being addressed accordingly.
- k) Monitor health and safety training.
- l) The constitution of the committee is contained within the arrangements section of this policy and will be reviewed and revised as necessary

## Membership

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The Corporate Health and Safety Committee includes personnel from the following areas;

- Chairperson- Senior Management
- Estates Manager
- Trade Union Representatives- EIS, UNISON/UNITE
- Management representation- Board of Management; Faculties, Support Staff
- Administration representation
- Students Representative
- H&S Manager

**Note:** H&S Manager/Advisers in attendance are ex-officio and provide competent advice and interpretation of legislative requirements. Where the H&S Manager is unavailable to attend, one of the H&S Advisers will deputise on their behalf providing guidance within the competency levels related to their qualifications.

### The function of the Campus H&S Action Group is to;

- a) Provide to the Corporate H&S Committee, minutes arising from the H&S Action Group meetings.
- b) Examine health and safety hazard report forms arising from inspections.

- c) Examine the results of investigations into accidents and dangerous occurrences.
- d) Communicate decisions to the Corporate Health and Safety Committee.
- e) Action the introduction of measures to rectify situations as identified in inspections and audits following approval from the Corporate Health and Safety Committee.
- f) Monitor remedies introduced in response to above points.
- g) Assist in the review and development of health and safety policies, risk assessment procedures, documentation, safety rules, safe systems of work and monitoring documentation.
- h) Conduct at least one H&S survey each year
- i) Oversee the functioning of the policy and that the objectives as set and the local health and safety arrangements are suitable and being addressed accordingly.
- j) Monitor Campus health and safety training
- k) Provide a link with the appropriate Inspectorates of the enforcing authority.
- l) The constitution of the committee is contained within the arrangements section of this policy and will be reviewed and revised as necessary.

## Membership

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The Campus H&S Action Groups have personnel from each campus from the following areas;

- Chairperson- Senior Management
- Campus Estates Manager
- Campus Trade Union Representatives- EIS, UNISON/UNITE
- Management representation- Faculties, Support Staff,
- Administration representation
- Students Representative
- H&S Manager or Assistant

## Frequency of meetings

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The committees will meet at three monthly intervals and at any other time as necessary. A calendar of events is produced each year commencing August. The H&S Action Groups should meet at a maximum of 4 times per year and at least 2 weeks prior to the Corporate H&S Committee meeting in order to provide the Corporate Committee with the minutes arising from the H&S Action Groups at least one week in advance of the Corporate Committee meeting.

## Agenda and minutes

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The Chairperson should contact all members to seek any relevant issues for inclusion in the meeting prior to finalising the agenda. Agendas for each meeting will be prepared by the Chairperson and distributed to all members in advance of the meeting thus giving each member adequate time to prepare any materials as required.

Minutes of each meeting will be taken by the 'Minutes Secretary' and the final version prepared and issued to all members within two weeks of the meeting in order to enable the action to be taken to address any issues raised.

All agendas and minutes of meetings will be available to all staff via the college intranet facility within the "staff-minutes" area of the site as well as within the Document Library section of the H&S Management Software System.

## 3.14 Contractors

New College Lanarkshire will ensure, in so far as is reasonably practicable, the health and safety of persons not in their employment, **The Health and Safety at Work etc. Act 1974, s (3.1), Management of Health and Safety at Work Regulations 1999, Regulation 3**. Those intending to carry out work on our behalf will be provided with comprehensible information and appropriate instructions regarding any reasonably foreseeable risks to health and safety on or within our premises for that contractor or any of their employees in relation to the work to be done. The college will ensure that such information and instruction is made available to all contractors and their employees as to the risks, control measures in place and the identification of the competent person within the college nominated to manage the evacuation procedures in accordance with the Management of Health and Safety at Work Regulations 1999, Regulation 12.

- The college will endeavour to ensure that all such contractors are selected on the basis of their competences and past performance records in respect of both the quality of work and health and safety.
- All potential contractors will be vetted for suitability.

All contractors selected to carry out work activities in and around the college property have responsibilities to themselves and to all persons who may be affected by their acts or omissions to act in the work that they are involved, The Health and Safety at Work etc. Act 1974, s (3.2).

- In respect of this, all contractors will be required to work in accordance with and to satisfy the health and safety requirements of New College Lanarkshire in order to maintain its standard of care to staff, learners and others in line with this policy and the management systems in place.
- Full co-operation and co-ordination between all parties is necessary and for the control of risks associated with the work activities, The Management of Health and Safety at Work Regulations 1999, Regulation 9
- Liaison with the Campus Estates Managers or other Estates Staff and Health and Safety Manager/Adviser is required to be maintained and these staff informed immediately of any changes in the risks and/or shortcomings with the controls in place.
- Where health and safety requirements are not being met, consultation will take place between the contractor and the Health and Safety Manager and Estates Manager of the college to find out why and to put matters right.
- If health and safety performance is not brought up to requirements, College Management retains the right to stop the contractor working on the job until the necessary improvements have been met or, terminate the contract if a satisfactory outcome cannot be reached.
- Where contractors appoint sub-contractors, they must ensure that effective procedures are in place for appraising the competence of the sub-contractor in relation to the work to be done.
- All such appointments must be communicated to relevant college staff before appointment and indication as to their suitability through the use of the appraisal documentation used by the contractor which must be made available to relevant college staff.

Full details and are contained in the **Contractors Guidelines Document** available within the Documents Library section of the H&S Management Software System.



## 3.15 Disability

As a requirement of the provisions of the **Equalities Act 2010** we will make reasonable adjustments in order to facilitate persons having disabilities and their needs in gaining access to and from the college and the resources provided therein. Assessments will be carried out as required under **The Management of Health and Safety at Work Regulations 1999** utilising persons from within and outside of the organisation as appropriate.

### **Heads of Faculty and Unit Managers will ensure that;**

- Staff, learners and visitors within their faculties or units who require Personal Emergency Evacuation Plans (PEEPs) to be prepared for them, will have one for each different area of attendance, i.e. each building.
- The individual fully understands the contents of the PEEP and the emergency procedures in place. The individual is responsible for ensuring that their copy of the PEEP is with them at all times and available to any member of staff offering assistance in the event of emergency and evacuation from any part of the building.
- Emergency evacuation wardens will receive any training and information necessary to enable them to assist persons having disabilities and any equipment to be used in the process.
- In the event of the emergency alarm sounding, all persons having disabilities should, if they are able to do so unaided, leave the building by the nearest exit route. If the nature of their disability is such that they can move very slowly or require assistance to vacate then they should, in the first instance, assemble in the designated refuge areas as identified in the Campus specific arrangements either until other faster moving persons have exited or assistance arrives to accompany them to exit the building.
- Only in the event of fire or other such situation deemed to place persons having disabilities and within the refuge areas at risk will they be escorted from the building to the assembly points provided.
- Where necessary, learners and members of staff will have Personal Care Plans (PCPs) prepared to indicate their specific needs in relation to special provisions required. These details should be completed by the Learner Support person assigned to each learner or Curriculum & Quality Leader for staff when they are made aware of specific individual needs.
- Reasonable adjustments will be made where appropriate, to work locations, work environment, equipment, processes and procedures to enable safe working practices.

## 3.16 Display Screen Equipment (DSE)

### The Health & Safety (Display Screen Equipment) Regulations 1992 as amended 2002.

We will ensure that competent persons carry out assessments in order to meet the requirements of these regulations. Ergonomic solutions and the assessment of the risks to health and safety from exposure to visual display units (VDUs) and other display screen equipment as covered by the regulations. The assessments in particular should consider the risks of musculoskeletal problems, visual fatigue and mental stress.

DSE is devices or equipment that has an alphanumeric or graphic display screen and includes display screens, laptops, touch screens and other similar devices. The Regulations place specific duties on the college in respect of the following:

- Risk assessment
- Schedule compliance
- Workstation design and work environment
- Daily routine of users,
- Work breaks/activity changes Eyes and eyesight
- Training
- Provision of information

### Risk Assessments

#### Two assessments are required;

- An assessment of the workstation for suitability in terms of the equipment provided, ergonomic factors and the environment in which it is being used.
- An assessment which looks at the individual user of the workstation.
- Knowledge in each area above is essential for those who habitually use VDUs for a significant part of their working day. Therefore, a self-assessment facility is available on the Safety Manager Software System. The assessment will be reviewed by the College Health and Safety Manager or Adviser who will assist you to make any necessary adjustments or refer to Occupational Health if required.

The risk assessment should be reviewed if any significant changes arise due to personal health conditions, where alterations are made to the workstation or, your workstation is relocated.

Significant changes include a major change in; software, hardware, furniture, increase in time using the DSE, increase in task requirement such as speed, accuracy, relocation of the workstation and modification to the lighting.

**User:** is generally someone who habitually uses (at least 1 hour/day) display screen equipment for the purposes of the employer whether at the employer's workstation or at a workstation at home. Users are also entitled to have;

- eye/eye sight tests on request
- subsequent eye / eye sight tests at regular intervals
- additional eye / eye sight test on request where encountering visual difficulties
- special corrective appliances provided by the employer where tests show that normal corrective appliances cannot be used

**Operator:** someone who is self-employed who works at the employers workstation and whose use of display screen equipment is such that they would be users if employed (Reg. 1(2)(B))

## Workstation

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This includes the immediate work environment around the display screen equipment, including all accessories, desk, chair, keyboard, printer and other items. The schedule to the regulations specifies the following list as a minimum consideration;

- Display screen
- Keyboard
- Work desk/surface
- Chair
- Space requirements around, on and under desk
- Lighting
- Reflections and glare
- Noise
- Heat
- Humidity
- Radiation (no action necessary)
- Computer/user or operator interface

**Note:** Anti-glare screens are not corrective appliances.

## Health risks associated with DSE?

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Typical risks include fatigue, eye strain, upper limb problems and backache from overuse or improper use of DSE. These problems can also be experienced from poorly designed workstations or work environments (poor ergonomics). The causes may not always be obvious and can be due to a combination of factors. The risk assessment should identify any of the sources likely to give rise to these risks.

## Prescription eyewear for Users

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The College will pay up to £50.00 every two years towards spectacles where it is deemed necessary following the results of the eye/eye sight tests.

**Note:** £100.00 will be allocated annually if members of staff have a medical condition which may affect their eyesight.

Any employee matching the above classification of a 'user' will be afforded the eye tests and where appropriate, £50.00 towards glasses every two years where it is identified that they require corrective lenses to work on a PC.

Other types of eye corrective appliances will be provided free of charge.

## 3.17 Drinking Water

An adequate supply of drinking water is provided for all persons at work in the workplace. These facilities are available in each campus and consist of mains supply or water dispenser. Water that is deemed suitable for drinking will be conspicuously marked by an appropriate sign where necessary for health and safety purposes. There shall also be a supply of suitable cups or other drinking vessels unless the supply of water is of a jet type.

Drinking water taps will not be provided in areas where there is risk of contamination e.g. lead processing, welding/cutting, dust etc.

The specific campus arrangements should be referred to for the locations of drinking water points within each campus.

Where disposable cups are provided for use, users are expected to dispose of the used cups in the waste containers available and must not leave cups containing water on any item of machinery or other electrical equipment.

### 3.18 Educational Excursions

Educational excursions whether required as an essential element within a curricular area, for business purposes or as an extra can be an interesting and enjoyable part of the business, teaching and learning process and be of great benefit to the participants.

On occasion, staff may require travelling abroad on College business. A health and safety information and general guidance document has been produced to assist staff when preparing for international travel.

Staff travelling abroad on College business should familiarise themselves with the guidance and ensure that they complete the Overseas Travel Risk Assessment prior to their journey.

The "Health and Safety Information for Staff Travelling Abroad on College Business" document is available from the H&S Management Software System 'Document Library'.

The Overseas Travel Risk Assessment should be saved to the 'Risk Assessment folder' or relevant Faculty/Department section within the Document Library on the H&S Software System.

It is important that risks are managed during all educational excursions. In respect of this;

- We will ensure that all risk assessments are suitable and sufficient with necessary control measures identified and put into place to ensure, so far as is reasonably practicable, the health, safety and welfare on any educational visit/activity whether at home or abroad.
- Prior to the excursion taking place the relevant Head of Faculty must satisfy themselves that a suitable and sufficient risk assessment has been carried out.
- While on the visit, continual monitoring of the identified risks and their controls will be done by the responsible person for the group.
- The individual roles and responsibilities for all participants involved in any visit/excursion/activity are set out below.

#### Head of Faculty

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The Head of Faculty/Manager has the responsibility to ensure the educational aims of the visit will be achieved and that all factors of any visit have been fully addressed. Emergency funds, home base contacts and contingency plans for delays to transport/finances are in place and made known to the Group Leader.

The Head of Faculty/Manager shall ensure that the Group Leader has addressed the following key factors;

- Planned the excursion in accordance with all relevant regulations and guidelines and policies to satisfy any Health and Safety, Equality and all other relevant legislation.
- Has carried out or arranged for other competent persons to carry out risk assessments that are suitable and sufficient in relation to the excursion and recorded appropriately.
- All staff and non-staff carers/supervisors are suitable in terms of learner/staff ratios, protection of vulnerable persons and competencies are appropriate for the excursion and learner group
- All appropriate documentation has been prepared, completed and stored correctly for all excursions.
- Emergency procedures as appropriate to the excursion are in place and all participants are made aware of them.
- Suitable travel arrangements have been made for all participants.
- Suitable and sufficient medical and first aid needs have been addressed and appropriate provisions are in place.
- All relevant insurances are in place.
- Relevant consent forms are complete and adequately stored.

## Group Leader

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The Group Leader for the excursion has overall responsibility for the supervision and conduct of the excursion and has regard for the health and safety of the group. The Group Leader should also;

- Obtain agreement for the excursion from the–Head of Faculty, Assistant Head of Faculty or Curriculum & Quality Leader or Department Manager as appropriate.
- Ensure that all excursions/visits/activities have been properly planned.
- Ensure that risk assessments have been done in relation to any excursions/visits/activities in advance of the event and the contents made known to, Faculty/Unit Manager, Health and Safety Manager, participants and parents where appropriate.
- Ensure that any external providers of excursions/activities /visits have assessed the risks and provide to the college, documented evidence of the assessments. Where appropriate, an exploratory visit should be made to identify the suitability and levels of risk and accessibility for all participants.
- First aid requirements for any excursion/visit/activity will be assessed and appropriate provisions made available. All minibuses will carry a suitable first aid container.
- Supervision of all excursions/activities /visits will be based on various factors relevant to the type of event and will be decided by the Group Leader based on the risk assessment carried out. All supervisory and sole responsibility staff involved in the event will have satisfied a Protection of Vulnerable Groups (PVG) Check.

## Other Paid Staff

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Must do their best to ensure the health and safety of everyone in the group as any reasonable parent would do and;

- Follow the instructions of the Group Leader and help with control and discipline.
- Consult with the Group Leader in the event of any concerns about health and safety and if acting as supervisor, stop any excursion/visit/activity where they consider the risks to health and safety are unacceptable.
- Paid staff may, with agreement or, by the direction of the Group Leader, assume sole responsibility acting as supervisor for the group where considered appropriate.

## Adult volunteers

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- Adult volunteers shall not be left in sole charge of the group.
- Adult volunteers must do their best to ensure the health and safety of everyone in the group.
- Follow the instructions of the Group Leader and Group Supervisors and help with control and discipline.
- Discuss with Group Leader or Supervisor on any health and safety issues at any time.

## Participants

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- Must not take any unnecessary risks to their own and other participant's health and safety and inform Group Leader or other Supervisor of anything with the potential to cause harm.
- Follow the instructions of the Group Leader or Supervisor as well as those in charge at venues.
- Ensure appropriate behaviour, dress code if abroad, football colours are not permitted at any time.
- Be sensitive to and observe any local codes and customs.
- Ensure suitable insurance is arranged if participating in extra-curricular events during the excursion which are considered to be of high risk.
- Ensure all necessary medications are available for the trip and that the Group Leader is informed of any such requirements.

- Refrain from consuming alcohol or other substances if under the age of 18 years or, if 18 years and over, consume alcohol only in moderation during the times as agreed with the Group Leader and in accordance with College Policies and Code of Conduct and also with any ethical and legal requirements of the specific country visited. **Consumption of illegal substances is not allowed at any time.**

**Parents** - Should complete all relevant consent forms and;

- Provide Group Leader with emergency contact details.
- Provide information to the Group Leader in respect of their child's emotional, psychological and physical health which may be relevant to the excursion/visit/activity.
- Make an informed decision as to their child's suitability for inclusion in the excursion/visit/activity.
- Attend, where deemed necessary, any briefing sessions provided in relation to the excursion.
- Provide to Group Leader arrangements in the event of their child being sent home early from the excursion.
- Should ensure they fully understand any financial and contractual implications in the event of their child failing to follow the expected code of conduct on the excursion/visit/trip resulting in them being sent home early.

All forms are available on the H&S Management Software System-Document Library section.

## 3.19 Electricity

**The Electricity at Work Regulations 1989** imposes standard health and safety requirements for all electricity at work. The application covers all places of work and covers all electrical equipment from battery operated to high voltage equipment. In relation to meeting our responsibilities under these regulations the following procedures apply;

- The hard wired systems and equipment is maintained as part of the Estates Manager's schedules.
- Any defective items should be reported to The Head of Faculty/Unit Managers and Estates Manager and, where necessary, taken out of commission immediately. Any such item or equipment will be suitably labelled 'out of use' and isolated and/or locked off.
- All electrical systems will be inspected and tested in accordance with the regulations by Independent Specialist Contractors at the appropriate frequency.
- Only competent persons are permitted to carry out repairs on any such equipment and re-instate following all relevant suitability and safety checks.
- The Estates Manager will retain all records of maintenance and repair and ensure that all relevant procedures are followed throughout the works.
- All future electrical installations and equipment will comply with the IEE 17th Edition and will be carried out in accordance with the Electricity at Work Regulations 1989.
- Records containing details of all portable electrical equipment used within College are located in the Estate Managers office and within the Plant section of the H&S Management Software System
- All portable electrical equipment shall be maintained as per manufacturer's specification and may be tested by a Portable Appliance Tester (PAT) at a frequency depending upon usage and the environment in which it is used.
- Portable electrical equipment which has been PAT tested will have a label attached detailing its status. Failed equipment will be removed from use by the testers and notified to the Estates Manager.
- Portable electrical equipment which has not been PAT will not have either an ID label or plug label. This equipment should be brought to the attention of the Estates Department within each campus for identification and deciding upon the need for PAT testing.
- Staff, trainees and learners have a duty to inspect plugs, electrical cables and equipment upon receipt and return any equipment suspected of being faulty, immediately.
- Electrical floor boxes in classrooms should be used only when necessary and closed securely at the end of a lesson. Students are not permitted to charge mobile phones within these floor boxes.

### Visual Inspection Guidance

Visual inspections are usually the most important components of a portable electrical equipment maintenance regime. The majority of potentially dangerous faults can be picked up by such inspections, which are normally carried out by users themselves and/or periodically by an **appointed person**.

Any visual inspection should critically examine the equipment to check that it appears to be in sound condition and should include any extension leads and associated plugs and sockets. User **visual inspections should not include taking any equipment apart**. When carrying out a visual inspection ensure the **electrical equipment is turned off** and check for:

- Damage to plugs (e.g. cracked casing or bent pins)
- Damage to the external cover/casing of the equipment, loose parts or loose/missing screws
- Damage to outer coverings/insulation to leads, wires or cables (apart from light scuffing).
- Cable located where it might be subject to damage or forced into a tight bend as it exits equipment.



- Inadequate joints, including taped joints in the cable
- Burn marks, staining or discoloration that may suggest overheating
- Whether the equipment has been subjected to conditions for which it is not suitable, e.g. spillage of fluids or solids, overly dirty or dusty, or excessively contaminated in some other way. Ensure no containers (flowerpots, coffeepots, etc.) are located such that spillage could occur to equipment.
- The absence of inappropriate pieces of equipment or foreign objects on or inside the equipment
- That there are no trailing wires; if there are, tuck them out of the way, for example under a suitable protective cover or a desk/table to prevent accidents

**Note:** Only trained and qualified persons are permitted to carry out work involving the repair of any electrical equipment.

## Live working

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### Regulation 14 – Work on or near live conductors

No person shall be engaged in any work activity on or so near any live **conductor** (other than one suitably covered with insulating material so as to prevent **danger**) that **danger** may arise unless -

- a) it is unreasonable in all the circumstances for it to be dead; and
- b) it is reasonable in all the circumstances for him to be at work on or near it while it is live; and
- c) suitable precautions (including where necessary the provision of suitable protective equipment) are taken to prevent injury. (**Electricity at Work Regulations 1989**)

## 3.20 Emergency Evacuation

The college has responsibilities to ensure that all persons can be safely evacuated from the premises in event of fire or other emergency situation. In respect of fire emergencies, the duties placed on the college as required by the Fire Scotland Act 2005 and the Fire Safety (Scotland) Regulations 2006, will be met by introducing the appropriate arrangements.

- **All staff, learners, contractors and visitors** must apply all due diligence in all aspects of the evacuation process.
- **Exit routes** should be kept clear at all times. Under no circumstances should carpets, furniture, waste materials or other fittings be stored in corridors or stair enclosures (refuges).
- **All fire doors** held on magnets will fail safe (close) when then alarm activates.
- **Doors** held open will close and doors normally locked will unlock.
- **Evacuation** will be supervised by Emergency Evacuation Control Officers who receive information from Emergency Evacuation Wardens that all areas have been evacuated.
- **Key members of staff** are assigned particular supervision duties to assist in the evacuation process and all persons must co-operate fully with them to ensure the evacuation and assembly runs smoothly.
- **Members of teaching staff** must ensure that they supervise their learners throughout the process and that the evacuation of the building is performed as smoothly and orderly as possible culminating in the assembly of all persons at the designated assembly area.
- **Members of teaching staff** not in charge of classes should assist where necessary in the directing of learners and visitors to the nearest exit routes where appropriate.
- **Members of teaching staff** are required to provide all of the necessary information on the evacuation process at induction of the learner to the college which should be supported by a tour of the building to allow the learner to become familiar with the escape route(s) and assembly points.
- **Learners who start their course after the induction** has taken place should be provided with detailed information and plans of the routes and assembly point.
- **Learners and staff having disabilities** will, where necessary, be provided with an identified person who can assist them through the process (Buddy system).
- **Mobility impaired and other disabled students/visitors** will normally be escorted to the stairwells and wait at the areas signposted as refuge points. In the interests of a speedy evacuation, such mobility impaired persons should wait until all other persons have evacuated. Mobility impaired persons will, if deemed necessary, be evacuated by college staff or, where it is considered that they are at serious risk, by the fire and rescue service.
- **Visitors** will be issued with a visitor pass on arrival at reception with emergency procedures printed to the back of the pass. These guides should be read while awaiting the member of staff being visited and handed in after use or before signing out and departure of the building. Staff receiving visitors should accompany them to the exit routes and assembly point. Disabled visitors will have a Personal Emergency Evacuation Plan (PEEP) prepared if required when they check-in at reception.
- **Reception staff** will take the visitors sign-in book to the assembly area.
- The emphasis on evacuees exiting via the nearest emergency escape route and emergency exit door is essential and the member of staff responsible should ensure that it is done.

### Emergency Evacuation Control Officers;

Should complete the Emergency Evacuation Record form for the appropriate area as specified in the specific Campus arrangements which support this policy and provide a copy to the Health and Safety Manager for record purposes.

## Role of Evacuation Control Officer

- Collect and wear Yellow Vest and Checklist from Reception or as per campus arrangements.
- Leave building by nearest exit.
- Take up position outside of Main Building specific to campus.
- Observe all persons evacuating and assembling at designated Assembly Points.
- Ensure all exit doors are completely cleared of persons to enable clear access for Fire and Rescue Services.
- Communicate with Estates Manager/Assistants regarding source of alarm and problem.
- Communicate with Evacuation Wardens to clarify their areas are clear or if persons are within Refuge areas.
- Communicate with other campus Evacuation Control Officers (specific campuses).
- If a problem is alerted by a Warden, identify location and inform other Wardens and Health and Safety Manager/Adviser (depending on campus).
- If persons left in stairwell refuge points are required to be removed from building, inform team of Wardens to assist in safe evacuation of person(s)
- Communicate with Fire and Rescue Services Officers if they are required to attend the building and inform of status and any persons unaccounted for or left in refuge areas.
- Give the all-clear when source of alarm has been silenced and the building is safe for re-entry (Fire and Rescue Services will make this decision if they attend the building)
- Ensure Emergency Evacuation Control Officer's Checklist is complete, issued to the H&S Manager.

In the event that the building has been deemed to be unsafe and re-entry cannot take place, inform all staff, students and others of the situation and how to contact the college for the retrieval of personal items.

## Emergency Evacuation Wardens

- Key members of staff are assigned particular supervision duties to assist in the evacuation process and all persons must co-operate fully with them to ensure the evacuation and assembly runs smoothly.
- In the event of absence, the warden should contact the Human Resources section of the campus in the normal manner for reporting absence. The deputy can then be informed and requested to be available to assume the role of warden should emergency evacuation be required.
- All evacuation wardens will wear a Hi-visibility vest unless they are unable to due to location.

## Role of wardens

### **On continuous sounding of warning alarm, all wardens in their respective building(s) should;**

- Collect and wear orange/yellow hi-visibility vest if able to do so
- Go to their designated area.
- If designated a particular floor of the building-check all specified areas (rooms, toilets and stairwells) are clear.
- Check each stairwell or other refuge area/room to ascertain if any persons are left in these positions.
- Direct any persons to the emergency exits if appropriate to do so.
- If person requires to be moved with the aid of an Evacuation Chair, use only if trained to do so and, if necessary, seek assistance from other members of staff.
- Inform Evacuation Control Officer that area is clear and location of any disabled person(s).
- Wardens designated to assembly points should direct persons to the assembly area and stop the movement of vehicles in and out of the car parks and persons attempting to re-enter the buildings prior to the Evacuation Control Officer/Fire and Rescue Officer issuing the all-clear.
- Nursery Wardens (campus specific) should report to the Nursery Main Gates where they will be informed of the need for their assistance or not-if not, they should assemble within the designated Assembly Point with all other staff.
- Following the evacuation, any issues in relation to the evacuation which any warden considers to have been contrary to the procedures as set, should inform the Evacuation Control Officer and the Health and Safety Manager immediately for investigation.

## 3.21 Examination and Testing

### Compulsory examination and testing

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Any item /equipment required to have compulsory testing, examination or maintenance carried out will be done by the relevant external contractor/insurance company engineer. The included items are;

- Air conditioning Units
- Argon/Argo-shield gas manifold and pipelines
- Axle stands
- Boiler house – boilers, pressure vessels, calorifiers, chimneys
- Calorifiers
- CCTV Data stamp
- Chains/slings/shackles
- Chair lifts
- Compressors and pipelines
- Cooker hood extractors and trunking
- Diesel generators
- Emergency Evacuation Chairs
- Emergency lighting generator
- Engine Lifting equipment
- Fire alarm system
- Fire extinguishers
- Fixed electrical wiring
- Fleet vehicles and tail lifts
- Fork lift truck
- Fume cupboards
- Gas systems
- Goods lift
- Hoists
- Heating boilers
- Legionella testing/cleaning/disinfecting of water systems
- Lightning conductors
- Local exhaust ventilation systems (LEV's)
- Man-safe lines
- Microwave seals
- Oxygen/acetylene manifold houses and pipelines,
- Pallet lifter
- Passenger lifts
- Portable electric appliances (PAT testing)

- Vehicle jacks
- Vehicle ramps
- Weight-lifting machines
- Wheelchair lift

All of the above items will be maintained, examined and tested in accordance with the manufacturers and/or statutory recommendations.

- All managers will ensure that any item which is required to be formally examined/tested at specified intervals will be identified and made available for such examination/testing. All resulting records will be maintained in a suitable storage facility and be available for inspection at any time as required either internally or by external auditors/inspectors etc.
- All repairs, modifications performed on any item will be recorded accordingly.
- The Estates Manager will arrange all tests and maintain the relevant records.
- All equipment is recorded on the Plant Asset section within the H&S Management Software System.
- All Contractors/Sub-Contractors will ensure that any item of equipment whether requiring compulsory examination and testing or not and to be used on College property, is the correct equipment for the task, is in a safe and suitable condition for use at all times, used correctly at all times and for the purpose it is intended, stored safely after use and is used only by trained operatives.
- The college will, if deemed necessary, refuse contractors to use any item of equipment considered not to meet the standards of suitability or, if being used in an unsafe manner or, if any necessary certification of suitability is not provided or, has expired or, if the contractors employees are not certified, as necessary, to operate/use the equipment.

The college will not provide for use, any item of tool, machinery or equipment to any contractor unless prior arrangements have been agreed.

## 3.22 Eye Care

Full eyesight tests are now available free on the National Health Service. To comply with the **Health and Safety (Display Screen Equipment) Regulations 1992**, the College will contribute £50.00 towards the cost of glasses/contact lenses where examination identifies that they are **necessary for the user to work with display screen equipment**. The College contribution can be claimed **every two years**.

The College recognises that it has a greater duty of care to any member of staff who has a medical condition which may affect their eyesight. On receipt of medical evidence of such a condition the College will pay £100.00 when any new corrective appliance is purchased (maximum contribution per year).

To claim their contribution for the above, a copy of the receipt and prescription should be forwarded to the H&S Administration Assistant for payment to be made through the first available payslip.

**Prescription lens safety spectacles** will be provided for any member of staff who is required to work in an eye protection zone. The authorisation form can be obtained from the H&S Administration Assistant to be taken to the designated opticians for each campus. The cost of these is paid in full by the employer.

## 3.23 Eye Protection Zones

Eye protection zones are established where work involves the production of projectiles from activities arising from both hand and machinery generated sources and includes chemical/paint or similar spraying operations and where sources of optical radiation are likely except classroom projectors. All such work activities and processes require the users to make full and proper use of the protective eyewear available within each area.

Lecturers and other teaching staff must ensure that learners under their control are trained in the correct use of any type of eye protective wear and that the learners make full and proper use of such equipment at all times during any work activity in which they are involved.

Managers must ensure that all staff under their control are provided with and, are trained in the correct use of any type of eye protective equipment and that they make full and proper use of such equipment at all times during any work activity in which they are involved.

**The following areas are designated eye-protection zones in all campuses where these activities take place;**

- All Fabrication and Welding Workshops
- Woodworking Machine shops
- Concrete/block/brick cutting areas
- Vehicle body workshops
- Automotive workshops

Other areas where eye protection must be used are;

- Science laboratories.
- Dentistry.
- All general work areas and activities producing dusts, chippings, use of chemicals/spray paints and other similar materials and where there is the likelihood of dirt, dust or other materials entering the eyes from the work activity.
- Eye protection safety glasses or safety goggles are available from the store serving the respective areas.
- Safety specs must only be used where there is very low likelihood of low energy flying particles. **Note: Specs must not be used when grinding or where other similar high speed projectiles are produced or, for protection from chemical splashes/droplets. Goggles must be used**
- Face shields are designed to protect the whole face from projectiles and liquid splashes and can be used in conjunction with other forms of eye protective equipment e.g. glasses, specs, goggles.

### Users

- Individuals (staff, learners and others) have a duty to wear recognised eye protection equipment which conforms to the relevant classification of BS EN 166 for the specific activities prior to entering or passing through designated eye protection zones.
- Everyone involved with eye protection will receive information, instruction, and training on the subject, so far as is reasonably practicable.
- Safety goggles and safety glasses must be adjusted so that they are close fitting.
- Safety goggles or glasses will be regularly inspected to ensure they conform to standard.
- Users must clean equipment regularly and store in the facilities provided.
- Broken or faulty eye protection equipment must not be used and must be reported to the person in charge and replaced immediately.



**The wearing of Personal Protective Equipment is a condition of employment and learner agreement and is not an optional choice where it is required to be used.**

Signage depicting the need to wear Eye Protection is in place at all relevant areas and throughout the campuses and indicates that the equipment '**Must be worn.**'

**Refusal to wear the equipment without justifiable reason is in breach of the contract of employment and Learner agreement.**

## 3.24 Fire

**The Health and Safety at Work Act 1974, Sections 2 and 3** place requirements on the employer to provide a safe place of work and safe means of access to and egress from the premises for employees and non-employees. Further, there is the requirement for the provision of information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work.

**The Management of Health and Safety at Work Regulations 1999, Regulation 8** requires that procedures are in place for dealing with serious and imminent danger. **The Equalities Act 2010** requires that reasonable adjustments are made to enable persons having disabilities to operate in the workplace environment; **The Fire (Scotland) Act 2005** supplemented by **The Fire Safety (Scotland) Regulations 2006** and **The Management of Health and Safety at Work Regulations** place specific requirements to ensure;

- The appointment of a competent person to carry out fire risk assessments and identify the Responsible Person for the college.
- Devise a schedule to complete the assessments on a regular basis and, record and review them.
- Safe means of escape are provided and appropriately sign-posted.
- Adequate fire precautions are made.
- Means of detection, warning and fire-fighting provisions are in place.
- All fire-fighting equipment, fire detectors, fire alarms, emergency lighting and any other equipment required to assist in the evacuation of persons from the property will be maintained in an efficient state, working order and good repair.
- **Personal Emergency Evacuation Plans (PEEPs)** are prepared for persons having disabilities, permanent or temporary, who would require assistance to evacuate the buildings.

All persons designated responsibilities will receive appropriate information and /or training relevant to their roles in accordance with the Act/Regulations and regular refresher training as necessary.

The emphasis on risk assessment is reinforced in the **Management of Health and Safety at Work Regulations 1999** whereby a suitable and sufficient assessment is done and reviewed and revised as often as is necessary.

In respect of the above requirements we will ensure that adequate financial, material and personnel resources are in place with which to fulfil our duties. The co-operation of all persons involved with the college; employees, learners, contractors, visitors and others is expected for all of the measures to be fully co-ordinated and controlled for us to ensure compliance.

Also, in line with the Regulations, a small team of persons have been trained and able to use equipment (fire extinguishers) to contain fires, so far as is reasonably practicable. Likewise, a small team of persons have been trained to operate the emergency evacuation chairs.

- All risk assessments will be recorded and, where necessary, reviewed and revised in relation to the results of monitoring activities or incidents resulting in or which could have resulted in fire.
- Information, instruction and training will be provided as necessary to ensure employees and others are aware of the procedures in place for dealing with fire during and out-with normal operation hours.
- Those having specific functions to perform will be given training as appropriate to their role. (fire wardens/evacuation control officer)
- Contractors and their employees will be given appropriate information on fire and, in particular, the identity of the Evacuation Control Officer, warning, detection, fighting, evacuation and assembly areas and all fire rules of the college before commencing work.
- Visitors will receive adequate information on arrival at reception and will be asked to read information contained on the visitors pass.

- Records of all servicing and maintenance of fire detection, warning and fire-fighting equipment and fire drills will be maintained by the Estates Manager.
- Learners will receive information on emergency evacuation and general fire safety at induction to their course of study.
- All staff, learners, contractors, visitors and residents in the Residency Block are required to abide by all college and statutory requirements in respect of fire safety. Failure to do so may result in disciplinary action in accordance with college policies and procedures.

The above provisions will be retained in compliance with the new Fire Act/Regulations.

All teaching and support Managers must ensure that risk assessments include the hazards and risks associated with fire in relation to any work activity or process which is to be carried out in any of the areas within their control. They are also required to ensure for the safe storage, handling, transport, use and disposal of any flammable material or waste products within their areas of control.

Regular inspections of work areas should be completed and any issues reported to the H&S Manager/Adviser for the campus.

**Note:** Staff trained to use fire extinguishers will use them only in circumstances when the fire to be contained is very small e.g. waste bin size. The main emphasis is to evacuate the building to a point of safety.

## 3.25 First Aid

In accordance with the requirements of **The Health and Safety (First Aid) Regulations 1981** and HSE Guidance Document First Aid at Work L74 (Third edition), the College will provide, following the risk assessment process;

- Adequate first aid facilities.
- Adequately trained First-Aiders, Appointed Persons or First Responders as necessary.
- Suitable information in the form of posters and signs as to first aiders, appointed persons and location of facilities and containers.

A first aid service will be available during all working hours within the College.

First aid must only be administered by persons satisfying the following criteria:

- Healthcare Practitioner.
- A fully qualified first aider whose certificate is valid.
- A trained appointed person whose certificate is valid.
- A trained First Responder whose certificate is valid.

Provided they can demonstrate current knowledge and skills in first aid, the training and experience of the following qualify them to administer first aid in the workplace without the need to hold a First Aid at Work (FAW) or Emergency First Aid at Work (EFAW) or equivalent qualification:

- Doctors registered and licensed with the General Medical Council;
- Nurses registered with the Nursing and Midwifery Council;
- Paramedics registered with the Health and Care Professions Council.
- The list of current First -aiders, their telephone numbers and location will be issued to all staff and representatives of each campus. This information is available within the Document Library section of the H&S Management Software System.
- Refresher courses will be held for the purpose of re-qualification of those who already hold a First Aid Certificate and wish to remain as nominated first aiders.

**Note:** All trained First-Aiders are required to update their qualifications every three years by attending the refresher courses offered. They are also required to attend a one-day refresher course in the second year of their Certificate currency in accordance with the new standards introduced in October 2009. The First-aider will normally be informed as to the timings of such courses but it is the responsibility of each First-aider to ensure that they keep their certificate up to date.

Nominated First-aiders who fail to attend the refresher courses to maintain the currency of their certificate will be removed from the list of nominated First-aiders and will cease to provide first aid to any person within the college.

**Appointed Person** is a person who is appointed, to take charge of the situation relating to an injured or ill employee who will need help from a medical practitioner or nurse, and the equipment and facilities provided.

### First Aider extra functions

First Aiders within each campus have also been trained in the administration of Epi-Pen applicators. (The use of an Epi-pen to treat anaphylactic shock is an example of an exemption from the restriction imposed by medicines legislation. Therefore, first-aiders may administer an Epi-pen if they are dealing with a life-threatening emergency involving a casualty who has been prescribed and is in possession of an Epi-pen, and, where the first-aider is trained to use it.)

**Note:** Other than the Epi-Pen applicators, the only medication permissible under Medicines legislation to be administered by a First Aider is Aspirin in the treatment of persons suspected of having a heart attack. Such medicines are not to be stored in First Aid containers.

Where the risk assessment shows that First Aiders require specific training e.g. paediatric, for nursery staff, then this will be provided.

## Medical Rooms

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Medical Rooms are provided in each of Coatbridge, Cumbernauld, Kirkintilloch and Motherwell campuses and are attended by First Aiders or Healthcare Practitioners (The Healthcare Practitioner post is term time only in the Motherwell Campus). Lists of College first aiders are available from Reception or the College H&S Management Software Library.

- Designated First Aiders or Healthcare Practitioner staff will maintain the stock levels of their assigned First Aid containers.
- Travelling first aid kits will be carried in all vehicles owned by the College.
- Small first aid kits are available from the Healthcare Practitioner or Estates for groups taking part in educational excursions.

## Defibrillator Units

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Defibrillator Units are situated in various locations in each of;

- Coatbridge,
- Cumbernauld, Broadwood and Kirkintilloch campuses,
- Motherwell Campus Main Building, Workshop, HGV Block and Residency.
- Hamilton Towers and,
- Each campus Nursery

Adequate numbers of First Aid staff have been trained in the use of the units and receive regular **refresher training. Training on the use of the defibrillator units is available to all first aiders.** This will be provided by the Care Department or external provider as necessary.

## First Aid equipment

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Based on the findings of the first-aid needs assessment, first-aid containers are available in all campuses, Mini-buses and other college vehicles. First Aid bags are also available for use in external situations including sports and for external excursions.

First-aid containers appropriate to the area will be provided for use and allocated to a designated First Aider who will be responsible for the care and restocking of the container as required.

Extra supplies of First Aid container contents will be available and any out of date items disposed of.

## 3.26 Food Safety

In respect of our catering activities which involve the sale of food and drink products to staff, learners, visitors and members of the public, we aim to comply with the **Food Safety Act 1990 and Food Hygiene (Scotland) Regulations 2006** and other relevant statutory requirements.

The arrangements in place with which we will manage our responsibilities to the provision of food and drink are detailed below.

On occasion, the purchase of chilled and other ready to eat foods for meetings, training courses or similar events is purchased from a reputable national supermarket or catering services organisation shortly before it is to be consumed.

We minimise the handling of the food and, where it is necessary to cut sandwiches or handle foods for any other reasons, we ensure that this is carried out by a member of staff who is trained in the food hygiene requirements.

Drink machines/chilled water dispensers are connected to a potable water supply or are supplied via bottled water. These machines are regularly cleaned and maintained to ensure that the highest possible hygiene standards are achieved. The Estates Manager within each main campus arranges all servicing and maintains all relevant records.

We operate in-house, on-site Refectory Services and Training Restaurants and have in place food management procedures based on the principles of Hazard Analysis and Critical Control Point (HACCP). Appropriate training is provided for staff as relevant to their role/position.

Catering Managers and Health and Safety Staff carry out periodic checks to ensure that these control measures continue to be applied by the Managers and staff for these areas. The operatives in each of these areas hold the relevant level of Food Safety and Hygiene training certification in respect of the position they hold.

When necessary, before hiring external catering firms, we obtain evidence to confirm that the company is registered with the local authority. We aim to ensure that food is delivered shortly before it is required, but, if this is not possible, we establish whether the food or drink which is to be provided must be held at a specific temperature where it is not to be consumed immediately and, make suitable arrangements for the appropriate methods of storage.

Hot/cold temperature controls in vending machines are maintained where hot/chilled foods are dispensed. These machines are regularly cleaned and maintained and temperature is monitored to ensure that the highest possible hygiene standards are achieved.

## Health and Safety

Health and safety across New College Lanarkshire is managed by our H&S Manager and H&S Advisers and supported by Trade Union H&S Representatives and Representatives of Employees Safety as required under the Safety Reps and Safety Committee Regulations 1977 and, the H&S Consultation with Employees Regulations 1996 respectively.

H&S is monitored by the Board of Management and Senior Management Team through regular consultation meetings of H&S Action Groups and the Corporate H&S Committee which oversees H&S.

H&S Arrangements are addressed in accordance with the Management of Health and Safety at Work Regulations 1999 Regulation 5. The organisation has adopted the management system approach as suggested by the Health and Safety Executive's Guidance document, HSG65 "Managing for Health and Safety" 2013.

A robust H&S policy which addresses Equality and Diversity is in place and is reviewed at least annually and, made available to all staff via the college Intranet facility and H&S Management Software System.

Risk assessments, as required under the Management of Health and Safety at Work Regulations 1999 Reg. 3 and other specific regulations are completed for all areas of our business. These are reviewed and revised at least annually or where necessary to accommodate change or, in the event of accidents or change in the law.

Regular inspections are carried out across all campuses to identify any shortcomings and for the speedy completion of remediation necessary.

H&S Information is available in various formats and available to all staff and learners and other stakeholders as necessary.

Staff H&S training in the form of face to face or via the E-Learning method is available to all staff and relative to their current occupation and level within the organisation. All staff are also required to hold or be working towards gaining either the IOSH Working Safely or Managing Safely qualifications. Holders of the Managing Safely qualification and other qualifications such as NEBOSH National General Certificate are also involved in supporting other staff within their respective areas in the assessment process.

A H&S Management Software System which includes accident/incident reporting, risk assessment, training, and auditing facilities is used for the purpose of storing, tracking and monitoring of all H&S matters throughout the organisation.

## **Approach to a suspected outbreak of food poisoning**

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In terms of food safety, we will;

- Inform the local authority immediately we become aware of such incidents and follow the guidance received from them in relation to the matter.
- Withdraw the food immediately from use or sale or, if relevant, ensure that it is recalled.

## **General**

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- If the products do not meet food standards requirements, such as labelling or quality issues, and where there is no safety issue, we will withdraw the products from use or sale as appropriate.
- Use trusted sources of raw materials and ingredients.
- Utilise food safety management standards and implement food safety management systems e.g. HACCP

Gain local authority help as and when necessary.

## 3.27 Gases

The college utilises both natural gas supplies and high-pressure gas via cylinders. Natural gas supplies within the college estates are provided and serviced by our gas provider. Other than for general heating of the campuses and cooking purposes within the Refectory areas, Training Kitchens and Nursery and within the Science Laboratories for Bunsen Burners. All fixed equipment is regularly inspected and maintained by our contractors and portable equipment such as Bunsen Burners and their attachments are inspected and maintained internally.

In meeting our requirements of the **Dangerous Substances and Explosive Atmospheres Regulations, DSEAR**, all gas equipment will be examined, tested and maintained in accordance with regulatory and manufacture's requirements.

- All relevant staff will receive suitable information, instruction and will be trained as necessary in the use, storage, handling and transporting of gas cylinders and other associated equipment.

Assessment as required under the **Control of Substances Hazardous to Health Regulations 2002, COSHH**, as amended, will be conducted in respect of Argon, Argon-shield and any other asphyxiant gases. Safety Data Sheets, SDS, are retained on file within the H&S Management Software System available to all staff in all locations via the internet.

### **The Acetylene Safety (England and Wales and Scotland) Regulations 2014**

These regulations apply from the 1st October 2014 and have restrictions to the usage of acetylene gas at pressures equal to or over 0.62 bar (9psi). All gas systems used within the college will be set to operate below these levels.

The following gases are used within the Faculty of Engineering, welding workshops

- Acetylene
- Oxygen
- Argon
- Argon-shield
- Propane

Acetylene and oxygen cylinders are stored in separate manifold houses which have sufficient space for storage of spare full or empty cylinders. The Argon and Argon-shield cylinders are also stored within the oxygen manifold house.

Portable oxy/acetylene welding and oxy/propane cutting sets are stored within the welding workshops of Cumbernauld and the welding and automotive (motor cycle) workshops at Motherwell campus secured on an approved portable gas cylinder trolley.

Oxygen pipelines feed into the welding workshops (Cumbernauld and Motherwell campuses) from the gas manifold houses each fitted with flashback arrestors and isolating valves at the manifold as well as on entry to the workshop.

### **Competent Persons**

- The competent persons for inspecting, assessing and maintaining the relevant items of the fixed and portable systems associated with the set-up and the suitability of the oxy/acetylene equipment within the workshops have attended the appropriate gas safety training course (BOC). These persons will update their qualification every three years.
- Other staff having the responsibility to change gas cylinders within the manifold houses and workshop will be trained accordingly by the competent person.



## Maintenance

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- Any items associated with the fixed installation (pipe-work, valves, flashback arrestors and the manifold set-up) are maintained by the supplier (BOC).
- Gas cylinders, Regulators, flash-back arrestors, are maintained by the supplier (BOC).
- Hoses, and hose connections to the current BS standards are maintained by the competent person within the Faculty.
- Weekly inspections are carried out on each welding set by the competent person. Daily pre-use checks are completed by the Lecturer and learner.

## Gas Manifold Houses

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The separate manifold houses for each type of gas cylinders will be used only for the purpose of storing full and empty cylinders.

**On no account should any other material or items be stored within these areas.**

**Only trained personnel are permitted to connect/disconnect gas cylinders and their accessories, purge, pressurise and de-pressurise cylinders.**

**Note:** HSE Guidance note; Working Safely with Acetylene INDG327 (rev1), published 07/14 must be referred to by all users of portable oxy/acetylene sets.

## 3.28 General Arrangements for Learners

- All learners must be provided with the Health and Safety Induction materials immediately upon attending their course of study at the college. This will also address the emergency evacuation procedures to be followed specific to their campus or campuses if they have to travel between one or more campuses.
- All learners must sign the receipt sheet to show that they have received and understood the induction health and safety information.
- Learners must be provided with course and topic specific written information, instruction and training in safety procedures, so far as is reasonably practicable at the commencement of their course.
- Learners who enrol late must be provided with health and safety information, instruction and training before commencing with any work equipment or activity.
- Learners must not be left unsupervised in laboratories, teaching kitchens, beauty therapy/hairdressing salons or workshops.
- Learners and pupils have a statutory duty to obey instructions conveyed via health and safety signs displayed throughout the College.
- Learners must look carefully, on receipt of College equipment, for damage or faults and return it immediately, unused, if damaged.
- Learners must not use defective equipment and must report any such items to their lecturer.
- Learners have a duty to comply with the same legislative requirements as college staff.
- There are specific risks relating to new or expectant mothers. Prior to participating on a work experience placement, learners are expected to inform the College if they are included within the above risk group.

### Learners in Residency Accommodation

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All learners residing in the Residency Block are under strict contractual agreements to observe all college Health and Safety, Fire, Smoke Free policies and procedures and are bound by the Contract of Residency.

Any learner in breach of any of the duties as contained within any of these policies will be subject to disciplinary proceedings as set-out in the learner Behaviour Policy which can result in their Contract of Residency being terminated. In such cases, the learner will be required to seek alternative accommodation and will not be allowed to enter the Residency Block for any purpose at any time thereafter.

## 3.29 Head Protection Zones

**Any work situation where overhead working is taking place and where there is the risk of items falling, appropriate forms of head protection must be worn by all persons in the vicinity. This protection must be in place before entry to and worn at all times while in the vicinity.**

- At certain stages in particular courses of study, specific staff, learners and any visitors to the area are required to wear head protection. At these times the workshops will be designated as Head Protection Zones and signage will be displayed to ensure anyone entering these workshops is aware of the requirement to wear head protection.
- Construction Project Areas or College Plant Rooms are also designated as Head Protection Zones.
- Hard hats are available and should be worn by visitors to these areas when the Head Protection Zone signage is displayed.
- Replacement hard hats are available from the general stores within each campus.
- Contractors must also adhere to these rules and provide their own hard hats.

### 3.30 Health Promotion/Education

The College recognises that a health promotion/education programme has benefits for staff as well as the college as a whole. The Occupational Health Advisers and Healthcare Practitioner where appropriate, the Health and Safety Manager and Health and Safety Advisers will organise health events throughout the year or as required.

- Staff is encouraged to use the facilities available within the College, at the appropriate time in order to maintain their health and fitness.
- Unofficial use and/or consumption of alcohol is strictly forbidden in College premises and any persons deemed to have infringed this rule will not be permitted to enter any workshop, laboratory or kitchen or similar risk area.
- The Head of Faculty for Service Industries, will manage the utilisation of alcohol in relevant industry related training/education contexts i.e. Training Restaurants

The college also promotes health and wellbeing with various events run throughout the college campuses each having a particular focus on the improvement of health and wellbeing e.g. smoking cessation, alcohol and drugs awareness. Staff and learners are encouraged to support and participate in the events offered.

Events for the involvement of learners will also be planned throughout the year by the Student Association.

### 3.31 Health and Safety Representatives

The college recognises trade unions and their rights to appoint health and safety representatives as specified in the Health and Safety at Work etc., Act 1974, s 2.4-2.7, HASAWA and, The Safety Representatives and Safety Committees Regulations 1977. The Regulations and the Approved Code of Practice which accompanies the Regulations, provide rights to consultation with the employer by appointed nominees of recognised independent Trade Unions.

#### Regulation 3-appointment of H&S representatives

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The right to appoint safety representatives is restricted to Trade Unions' recognised by the employer for collective bargaining or by the Arbitration and Conciliation Advisory Committee (ACAS). This specifies;

- no minimum number of employees - 1 is sufficient
- no limit on number of representatives – common sense should decide numbers
- written application to employer by Trade Union to appoint representative(s)
- appointees must be employees of employer (generally)
- employer cannot terminate appointment
- union or employee can terminate only (in writing to employer)
- representatives must have been employed at least two years by employer or two years in similar employment

#### Regulation 4-Functions and Rights of H&S Representatives

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**The function and rights are:**

Under the enabling sections of the Health and Safety at Work Act, the Safety Representatives Regulations were made in an attempt to involve trade union appointed Safety Reps in local discussions with management and Safety Practitioners with regard to safety matters of relevance to the employees they represent. The general function of a Safety Representative is 'to represent the employee in consultation with their employer'.

#### Role of Health and Safety Representative

- Represent those who appointed them,
- Consult with the employer on all health and safety matters,
- Consult with HSE and EHO Inspectors
- Carry out periodic inspections of the workplace - every three months, after accidents/disease reported, significant changes have taken place,
- Inspect any new plant/equipment/processes/documents
- Investigate accidents
- Receive information from internal/external sources including HSE and EHO's, and disseminate to their members
- Usually be a member of the Health and Safety Committee
- Investigate any complaints presented by their members and from non-members where the matter affects their members
- Make reports to senior management on health and safety matters
- Be fully aware of company health and safety policy

**Health and Safety Representatives are entitled to;**

- Time-off work, with pay, to carry out their functions as health and safety representatives
- Time -off work, with pay, to undergo training to HSC approved courses
- Be provided with the appropriate facilities to allow them to function properly and to communicate with their members.

We will provide facilities and assistance for safety representatives to enable them to carry out their functions. The employer may be present during any inspection carried out and allow the representative to private discussions and independent investigation.

**Regulation 4A**

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This Regulation was inserted following the introduction of the Management of Health and Safety at Work Regulations 1992 (now 1999) and requires the employer to 'consult safety representatives in good time' on matters concerning;

- the introduction of any measure to the workplace which may substantially affect health and safety
- the employers arrangements for appointing 'competent persons'
- health and safety information required to be provided to employees
- the planning and organising of any training which the employer is required to provide
- the health and safety consequences of new technologies into the workplace
- future plans for developing/re-developing the workplace, change in processes, equipment etc.

**Regulation 5.**

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**Inspections** may be carried out by Safety Representatives;

- every three months or more frequent if agreed and,
- they must make a request, in writing, to management with reasonable notice of intention

**They have a right to inspect**

- Where there has been 'substantial change' in the conditions of work
- New information has been published (by H.S.E.) which will allow further inspections over and above statutory quarterly inspections
- Following an accident

Defects must be notified, in writing, to the employer using the appropriate H&S Representatives form (available within the H&S Management Software System).

**Regulation 7.**

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Safety Representatives **have a right to inspect information** and **make copies** having given the appropriate notice to the employer.

**Examples include:**

- Extracts from a general register
- Examination reports on equipment

**They are not entitled to:**

- Records of individual's health unless the individual gives them the right to see/use it for, for example, pursuing a civil action.
- Information which could be damaging to national security
- Information the employer has relevant to defending civil actions
- Information which could be damaging to the organisation

**Trade Union appointed H&S Representatives have the following rights and facilities;**

- a) Time-off, with pay, during their normal working hours as is necessary to carry out their functions.
- b) Time-off, with pay, as is necessary to be trained to perform their functions, as reasonable in the circumstances.
- c) Have access to a place to prepare reports, store information and consult with others
- d) Receive information from the employer e.g. legislation, Approved Codes of Practice, Guidance Notes and Standards
- e) Provision of a desk, chair, telephone, PC with Intranet and Internet access and means of storing information e.g. desk with lockable drawers, filing cabinet

The employer will provide information within his knowledge which is necessary to enable the Safety Representative to perform their functions.

The Approved Code of Practice recommends the following for disclosure to safety representatives;

- Information about the plans and performance of his undertaking and any changes proposed in so far as they affect health and safety of employees
- Technical information about hazards to health and the relevant precaution to eliminate or reduce them, in respect of plant, machinery, equipment, processes, systems of work and substances in use. Also information provided by consultants, designers, manufacturers, importers and suppliers of any article or substance
- Information on accidents, dangerous occurrence, notifiable diseases and any statistical records relevant
- Any other information relating to matters affecting health and safety, results of measurement, checks on arrangements effectiveness
- Information on articles and substances provided to home workers

Other information may come from inspectors S.28 HASWA. This may relate to matters affecting their health, safety and welfare, the premises, anything within the workplace, any improvement/ prohibition notice being issued.

**Time off work** - A Safety Representative is entitled to time-off work, with pay, during working hours for the purpose of:

- Performing his/her functions as Safety Representative
- To undergo training

Representatives should undergo training as soon as possible after appointment e.g. basic course on health and safety approved by the TUC (or their own union). Likewise, with special situations of responsibility, new legislation.

The trade union should advise the employer of any proposed course and supply a copy of the syllabus to him if he asks for it. The number of employees attending such courses at the one time should be that which is reasonable in the circumstances.

Agreement should be reached between management and unions as to an acceptable number of participants given the course, its availability and operational requirements of the employer.

## **Representatives of Employees Safety (ROES)**

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Under the Health and Safety (Consultation with Employees) Regulations 1996, Representatives of Employee Safety (ROES) have a more limited role than Trade Union Appointed Health and Safety Representatives. However, the College requires both categories of representatives to carry out the following functions:

- to investigate potential hazards, dangerous occurrences and causes of accidents in the workplace;
- to investigate employee complaints concerning health, safety and welfare issues;
- to make representations to Management on relevant health, safety and welfare matters;
- to represent employees in consultation with HSE inspectors and receive information from them;
- to attend Health and Safety Committee/ Action Group meetings;
- to carry out inspections
- The College will carry out joint health and safety inspections with safety representatives and will include off campus areas. The area to be inspected will be agreed by the Safety Representative and Health & Safety Manager prior to the inspection being carried out.
- Inspection of Prisoner Learning Centres within Scottish Prison Service property will be carried out with agreement of the Prison Governor.
- Inspection of areas in which our staff members operate within schools will be carried out with the agreement of the Head Teacher.

Inspection of Partner accommodation will be carried out with agreement of the Manager for each specific accommodation



## 3.32 Hierarchy of controls

The hierarchy of control sets out the correct procedure to be followed when deciding the level of control for any given situation and to remove or reduce the level of risk in accordance with the duty standard of care as specified within legislation. For all situations, starting at the top of the hierarchy and working down is to be considered before any of the options are selected.

### Hierarchy

**Corrective and Preventative Measures.** The preventative or corrective (or protective) measures involve progressive risk reduction and some corrective measures are better than others. The safety hierarchy of controls provides the following approach to be adopted.

**Hazard elimination.** Preferably design out hazards or use alternative safer methods, change the process, use better tools and equipment

**Substitution.** For example, replacing a chemical with a safer chemical which is still suitable for the process e.g. using a water based substance instead of a solvent based substance.

**Use of barriers/controls. Isolation** is a means whereby the hazard is removed from the worker - puts the hazard in a box.

**Segregation** removes the worker from the hazard, - puts the worker in a box

**Use of procedures.** Limiting exposure time, safe systems of work, each is dependent on human response so therefore the risk of failure is likely to increase. Adequate information, instruction, training and supervision.

**Use of warning signs.** Placing signs, labels, instructions are all dependent on human response

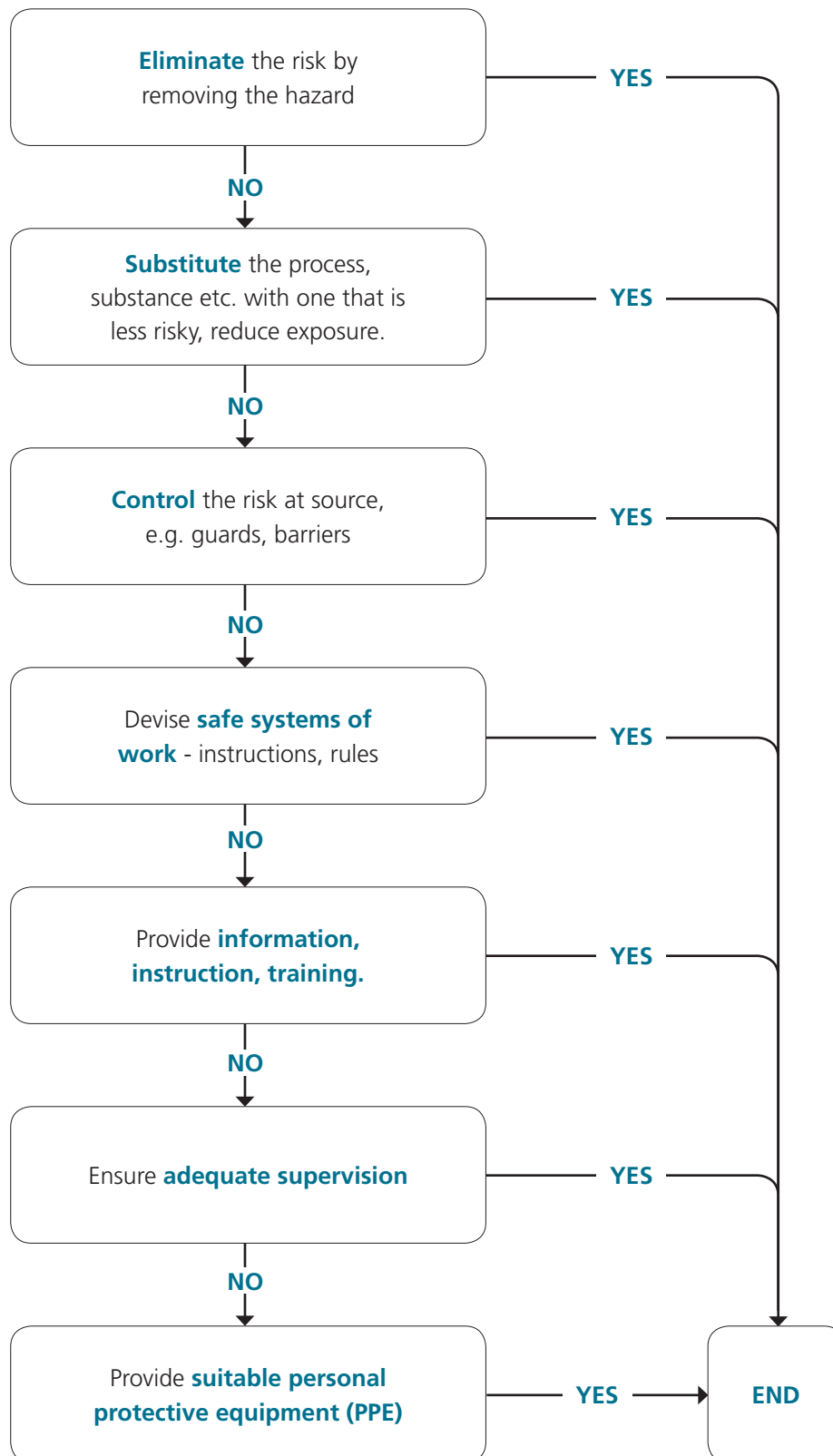
#### Use of personal protective equipment

- Personal Protective Equipment (PPE) should be used as a last resort or while other measures are being introduced but not yet ready - dependent upon human response.
- PPE should not be considered as the first and final control measure as PPE only protects the individual and relies on its correct selection, fit, use, compatibility, comfort, cleanliness, maintenance.

The employer can enforce, through contract of employment, as well as applying the requirements of statutory duties of employees to assist in every employee making full and proper use of PPE; failure to do so could result in disciplinary proceedings being taken against the non-conformist employee.

## Hierarchy of Control Flowchart

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### 3.33 Hot Work

In accordance with **The Health and Safety at Work etc., Act 1974 s2.2.a, Fire (Scotland) Act 2005, Fire Safety (Scotland) Regulations 2006** and the **Management of Health and Safety at Work Regulations 1999**, any work activities other than the normal activities performed within the teaching Faculties and kitchens which would involve the use of heat, will require to have a hot work permit prepared before commencement.

Contractors must provide Methods Statements and risk assessments for any such work and receive formal permission from the Estates Manager before any work commences and ensure that the Estates Manager is informed when the work is complete and before leaving the premises.

Hot work must be preceded by an appropriate risk assessment having been completed and a 'firewatcher' assigned the task of ensuring that all safety controls are in place and being used before, during and for at least 30 minutes or longer if specified, after completion of the activity. Appropriate fire-fighting equipment shall be available at all times at the location of the work.

All contractors and their employees will be provided, at induction, with all of the relevant information as to the emergency procedures of the College and shall ensure that they are fully observed.

Any breaches of their adherence to College procedures is likely to result in their work being stopped and the possibility of their being removed from the approved contractors lists as used by the College.

All contractors must also refer to the Contractors Guide which will be made available following selection.

### 3.34 Identifying and Dealing With Hazards

**The Management of Health and Safety at Work Regulations 1999, Reg. 14**, places responsibilities on all employees to report any situations which could give rise to serious or imminent danger. All staff levels will receive information, instruction, training and supervision as necessary for their roles which is intended to enable them to identify a range of general hazards or hazardous situations and, where relevant, for dealing with higher risk activities. Further, it is the duty of every employee to take reasonable care of themselves and others in their actions or failures to act so as not to cause harm.

**In respect of this;**

- a) It is the duty of every member of staff, learner, visitor and sub-contractor to report any hazard or potential hazard they might identify. In the first instance, non-staff members should report this to a member of staff.
- b) It is the duty of every member of staff, to identify and, where practicable, eliminate any hazard or potential hazard provided it is safe to do so and is within their level of competence.
- c) The Estates Helpdesk facility should be utilised to report items for repair. Staff will receive an e-mail acknowledgement of their report and will receive an update once work has been completed.
- d) Any hazards or potential hazards that a member of staff cannot deal with should be reported to their Line Manager or the College Health and Safety Manager or Adviser.
- e) College managers should take all practical steps to remove hazards at source and prevent their recurrence.

## 3.35 Information

**The Health and Safety (Information for Employees) Regulations 1989 as amended 2009**, require the employer to provide information relevant to health and safety in their workplace by the use of posters or leaflets of an approved type e.g. HSE publications or similar.

In line with these regulations, the 'Health and Safety Law – What you should know', poster will be displayed throughout our premises in numerous locations and labelled appropriately as required.

The College will also provide employees with comprehensible information on the following:

- The risks to their health and safety identified by risk assessment.
- The preventative and protective measures.
- Fire evacuation arrangements.
- First aid arrangements.
- Any risks arising out of or in connection with the conduct of College activities.

In line with current legislation, a copy of the College's Employers Liability Insurance Certificate is displayed on the staff intranet.

A wide range of information is available to staff within the Document Library section of the Health and Safety Management Software System.

### 3.36 Inspection

We acknowledge our statutory duty to provide a safe and healthful workplace for our employees and others and to be proactive in our health and safety management. In respect of this we will ensure that health and safety inspections of the workplace, equipment, substances/materials, processes, procedures, and systems are carried out at regular intervals.

Inspections will be carried out by persons competent to do so in relation to the specific nature of the work activities for given areas and, where necessary, by persons or specific bodies out-with the organisation. The following individuals or groups will be expected to perform this function as and when required. Where necessary, individuals involved will be provided with any information and training considered relevant.

#### Internal

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- Senior Management
- Line Managers
- Supervisors
- Lecturers/ Operatives
- Health and Safety Action Group/Committee Members
- Trade Union appointed Health and Safety Representatives
- Faculty/Unit appointed Health and Safety Representatives
- Health and Safety Adviser
- Health and Safety Manager

#### External bodies inspecting the college

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The College has to make access available to external agencies in order for them to scrutinise our premises and/or our management systems for the purpose of ensuring that we are providing a safe and healthful environment for employees, learners and others. These range from Government Bodies, Enforcement Authorities, Insurance Companies, Education Examining Bodies as well as contractors and service companies such as those below;

- Health and Safety Executive (HSE)
- Environmental Health Officers (EHO)
- Scottish Fire and Rescue Service (SFRS)
- College Insurers
- City and Guilds of London Institute
- SQA
- Care Inspectorate
- Skills Development Scotland
- Others e.g. Contractors, Service Companies

### 3.37 Laboratory Safety

Under the Health and Safety at Work etc., Act 1974, employers have the duty to ensure the health, safety and welfare of their employees and also to ensure that non-employees are not affected by the activities that go on. Duties are also placed on employees and others to take reasonable care for themselves and others who could be affected by their acts or omissions to act. Further, specific legislation including the Control of Substances Hazardous to Health Regulations 2002 as amended 2004, COSHH, places similar duties on employers, employees and others and must also be referred to and the requirements satisfied as required by the legislation.

The legislation is further supported by the requirements of this health and safety policy and procedures contained and must be followed by all persons involved in the organisation.

Laboratory safety demands high standards of control and all persons involved in the set-up, use and managing of must play their part to ensure, in so far as is reasonably practicable, the health, safety and welfare of all persons in and out-with the areas who may be affected by the activities. The Faculty will identify the responsible person for the laboratory who will meet regularly with colleagues, learners, other staff and external persons as necessary in respect of laboratory health and safety.

All members of staff working within the lab must be fully aware of the health and safety and emergency procedures for the area.

All learners must be fully instructed and, supervised at all times when experiments are being performed. Under no circumstances must learners be left unattended during experiments or when any hazardous substances or materials are openly available within the lab.

**The following key requirements must also be met;**

- All risk assessments required either by the general requirement under the Management of Health and Safety at Work Regulations 1999, MHSWR, and any specific legislation must be completed before any substance, material, equipment or process is introduced.
- COSHH Risk assessments will be completed for all activities that take place and will include substances, biological agents, gases, safety controls and emergency procedures.
- Fire risk assessment findings must be followed and all emergency fire prevention, detection, warning, fighting, training, information and emergency evacuation procedures followed at all times.
- General risk assessments will be completed for all activities as required under the MHSWR and will also refer to specific COSHH, fire, machinery/equipment, Personal Protective Equipment PPE, or other assessments where appropriate. These assessments must also consider the most appropriate working practices and ensuring that the hierarchy of control approach is followed at all times.
- Work involving any hazardous substance or material including lead and radiation must only take place following the risk assessment process for the given substance/material and under the requirements of the specific legislation applicable to the substance/material.
- All laboratory safety instructions, signs and other forms of information must be read, understood and followed by all users at all times while in and/or working within the lab.
- Specific safe systems of working must be devised for all activities and followed by all persons working in the lab. All users will sign the safe systems of working sheets to confirm they have been provided with the relevant information, instruction and necessary training such that they understand and to enable them to carry out the activity.
- All personal protective equipment and clothing must be checked for suitability and condition and used as identified within the risk assessments for each activity.
- All contaminated equipment and PPE must be disposed of in accordance with the procedures as specified within the risk assessments.
- Emergency procedures as detailed in the risk assessments must be clearly explained to all operatives within the lab.

- Hazardous waste must be collected and disposed of in accordance with any legislative requirements including the use of specialist waste removal organisations.
- All substances, biological agents and gases must be stored in accordance with manufacturer's instructions and with minimal quantities kept in storage.
- All equipment within the lab will be subjected to regular cleaning, inspection, testing, servicing, calibration and maintenance in accordance with legislative and manufacturer's guidance and any defective items removed from use immediately until repaired or replaced.
- Where items which form part of a health and safety control system are unavailable or defective, the process for which this is part must cease to continue until an equal or better form of control is in place. For example, the LEV system is defective and nothing else will perform the same function therefore requires the process to cease immediately.

### **General Safety Awareness for all Lecturers and Technicians.**

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- Familiarisation with the layout, equipment, storage provisions and exit routes is essential for all persons in the lab.
- Ensure familiarisation with the health and safety issues for the use of any equipment before use.
- Check all equipment before use and report any defective items to your manager. Technicians should also inform the lecturer(s) and inform of defects by use of signs or labels.
- Defective equipment to be removed from use immediately and labelled and stored to prevent use by others.
- Check that the procedures being followed are the most current version, if uncertain -check with lecturer or manager.
- Label all storage areas appropriately, and keep all chemicals in properly labelled containers.
- Date all chemical bottles/containers when received and when opened and record expiry dates on chemicals. An inventory sheet should be maintained for all substances (H&S Management Software System).
- Refer to Safety Data Sheets and manufacturers/suppliers guidance for storage conditions.
- Ensure that the appropriate personal protective measures are identified from the safety data sheets and is worn/used when exposed to the hazardous materials.

### **The following classes of hazardous materials are of particular concern;**

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- Corrosive
- Carcinogen
- Compressed Gases
- Explosive
- Flammable
- Oxidising
- Poisons
- Toxic
- Segregate chemicals by compatibility groups for storage.
- Post relevant health and safety signage for all categories-hazard warning, prohibition, mandatory and safe condition in line with the H&S (Signs and Signals) Regulations 1996. For example, extremely flammable, no naked flames, wear gloves, first aid location etc.
- Use equipment only for its designated purpose.
- Where practicable, purchase only diluted chemicals to reduce the level of risk in event of spillage or other unplanned event.



- Where practicable, dilute concentrated solutions into less concentrated solutions to avoid violent reactions.
- Ensure all equipment to be used in each experiment is correctly assembled and set-up in a safe, stable location to enable the experiment to be completed without the need to move equipment part way through.
- Ensure that all equipment and apparatus is dismantled, cleaned and stored correctly after use and all substances and materials are handled and managed in accordance with manufacturer's and safety data sheets guidance for storage and disposal.

## **Personal Safety**

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- Always wear safety glasses or goggles as specified in risk assessment and safety data sheets at all times in the laboratory.
- Always wear laboratory coat/apron in the laboratory.
- Appropriate gloves as specified in safety data sheets and risk assessment should be worn as needed.
- Appropriate shoes as specified in safety data sheets and risk assessment should be worn in the laboratory.
- Wear respiratory protective equipment as specified in safety data sheets and risk assessment.
- Only trained personnel may use breathing apparatus.
- Do not smell any unidentifiable/unlabelled chemicals/substances-note odourless and colourless substances are not necessarily free of hazard and risk.

## **Personal Hygiene**

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- Remove gloves as trained and in accordance with HSE 'safe glove removal guidance' and dispose in the correct disposal container.
- Wash hands before leaving the laboratory.
- Never mouth syphon (suck) anything in a pipette in the laboratory.
- No food or drink is allowed in laboratories or areas where chemicals are used or stored.
- No food should be stored in a laboratory refrigerator.
- Never eat or drink from the laboratory glassware.
- Cover any exposed skin covered before commencing work in the laboratory.

## **Housekeeping**

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- Eliminate safety hazards by maintaining the laboratory work areas in a good state of order.
- Maintain clear passages to the laboratory exit.
- Always keep bench tops, extracted wet benches, floors and aisles clear of unnecessary material.
- Wipe down bench tops and other laboratory surfaces after each use.
- All equipment should be inspected before use.
- If experiments must be left unattended, place a note next to experimental apparatus indicating the chemicals involved and possible hazards and your name and a number where you can be reached in case of an emergency.
- Keep the laboratory floor dry at all times.
- Attend to spills immediately using the correct clean-up equipment and materials and notify other lab workers of potential slipping hazards. Position hazard warning cones until clean-up is completed and floor is dry.
- Only authorised personnel should do maintenance work on laboratory equipment.
- Sink traps should be flushed with water on a regular basis to prevent the release of chemical odours in the laboratory.

## Fire Prevention

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- Familiarisation of ignition sources in the laboratory and service areas (open flames, heat and electrical equipment) is essential for all operatives.
- Purchase and store only minimum quantities of chemicals for immediate use and avoid stockpiling.
- Always store flammable liquids in appropriate labelled cabinets.
- Do not store incompatible reagents together (e.g., acids with organic solvents).
- Do not store ethers or similar chemicals for extended periods of time as explosive peroxides could form.
- Date chemicals when received and opened.
- Regularly inspect all electrical cables and all electrical outlets for cuts, cracks etc.
- Remain out of the area of a fire or incident if you are not in position to help.
- Familiarise yourself with siting and condition of fire extinguishers.
- Do not use fire extinguishers unless you are trained to do so.

## Emergency Procedures

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Please familiarise with the location, use and limitations of the following;

- Eye Wash Station
- Spill Clean-up Materials
- First Aid Kit
- Fire Alarm
- Fire Extinguisher

## Spillages

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- Clean up all small spills immediately using the correct clean-up equipment and materials. Reference to SDS sheets and /or manufacturers guidance should be made.
- Use hazard warning cones to warn others of the spill and leave in place until the spill is cleaned and the floor is dry.
- If a spill is large and is expected to pose a hazard to others in the laboratory, stop the activity or equipment if possible, and call for help. Close –off any area as deemed necessary and inform H&S and Estates.
- If volatile, flammable, or toxic material spill, shut off flames and spark-producing equipment at once and evacuate and call for help to deal with the spill.
- In the event of fire or explosion, call for help.
- Maintain a clear path to all safety equipment at all times.

## Personal Protective Equipment

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The use of personal protective equipment is required within the laboratories as and when deemed necessary. The use of such equipment is in conjunction/addition to any other form of control provided and must be used correctly at all times.

- Defective equipment must not be used, disposed of correctly and replaced.

## Eye Protection

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- Eye protection safety glasses or safety goggles are available from the store serving the respective areas or held within the laboratory.
- Safety specs must only be used where there is very low likelihood of low energy flying particles. Goggles must be used for protection from chemical splashes/droplets.
- Face shields are designed to protect the whole face from projectiles and liquid splashes and can be used in conjunction with other forms of eye protective equipment e.g. glasses, specs, goggles.

## Users

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- Individuals (staff, learners and others) have a duty to wear recognised eye protection equipment which conforms to the relevant classification of BS EN 166 for the specific activities prior to entering or passing through designated eye protection zones.
- Everyone involved with eye protection will receive written information, instruction, and training on the subject, so far as is reasonably practicable.
- Safety goggles and safety glasses must be adjusted so that they are close fitting.
- Safety goggles or glasses will be regularly inspected to ensure they conform to standard.

Eye protection should be worn in the laboratory at all times. Use select the one most appropriate for your work in accordance with the risk assessment and safe system of working for the activity.

## Laboratory Coat

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The laboratory coat is designed to protect the clothing and skin from chemicals that may be spilled or splashed.

- Laboratory coat must be worn at all times in the laboratory.
- Lab coats must be cleaned regularly and replaced if defective.

## Aprons

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Aprons are usually made of plastic or rubber to protect the wearer against corrosive or irritating chemicals and should be worn over garments that cover the arms and body, such as a laboratory coat. It is important you keep the protective clothing in good condition.

## Hand Protection

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- Always wear protective gloves in the laboratory, especially when handling chemicals. Because certain glove types are not impervious in contact with chemicals, ensure the type of glove as specified in the related risk assessment is used as identified to suit the material being handled and particular hazards involved.
- Before use, check to make sure the gloves are in good condition and free from holes, punctures, and tears.
- When removing gloves, peel the glove off the hand, starting at the wrist and working toward the fingers, turning inside out. Avoid contacting the working surface area of gloves during removal.
- Wash hands as soon as possible after removing protective gloves.

## Selection of gloves:

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Glove manufacturers/suppliers and the Safety Data Sheets (SDS) accompanying the product in use are good sources of specific glove selection information.

Glove Material Type	Typical uses
PVC	protects against mild corrosives and irritants
Natural rubber	protects against mild corrosive material and electric shock
Neoprene rubber	good for working with solvents, oils, or mild corrosive material
Cotton	absorbs perspiration, keeps objects clean and provides limited fire retardant properties.
Thermal gloves	should be used when handling small hot objects

## Foot Protection

- Foot protection to prevent injury from corrosive chemicals, heavy objects, electrical shock, as well as giving traction on wet floors.
- Sturdy shoes that cover the foot completely will provide the best protection.
- Avoid shoes that expose feet in any way.

## Respiratory Protection

Certain laboratory procedures can produce noxious fumes and contaminants. This usually happens when engineering controls cannot successfully minimise or eliminate the potentially harmful fumes. Also, different people have different sensitivity when exposed to certain chemicals, in these circumstances individuals may require respiratory protection. There are two types of protection available, a Respirator or Breathing Apparatus (BA)

Respirators are simpler in use and are available in various types with filters for specific contaminants. Respirators can only be used when there is sufficient levels of oxygen (21%) in the atmosphere. Respirators fitted with cartridges/filters must be used in accordance with the manufactures instructions and includes the use, storage, cleaning and replacement interval for filters/cartridges. Reference to the **HSE Guidance Respiratory Protection at Work -HSG53 must be made by all users.**

Breathing apparatus is slightly more complicated and not easy to use in a laboratory

environment. This type of equipment must be used when oxygen levels are deficient (<21%) and are usually used in an emergency. Only trained personnel are allowed to use them. Reference to the **HSE Guidance Respiratory Protection at Work - HSG53** must be made by all users.

## Chemical Storage Cabinets

- Storage of flammable and corrosive chemicals in the lab should be limited to small quantities as far as possible. Flammable materials should be stored in flammable material storage cabinets.
- Storage outside of the cabinet should be limited to materials used in the current process and must be returned after use to the appropriate storage cabinets. Leaving chemicals on benches or working areas is hazardous and is not acceptable.
- Plastic cabinets are designed for corrosion resistance and used for storing acid and other corrosive materials.
- Acids and other corrosive chemicals in the chemistry laboratory are stored under the fume hoods.

## Refrigerators

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- To prevent potential safety hazards, chemicals should be kept in storage for the minimum length of time and disposed of when the use by date has been reached.
- Refrigerators should be periodically inspected to ensure cleanliness, condition of seals and temperature accuracy.

## Eyewash Stations

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- Always flush the eyewash line before use.
- Eye wash solutions are also available in all laboratories.
- Water or eyewash solutions should not be directly aimed onto the eyeball, but rather, aimed at the base of the nose. This increases the chance of effectively rinsing the eyes free of chemicals (harsh streams of water may drive particles further into the eyes).
- If wearing contact lenses remove them as soon as possible to rinse eyes of any harmful chemicals.

## Fire Safety Equipment

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Please familiarise yourself about the location of Fire Alarms. Fire Extinguishers are located near exits in most laboratories.

Only use a fire extinguisher if the fire is controllable and you know how to use the extinguisher safely. If you can't put out the fire, leave immediately and activate a fire alarm.

**Note:** All persons must evacuate the building immediately if the warning alarm sounds.

## General Laboratory Equipment Safety

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### Glassware

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Accidents involving glassware are a leading cause of laboratory injuries. These can be avoided by following a few simple procedures. In general, be certain that you have received proper instructions before you use glass equipment designed for specialised tasks that involve unusual risks or potential injury.

#### Here are few safety rules:

Handle and store glassware carefully so as not to damage it or yourself.

When inserting glass tubing into rubber stoppers, corks or when placing rubber tubing onto glass hose connections:

- Protect hands with a heavy glove or towel.
- Lubricate tubing or stopper with water or soap solution and be sure that the ends of the glass tubing are fire-polished.
- Hold hands close together to limit movement of glass should fracture occur.
- Substitute plastic connections for glass whenever possible to decrease the risk of injury.
- Use glassware for vacuum work that is designed for that purpose.
- When dealing with broken glass wear hand protection when picking up the pieces.
- Use a broom to sweep small pieces into a dustpan and store glass pieces in a designated bin for sharps/ broken glass.

## Heating Devices

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Electrical devices that supply heat in laboratories include:

- Hotplates
- Tube & Box Furnaces
- Heating Mantles
- Hot-Air Guns
- Oil Baths

Improper use of any one of these could result in fire or burns to the user.

### **Before using any heating device:**

- Check to see if the unit has an automatic safety shut-off in case of overheating.
- Note the condition of electrical cords and have them replaced as required.
- Make sure the apparatus has been maintained as required by the manufacturer.
- Check to see that all heating units in use without automatic shut-off have been turned off before leaving an area for any extended period of time.

Flammable or combustible solvents should not be used in a heated bath or placed near the bath. Oil baths must always be housed in a chemical fume hood.

## First Aid & Emergency Procedures

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Please familiarise with the first aid and emergency procedures so that mishaps can be speedily contained. It is the responsibility of the injured person to report any injury or property damage to their manager and learners to their Lecturer or Technician.

### First Aid

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**In all instances, reference to the SDS should be made. Where an individual is contaminated with substances it is essential to inform medical personnel of the specific substance.**

### Wounds

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- Cleanse area with water as appropriate.
- Small cuts and scratches - place sterile pad over wound and apply gentle pressure evenly with the opposite hand. If direct gentle pressure does not control bleeding, raise the area above the level of the heart. Apply dressing plaster as appropriate.
- If there is significant bleeding place sterile pad over wound and apply gentle pressure

### Thermal Burns

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First degree burns are characterised by redness or discoloration of the skin, mild swelling and pain. These can be treated by rinsing or immersing in water for at least 10 minutes and applying a skin cream as appropriate, and seeking further medical treatment as needed.

Second and third degree burns are characterised by red or scarred skin with blisters (second

degree), white or charred skin (third degree). Immediate first aid is to clean the area if possible and keep it dry....

## Chemical Burns

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If hazardous chemicals should come into contact with skin or eyes, follow the first aid procedures below.

### **Skin:**

- Remove garments as required and rinse the affected area with large quantities of water for at least 15 minutes (sink, shower, or hose).
- Do not apply burn ointments/spray to affected areas.

### **Eyes:**

- Rinse area of eyes, eyelids, and face thoroughly with lukewarm water for at least 15 minutes.

For all of the above, prompt medical attention is required and usually visit to A&E.

### 3.38 Legionella

The Health and Safety at Work etc. Act 1974 (HASWA), the Management of Health and Safety at Work Regulations 1999 (MHSWR) and the Control of Substances Hazardous to Health Regulations 2002 as amended 2004 (COSHH), concerning the risk from exposure to legionella bacteria. Further, the HSE Approved Code of Practice and guidance document L8 is the code to which our competent contractors work to in the management of our water systems and testing regime.

The College has implemented arrangements to prevent the growth of legionella bacteria in water systems in accordance with the HSE's '**Approved Code of Practice (L8) – Legionnaires Disease: The Control of Legionella Bacteria in Water Systems' 2012**

**The ACoP approach includes:**

- 1) appointing responsible persons,
- 2) competent persons identifying hazards and assessing risk.
- 3) a planned preventive maintenance schedule to prevent or control the risk.
- 4) the implementation and monitoring of planned precautions.
- 5) records to be kept.

In respect of these requirements we have put into place the following;

- a) Assessment of Legionnaires' disease risk and preparation of a scheme for preventing or controlling the risk, conducted by a competent contractor.
- b) Appointment of the Estates Manager as 'responsible person' with authority and responsibility for day to day implementation of the universal precautions and testing specified in the HSE's ACoP and any particular precautions specified in the risk assessment
- c) The maintenance of records of all applicable maintenance and testing which are held in the Estates Manager's Office together with a copy of the risk assessment and details of the competent person who conducted it
- d) Monitoring by Assistant Principal (Estates) to check the records and confirm that the precautions have been implemented.

In the event of difficulties in implementing the risk control programme, or test results falling outside of the required limits, the Estates Manager reports this immediately to the Assistant Principal (Estates), and additional resources, water treatment contractors or plumbing specialists are employed as necessary to resolve the causes.

All plumbing alterations are carried out by trained plumbers in order to ensure compliance with water regulations and byelaws.

#### **Applicable legislation includes;**

**The Health and Safety at Work etc. Act 1974 (HASWA)** and the **Management of Health and Safety at Work Regulations 1999 (MHSWR)** specify the following duties.

Sections 2, 3 and 4 HASWA extend to the health risks from legionella bacteria which may arise from work activities and affect employees, self-employed, contractors and others, and under section 6 by virtue of the Consumer Protection Act 1987 includes designers, manufacturers, suppliers and importers

The MHSWR provide a broad framework for controlling health and safety at work. As well as requiring risk assessments, they also require employers to have access to;

- competent help in applying the provisions of health and safety law;
- to establish procedures to be followed by any worker if situations presenting serious and imminent danger were to arise; and



- for co-operation and co-ordination where two or more employers or self-employed persons share a workplace; and,
- that those persons who are at particular risk, are identified and protected.

## **The Control of Substances Hazardous to Health Regulations 2002 as amended 2004 (COSHH)**

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These Regulations provide a framework of actions designed to control the risk from a range of hazardous substances including biological agents. The essential elements of COSHH are:

- a) risk assessment;
- b) prevention of exposure or substitution with a less hazardous substance if this is possible, or substitution of a process or method with a less hazardous one;
- c) control of exposure where prevention or substitution is not reasonably
- d) practicable;
- e) maintenance, examination and testing of control measures, e.g. automatic
- f) dosing equipment for delivery of biocides and other treatment chemicals;
- g) provision of information, instruction and training for employees; and
- h) health surveillance of employees (where appropriate, and if there are valid
- i) techniques for detecting indications of disease) where exposure may result in an identifiable disease or adverse health effect.

The Workplace (Health, Safety and Welfare) Regulations 1992 states that any showers and taps which are fed by both hot and cold water should be fitted with a device, such as a thermostatic mixer, to prevent scalding.

These devices will be fitted where required and maintained in accordance with manufacturer's instructions and statutory requirements as necessary.

## **The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. (RIDDOR)**

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Cases of Legionnaire's disease are reportable under RIDDOR if a doctor has notified the employer of the disease and the employee's work involves work on or near cooling and systems that use water or hot water service systems.

The Safety Representatives and Safety Committees Regulations 1977 and, the Health and Safety (Consultation with Employees) Regulations 1996

These regulations require employers to consult trade union safety representatives, other employee representatives, or employees where there are no representatives, about health and safety matters. This includes changes to the work that may affect their health and safety at work, arrangements for getting competent help, information on the risks and controls, and the planning of health and safety training.

Water treatment dosing will be in accordance with the ACoP and altered to meet any changes in legislation, approved guidance or scientific findings. The Competent Contractor will ensure the correct dosing materials and procedures are used and followed at all times.

## **Emergency action in the event of an outbreak**

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A suspected Legionella outbreak is likely to be identified by the health authority who will communicate with all relevant local premises in order to attempt to identify the source of the bacteria.

Where a New College Lanarkshire premises is approached in this way, the following action must be taken:

- 1) Co-operate fully with the investigating authorities providing them with access to sampling points etc., in order that they can take water samples.
- 2) Provide access to all relevant records, in particular to plans of cooling towers and hot and cold water services and records of inspections, cleaning and disinfection regimes.
- 3) Shut down any systems capable of generating aerosols, which have been implicated in an outbreak.
- 4) Undertake emergency disinfection of systems suspected of harbouring Legionella bacteria. This should only be carried out as directed by the Local Environmental Health Departments.
- 5) Where relevant, investigate the health status of staff or other persons who could have been affected.

Further detailed requirements can be found in the HSE Guidance document L8.

### 3.39 Lifting Operations and Equipment

The following pieces of legislation apply to any lifting operations involving mechanical assistance undertaken by employees or others whilst on our premises;

- The Health and Safety at Work etc., Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Provision and Use of Work Equipment Regulations 1998
- The Lifting Operations and Lifting Equipment Regulations 1998, LOLER
- The Lifts Regulations 1997
- The Workplace Health Safety and Welfare Regulations 1992

The Lifting Operations and Lifting Equipment Regulations 1998 places specific requirements on the following

- Regulation 4 — strength and stability
- Regulation 5 — lifting equipment for lifting persons
- Regulation 6 — positioning and installation
- Regulation 7 — marking of lifting equipment
- Regulation 8 — organisation of lifting operations
- Regulation 9 — thorough examination and inspection
- Regulation 10 — reports and defects
- Regulation 11 — keeping information
- Schedule 1 — information for report of thorough examination.

Employers have duties under these Regulations in situations where lifting equipment is used by employees at work. Self-employed persons have a similar duty in regard to lifting equipment they use at work. In addition, persons who have any control of lifting equipment, or who use, supervise or manage the use of lifting equipment also have a duty under the Regulations but only to the extent of their control. These requirements apply to all contractors employed to carry out work on behalf of the college.

The following definitions apply:

- **Lifting Equipment:** Work equipment for lifting or lowering loads and includes its attachments used for anchoring, fixing or supporting it.
- **Accessory for Lifting:** Work equipment for attaching loads to machinery for lifting
- **Lifting Operation:** An operation concerned with lifting or lowering of a load.

Any such equipment in use within the college will be purchased to suit the loads to be placed upon it and specific to the purpose. All necessary examination, testing and maintenance will be in accordance with statutory requirements and manufactures guidance in so far as is reasonably practicable.

Pre-use checks will be carried out by any users of the equipment and any defects reported immediately to the responsible person for the area of operation of the equipment. Where a defect renders the equipment unsafe it will be removed from use, labelled and prevented from being used until repaired or replaced as necessary.

**The following lifting equipment/accessories is covered by the LOLER Regulations**

**Lifting equipment** - Cranes, Stair-lifts, Workplace passenger and goods lifts, Construction hoists, Dumb waiters, Scissors lifts, Vehicle tail lifts, Bath hoists, Tele-handlers, industrial lift trucks

**Accessories for lifting** - Slings, Chains, Hooks, Shackles, Eyebolts, Ropes

Type of equipment	Frequency of examination/testing		Examination scheme
	6 months	12 months	
Accessory for lifting people	•		•
Equipment used to lift people	•		•
All other lifting equipment		•	•

**Note:** Contractors must ensure that any lifting equipment and accessories are fully compliant with the statutory requirements for compulsory examination and testing and will be required to provide any documentation upon request.

All other equipment utilising chains, ropes, wires and attachment accessories should be maintained and inspected as per manufacturer's guidance. Regular cleaning and lubricating of parts should be done in accordance with manufacturer's guidance.

Records must be retained for all such actions.

## Fork-lift Trucks

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Fork-lift trucks, where available, must only be used by trained personnel who must follow the specific arrangements and procedures as contained within this policy when checking, using, parking, refuelling/battery charging and securing the vehicles.

All users must hold a current certificate of training and perform activities only as specified.

Drivers must report any defect immediately to their supervisor/manager and cease to use the fork-truck until repair/replacement.

### 3.40 Lone Working

The **Health and Safety at Work etc., Act 1974** and the **Management of Health and Safety at Work Regulations 1999**, place duties on the employer to ensure, in so far as is reasonably practicable, the health, safety and welfare of his employees. Persons working alone whether within the organisation's premises or out-with have the same provisions made for them whereby they can work safely. In respect of these requirements, risk assessments will be carried out to identify the risks for each specific situation for the purpose of removing or reducing the risks to which they are exposed and implement the appropriate control measures for the situation. The risk assessments will also be reviewed and revised regularly to address any changes to either, personnel, environment, equipment, materials, processes, legal requirements or lapses in time. **Line Managers** have the responsibility to ensure that risk assessments are completed for all such situations involving lone working.

Employees also have responsibilities to take reasonable care of themselves and other people affected by their work and to co-operate with their employers in meeting their legal obligations. This cooperation means that they should use all tools, equipment, processes, safe systems of working and protective and preventative measures provided and in accordance with training received. They have further responsibilities to report any situations of serious or imminent danger to their employer or his representative, e.g. manager, supervisor.

Those particularly at risk includes new or expectant mothers, young persons, persons having disabilities, foreign workers not having a good grasp of English language and contractors. The immediate Head of Faculty or Line Manager for each category or, in the case of contractors, the Estates Manager will ensure that risk assessments are completed and the individual made fully aware of the risks and controls provided.

The Health and Safety Executive (HSE) defines lone workers as "those who work by themselves without close or direct supervision." The College recognises that this broadly affects two categories of staff, e.g. those who;

- **Category A** - Regularly work alone and,
- **Category B** - Occasionally or potentially working alone

The college requires written procedures to be developed and regularly reviewed to ensure the health and safety of those who regularly work alone. These procedures should cover the frequency of risk assessments and the emergency response arrangements for this group of staff.

The college also recognises that some staff may be required to work in an isolated situation that may not always be working along, and defines an isolated situation as:

*Where one or more staff are engaged in regular or occasional work (either outdoors or indoors) where there are no other people who could reasonably be expected to come to their immediate aid or contact help on their behalf in the event of an incident or emergency.*

**College Managers** will implement this policy by:

- identifying, through risk assessment, those staff who fall within **Category A - Regularly work alone;**
- ensuring that written procedures are developed to protect staff who fall within Category A;
- ensuring that staff who fall within **Category B – occasionally or potentially working alone** - are aware of the arrangements they must make for themselves, or their staff;
- ensuring that all staff are provided with information on the health and safety requirements of working alone or in isolated situations as they relate to their particular job;
- reminding individual staff of their personal responsibility under health and safety legislation and their duty of care to others;
- ensuring that emergency response arrangements are clear and workable and that arrangements are in place for "out of hours" working.

### 3.41 Machinery Safety

In meeting the requirements of the **Health and Safety at Work etc., Act 1974, HASAWA**, and the **Provision and Use of Work Equipment Regulations 1998**, PUWER, all machinery provided for use within the College will be suitable for use and will be maintained in efficient working order, inspected and tested as required under legislation or in accordance with manufacturer's instructions.

Heads of Faculty and Unit Managers will ensure that risk assessments as required under The Management of Health and Safety at Work Regulations 1999 are completed for all machinery after installation and before it is put to use and, reviewed at regular intervals thereafter. Revisions will be made as necessary.

All members of staff are responsible for ensuring that they co-operate with management in adhering to these procedures and in particular:

- to use work equipment in a safe and proper manner and in line with the information, instruction and training provided;
  - not to interfere with work equipment by attempting to repair defects; and
  - not to use defective equipment and report such defects to their Line Manager.
- a) Machinery must only be used by individuals who have received adequate information, instruction and training and all suitable safety measures, e.g. protective devices, markings, warnings are in place.
  - b) Lecturers will ensure that all learners are supervised, so far as is reasonably practicable, in the use of any machinery and that they have received adequate information instruction and training in the safe use of the equipment.
  - c) All machinery guards shall be used at all times by all users and must not be removed by persons other than those competent to do so for the purpose of maintenance or repair. Defective guards will render the machinery to be removed from immediate use, isolated and locked off where appropriate.
  - d) On no account should machinery be altered or their guards or safety devices by-passed.
  - e) Any machinery which is defective will be removed from use immediately until repaired or replaced whilst employees and learners who identify any items of machinery having defective parts or, is malfunctioning, shall report the situation immediately to their line managers or lecturer respectively and refrain from using the item.
  - f) Lecturers and other staff as appropriate i.e. Technical Support, will ensure that the item of machinery is isolated and removed from use immediately.
  - g) Learners must use work equipment in a safe and proper manner and in line with the information, instruction and training provided;
  - h) Not to interfere with work equipment by attempting to repair defects; and,
  - i) Not to use defective equipment and report such defects to their Lecturer.
  - j) Learners must use all safety guards, devices, PPE as instructed and as directed by any safety signage affixed to the machinery or relating to the machine

## 3.42 Maintenance

The Health and Safety at Work etc., Act 1974 places general duties on the employer, self-employed person and controllers of premises, to ensure that plant / equipment / premises are maintained to an appropriate standard. The Act, further supported by the requirements of the Workplace, Health, Safety and Welfare Regulations 1992 and, many other specific regulations currently in force, will be addressed and appropriate control measures introduced to meet the specific requirements of each. Many items require to be maintained both by internal actions and by external contractors. All activities will be recorded in an appropriate format for future reference, e.g. fire extinguishers as checked by external independent company. Internal checks will likewise be logged for monitoring and audit purposes.

- **The Provision and Use of Work Equipment Regulations, 1998 PUWER**, requires work equipment to be maintained in an efficient state, in good working order, and where relevant a log -book will be kept and maintained.
- **The Control of Substances Hazardous to Health Regulations 2002** as amended requires all control equipment and Local Exhaust Ventilation Systems, LEV's, to be maintained, tested and examined in accordance with the requirements of the regulations and records kept as appropriate.
- **The Electricity at Work Regulations 1989** requires the examination and testing of fixed equipment, wiring, insulation etc. Portable appliances, although not required under legislation to be tested, is done so according to the type, use and environment in which the equipment is used.
- **The Lifting Operations and Lifting Equipment Regulations 1998** place requirements for the maintenance of lifting equipment and associated accessories.
- Each of the Regulations applicable to our operations will be addressed and appropriate resources provided to ensure that all necessary personnel, materials and equipment are provided with which to carry out the process.
- Information, instruction, training and supervision will be provided to all relevant personnel involved in the process.
- Some situations may require a formal permit to work system to be drawn up to protect against accidental injury to personnel/plant/products when foreseeable hazardous work is carried out. Such permits to work will be required where work involves
  - Hot work
  - Confined spaces
  - Roof work/Work at height
  - Electrical distribution
  - Cleaning, maintenance and or repair of gas pipelines and items of machinery and equipment
  - Hazardous substances ( e.g. asbestos removal)
- All Permits to Work will be issued by the Estates Manager.
- Contractors carrying out maintenance activities will provide risk assessments and methods statements at pre-tender/tender and during work stage ensuring that all work to be carried out is done so with all hazards, risks and dangers clearly identified and appropriate control measures provided, used and monitored.
- Contractors will ensure that they work in accordance with all college policies, rules and procedures, failure of which could be in breach of contracts agreed.
- Maintenance requirements for equipment within workshops, laboratories and other areas are under the control of the Estates Manager and respective Head of Faculty/Unit Managers and all relevant maintenance records kept in secure accessible locations.

- Staff from the Estates Department will test progressively, monitor and maintain the various college fire alarm systems. Records of weekly and other pre-planned checks/ tests will be maintained.
- Staff from the Estates Department will organise the removal and repair of portable electrical equipment which has been rejected or failed PAT.
- Requests for maintenance should be submitted via the Estates Helpdesk.



## 3.43 Manual Handling Operations

**The Manual Handling Operations Regulations 1998** require ergonomic solutions to the prevention of injuries while carrying out manual handling activities. The requirements of the regulations are to;

Avoid manual handling activities where there is the risk of personal injury and, where this cannot be done, consider:

- Mechanising or automating the process
- Risk assessment
- Risk reduction
- Information

We aim to identify such hazardous manual handling activities and carry out assessments as appropriate.

Manual handling activities that cannot be avoided after consideration as to the use of mechanical or automated equipment will have a full risk assessment carried out and will consider the following factors as contained within the schedule to the regulations;

- the task
- the load
- the individuals capability
- the environment
- other factors

### Steps to assessment.

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- An initial preliminary assessment is carried out to ascertain whether a fuller in-depth assessment is necessary. Only persons deemed as competent are permitted to carry out the assessments.
- Any member of staff in any doubt as to the safe handling of items should consult their line manager.
- All staff should avoid manually handling loads where possible and make use of any appropriate handling/moving aids provided.
- All staff are required to make full and proper use of any preventative or protective measures provided and to take reasonable care of themselves and others.
- Learners involved in any manual handling activities must be fully instructed before and supervised during any such activities.
  - a) Prior to using lifting equipment, the user must check that the equipment is within certification by checking department records. The safe system of work must be followed at all times.
  - b) Manual handling of heavy or awkward loads must be avoided so far as is practicable.
  - c) Trolleys and other similar equipment is provided for staff use to remove the need to manually carry materials from one location to another.
  - d) Where a risk assessment indicates that manual handling takes place, manual handling training will be provided. Records of such training will be kept by the Human Resources Section.

### 3.44 Mechanical Handling

Any item of mechanical handling equipment will subject to meeting the requirements of the **Health and Safety at Work Act 1974, s2.2, HASAWA**, the **Provision and Use of Work Equipment Regulations 1998, PUWER**, and where appropriate the **Lifting Operations and Lifting Equipment Regulations 1998, LOLER**. All such equipment will be suitable for the purpose and maintained in accordance with the regulations and manufacturers instruction, tested and examined as necessary.

- a) Staff and learners required to use such equipment will be provided with adequate information, instruction, training and supervision where necessary.
- b) All vehicle ramps, jacks, axle stand, passenger lifts and wheelchair lifts are subject to statutory inspection and testing in accordance with the **Lifting Operations and Lifting Equipment Regulations 1998, LOLER**, regulations with all relevant records retained by the Estates Manager.
- c) See also Lifting Operations and Equipment section of this policy for examination frequencies
- d) Any item of equipment found to be defective or showing signs of malfunction must be removed from immediate use and reported to the relevant manager and lecturing members of staff or other relevant staff as appropriate.
- e) Staff and learners must report any such findings to their line managers or lecturer respectively and must not use the equipment.
- f) All such equipment will be identified with the appropriate sign indicating its withdrawal from use.
- g) Any repairs to any piece of equipment must be recorded and records stored in an appropriate manner with the Estates Manager.

## 3.45 Meetings

The following categories of meetings should have Health and Safety as a core agenda item to be addressed on all of the meetings held. Consultation, communication and information on matters of health and safety are essential at every level of the organisation. Control of health and safety will only be achieved when these basic features are part of the strategic and operation plans and to achieve the health and safety culture in line with college values.

A brief in terms of the scope of relevance for each category of meeting is provided below.

### Board of Management

Will ensure that strategic objectives for Health and Safety have been established in the Strategic Plan, are suitably resourced and are being addressed by Senior Management to ensure the College is in compliance with all relevant legislation. This means that a Health and Safety Management System is in place and compliance with The Management of Health and Safety at Work Regulations 1999, whereby the performance of the organisation can be measured against the general duties of The Health and Safety at Work etc., Act 1974. Board Members specific duties are contained in sections 7, 8 and 36 or 37 of the Act. The key elements of the management system are Plan, Do, Check, Act as outlined in the Organisation Section of the Health and Safety Policy. This effectively means that the following are addressed; policy, organisation, planning and implementation, measuring performance, reviewing and auditing. The impetus will be driven by the Board in conjunction with SMT.

**SMT** - Must ensure that the strategic objectives are being addressed by Line Managers which should be specifically developed into Operational Objectives as should be contained in Operational Plans. Senior Staff members have duties under HASAWA 1974 s.7, 8 and 36 or 37 with the particular responsibility to ensure health and safety is monitored effectively for each Faculty/Unit. This role can be delegated (not the duty), to suitably qualified and experienced personnel within the college who would provide regular reports on their effectiveness in carrying out regular inspections and implementing remedial measures where necessary.

**Resources and General Purposes** - Must ensure that sufficient resources for health and safety are in place to effectively manage the health and safety needs of the College. This means that suitable numbers of competent staff have been appointed having appropriate time to carry out their functions; sufficient finances are available and appropriately distributed to ensure that every aspect of health and safety management is being addressed in line with the objectives set. Statutory requirements must be met to examine, inspect and maintain items of equipment in a safe condition as well as upgrading or replacing items which no longer meet the safety standards. Information generated from sources including risk assessment and accident and ill-health records should be used to assist in the identification and provision of training of staff.

**Faculty/ Unit Meetings must ensure that** the health, safety and welfare issues relevant to the staff and learners of each Faculty/Unit s are properly resourced and managed in line with College and Faculty/Unit objectives. Appropriate resources in terms of finance, competent staff, equipment and facilities are required to be in place for the Faculty/Unit to operate fully and, remain in compliance with all relevant statutory requirements. Statutory and on-going maintenance must be in place while specific issues arising must be dealt with from within and in appropriate time-scales to ensure the health and safety is at the highest standards possible. Specific training needs of staff should be identified by managers and provided to ensure that staff are able to carry out their health and safety functions accordingly.

**Course Team** - Meetings as with the Faculty meetings, Course Team meetings should identify the specific health and safety requirements for each course of study and specific learner needs within the Faculty. This is essential to identify needs before courses commence and at intervals throughout the course duration to ensure that no person is placed in situations of unacceptable risk. Issues arising should be dealt with as promptly as possible and brought to the attention of the Faculty Manager and Health and Safety/Estates personnel. Identifying needs at an early stage will allow for the allocation of suitable resources while helping to ensure that all statutory requirements are being met.

**Nursery Steering Group** similar to Faculty and Course Team meetings in so far as the needs of staff, children and visitors are addressed as early as possible and in line with any new or amended statutory requirements and the performance indicators as established by Care Inspectorate.

**Trade Union** - Meetings and the respective Health and Safety Representatives' from each Union should have the opportunity at each meeting to raise and discuss any health and safety issues relevant to their members and following the results of health and safety audits, inspections, risk assessments, accident and ill-health reports. Issues such as risk assessments, competency, training, information, communication, consultation, safe systems of working and health and safety controls should also be addressed at regular intervals.

Documentation should be available to record all health and safety matters raised within the meetings and retained for audit purposes. This can be stored within the H&S Software System for each Faculty and Unit.

## 3.46 New and Expectant Mothers

**The Management of Health and Safety at Work 1999 and (Amendment) Regulations 2003** requires specific risk assessments to be carried out on the work activities of new and expectant mothers and taking appropriate measures as a result. The measures taken can include a variation of the working hours or conditions where reasonable to do so and are effective against the risks and can also include suspension from work where necessary. Where the risks cannot be avoided by the application of control measures, we will, where reasonably practicable, alter the individuals working conditions and/or hours of work. Where this is not possible, it may be necessary to suspend the employee from work for as long as is necessary to avoid the risk. Suspension is also necessary where a woman works at night and produces a medical certificate from the doctor stating that for reasons of health and safety she should not work during these hours.

The purpose of the suspension is to protect both the expectant or new mother and the baby from any risks likely to cause harm. Women of childbearing age who may be affected must also be considered. Any suspensions must be in accordance with the Employment (Consolidation) Act 1978 and the requirements to pay wages during the suspension.

In general, women who are;

- of child bearing age,
- expectant or
- new mothers including those new mothers who have recently given birth and
- those who are still breast feeding, then,

They must notify the employer at the earliest possible time, in writing, notifying the employer of her condition. This is necessary for the employer to carry out risk assessments and to implement appropriate measures for activities they're involved in and, addressing any risks arising out of the work activities, processes and materials/ substances to which they may be exposed. **(Regulation 16)**

If measures required by other health and safety legislation cannot control the risks identified, the employer has to alter the working conditions, or hours, **(Regulation 16)** or, in some extreme cases, suspend the person if suitable alternative work cannot be found. **(Regulation 17)**

- Any such situations whereby an employee is to be suspended, the employer must notify the person(s) and, ensure that the employees' full pay is maintained throughout the term of suspension. **(Employment Rights Act 1996 and earlier legislation)**
- a) Staff of child bearing age must notify the Human Resources section when they become pregnant, have given birth within the previous six months or are breast feeding.
  - b) Learners of child bearing age while participating in a work experience programme are advised to inform their Curriculum Leader or other College contact person, that they are pregnant, have given birth within the previous six months or are breast feeding.
  - c) Staff and learners of child bearing age carrying out work of a kind which could involve risk, by reasons of their condition, to the health and safety of a new or expectant mother, or that of their baby, from any process or working condition or physical, biological or chemical agents, shall require a risk assessment of this risk.
  - d) Where the preventative and protective measures would not avoid the risks, the College shall, if it is reasonable to do so, and would avoid such risks, alter her working conditions or hours of work.
  - e) Where it is not reasonable to alter the working conditions or hours of work, or it would not avoid such risk, the College shall suspend the employee from work for as long as is necessary to avoid such risks.
  - f) College management shall not be required to take action mentioned until the employee has notified the College in writing that they are pregnant, have given birth within the previous six months or are breast feeding.

- g) College management shall not require to maintain action taken in relation to an employee in a case:
- i) where the employee has notified the College that she is pregnant, where she has failed, within reasonable time of being requested to do so in writing by the College, to produce for the College's inspection, a certificate from a registered medical practitioner or a registered midwife that they are pregnant.
  - ii) once the employer knows an employee is no longer a new or expectant mother, or
  - iii) if the College cannot establish whether they remain new or expectant mothers.

Where a new or expectant mother works at night and a certificate from a registered medical practitioner or registered midwife shows that it is necessary for her health and safety that she should not be at work for any period of such work identified in the certificate, the College shall suspend her from work for so long as is necessary for her health or safety.

## 3.47 Noise

**The Control of Noise at Work Regulations 2005** requires employers to take action at certain action values. The college will ensure that all work activities likely to produce noise will be suitably assessed in accordance with the regulations in force (Regulation 5). Where it is deemed necessary for noise levels to be measured, suitable competent persons either from within or out-with the college will be utilised. Where noise levels are at the first action value, 80dB (A), all persons affected will be informed as to the preventative and or precautionary measures to be taken and given the option to use the controls available. Where the noise levels are at the 2nd action value of 85dB (A) averaged over an 8 hour day or reach the peak action value of (137dB), we will follow the hierarchy of control measures as contained within the regulations to reduce noise exposure to below these levels (engineering control options). Periodic maintenance on all controls will be provided to ensure that the controls provide the level of protection required.

### Action Levels

The Control of Noise at Work Regulations 2005 requires employers to take action at certain action values. These action levels relate to:

- The levels of exposure to noise of employees averaged over a working day or week
- The maximum noise (peak sound pressure) to which employees are exposed in a working day.

The values are:

#### The lower exposure action values;

- a) daily or weekly exposure of **80dB**
- b) peak sound pressure of **135dB**

#### The upper exposure action values:

- a) daily or weekly exposure of **85dB**
- b) peak sound pressure of **137dB**.

#### Lower Exposure Action Value 80dB (A weighted) /135 dB(C) weighted) peak sound pressure

Where noise levels are deemed to be at or above this level and less than 85db,

- A competent person - external assessors or suitably trained persons from within will make an initial assessment.
- The results will be recorded and the information will be provided to the Faculty/Unit Manager concerned in order for the persons likely to be exposed, to be provided with the information.
- Hearing protection (PPE) will be available for use if required by any individual. (Reg 3)

#### Upper Exposure Action Value 85dB (A weighted) to <137dB(C) weighted) peak sound pressure

- Where an assessment shows that the noise levels are at or above **85dB(A)** the area will be designated as a **"HEARING PROTECTION ZONE"** whereby the appropriate **safety sign is fixed to the entry door** as well as within the work shop.
- This in effect means that entry to such areas is not permitted unless appropriate PPE is worn. All persons likely to be exposed **shall make full and proper use** of the hearing protective measures provided.
- At such levels, methods of reducing the noise exposure will be sought through engineering controls with the aim of removing the need to make use of PPE. In the interim period all employees/persons in the vicinity must wear the PPE provided at all times.

- A selection of types (ear-plugs and ear-muffs) will be available for this purpose and collected from the General Stores within the engineering workshop block. All users have the duty to ensure that they are worn correctly at all times while in the area concerned and report any defects or problems with the items, in the first instance to their supervisor/tutor.
- Suitable storage, cleaning and maintenance measures will be in place for these items and where necessary replacements provided.
- Disposable types shall be replenished as and when required.
- Users must not re-use disposable types as dirt may lead to infections of the ear and should be discarded to waste disposal bins.
- Re-usable items shall be kept in a clean state by the user through washing in a mild soapy solution after each use and stored in the receptacle provided. Ear - muffs will be cleaned after each use by the user using disinfectant wipes available from the store.
- Information, training and instruction will be given to all persons who are required to use any PPE.

In determining employees' noise exposure in relation to the upper and lower exposure action values, no allowance may be made for the effects of hearing protection.

There are also levels of noise exposure which must not be exceeded. When determining these exposure limit values, it is permissible to take account of any reduction in exposure provided by hearing protection. If an employee is exposed to noise at or above the exposure limit values, then the employer must take immediate action to bring the exposure down below this level.

There are also levels of noise exposure which must not be exceeded:

#### **Noise exposure limit values:**

- daily or weekly exposure of **87 dB**;
- peak sound pressure of **140 dB**.

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

#### **Peak Sound Pressure 140 dB(C weighted)**

This level is more commonly found where work activities involve things such as; firing gunshots, aircraft noise etc. and it is very unlikely that any work activities within the college will generate such high levels.

Particular areas within the College where activities are most likely to produce noise levels at or in excess of the first and second action levels include;

- Fabrication/Welding
- Mechanical engineering
- Motor Vehicle
- Woodworking machinery
- Construction activities
- Music rooms and especially in booths
- Contractors working on the college property/grounds

Any other activities taking place which are likely to produce noise emissions at or above the lower or upper exposure action levels will, in the first instance, require the use of PPE whilst other methods of control are sought.



All records of assessments must be retained and recorded in a suitable information format within the management system for the Faculty or area affected. Heads of Faculty/Managers will ensure that documentation is easily recoverable for review/audit purposes.

Contractors carrying out work likely to produce noise at or above the first and second action levels should notify the Estates Manager in advance. Risk assessments and methods statements should be prepared and provided by contractors before the work activity takes place and should include identification of all necessary control measures. All contractors' employees are required to make full and proper use of any control measures provided by their employer.

- Areas of noise in excess of **85dB(A)** will display notices informing all persons as to the area being deemed an **'Hearing protection zone'** whereby **anyone entering must wear ear protection before entry and at all times while in that zone.**
- Within College workshops staff and learners should put hearing protection on prior to practical activities commencing.
- Everyone involved with hearing protection must receive written information, instruction, and training on the subject, so far as is reasonably practicable.
- Both ear plugs and ear defenders must be adjusted so that they are properly inserted or close fitting.
- Broken or faulty hearing protection equipment must be reported to the person in charge and replaced immediately.
- Hearing protection will be regularly inspected to ensure they conform to standard.
- Any member of staff who is concerned about the noise level in certain areas where they work should raise the matter with the College Health and Safety Manager. Results of the survey will be passed back to the individual concerned.
- All users of hearing protective equipment have the responsibility to wear, adjust, clean, store and report defects.

## 3.48 Occupational Health

Occupational Health is a branch of medicine concerned with the employee's health at work. It looks at how work may affect an individual's health and how the individual's health may affect their ability to cope with their work; rehabilitation programmes; managing work-related aspects of illnesses and helping staff to make informed choices regarding lifestyle issues. The focus is on the prevention of illness, and promotion of optimal health, amongst college staff.

### The college;

- Is committed to ensuring that the potential for ill health or injury arising from college activities or premises is minimised, so far as is reasonably practicable and that this extends to mental and physical health at work.
- Aims to ensure early identification of and management of occupational ill health.
- Will enable staff to raise, discuss and resolve issues through the involvement of and consultation with health and safety representatives.
- Will develop a framework to ensure that managers and staff are aware of the nature, causes and effects of ill health through the provision of information and guidance in the form of college policies and risk assessments to identify the risks to health.
- Will provide training, support and health education to managers and staff about the issues.
- Will ensure that individuals whose health is identified as particularly at risk at work are provided with appropriate management and advice while maintaining the need for confidentiality.
- Will monitor the scale of occupational health and the effectiveness of the measures in place to reduce it.
- Provides competent occupational health advice and services to all staff.
- Provides competent occupational health advice and services to learners via the Healthcare Practitioner.

### Responsibilities

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Senior managers, Heads of Faculty, Line Managers and Curriculum and Quality Leaders must ensure that the health of their staff is not adversely affected by their work. They must;

- Ensure that work activities and premises are assessed and designed so far as is reasonably practicable that they will not lead to ill health;
- Ensure that staff are provided with information relative to the risks and are provided with appropriate training;
- Address any ill health arising among their staff and;
- Ensure that there are appropriate work plans for individuals at significant risk.

Staff are responsible for their own health and for making full use of the occupational health support services provided.

- Staff have a duty under specific legislation to participate fully in any health surveillance programme offered by the employer.
- Staff undergoing health assessments will be informed in advance of the purpose and will be provided with relevant information at induction. Each individual will be informed of the results of the assessment.

The staff representatives of the Health and Safety Committee can request collective health assessments in relation to work activities when a problem of occupation health is suspected.

The Occupational Health Advisers ensure the provision of professional occupational health services to staff and managers and includes;

- Medical and counselling referrals,
- Advice on health,
- Stress and risk assessment,
- Health education programmes, and
- Monitoring the effectiveness of the service and policy

## **Learners**

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All learners are responsible for their own health and safety and should ensure that they are registered with a general practitioner. Learners should contact their Curriculum Leader if they are concerned that their health is at risk from the activities they carry out as part of their coursework.

## **Health Surveillance**

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Occupational health surveillance is a requirement placed on the, at risk employer as specified within various pieces of legislation and the college will provide for employees any such health surveillance as deemed appropriate and in accordance with the legislation. Consultation on health issues and any health surveillance requirements will also be a focus of the Health and Safety Action Groups and Committee.

Statutory requirements are specified under the following pieces of legislation which are relevant to staff of the college.

### **The Health and Safety at Work etc., Act 1974 - Section 2**

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Provides the general requirement to ensure the health of employees at work and therefore means that, where necessary, a health surveillance programme should be introduced.

### **The Management of Health and Safety at Work Regulations 1999 - Regulation 6**

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Every employer shall ensure that his employees are provided with such health surveillance as is appropriate having regard to the risks to their health and safety which are identified by the assessment.

Risk assessments should identify where surveillance is needed, for example where:

- there is an identifiable disease or adverse health condition related to the work
- valid techniques exist to detect indications of the disease/condition
- there is a reasonable likelihood that the disease/condition may occur
- surveillance will help protect the health and safety of the employees.

The Occupational Health Adviser will determine the level, frequency and procedure of health surveillance required and where necessary, referral will be made to an Occupational Health Physician.

The specific requirements are contained in the following pieces of legislation.

### **The Control of Substances Hazardous to Health Regulations 2002 as amended 2004 - Regulation 11.**

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

Health surveillance shall be treated as being appropriate where –

- the employee is exposed to one of the substances specified in Column 1 of Schedule 6 and
- is engaged in a process specified in Column 2 of that Schedule, and
- there is a reasonable likelihood that an identifiable disease or adverse health effect will result from that exposure; or
- the exposure of the employee to a substance hazardous to health is such that –
  - i) an identifiable disease or adverse health effect may be related to the exposure;
  - ii) there is a reasonable likelihood that the disease or effect may occur under the particular conditions of his work; and
  - iii) there are valid techniques for detecting indications of the disease or effect,

There are various methods of conducting health surveillance depending on the risks associated with the hazards of the job.

The Occupational Health Advisers are mainly located within Motherwell, Coatbridge and Cumbernauld campuses on specific days. Local arrangements are in place at each of these campuses for staff members to access the provisions of the service.

Services provided by the Occupational Health Adviser include:

- Pre-employment screening/medicals
- Health Surveillance
- Audiometry
- Spirometry tests (lung capacity)
- Counselling/listening ear support
- Attendance Management support
- Return to work plans
- Health promotion
- Cardiovascular and lifestyle assessments
- Cholesterol, blood sugar and blood pressure checks
- Advise re smoking cessation
- Workplace Assessments
- Pregnancy Risk Assessments

**Methods of assessing occupational related health issues within the college include the following:**

	Skin	Hearing	Respiratory	Eye
Hairdressing	•		•	
Beauty Treatments	•		•	
Art	•			
Catering	•		•	
Refectory	•		•	
Electronics	•		•	
Music		•		
Welding	•	•	•	•
Fabrication	•	•		
Motor Vehicle	•	•	•	
Reprographics/printing	•			•
Estates	•	•	•	
Nursery				
Science	•		•	•
Pregnant Workers	•		•	

### **The Noise at Work Regulations 2005 - Regulation 9 (1) and Regulation 9 (5)**

Employers are required to assess the risk to health and safety created by exposure to noise at the workplace. The college uses internal Occupational Health Advisers to conduct hearing assessments on identified 'at risk' staff on a scheduled basis.

Regulation 9 requires suitable health surveillance where the risk assessment indicates that there is a risk to the health of employees who are (or are liable to be) exposed to noise.

### **The Control of Vibration at Work Regulations 2005 - Regulation 7(1)**

Employers are required to assess the risks from vibration and plan how to control them.

Regulation 7 requires suitable health surveillance where the risk assessment indicates that there is a risk to the health of employees who are (or are liable to be) exposed to vibration.

This requires employers to provide suitable health surveillance where the risk assessment

indicates a risk to workers' health. In any case, workers likely to be exposed in excess of the daily exposure action value of 2.5 m/s<sup>2</sup> A(8) should be under suitable health surveillance.

Health surveillance should be instituted for:

- employees who are likely to be regularly exposed above the exposure action value;
- employees likely to be occasionally exposed above the exposure action value where the risk assessment identifies that the frequency and severity of exposure may pose a risk to health; and
- employees who have a diagnosis of HAVS (even when exposed below the exposure action value).

When health surveillance is required, it will be carried out annually. Both initial (or baseline) assessment and routine health surveillance are needed for HAVS. Early assessment of newly-exposed workers will be done, as susceptible individuals can develop symptoms in 6 months or less. Exposed workers will receive information from their doctor on why and how to detect and report symptoms of HAVS.

When cases of the occupational diseases, HAVS and carpal tunnel syndrome in association with HAV, are diagnosed by a doctor, they will be reported by the employer in accordance with Regulation 5 and Schedule 3 of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), 2013.

## 3.49 Permit to Work

Permits-to-work form part of a safe system of working as required under the **Health and Safety at Work Act 1974 s2.2.a**. Some situations may require a formal permit to work system to be drawn up to protect against accidental injury to personnel/plant/products when foreseeable hazardous work is carried out. Such permits to work will be required where work involves;

- Confined spaces
- Roof work
- Electrical distribution
- Cleaning of gas pipelines
- Hazardous substances ( e.g. asbestos removal)
- Work on lifts
- Working under floors
- Work in plant rooms and boilers
- Hot work (welding, gas cutting, grinding in areas out-with Fabrication and Welding workshops)

Legal requirements relevant to permits-to-work are set out in the following legislation applicable to our operations:

### Health and Safety at Work etc. Act 1974

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**Section 2** General duties of employers to their employees

**Section 3** General duties of employers and self-employed to people other than their employees

**Section 7** General duties of employees at work

### Management of Health and Safety at Work Regulations 1999

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**Regulation 3** Risk assessment to determine preventive and protective measures

**Regulation 4** Arrangements for effective planning, organisation control, monitoring and review of preventive and protective measures

**Regulation 8** Information for employees

**Regulation 9** Co-operation and co-ordination

**Regulation 10** People working in host employer's undertaking

**Regulation 11** Capabilities and training

### Provision and Use of Work Equipment Regulations 1998

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**Regulation 19** Isolation from sources of energy

**Regulation 22** Maintenance operations

### Electricity at Work Regulations 1989

**Regulation 4(3)** General requirement for safe working systems, work activities and protective equipment

**Regulation 13** Precautions for work on equipment made dead. Advice on written procedures is given in Memorandum of guidance on the Electricity at Work Regulations 1989. Guidance on Regulations HSR25.14

## Control of Substances Hazardous to Health Regulations (COSHH) 2002

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**Regulation 6** Assessment of health risks

**Regulation 7** Prevention or control of exposure to substances hazardous to health

**Regulation 8** Use of control measures

**Regulation 9** Maintenance, examination and test of control measures

**Regulation 12** Information, instruction, and training, and training for people who may be exposed to substances hazardous to health

## Confined Spaces Regulations 1997

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**Regulation 4** Work in confined spaces

**Regulation 5** Emergency arrangements

## Dangerous Substances and Explosive Atmospheres Regulations 2002

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**Regulation 5** Risk assessment

**Regulation 6** Elimination or reduction of risks from dangerous substances

**Regulation 7** Places where explosive atmospheres may occur

**Regulation 8** Arrangements to deal with accidents, incidents and emergencies

**Regulation 9** Information, instruction and training

**Regulation 10** Identification of hazardous contents of containers and pipes

**Regulation 11** Duty of co-ordination

## Lifting Operations and Lifting Equipment Regulations 1998

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**Regulation 8** Organisation of lifting operations

## Pressure Systems Safety Regulations 2000

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**Regulation 8** Written scheme of examination: measures necessary to prepare the pressure system for safe examination

**Regulation 9** Examination in accordance with the written scheme

## Responsibilities

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The duty holders (New College Lanarkshire and the landlords from whom the college rent accommodation) have overall responsibility for ensuring proper permit-to-work systems are developed and followed. Everyone who carries out work of any kind on a site or installation — contractors, subcontractors and all workers — has responsibilities and duties under a permit-to-work system.

### Employers or duty holders

**The duty holder** must ensure that:

- A senior manager is assigned responsibility to ensure an appropriate permit-to-work system is introduced;
- Appropriate procedures are established and maintained for all work done under the permit-to-work system;



- Arrangements are made for the workforce to be made aware of the permits and systems, and trained in their operation;
- The permit-to-work system is monitored to ensure that it is effective and correctly applied;
- The permit-to-work system is audited and reviewed;
- Copies of permits, or records of their issue, are kept for a specified period to enable auditing or incident investigation
- Sufficient resources are provided to enable the permit-to-work system to be properly implemented.

**The Estates Managers or Site Manager** as authorising authority, will ensure there are arrangements in place for the following:

- All work requiring a permit-to-work is identified;
- The permit contains a clear description of the work to be done, its location, start time and duration;
- Permits for work activities that may interact or affect other site activity are adequately controlled;
- All other work that would create a hazard if undertaken at the same time is suspended and made safe;
- Limitations on the timing and scope of the work are defined as well as actions to be taken in the event of site emergencies;
- All personnel engaged in the preparation of permits, and responsible for the supervision and performance of the work, are identified and competent;
- Sufficient information is given to oncoming shifts about work for which there is a permit and which has not been completed;
- All personnel (including contractors) working within the permit system have sufficient knowledge and competence to carry out their duties.

**The responsible person should ensure that:**

- All hazards associated with the proposed job have been identified and suitably assessed;
- All steps necessary to ensure the safety of the site or installation have been identified;
- The work site has been examined, and all precautions specified to be taken before work commences (including isolations) have in fact been taken and will remain effective while the permit remains in force;
- The performing authority is aware of the precautions taken, any additional ones which are to be taken, particular equipment to be used or worn, and any other procedures which are to be followed;
- Work activities that may interact or affect one another are clearly identified and either conflict avoided or precautions included on the permit (e.g. use of welding shields);
- People are aware of the permit's duration, and action to be taken if the work is suspended;
- Copies of all issued permits are displayed at an appropriate location and in a consistent arrangement so that site personnel can readily see and check which equipment is under maintenance and not available for operation;
- The work site is examined at any time when work is suspended and before it is restarted, and finally when the work is completed to ensure that it is in a safe condition;
- The shift handover procedure (where relevant) is properly followed;
- Any precautions and isolations are withdrawn at the end of the job unless they are cross-referenced to other permit activity;
- The area authority has acknowledged the return of plant or equipment to their full control.

## Individuals (acting as permit user, site checker or isolating authority)

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All individuals working at the site or installation should ensure that:

- They are able to demonstrate a good understanding of the permit-to-work systems that are operated in any location at which they may have to work;
- They do not start work on any job requiring a permit until one has been authorised and issued, its content understood and necessary precautions taken;
- The conditions and precautions specified in the permits issued to them, or for work in which they will be involved, are fully implemented and will continue to be effective throughout the duration of work;
- All the precautions and safety measures that the permits and instructions state they should take are strictly followed;
- **If in any doubt, or if any circumstances or conditions change, they stop work, make the work area safe and get advice immediately.**
- All contractors must contact Estates Manager or Estates Assistants before commencing and upon completion of work in any part of the College.
- Contractors carrying out maintenance activities will provide risk assessments methods statements at pre-tender/tender and during work stage as necessary ensuring that all work to be carried out is done so with all hazards, risks and dangers clearly identified and appropriate control measures provided, used and monitored.
- Contractors will ensure that they work in accordance with all college policies, rules and procedures, failure of which could be in breach of contracts agreed.
- Where hot work is carried out the contractor will ensure that a suitable number of firewatchers are available during work and after the process has been completed. The specific duration after work will be dependent on the extent of hot work being done and the locations in which it is being done. This time may be between 30 and 60 minutes.
- Appropriate fire-fighting equipment must be present during all hot work operations and be able to be used by the appropriately trained fire watcher.

### 3.50 Personal Emergency Evacuation Plans – PEEPs

In response to the **Fire (Scotland) Act 2005** and the **Fire Safety (Scotland) Regulations 2006**, Personal Emergency Evacuation Plans (PEEPs) will be prepared for each individual having disabilities whether permanent or temporary who would require assistance to evacuate the building. Each Head of Faculty and Unit Manager will be responsible for ensuring that these are prepared as soon as possible upon becoming informed of such persons either within their staff or learners for whom they are responsible.

- A PEEP is required for each location the individual is operating in and, although effectively containing the same information, may require slight alterations to suit each specific area.
- Each individual who has PEEPs prepared for them is expected to carry the PEEP with them at all times and to show to emergency evacuation wardens or other assisting staff/fire officers as requested to aid evacuation.

The following persons are required to retain a copy of the PEEPs prepared for persons under their control:

- Faculty/Unit Manager in which the person is employed/learner
- Curriculum Manager
- Course Team Leader

When PEEPs have been prepared, a copy must be issued to the following personnel upon request:

- Human Resource Manager
- Health and Safety Manager
- Estates Manager
- Heads of Faculty and Unit Managers should ensure that all staff under their control are familiar with the PEEPs and their purpose.
- Reviewing and /or revising of PEEPs should be conducted as and when necessary and in particular if the person to whom it applies is to operate from a new location or their personal circumstances change.
- Revisions must be copied to the persons identified above as requested.

#### Preparing PEEPs

PEEPs should be prepared in consultation with the individual requiring it or someone on their behalf who is fully aware of their requirements to assist them from the buildings in emergency situations.

#### Staff PEEPs

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The HR Unit should inform the Faculty or Unit of the need for the preparation of a PEEP for a member of staff as soon as they are informed of the individual's needs. The Faculty/Unit Manager must arrange for this to be done and where assistance is required, in conjunction with other relevant members of staff e.g. H&S Adviser/Manager, Estates Manager, Occupational Health Adviser or other as appropriate.

#### Learner PEEPs

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The individual or their representative informs the Faculty or Extended Learner Support (ELS) of their specific requirements. Where ELS learn of such requests, they must inform the Head of Faculty/ Assistant Head of Faculty in order for the Faculty to arrange for the PEEP to be prepared by the relevant member of staff in consultation with the learner or their representative and, where assistance is required, in conjunction with H&S Adviser/ Manager, Estates Manager, or other as appropriate.

#### Visitor PEEPs

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Any visitor requiring a PEEP will be issued with one upon request at the Reception of each campus. Where the visitor is unable to make the request, a carer/relative or other can request on their behalf.

## **Emergency Evacuation Wardens**

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PEEPs should be made available to emergency evacuation wardens by the holders when requested during emergency evacuation.

## **Reception**

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Copies of all PEEPs should be issued at the earliest possible time to be stored in the PEEPs Folder at the Reception area within each campus. This is necessary in the event of emergency evacuation and, for accessing key information, particularly if re-entry is to be delayed or denied for longer periods.

## 3.51 Personal Protective Equipment

**The Personal Protective Equipment Regulations 1992** require;

- An assessment to be carried out to establish the suitability, compatibility, comfort and fit of the PPE in terms of both the nature of the hazard and for the user. PPE, as the term implies, is personal and must, above all, be suitable for the purpose intended and be suitable for the individual who has to wear it.

**Note: The use of health and safety controls is a condition of employment and not an option for employees and learners to decide to use or not. PPE must be used, used correctly and used at all times for any process for which it has been identified as a control option.**

**Staff** having control of learners or work experience participants must ensure that the learner or participant receives appropriate instruction on; fitting, adjusting, cleaning and identifying defects and, uses all items of PPE as necessary during any activity in which they are participating.

The use of PPE as the form of control option must only be arrived at following the risk assessment process and having considered the other stages of the hierarchy of control.

All PPE must be selected having referred to the current standards in force and must meet all current EU specifications. All personal protective equipment is covered by these regulations with the exception of hearing and respiratory protective equipment which are covered by other legislation. However, it must be noted that all PPE worn must be compatible with all other items worn.

- All work areas must have all appropriate PPE available for use for given work activities and must be worn by all staff and students as necessary during work in the area.
- **All staff and learners have the responsibility to make full and proper use of any PPE provided and must report any defects immediately they become apparent.**
- The PPE must be looked after, cleaned, adjusted, maintained and stored appropriately.
- Any machinery or equipment displaying a mandatory safety sign depicting a particular item of PPE means that the user of the equipment must use that PPE while using the equipment.
- Damaged PPE must not be used and must be replaced. Learners must report defects to their Lecturer and /or stores person.
- **Do not** reuse disposable PPE.
- **Do not** leave contaminated work areas without removing the contaminated clothing in appropriate changing areas.
- **Do not** store PPE in direct sunlight or in hot and humid places as this can cause damage. **PPE** that is unfit for use or past its usable protective life, must be disposed of properly and replaced.

## 3.52 Portable Electrical Appliances

All portable electrical appliances will be subject to Portable Appliance Testing at intervals appropriate to the type and use of the equipment.

- Employees must seek permission from their Line Manager and Estates Manager to bring for use within the college or any outreach centres any item of a portable electric nature.
- Reference to the section on Electricity within this policy should be made periodically to ensure the suitability for use of any portable equipment between annual or other frequency PAT test.
- Each user has the responsibility to make a visual examination of any equipment before use and report defects immediately to their Lecturer/Line Manager. Any item having defects must not be used and should be labelled out of use until repaired or replaced.

**Note:** Staff must not bring in portable electrical equipment for use within the College unless it has been approved by their Line Manager and Estates Manager. Any such equipment may require to be PAT tested before being authorised for use within the college.

See also electricity section of this policy

### Frequency of Visual Inspection

It is recommended that visual inspections should be carried out as indicated below. This assumes that the equipment and cables are in use; stored items that are not in use will not require inspection every week. If an item is used less regularly, a competent person may decide that less regular inspections are called for.

Equipment Type	Inspection Schedule
Transportable	every six months
Portable	every month
Hand-held	every week
Extension cables	every week
Hired-In Equipment	before use

**Note:** All users must visually check any piece of equipment before it is used and in particular the following parts: cable insulation, plugs and pins, cable grips, casings.

### Frequency of Testing.

The Institute of Electrical Engineers (I.E.E.) recommend that testing should be carried out as indicated below.

Equipment Type	Testing Schedule
Transportable	every twelve months
Portable	every twelve months
Hand-held	every twelve months
Hire Equipment	before issue

Portable electrical equipment used in areas such as engineering, construction, hairdressing, and music and media must be checked more frequently due to the nature of the equipment and how and where it is used. Frequencies can be from weekly to 3 monthly depending on frequency of use. This will be determined by the Faculty/Unit Managers when preparing maintenance and inspection procedures for their areas of control.

Where equipment is to be taken out of college, for example, for demonstration or competitions, PAT testing must be carried out beforehand and the equipment labelled accordingly.

### 3.53 Procedures for dealing with serious and imminent danger

In accordance with the requirements of **The Management of Health and Safety at Work Regulations 1999, Regulation 8** we will;

- Establish procedures to be followed in the event of serious or imminent danger and nominate sufficient number of competent persons to deal with the evacuation of the premises.
- Prevent access to danger areas unless specific staff or others have been given adequate information to do so.
- Inform persons as to dangers and the necessary precautions to be taken.
- Enable persons at such risks to be able to stop work and proceed to place of safety (serious, imminent and unavoidable danger only).
- Employees have the duty to report to their Supervisor/Manager any situations they consider to be of serious or imminent danger as required under the **Management of Health and Safety at Work Regulations 1999, Regulation 14**.
- Learners should report any concerns to their Lecturer.
- Contractors should report any concerns to the Estates Manager.
- Visitors should report to Reception staff.

Procedures are in place for such situations and are contained within the Emergency Evacuation Procedures section of this policy

### 3.54 Promotion of Physical Activity

- Staff will be able to use the College gyms as available within specific campuses during advertised opening hours, on completion of a Physical Activity Readiness Questionnaire (PARQ) and, following induction on the use of equipment.
- Staff supervising the gym must ensure that all users are made aware during their initial induction training session of the high risk of accident associated within gymnasiums and that extreme care is required at all times.
- Staff, learners and other members of the public (where permitted), must receive appropriate information, instruction and training on the correct use of gymnasium and weight training equipment and the basic principles involved from an approved member of staff before they can use the equipment.
- Users of gymnasium changing facilities must agree to abide by the College rules for this facility.
- Where cleaning materials are provided for use, e.g. wipes, users must clean the equipment as appropriate before and after use.
- Staff are able to obtain corporate membership rates of "Access NL" from North Lanarkshire Leisure. You do not require to live in the North Lanarkshire area to take advantage of these rates.
- Cycle lockers are provided for the use of staff and learners who wish to cycle to college. (Motherwell Campus)
- Cycle park bays are available at the West Car Park, Cumbernauld Campus.
- Cycle shelters are provided at Coatbridge Campus
- Learners/members of the public (only where specified), will be able to use the College gym during advertised opening hours, on completion of a Physical Activity Readiness Questionnaire (PARQ) and following induction on the use of equipment.



## 3.55 Protection of Young Persons

**Young persons are defined as those who have not reached the age of 18.**

**The Health and Safety at Work Act 1974** places a general duty on the employer to provide information, instruction, training and supervision and safe systems of working. These duties are further detailed in **The Management of Health and Safety at Work Regulations 1999 Regulation 19**. These require risk assessments to be carried out to protect young persons from any risks at work and to provide appropriate information to parents/guardians of children (not over compulsory school leaving age). Other relevant legislation includes the **Working Time Regulations 1998** and **The Education (Scotland) Act 1980**.

Risk assessment of the activities that young persons are to be involved in must take into account,

- the inexperience, immaturity and lack of awareness of risks of young people
- the nature, degree and duration of exposure to physical, chemical and biological agents
- the fitting-out and layout of workstations and the workplace
- the form, range and use of work equipment and the way in which it is handled
- risks from specific processes as listed in the schedule attached to the regulations
- The extent of the health and safety training provided or to be provided to the young person

Young people cannot be employed to work beyond their physical or psychological capacity or work involving;

- work objectively beyond physical and psychological capacity
- work involving the risk of accidents which it may be assumed cannot be recognised or avoided by young workers owing to their insufficient attention to safety or lack of experience or training
- harmful exposure to toxic, carcinogenic or other chronic agents which can cause harm to human health
- harmful exposure to radiation
- risks from extreme heat, cold, noise, vibration

Any young person employed by the College shall be protected at work from any risks to their health or safety which are a consequence of their lack of experience or absence of awareness of existing or potential risks or the fact that the young persons have not yet fully matured.

College learners under 18 years old while on work experience and school pupils participating on a work experience programme within the College are designated as employees for the purposes of health & safety legislation.

Prior to a young person joining a work experience programme, appropriate and suitably competent members of College staff will carry out a work-placement check or review a former identical work-placement check of the placement provider.

Providers of work-experience for our learners will ensure that the risk assessments in place for their staff cover the risks to any young person on a work-experience programme and, where reasonably practicable, make reasonable adjustments to accommodate them where they have specific needs.

All learners under the age of 16 are covered by the Under Age Students Policy.

## 3.56 Provision and Use of Work Equipment

### Provision and Use of Work Equipment Regulations 1998 (PUWER)

The term 'work equipment' covers a wide range including: machines, apparatus/appliances, tools and other equipment.

One of the most important regulations is **Regulation (4)** which requires employers and others to ensure that the equipment is **"suitable for the purpose for which it is intended"**, and must only be used for operations which it is suitable for. For example, a petrol generator discharging exhaust fumes should not be used in an enclosed space.

Employees do not have specific duties under the regulations but their general duties as contained in the **Health and Safety at Work etc. Act S7/8** and **regulation 14** of the **Management of Health and Safety at Work Regulations 1999** as well as any other specific duties contained in other regulations.

Whilst all of the duties under the regulations are primarily aimed at the employer, Heads of Faculty/Managers shall ensure;

### Suitability of Work Equipment

- That work equipment is constructed or adapted to be suitable for the purpose for which it is intended and with regard to
- The conditions and risks to the health and safety of persons within the premises or undertaking in which the equipment is intended to be used and any additional risks which the equipment poses by the use of the equipment
- Equipment is used only for the operations and in the conditions for which it is suitable.

**Maintenance** - work equipment is maintained in;

- an efficient state,
- in efficient working order and
- in good repair.

Where equipment requires a maintenance log it has to be kept up to date.

See also Maintenance within Work Equipment section of this policy.

**Inspection** –

- 5) Where equipment depends on the installation conditions, it is inspected,
  - after installation and before being put into service and use for the first time, or
  - after assembly at a new site or location
  - to ensure that it has been installed correctly and is safe to use
- 6) Work equipment exposed to conditions which could cause deterioration which is liable to result in dangerous situations is inspected;
  - at suitable intervals and,
  - each time that exceptional circumstances liable to jeopardise the safety of the equipment have occurred, to ensure that health and safety conditions are maintained whereby any deterioration can be detected and remedied in good time.
- 7) The result of an inspection is recorded and kept until the next inspection

- 8) No work equipment leaves his undertaking or
- if obtained from another's undertaking is not used in his undertaking unless physical evidence of inspection accompanies the equipment

### Specific Risks

Where the use of work equipment is likely to involve a specific risk to health or safety,

- its use is restricted to those given the task of using it, and
- repairs, modifications, maintenance or servicing of that equipment is restricted to those who have been specifically designated to perform operation of that description.
- those persons designated to perform such operations have received adequate training related to any operations in respect of that equipment.

### Information and Instructions

- all persons have available to them adequate health and safety information and written instructions where appropriate, relative to the equipment.
- any of his employees who supervises or manages (lecturers, technicians) the use of work equipment has available adequate health and safety information and, where appropriate, written instructions.

Information for the above requirements include information on;

- conditions and methods of use
- foreseeable abnormal situations and the actions to be taken and any conclusions drawn
- all information provided shall be comprehensible to those concerned

### Training

Ensure that all persons who use work equipment or supervises or manages the use of work equipment have received adequate training for the purposes of

- health and safety including training in the methods to be adopted and
- the risks associated with its operation
- the precautions to be taken

### Dangerous parts of machinery

Ensure that measures are taken to:

- prevent access to dangerous parts or rotational parts and stock-bars
- stop the movement of those mentioned above

The measures required must be considered in the order as set-out and consist of:

- 1) provision of **fixed guards** which enclose dangerous parts as above where practicable and where not
- 2) provision of **other guards or protection devices** where practicable, but where not
- 3) provision of **jigs, holders, push-sticks or similar** protection devices/appliances where practicable, but where not
- 4) provision of **information, instruction, training** and **supervision**

All guards and devices shall be;

- suitable for the purpose for which they are provided;
- of good construction, sound material, adequate strength;
- maintained, in good repair and efficient working order

Also they should;

- not give rise to increased risk to health and safety;
- not be easily bypassed or disabled;
- be situated at a safe distance from the danger zone
- not be restrictive of any necessary view of machine
- and be constructed or adapted to allow maintenance or part replacement without the need to remove the device

## **Protection against specified hazards**

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Exposure of a person to specified hazards must be prevented, so far as is reasonably practicable, or, where that is not, then adequately controlled.

**The specified hazards are:**

- ejected or falling objects or substances e.g. scaffold board
- rupture/disintegration of parts e.g. abrasive wheel bursting
- fire or overheating e.g. electric motor burning out
- unintended or premature discharge of any gas, dust, liquid, vapour or other substance produced, used by or stored in the equipment
- unintended or premature explosion of the equipment or any material produced, used or stored in it

## **High or very low temperature**

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Measures must be taken to ensure that people do not come into contact with work equipment, parts of equipment or any article or substance produced, used or stored which are likely to burn, scald or sear.

## **Controls and Control Systems**

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The provisions relate to both the features and the functioning of the work equipment itself. Controls include those for; starting, stopping and altering speed/direction/pressure.

Ensure, so far as is reasonably practicable, that all control systems of work equipment are safe and are chosen making due allowance for the failures, faults and constraints to be expected in the planned circumstances of use.

## **Isolation from sources of energy**

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All work equipment is to have a means of isolating it from all sources of energy. They will have to be clearly marked, identifiable and readily accessible. Re-connection of equipment to an energy source must not expose people to any risk.

## **Stability**

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Ensure that work is made stable by clamping or otherwise where necessary to avoid risks.

## **Lighting**

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Any place where a person uses work equipment shall be suitably lit taking account of the type of work being done e.g. local lighting on fine detailed work.

## Maintenance operations

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Where reasonably practicable, all maintenance activities should be carried out whilst the equipment is stopped. Otherwise, protective measures have to be taken without exposing the person to risks to health or safety unless the maintenance people can do the job without risk to their health or safety.

## Markings and Warnings

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Clearly visible markings and any warnings as appropriate for health and safety must be unambiguous, easily perceived and easily understood. The PUWER Regulations cannot be considered in isolation and, in particular, must be read in conjunction with **The Management of Health and Safety at Work Regulations 1999 (MHSWR 1999)**. Others to be considered are numerous but generally all of those made under the **Health and Safety at Work etc., Act 1974**.

Where aspects relevant to noise, radiation, chemicals, electricity, etc. have to be considered, the specific regulations must be addressed.

## Users of work equipment

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### All users must;

- Use all equipment in accordance with information, instruction and training received.
- Use all preventative and protective measures provided correctly and at all times including personal protective equipment (PPE).
- Report any defective parts or malfunctions.
- Not use any item of machinery or equipment unless they have been trained to do so
- Not use any defective item of equipment or machinery including defects to preventative or protective parts e.g. guards.
- Not tamper with any item of equipment, machinery or preventative or protective parts.
- Work in a tidy manner and do not allow accumulations of waste materials on or around machinery/equipment/floors.
- Clean all equipment and machinery as trained and instructed on completion of work leaving it clear for the next user.

### Lecturing staff must make sure operators:

- Tie back hair which may be caught in rotating spindles, chucks or tools.
- Wear a suitable coverall so no loose clothing can get entangled.
- Remove rings, gloves, ties or scarves etc., which may become entangled in the machinery.
- Wear eye protection to prevent swarf being thrown into unprotected eyes.
- Are trained to check guards and report faults promptly.

## 3.57 Recycling and Waste Disposal

**The Environmental Protection Act and BS 7750 Environmental Management Systems** puts a duty on College staff to use the facilities provided for the collection of specific materials for recycling and **MUST** be used. The co-operation of everyone is requested towards this goal.

- There are facilities to recycle paper, plastic bottles and metal cans at various locations throughout the campuses
- Waste disposal should be a consideration during the selection of any article or substance to be used within the College.
- Substances and equipment must be disposed of safely as per manufacturer's instructions or as per legislation.
- Used fluorescent tubes and lamps are to be returned carefully to the respective area within each campus for proper crushing /safe recycling/disposal.
- Unused substances will be held in a chemical vault to await uplifting by a licensed waste carrier while larger quantities will be dealt with as per **Special Waste Regulations 1996**.
- Details of substances for disposal should be entered on a Substance Waste Disposal Form. The completed form should then be forwarded to the Campus Estates Manager for action.
- Waste transfer documentation will be exchanged with the licensed waste carrier during the process of uplifting waste substances from the college.
- Appropriate personal protective equipment (P.P.E.) must be worn when handling waste.
- Where waste compactors are available for use, only specially trained staff will be permitted to operate this machinery.
- College waste containers will be thoroughly cleaned twice a year.
- All Faculties and Units should make every effort to prevent the accumulation of waste.

## 3.58 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, (RIDDOR)

Under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, certain types of injury, diseases and dangerous occurrences have to be reported to the enforcing authority (HSE) in a particular manner and within given time-scales. There is also the requirement to ensure that records are kept, maintained and can be easily retrieved from either manual or electronic formats.

### Types of reportable injury

#### Deaths

- All deaths to workers and non-workers must be reported if they arise from a **work-related accident**, including an act of physical violence to a worker.
- Suicides are not reportable, as the death does not result from a work-related accident.

#### Specified injuries to workers

The list of 'specified injuries' in **RIDDOR 2013 (regulation 4)** includes:

- A fracture, other than to fingers, thumbs and toes;
- Amputation of an arm, hand, finger, thumb, leg, foot or toe;
- Permanent loss of sight or reduction of sight;
- Crush injuries leading to internal organ damage;
- Serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs);
- Scalpings (separation of skin from the head) which require hospital treatment;
- Unconsciousness caused by head injury or asphyxia;
- Any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

#### Over-seven-day injuries to workers

This is where an **employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days** (not counting the day of the accident).

#### Injuries to non-workers

**Work-related** accidents involving members of the public or people who are not at work must be reported if a person is injured, **and is taken from the scene of the accident to hospital for treatment to that injury**.

#### Reportable occupational diseases

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work. These diseases include:

- Carpal tunnel syndrome;
- Severe cramp of the hand or forearm;
- Occupational dermatitis;
- Hand-arm vibration syndrome;
- Occupational asthma;

- Tendonitis or tenosynovitis of the hand or forearm;
- Any occupational cancer;
- Any disease attributed to an occupational exposure to a biological agent.

**Reportable Diseases form F2508A.** Information will be issued by the individual staff members Medical Practitioner on diagnosis of having developed or contracted a reportable disease upon receipt of which, the **Health and Safety Manager**, on behalf of the Principal, will compile and send form **F2508A** to the HSE

## Reportable dangerous occurrences

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Dangerous occurrences are certain, specified 'near-miss' events (incidents with the potential to cause harm). Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces. For example:

- The collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- Plant or equipment coming into contact with overhead power lines;
- Explosions or fires causing work to be stopped for more than 24 hours.

For a full, detailed list, refer to the online guidance at: [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)

## Responsibilities for reporting to the HSE

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- The **Vice/Assistant Principal** (responsible person) for health and safety will ensure that all reportable incidents are reported accordingly.
- The **Health and Safety Manager** will prepare and provide the report as required to the authorities.
- The Health and Safety Manager will liaise with Health and Safety Representatives in relation to notifiable incidents relating to the staff that they represent in line with the provisions of the Safety Representatives and Safety Committees Regulations 1977 (as amended) and the requirements of the **Data Protection Act 1998**.

**Report forms to be sent to the Enforcing body are,**

- **Accidents and Dangerous Occurrences form F2508.** Accidents causing the injured person to be off work for more than seven days (**over-seven day injury**) are reported by sending in the form (**F2508**) within fifteen days.
- Diseases are reportable by sending in the form (**F2508A**) within **ten days**.
- In some instances the authorities must be informed by means of telephone immediately (**death, major injury or dangerous occurrence**) and followed up by the appropriate form (**F2508**) being sent within **ten days**.

**Note:** over 3 day injuries must still be recorded and records retained. (The accident report book and the internet sourced H&S Management Software System is sufficient for this purpose)

- All accidents resulting in over- 7 day, reportable injuries, near misses and dangerous occurrences must be reported to the **Health and Safety Manager**

## Report to the Incident Contact Centre via a number of methods:

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- All incidents can be reported online
- A telephone service remains for reporting fatal and major injuries only – call the Incident Contact Centre on **0845 300 9923** (opening hours Monday to Friday 8.30 am to 5 pm). **This will be done by the H&S Manager.**



## 3.59 Risk Assessment

We acknowledge the duties placed upon us by **The Health and Safety at Work Act 1974**, The Management of **Health and Safety at Work Regulations 1999**, **The Fire (Scotland) Act 2005** and the **Fire Safety (Scotland) Regulations 2006** and all other specific regulations that apply to our operations. This is for the purpose of ensuring that employees and others who may be affected by our operations are not exposed to risks to health and safety.

### Key Legislative requirements

We aim to meet the requirements of all relevant legislation applicable to our organisation.

**The Health and Safety at Work etc. Act 1974 (HASAWA)** places duties on employers and the self-employed to ensure, so far as is reasonably practicable, the health, safety and welfare of employees and others who may be affected by the work activities associated with their undertaking. Section 2 of the Act places the main general requirements to provide and maintain

- a) safe plant and safe systems of work
- b) ensure for the safe use, storage, handling and transport of articles and substances
- c) necessary information, instruction, training and supervision
- d) a safe place of work, with safe access and egress
- e) a safe working environment with adequate welfare facilities
  - There is an absolute duty on employers having five or more employees to prepare and revise as is necessary a written statement of health and safety policy detailing the organisation arrangements for carrying it out.
  - Further there is the requirement to allow health and safety representatives to be elected where recognised trade unions operate and, if requested by the trade union health and safety representatives, set up a statutory health and safety committee. H&S Action Groups have been established to enable consultation at local level and which will contribute to the overall consultation process with combined minutes being prepared and forwarded to the Corporate H&S Committee
  - This committee will enable full and proper consultation on health, safety and welfare matters to take place at regular intervals and which represents the whole college.
  - The health and safety representatives and health and safety committees are further supported by The Safety Representatives and Safety Committees Regulations 1977 which details the functions and rights of the representatives and the constitution and role of the committee.
  - Other duties are placed on the employer not to endanger the self-employed, other employees and members of the public from the work activities.

Employees have their duties detailed under (Section 7) and specifically;

- Take reasonable care of themselves and others and not cause harm to themselves or others through their acts or omissions to act,
- Assist the employer in fulfilling his duties and
- Not to recklessly or intentionally damage or interfere with provisions for health, safety and welfare. (Section 8)

## The Management of Health and Safety at Work (Amendment) Regulations 2003 (MHSWR)

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Place requirements on the employer and the self-employed person to carry out risk assessments that are **“suitable and sufficient”** on the risks to health and safety of employees and others not in his employment. This requirement is of a general nature and applies to all activities that go on at the workplace. The specific requirement to carry out risk assessments are contained within many various regulations, e.g. manual handling, noise, hazardous substances, among others.

### Regulation 3 MHSWR

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**“Every employer and self-employed person shall make a suitable and sufficient assessment of”;**

- a) The health and safety risks to employees and others not in his/her employment for the purpose of putting into place measures with which to eliminate or reduce the risks through control measures to persons who could be affected by the activities that go on there.

**There is also the requirement to;**

- review assessments and
- record the significant findings where there are more than four persons employed.

In response to this we will ensure that risk assessments are performed for all work activities and materials, substances, equipment tools and machinery involved in the process. Suitably competent persons will carry out the assessments as required and review and revise them as necessary.

- Any preventative and protective measures introduced (Regulation 4) will be in accordance with the relevant specific legislation and appropriate arrangements (Regulation 5) for the planning, organising, controlling, monitoring and reviewing of the measures will be put into place and recorded.
- Any health surveillance requirements (Regulation 6) identified by the assessments will be provided and recorded as necessary.
- In line with (Regulation 7), we will appoint a suitable number of competent persons to assist us in complying with the requirements of these regulations. All such persons will be provided with suitable facilities to perform their functions and to facilitate co-operation between one another.
- We will appoint where the competency exists, from within the college in the first instance before appointing from outside. (Regulation 7.8).
- Competent persons will be appointed to assist in dealing with situations of serious and imminent danger and receive any subsequent training as necessary to maintain their competencies. Such persons are identified within the arrangements section of this policy.
- Contacts with external agencies will be maintained and individuals are likewise identified in the arrangement section of the policy.
- In all cases we will provide comprehensive and relevant information on the risks to health and safety.
- Where we share a workplace with another, temporarily or on a permanent basis, we will co-operate and co-ordinate with them as far as necessary to inform them as to the risks arising from our operations and likewise seek appropriate information as to the risks that their operations pose to our employees, learners and visitors.
- Any special evacuation measures will be provided to the employers of other employees operating in our premises for the purpose of the identification of the person co-ordinating the evacuation process. (Evacuation Warden). This information will be issued before any such persons arrive on the premises.

- The health and safety capabilities of our employees in relation to the performance of particular tasks will be addressed and any identified training needs of the individual provided. Where re-training or refresher training is required, this will also be provided as necessary.
- All training will be provided during working hours

Employees have duties under Regulation 14 of these regulations, and;

- must use all machinery, equipment, dangerous substances, means of production, transport equipment and devices in accordance with any relevant training and instructions provided.
- are required to inform the employer or other specified employee as to dangerous situations and shortcomings in the health and safety arrangements.

Any individuals employed by the college on a fixed term contract or through an employment agency will be provided with information on any special skills required for safe working (and any health surveillance) before the work starts. Those from an employment agency will receive the information from the agency in the first instance but we will provide the information to the agency.

Any such employee arriving at the college will be issued with a copy of the information sent to the agency. (Regulation 15)

The specific requirements for new and expectant mothers (Regulations 16-18) and young persons (Regulation 19) are addressed within the specific risk assessment section of this policy.

## Specific requirements for risk assessments

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Particular groups of persons considered as vulnerable include:

- Young persons (under 18), child (not yet over compulsory school age)
- New and expectant mothers
- Women of child bearing age
- Persons having disabilities
- Visitors, contractors, members of the public
- Lone workers
- Employees with certain illnesses
- Peripatetic workers
- Maintenance workers
- Persons whose main language is not English and do not have a good grasp of the language
- Special attention will have to be paid to ensure that control measures introduced to control risks to these vulnerable groups are sufficient.

## Young Persons

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Young persons are defined as those who have not reached the age of 18.

**The Health and Safety at Work Act 1974** places a general duty on the employer to provide information, instruction, training and supervision and safe systems of working. These duties are further detailed in **The Management of Health and Safety at Work Regulations 1999, Regulation 19**. These require risk assessments to be carried out to protect young persons from any risks at work and to provide appropriate information to parents/guardians of children (not over compulsory school leaving age). Other relevant legislation includes the **Working Time Regulations 1998** and **The Education (Scotland) Act 1980**

Risk assessment of the activities that young persons are to be involved in must take into account,

- the inexperience, immaturity and lack of awareness of risks of young people
- the nature, degree and duration of exposure to physical, chemical and biological agents
- the fitting-out and layout of workstations and the workplace
- the form, range and use of work equipment and the way in which it is handled
- risks from specific processes as listed in the schedule attached to the regulations

Young persons' cannot be employed to work beyond their physical or psychological capacity or work involving

- harmful exposure to toxic, carcinogenic or other chronic agents which can cause harm to human health
- harmful exposure to radiation
- risks from extreme heat, cold, noise, vibration

## **New and expectant mothers**

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The Management of Health and Safety at Work (Amendment) Regulations 2003 requires specific risk assessments to be carried out on the work activities of new and expectant mothers and taking appropriate measures as a result. The measures taken can include;

- A variation of the working hours or conditions where reasonable to do so and that these are effective against the risks and, can also include suspension from work where necessary.

Where the risks cannot be avoided by the application of control measures, we will, where reasonable;

- Alter the individuals working conditions and/or hours of work.

Where this is not possible, it may be necessary;

- To suspend the employee from work for as long as is necessary to avoid the risk. Suspension is also necessary where a woman works at night and produces a medical certificate from the doctor stating that for reasons of health and safety she should not work during these hours.

The purpose of the suspension is to protect both the expectant or new mother and the baby from any risks likely to cause harm. Women of childbearing age who may be affected must also be considered. Any suspensions must be in accordance with the Employment (Consolidation) Act 1978 and the requirements to pay wages during the suspension.

### **In general, women who are;**

- of child bearing age,
- expectant or
- new mothers including those new mothers who have recently given birth and
- those who are still breast feeding

must notify the employer at the earliest possible time. (Written notification of her condition). This is necessary for the employer to carry out risk assessments and to implement appropriate measures for activities they're involved in and any risks arising out of the work activities, processes and materials/substances to which they may be exposed. (Regulation 16)

If measures required by other health and safety legislation cannot control the risks identified, the employer has to

- alter the working conditions, or hours, (Regulation 16) or, in some extreme cases,
- suspend the person if suitable alternative work cannot be found. (Regulation 17)

Any such situations whereby an employee is to be suspended, the employer;

- Must notify the person(s) and ensure that the employees full pay is maintained throughout the term of suspension.( Employment Rights Act 1996 and earlier legislation)

Risk assessments are requirements under the following pieces of legislation relevant to the College:

- Control of Substances Hazardous to Health Regulations 2002 as amended 2004 (COSHH)
- Manual Handling Operations Regulations 1992
- as amended
- Personal Protective Equipment Regulations 1992 (PPE)
- Health and Safety (Display Screen Equipment) Regulations 1992 as amended
- Noise at Work Regulations 2005
- Control of Vibration at Work Regulations 2005
- Control of Lead at Work Regulations 2002
- Control of Asbestos At Work Regulations 2006
- Fire Safety (Scotland) Regulations 2006

To meet these requirements we will ensure that;

- Competent persons carry out the risk assessments whilst any training requirements necessary for them to perform the task will be provided.
- A team of people will be trained to carry out the assessments co-ordinated by the Health and Safety Manager as appropriate to the specific area being assessed.
- **Heads of Faculty/Line Managers** have the responsibility to ensure that risk assessments are carried out for their area(s) of control and are reviewed and revised as necessary and recorded.

The teams are likely to include persons from the following;

- Health and Safety Manager
- Health and Safety Advisers
- Occupational Health Practitioner
- Heads of Faculty/Line Managers
- Supervisors
- Lecturers
- Operatives
- Maintenance personnel
- First -aiders
- External specialists
- Health and Safety Committee Members
- Senior Managers

The college will consider staff to be competent to carry out risk assessments if they have had suitable training and experience in their field. This may be supported by health and safety training e.g. IOSH Managing Safely/ Working Safely or other specific risk assessment training.

Members of staff deemed to be competent to do so will carry out assessment of:

- the risks to the health and safety to which College employees and other College users they are exposed;
- the risks to vulnerable groups including young persons and young vulnerable adults;
- the risks to the health and safety of persons not in College employment arising out of or in connection with the conduct of College activities;
- written details of risk assessments are required which record:
  - a) the significant findings of the assessment;
  - b) the particular group identified as being especially at risk;
  - c) details of existing and/or recommended control measures.

Following a risk assessment, the implementation of any **preventative and protective measures** will be on the following basis:

- avoiding risk
- evaluating the risks which cannot be avoided
- combating the risks at source
- adapting the work to the individual
- adapting technical progress
- replacement by non-dangerous or less dangerous process/substance
- developing a coherent overall prevention policy covering the following:
  - a) technology
  - b) organisation of work
  - c) work conditions
  - d) social relationships
  - e) the influence of factors relating to the working environment
  - f) giving collective protective measures priority over individual protective measures
  - g) giving appropriate instruction to employees

Risk Assessments must be reviewed by the originators or other competent person:

- a) if there is reason to suspect that it is no longer valid; or
- b) if there has been a significant change in the matters to which it relates

Where, as a result of any review changes to an assessment are required, then:

- a) Consultations involving the Health & Safety Manager, members of Corporate Health and Safety Committee, Campus Health & Safety Action Groups and appropriate employees involved will be required in order to achieve maximum risk reductions.
  - b) Changes to the risk assessment must be recorded in writing and the date included.
  - c) Where a risk assessment has been reviewed and no changes found to be necessary, the review completion date must be recorded on the original Faculty/Unit risk assessment checklist.
- All risk assessments are required to be made available to staff via various methods, including electronically and/or hard copy. The college electronic H&S Management Software System will provide the main storage area for all risk assessments.

- Audits of Faculty/Unit risk assessments will be carried out by the Health and Safety Manager and Advisers
- All risk assessments must be stored within the system and any user will have access to their areas of operation/control.
- Where the same activities are taking place in different campuses, a general risk assessment for that activity may be suitable for use across all campuses. However, it should be noted that users of general assessments must ensure that the assessment addresses their specific campus, equipment and all other factors and where required, adjustments are identified and a new specific assessment is prepared. This new assessment will also be made available to other campuses if required.
- When a new assessment is produced it must be sent to the relevant person having 'administrator access rights' for verification (approval) and upload to the software system before it can be set live for use.
- Risk assessments must be reviewed at least annually or sooner if changes have arisen. Typical reasons to review sooner include; change of equipment, tools, materials substances, location, personnel involved, where accidents have occurred or a change to the legislation and simply passage of time.
- Heads of Faculty and Unit Managers have the responsibility to ensure that reviews are completed on time and revisions made as necessary to reflect any changes.

The Risk Matrix to be used throughout the college for all risk assessments is shown below and will be used to assist in deciding the level of risk to be applied for the particular assessment being undertaken. The general risk assessment form is available for use by all staff and contained in the **Forms folder of the Document Library section within the H&S Software System.**

Dark green likelihood/impact	Pale green Likelihood/impact	Yellow likelihood/impact	Amber Likelihood/impact	Red Likelihood/impact
1-2	3-4	5-9	10-16	20-25
<b>Acceptable</b> no further action but ensure existing controls are maintained		<b>Adequate</b> look to improve at next review	<b>Tolerable</b> look to improve within specified timescale	<b>Unacceptable</b> seek to make immediate improvements or for e.g. H&S – stop. Seek Senior Management guidance

Impact	Catastrophic - Fatality, amputations, permanent disability or ill-health	5	5	10	15	20	25
	Major- more than 7 days absence Hospital treatment required, fractures,	4	4	8	12	16	20
	Moderate Up to 7 days absence- Doctor or hospital treatment, no lasting disability or ill-health	3	3	6	9	12	15
	Minor- injuries requiring first aid	2	2	4	6	8	10
	Insignificant, no injury	1	1	2	3	4	5
	Risk Matrix		1	2	3	4	5
			Very unlikely	Unlikely	Fairly likely	Likely	Very likely
How likely is it to happen? What would the impact be? Likelihood x Impact = Risk rating			Likelihood				



## 3.60 Safe Systems of Work

**The Health and Safety at Work etc. Act 1974 s2.2.a** places a requirement on employers to provide and maintain safe systems of work for all activities and process. In relation to this requirement, we will carry out all necessary risk assessments to ensure that all relevant factors are addressed and appropriate information, instruction, supervision, training, competency levels, equipment, emergency procedures, permit to work, maintenance, examination and testing as necessary will be done, so far as is reasonably practicable.

Competent members of staff and/or persons from outside the college, where required, will be utilised to carry out risk assessments to enable us to provide systems of work that are safe. Any systems will be regularly reviewed and revised as necessary by Faculty/Unit Managers and other personnel as well as the Health and Safety Action Groups.

In order that activities are carried out safely, all arrangements will be written, monitored, reviewed and audited within a coherent safe system of work.

Safe systems of work will encompass the subjects of Health, Safety and the Environment.

- **Any machinery/equipment** which requires to have a written set of instructions for use will be provided with such and positioned as close to the item as is possible and in a format appropriate to the users (written, graphical, pictorial etc.)
- **Lecturing staff** will ensure that all students are fully informed and instructed in the use of any machinery/equipment, processes, materials and substances they are to use and, where necessary, the instruction/information must be repeated until the student is fully conversant with its safe use.
- **Staff/learners** must not use any equipment for which they have not been trained to use.
- Learners must always seek approval and instruction from their lecturer and, where any doubt as to the safe use of any item of equipment or process arises, they must inform the lecturer that they require further instruction and must not attempt to use the equipment/process until instruction has been given and understood.
- **Learners** have the responsibility to themselves to ensure that all PPE and any relevant controls are used correctly every time they are involved in work activities where the controls/PPE is required.
- Lecturers cannot possibly supervise all people all of the time and individuals must therefore understand this and take responsibility for their own health and safety by ensuring that they follow all rules and procedures.

**All H&S control measures must be used at all times and used correctly by all users of the equipment.**

## 3.61 Security

There must be a balance between safety and security.

- During the normal working week all recognised emergency exit doors must remain unlocked or the locks fail to safe on activation of the fire alarm, in accordance with College written procedures. The temporary closing of emergency exit doors e.g. for overhead work, will be controlled by the Estates Staff in each campus.
- Doors to lecture rooms, laboratories, workshops and store rooms should be locked by the person in charge (lecturer, technician, cleaner etc.) on completion of their task.
- Doors to all staff rooms should be locked after 5.30pm.
- Closed circuit television cameras monitor the College campuses continuously.
- All staff should be vigilant and report any suspicious behaviour to security.
- Staff are encouraged to wear their photographic ID badge which are also proximity cards to access various parts of the building in specific campuses and for accessing photocopying equipment in specific campuses.
- Each campus has specific arrangements in place for the overall security of the premises and may include on-site security staff 24hrs per day.

## 3.62 Staff Kitchen Areas/Lounges

- Kitchen areas for staff use are provided within or adjacent to workrooms depending on specific campus. These kitchens are equipped with a range of equipment and may include; fridge(s), microwave(s), dishwasher, zip tap(s) and kettles/hot water boilers which will be maintained by the College.
- Kitchen areas will receive an annual deep clean by the College cleaning contractor.
- Responsibility for keeping the kitchens clean on a daily basis lies with the individuals who use them. Failure to clean the kitchens and equipment may result in the removal of the equipment.
- Lounges will be cleaned daily but microwaves and crockery must be cleaned and stored appropriately by the staff using the facilities.
- All litter bins should be used for the respective type of waste as indicated on the container or accompanying signage.
- Staff lounges may be equipped with TVs and soft furnishings and are maintained by the college.

### Microwave Ovens

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- Do not place metal objects in microwave ovens.
- Microwave ovens must be cleaned by the user immediately after use leaving the equipment clean for the next user – consideration must also be given to others who may have particular allergies.
- Materials of any kind must not be stored on top of or obstructing any vents on the microwave as this could result in overheating/fire.

### Dishwashers

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- Load dishwashers sensibly such as to prevent breakages.
- Unload dishwashers after use when items have cooled and before handling.

### Refrigerators

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- Refrigerators should be properly stocked with any raw meats placed at the bottom of the unit in sealed containers.
- Staff should check any items within and should not keep any which are out-with their use-by date. These should be placed in waste disposal bins provided.
- Spillages must be cleaned immediately.

All users are expected to respect the property and belongings and needs of others. A clean and tidy workplace is a safe workplace.

## 3.63 Stress

**The Health and Safety at Work etc., Act 1974** places duties on the employer to ensure, in so far as is reasonably practicable, the health safety and welfare of his employees and others who may be affected by his activities. This equally means that the factors which could lead to employees suffering from the effects of stress are to be considered in terms of their health.

**The Management of Health and Safety at Work Regulations 1999** places the requirement on the employer to carry out risk assessments which identify the potential stressors which could lead to individuals suffering from stress.

The college will conduct risk assessments as required under the Management of Health and Safety at work Regulations 1999 and by the general requirements of the Health and Safety at Work etc., Act 1974.

### Stress

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Stress is the single largest cause of occupational ill-health in the public sector, accounting for around half of all days lost to work related ill-health.

However, many people are confused about pressure and stress, yet there is a great deal of difference between the two. We are all subject to pressure of some sort or another on a daily basis and, indeed, we need it to motivate us and enable us to perform at our best. Problems may arise when we suffer too much pressure without any opportunity to recover and, in circumstances such as these, we may feel unable to cope and stress is the result.

**The HSE defines stress as-**

**‘An adverse reaction a person has to excessive pressures or other types of demands placed upon them’.**

It is likely then, that given an excess of pressure, stress could happen to anyone and should not be seen as a weakness or failing. Instead, an individual needs to be helped to deal with these pressures.

As no two individuals are the same, reaction to stress will vary from one person to another and can also vary at different times of our lives - it is therefore vitally important that both the College and we, as individuals, learn to recognise stress and understand what to do to reduce it. Tackling personal stress is an individual's responsibility; however, the College as a responsible employer will help to reduce any stress which may arise in members of staff as a result of their work. It must also be recognised that stress can arise out of the private life of members of staff, over which the College does not have any control. However, the College will be as understanding as possible to any member of staff in these circumstances and provide support where appropriate.

The College is committed to promoting good health at work and also to provide support mechanisms for staff suffering from the effects of stress.

We intend to use the Management Standards as provided by the HSE in terms of managing stress to help ‘define a desirable set of conditions to work towards’ in the college for our staff.

### Risk assessment

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**The Management of Health and Safety at Work Regulations 1999** requires the College to assess the risk of stress- related ill health arising from work activities and the **Health and Safety at Work etc., Act 1974** requires the College to take appropriate measures to control that risk. Where stress could be caused or made worse by work and could lead to ill-health, the College will assess the risk by identifying the following-

- the pressures at work that could cause high and long- lasting levels of stress;
- deciding who might be harmed by these; and
- deciding whether the College is doing enough to prevent that harm.

Assessing the risks associated with workplace stress will involve a different approach from the standard College risk assessment process and documentation, and supplementary training will also have to be provided to specific staff to enable them to carry out a 'suitable and sufficient' stress risk assessment. The assessment will address work-related stress as it applies to a group or section of members of staff which carries out a particular task or work activities, and will not be a risk assessment on an individual member of staff. To ensure a coherent and standardised approach, the stress risk assessment process will be overseen by senior management.

The risk assessment process will require sufficient data to establish where hazards may exist in relation to stress. This data may be either qualitative or quantitative, and this may exist as absence statistics or referrals to occupational health etc. Other data will need to be gathered for the purposes of the risk assessment such as, discussions with groups of staff or questionnaires or both. The purpose of these strategies is to identify causes of workplace stress that affect a particular group or section of staff. It must be recognised that a stress risk assessment cannot be satisfactorily completed without the views of the staff involved in the work activity.

The HSE's general guidance to employers on 'five steps to risk assessment', and, as applied to managing stress, are as follows:

- 1) **Identify the hazards/stress risk factors:** encompassing an understanding of the Management Standards and how they apply to your particular work setting.
- 2) **Decide who might be harmed and how:** gathering data in order to tease out which of the Management Standards might present a risk to your workforce and to which parts of the workforce.
- 3) **Evaluate the risks:** including exploring the problem (using the data from step 2) and identifying solutions.
- 4) **Record the findings:** recording and implementing action plans to tackle any risks identified.
- 5) **Monitor and review:** monitoring the action plan and reviewing the effectiveness of actions taken.

## The Management Standards

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This approach has been developed on the basis that major causes of work-related stress can be categorised into six key areas or 'risk factors' and that if these are not managed effectively in the College, then, staff are at risk of suffering from work-related stress.

**The major risk factors are-**

**Demands** - includes the workload, work patterns and the work environment

**Control** - how much say a person has in their work

**Support** - the encouragement, and resources provided by the College, line managers and colleagues

**Relationships** - promoting positive working to avoid conflict and dealing with unacceptable behaviour

**Role** - whether people understand their role within the college and whether the College ensures that they do not have conflicting roles

**Change** - how the College manages and communicates organisational change however large or small

These are known as the **six stressors**.

## Demands

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- Work overload can occur where a member of staff is allocated significant work to do but insufficient resources to meet the demand.
- Quantitative overload occurs where there is too much work to complete in the time available and qualitative overload occurs where the work is too difficult for the member of staff. This may be due to the lack of appropriate training, lack of necessary skills or the task set is impossible to meet.

- Line managers will need to ensure that they recruit the most suitable candidate for the job and that appropriate training has been given so that the member of staff can perform the tasks required by their job adequately.
- Line managers will also need to ensure that demands placed on members of staff are not unrealistic. Occasions where a group or section of staff has to work at an extreme level to meet a deadline should also be kept to a minimum.
- Work under- load can occur where a member of staff is not being sufficiently challenged and is normally associated with repetitive, routine, boring and under- stimulating work.
- Line managers will need to recognise such tasks and attempt to introduce changes which can help to motivate staff.
- The physical environment can also affect members of staff e.g. noise, lighting, humidity, temperature and exposure to harmful substances.
- The psychosocial environment may also affect members of staff.
- Dealing with the public can cause anxiety particularly where there is a risk of aggression, verbal abuse or physical violence.

## Control

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- Control is the amount of say that a member of staff has in how their work is carried out.
- The more a member of staff can contribute to the decision making process the more satisfaction they will gain.
- Wherever practicable, allowing staff to plan their own work, make decisions about how work should be completed will help to reduce stress levels.
- Line managers should consider the degree of control or discretion that members of staff have in conducting their job or when developing or reviewing jobs as part of the staff development process.

## Support

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- It is essential that the recruitment policies of the College match the person to the job as far as possible in relation to skills and abilities. It is also important that potential employees are made aware of any elements of the job which have been identified as potential stressors.
- When new members of staff commence their employment with the College they will be given an induction to ensure that they are aware of their role and function and of the health and safety risks associated with their post.
- Line managers will also ensure that any new or additional training is provided where necessary. This is particularly important where the nature of a job has changed, or a member of staff receives a promotion or assumes responsibilities as a consequence of 'acting up'.
- Where new skills and competencies are required by a member of staff, arrangements must be put in place to train and develop the member of staff concerned.
- Members of staff who receive suitable support from their line managers on a day to day basis and at times of crisis are less likely to encounter work- related stress.

## Relationships

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- Working relationships with colleagues can impact on how members of staff feel about their work.
- Interaction between people at work can assist in providing a good support network. However, it can also be a source of stress e.g. instances of bullying and harassment.
- Such behaviour is unacceptable and will not be condoned under any circumstances.

- Where any member of staff complains about being bullied or harassed, the College policy on Bullying and Harassment will be followed.

## Role

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- The roles and function of members of staff require to be clearly defined so as to avoid any conflict or ambiguity, which can be a source of stress.
- Conflict may arise where a member of staff is torn between different job demands or is involved in tasks that they do not believe to be part of their job.
- Ambiguity arises where there is a lack of clarity about work objectives and responsibilities. Role conflict and ambiguity may arise where a member of staff is new, promoted or transferred or redeployed following change in the organisational structure of the College.

## Change

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Change is an inevitable part of all our working lives. It can cause anxiety and worry among members of staff especially where the proposed changes are not communicated effectively with staff members.

Change can occur through the introduction of new technology, restructuring, new working practices and may affect individuals or a specific group of staff or the whole college. Wherever this occurs, the College will manage the change effectively in order to prevent members of staff feeling anxious and will ensure that the following measures are implemented-

### Explaining the objective of the change;

- Communicating progress of the change quickly to cut short speculation;
- Where change evolves over a longer period there must be regular communication with staff;
- Allowing staff to ask questions; Involving members of staff in discussions about how the job might be developed;
- Revising work objectives to avoid role conflict and ambiguity

## Stress Indicator Tool

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As part of the Management standards approach the HSE has developed a Stress Indicator Tool. This is a questionnaire that can be distributed to employees and is made up of 35 questions that ask about 'working conditions' that are known to be potentials for work- related stress. These working conditions correspond to the six stressors of the Management Standards. The member of staff is asked to respond according to how they feel these aspects of work apply to them.

If a survey questionnaire is to be issued to staff, Senior Management and the Trade Unions will have consulted beforehand and agreed to its distribution. Whilst the electronic distribution is the simplest to use, it is recognised that certain members of staff who either, do not use, cannot use or do not have access to PCs, may be required to complete a hard copy questionnaire.

When such a survey is conducted, full confidentiality and anonymity is assured by virtue of the on-line survey tool used. Individuals cannot be identified as names or departments/faculties are not requested.

## Analysis of responses

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Once returned, all responses are entered into the **Stress Analysis Tool** which will give an average result for each of the six stressor areas, and which are graphically displayed alongside a target figure.

It would be the aim of the College to be in the top 20% of organisations in tackling work- related stress activity. However, if the College is not in a position to achieve the benchmark figure, an interim figure is generated by

the programme as a stepping stone towards improvement which the College will endeavour to meet as soon as is reasonably practicable.

### **Post analysis**

- Following the results, working groups may be established to seek remedies to any issues revealed as pertinent.
- All staff will be provided with any relevant information to assist the identification of the factors which could lead to stress as well as identification of the signs and symptoms likely as indicators that an individual is, or may become stressed due to their work.
- Training will be provided to all levels of staff as relevant to their role and responsibilities for the purpose of reducing the likelihood of stress arising.
- Where an employee is absent through the effects of stress, the College will ensure that all college policies and procedures are followed in order to address the issue and endeavour to make any reasonable adjustments identified as appropriate to get the employee back to work.
- The Faculties and Departments will respond, as directed, by Senior Management, to any measure considered relevant to the identification and treatment of any identified stressors and the actions required to reduce or remove them.
- Where appropriate, the Occupational Health Advisers will provide guidance to members of staff and arrange, where necessary, for external support.

**Note:** The purpose of the survey is to identify stressors affecting the college staff as a whole and is not intended to deal with an individual's concerns. However, following analysis, managers will seek to find solutions and where an individual believes that they are suffering from stress associated with their work, then, it would be prudent for that individual to seek advice from the Occupational Health Adviser.



## 3.64 Surveillance

Statutory requirements are specified under the following pieces of legislation which are relevant to staff of the college.

### **The Health and Safety at Work etc. Act 1974**

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Provides the general requirement to ensure the health of employees at work and therefore means that where necessary, a health surveillance programme should be introduced.

### **The Management of Health and Safety at Work Regulations 1999**

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#### **Regulation 6**

"Every employer shall ensure that his employees are provided with such health surveillance as is appropriate having regard to the risks to their health and safety which are identified by the assessment".

### **The Noise at Work Regulations 2005**

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#### **Regulation 9 (1)**

"If the risk assessment indicates that there is a risk to the health of his employees who are, or are liable to be, exposed to noise, the employer shall ensure that such employees are placed under suitable health surveillance, which shall include testing of their hearing".

#### **Regulation 9 (5)**

"An employee to whom this regulation applies shall, when required by his employer and at the cost of his employer, present himself during his working hours for such health surveillance procedures as may be required for the purposes of paragraph (1).

### **The Control of Vibration at Work Regulations 2005**

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#### **Regulation 7 (1)**

- a) if the risk assessment indicates that there is a risk to the health of his employees who are, or are liable to be, exposed to vibration; or
- b) employees are likely to be exposed to vibration at or above an exposure action value, the employer shall ensure that such employees are placed under suitable health surveillance, where such surveillance is appropriate within the meaning of paragraph (2).

#### **Regulation 7(6)**

"An employee to whom this regulation applies shall, when required by his employer and at the cost of his employer, present himself during his working hours for such health surveillance procedures as may be required for the purposes of paragraph (1).

### **The Control of Substances Hazardous to Health Regulations 2002 - Regulation 11.**

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- 1) "Where it is appropriate for the protection of the health of his employees who are, or are liable to be, exposed to a substance hazardous to health, the employer shall ensure that such employees are under suitable health surveillance".
- 2) Health surveillance shall be treated as being appropriate where -
  - a) "the employee is exposed to one of the substances specified in Column 1 of Schedule 6 and is engaged in a process specified in Column 2 of that Schedule, and there is a reasonable likelihood that an identifiable disease or adverse health effect will result from that exposure".

- b) "An employee to whom this regulation applies shall, when required by his employer and at the cost of the employer, present himself during his working hours for such health surveillance procedures as may be required for the purposes of paragraph (1) and, in the case of an employee who is subject to medical surveillance in accordance with paragraph (5), shall furnish the relevant doctor with such information concerning his health as the relevant doctor may reasonably require".

## Health Surveillance Records

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Any records of health surveillance will be kept in accordance with The Data Protection Act and will remain privileged in that the information contained will not be divulged to any person other than the individual to whom it relates. Collective information may be obtained by the employer from occupational health services as to the types of issues of concern and for the purpose of providing effective measures to protect employees' health and to prevent further occurrences of occupational accidents and health disorders.

## Health Surveillance

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### Health surveillance is required where;

- An identifiable disease or other identifiable adverse health outcome has been realised
- Disease or ill-health may be related to exposure
- There is the likelihood that disease or ill-health effect may occur
- Where valid techniques exist for detecting indications of disease or ill-health effects

There are various methods of conducting health surveillance from simple to complex depending on the risks associated with the hazards of the job.

### Simple methods include;

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- Skin checks for damage on the hands from the use of particular chemicals/substances and for the identification of dermatitis.
- Respiratory surveillance in the form of individuals completing a questionnaire to assess whether breathing problems have developed from substances they work with.

### Complex methods include;

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Spirometry lung function tests can be conducted to assess lung capability to detect underlying damage to the gaseous exchange capabilities of the lung, for example, detection of asthma and other respiratory diseases.

**Audiometry tests** are used to assess any hearing defects that may have been caused by exposure to noise at work.

**Chest X-rays** may be carried out to assess damage to the lungs.

**Hand-arm vibration tests** to assess any damage caused by exposure to vibration effects to the blood vessels and nerve endings on the hands and arms.

**Display Screen Equipment** - vision screening for users of such equipment

In the first instance individuals carry out their own assessment of their physical conditions for dermal, hearing and respiratory issues. Regular examination of skin for any reddening, itching, blemishes or other similar signs should mean that the individual contacts their Head of Faculty/Line Manager/Supervisor and Occupational Health Adviser in the first instance. This may then require the individual to seek medical diagnosis from their own doctor who may in turn recommend Occupational Health surveillance.

Information from the doctor indicating a work related health issue will direct the individual to the College Occupational Health Service provided.

Line managers will also be informed of the individual's condition for the purpose of either removing the person from the adverse causal agent/environment or re-assessing the health and safety controls in place. This will also involve the Health and Safety Manager or Adviser, Occupational Health Adviser and others as required to review the existing controls.

**Typical methods of assessing occupational related health issues include those in the following tables.**

#### Occupational Health

Discipline	Type of Surveillance						
	OH assessment	Skin	Hearing	Respiratory	Eye	Blood	Urine
Hairdressing	•	•		•		•	•
Beauty Treatments	•	•		•		•	•
Art		•					•
Catering		•		•		•	•
Refectory		•		•		•	•
Electrical/ Electronics		•		•		•	•
Music/Performing Arts			•				
Welding	•	•	•	•	•		
Fabrication		•	•				
Motor Vehicle		•	•	•		•	•
Construction							
Administration		•			•		
Estates		•		•		•	•
Nursery							
Science		•		•	•	•	•
Pregnant Workers	•	•		•			

**Musculoskeletal**

	Type of Surveillance						
Discipline	OH assessment	Skin	Hearing	Respiratory	Eye	Blood	Urine
Hairdressing		•					
Beauty Treatments		•					
Art	•	•					
Catering	•	•					
Refectory	•	•					
Electrical/ Electronics		•					
Music/Performing Arts							
Welding	•	•					
Fabrication	•	•					
Motor Vehicle	•	•					
Construction		•	•	•	•		
Administration	•	•					
Estates	•	•					
Nursery		•					
Science		•	•	•	•		
Pregnant Workers	•	•	•	•	•		

Risk assessments in each of the specific activities of the various occupations will identify the hazards, those who may be exposed to the associated risks and how they are exposed and the appropriate methods of controlling those risks to prevent and/or reduce exposure. This will involve consideration of the following methods of controlling risk;

- Removing the hazard completely,
- Reducing the risks by changing process/materials/substances/locations/reduced exposure etc.
- Introducing other controls and providing personal protective equipment.
- Employees must use any controls provided and use them correctly at all times, reporting any damage and seeking repair and replacement.
- Students must use any control measure provided for use and use them correctly at all times reporting any damage and seeking repair/replacement.
- Damaged equipment must not be used and must reported immediately to lecturer or supervisor.

## Non-statutory health surveillance

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Other health surveillance not specified under legislation but considered to be of benefit to employees may be offered as part of the Health and Wellbeing initiatives of, for example, the Healthy Working Lives Awards Scheme. This will give employees the option as to whether or not they participate in such surveillance programmes. Events will be arranged by the Occupational Health Advisers, and Healthcare Practitioner Staff throughout the year at specific campuses.

### **Typical events include;**

- Smoking cessation,
- Blood pressure monitoring
- Cholesterol checks

### 3.65 Temporary Workers

The Assistant Principal (Organisational Development) will ensure that any employee employed under a fixed term contract of employment is given information on the following:

- i) Any special occupational qualification or skills required to be held by that employee if they are to carry out the work safely before the employee concerned commences their duties;
  - ii) Any health surveillance required to be provided to that employee under relevant statutory provisions.
  - iii) The College Estates Manager will liaise with any business carrying out work in the College to ensure that their employees:
  - iv) Hold/have any special occupational qualifications or skills required to be held by that employee if they are to carry out the work safely
  - v) Have advice on health surveillance under relevant statutory provisions.
- If it is necessary for protecting the health and safety of the temporary worker, personal protective equipment, such as gloves, face masks, hard hats or safety shoes etc. will be provided free of charge, as required.
  - Training will be provided in the safe and correct use of any PPE provided.
  - If using a computer screen is a significant part of the job then a DSE (Display Screen Equipment) assessment will be completed to ensure its correct set-up and use.
  - Temporary workers are entitled to a rest break of at least 20 minutes if they work more than six hours at a stretch. They are also entitled to an annual period of paid holiday.

**Temporary workers have the following responsibilities;**

- All have a duty to take reasonable care for their own health and safety and that of other people who may be affected by their actions at work.
- You must co-operate with your employment agency, the college, and your co-workers to help everyone meet their legal requirements.
- Use all PPE and any other health and safety method of control provided in line with training received, and to inform the line manager of any defects or loss of personal equipment or other control.
- Not to interfere with or damage anything provided in the interests of health and safety.
- Report to line manager or other relevant staff member any situation which could rise to serious or imminent danger.

## 3.66 Thermal Comfort

**The Workplace (Health, Safety and Welfare) Regulations 1992** deals with temperatures in indoor workplaces. **Regulation 7** states *“During working hours, the temperature in all workplaces inside buildings shall be reasonable.”* The Approved Code of Practice (ACOP) provides guidance on how to comply with the regulations and in this case indicates that the temperature in workrooms should normally be at least of **16°C** (**13°C** if heavy physical activity is involved). An upper temperature limit is not set by HSE.

It is recognised that at certain points in the year a minimum temperature of **16°C** will not be a reasonable temperature to ensure thermal comfort. The college will therefore set a Thermal Comfort Range indicating a minimum temperature of **16°C** and a maximum temperature of 30°C (**13°C** & **27°C** if severe physical activity is involved). When setting this range, advice was taken from HSE and TUC publications.

Some buildings on the College campuses have been designed to be thermally efficient and are equipped with a natural air ventilation systems and/or Air conditioning systems.

### Individual's Thermal Comfort

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An individual's perception of thermal comfort is determined by several factors, including:

- the way different people's bodies balance the different demands made on them (e.g some people sweat more than others, or feel the cold more);
- the amount and type of special clothing or personal protective equipment that is worn;
- the type of work being done;
- the age, sex, state of health and degree of fitness of the individual.

Within the same office/workroom the above factors may mean that some individuals are comfortable while others are too hot/cold. It is therefore essential that individuals have mutual respect and consult others before switching on/off fans/heaters.

Staff who work in different areas of the college as part of their normal day may experience different temperatures in these areas. It is advisable that clothing is worn in layers which may be added or removed to ensure comfort.

### Air Quality

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Air quality testing has taken place to ensure that carbon dioxide levels are within current statutory requirements. The College will continue to work with relevant parties to ensure that the ventilation system meets the specification for each room to ensure a comfortable work environment.

### Courses of Action

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If individuals find the temperature within a room to be either too hot or cold but it is within the Thermal Comfort Zone the following procedure should apply:

### Timetabling

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Heads of Faculty to ensure that staff who are not utilising timetabled rooms notify MIS of this so that the room can be freed on the system.

### Work Rooms

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Should the temperature within workrooms be at **28°C** or above then;

- Staff should contact their line manager to arrange moving to another area of the college to work.
- Line Managers should arrange to move staff to other areas or agree other working arrangements.

## Class Rooms

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Should the temperature within classrooms be at 28°C or above then;

- Students should be given additional breaks and the Curriculum Leader informed accordingly and where appropriate the Lecturer may use their discretion to allow learners to take in bottled water.
- If a suitable comfort range cannot be achieved in a sustainable way, the member of staff should contact their Curriculum Leader to arrange an alternative teaching space.
- If the above is not possible then alternative methods such as directed study should be discussed and agreed with the Curriculum Leader.

If the temperature within a workroom falls below the minimum of 16°C (13°C if physical activity involved) the procedure detailed above would apply in the first instance. If the temperature cannot be raised to the minimum quickly then the Estates Department will provide additional temporary heating.

If the temperature within a room rises above the Thermal Comfort Range maximum of 28°C (27°C if physical activity involved) the procedure detailed above would apply in the first instance. Every effort will be made to reduce the temperature to at least within the Thermal Comfort Range.

The decision as to the non-utilisation of rooms due to temperatures lower than the minimum temperatures as provided by the **Workplace (Health, Safety and Welfare) Regulations 1992** will lie with the Principal and Chief Executive or a member of the Senior Executive Team in his absence.



## 3.67 Training

**The Health and Safety at Work etc., Act 1974, (s2.2.c)** requires that adequate health and safety training is provided to employees as necessary and within working hours. Training is required at induction of any new employee to the College and as refresher and specific as necessary. These requirements are also mirrored within the many specific health and safety regulations relevant to what takes place within the College.

In respect of this we will ensure that all staff and students are provided with adequate levels of training to allow them to conduct the activities required of them safely and in accordance with the safe systems of work in place and to allow them to contribute the formation of safe systems of work.

Training and, in particular instances, compulsory refresher training, will be provided either internally or externally as appropriate and utilising a range of methods including E-Learning where appropriate.

All members of staff are required to participate in any health and safety training initiative as deemed necessary for their role by their HoF/Line Manager. Such training needs will be identified from information gathered from various sources such as risk assessments, accident statistics, legal requirements, new processes and equipment, change of job or responsibilities, change in work environment and systems of work.

HoF/Line Managers are required to review their staff training needs in respect of health and safety and, which should be addressed in staff CPD reviews.

Contractors may also be required to attend any relevant specific training in relation to the work to be carried out and as part of their contract with the College.

### IOSH Working Safely Course - Course information

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"Working Safely is a one-day course for staff from any sector with no supervisory or managerial responsibility. It provides a grounding in the essentials of health and safety – everyone at work should have an understanding of why they must 'work safely' and this course offers exactly that.

#### IOSH Programme

- **Module 1** – Introducing working safely
- **Module 2** – Defining hazard and risk
- **Module 3** – Identifying common hazards
- **Module 4** - Improving safety performance
- **Module 5** – Protecting our environment

For delegates who attend the course and successfully complete the written and practical assessments, there is a choice of accreditation, either an IOSH Working Safely Certificate or an IOSH Passport Card.

### IOSH Managing Safely: Duration (4 x 1 days or as arranged)

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The Managing Safely course is aimed at all lecturing, supervisory/management level staff up to and including Curriculum Managers/Leaders and those who carry out Work-placement checks. All members of staff in this category are required to complete the course at the earliest convenience. Several courses will be offered throughout the year.

## 3.68 Transport

### 'Own Vehicle' Policy

As part of our overall health and safety policy, New College Lanarkshire is committed to reducing the risks which our staff face and may create when driving or riding for work. We ask all our staff to play their part.

Staff driving for work in their own vehicle must ensure that it always complies with the law, is in a safe and roadworthy condition suitable for its purpose. Persistent failure to comply with the policy will be regarded as a serious disciplinary matter.

#### Senior managers must:

- Lead by example, both by ensuring that their own vehicle is always in a safe condition and by not tolerating poor driving practice among colleagues.

#### Line managers must ensure:

- They also lead by personal example.
- Staff understand their responsibilities to ensure their vehicles are legal, safe and well maintained.
- Staff receive appropriate help and advice to ensure their vehicles are safe.
- Periodic checks of vehicle documents and visual inspections of own vehicles are conducted to monitor compliance of staff who use their own vehicle for work.
- They follow the monitoring, reporting and investigation procedures to help learn lessons which could help improve our future road safety performance.
- They challenge unsafe attitudes and behaviours and encourage staff to take care of their vehicles.

### Staff using own vehicles for business use

#### All staff must ensure that:

- They hold the appropriate type of license for the vehicle being driven.
- Suitable and sufficient insurance cover is in place at all times to cover driving for business use (individuals must arrange with own insurers).
- The vehicle is of roadworthy condition and is regularly serviced/maintained and kept in an efficient and safe working order.
- Vehicle road tax must be current
- Statutory testing (MOT) where appropriate (vehicles 3 years old and over) is in place at all times for the vehicle.
- Tyre condition is maintained within the specified legal limits, correctly inflated and regularly checked.
- All essential features including lights, indicators, horns, hazard warning lights, mirrors and seat belts are in good working order and used as necessary at all times during journeys as appropriate (seat belts are to be used at all times whilst driving).
- The use of mobile phones whilst driving is **not permitted at any time (pull over to the side of the road or into a lay-by if available and safe to do so and switch-off engine before using phone)**
- Eating or drinking whilst driving is not permitted.
- Have sufficient levels of vision with or without corrective equipment-spectacles or contact lenses.
- Must not drive the vehicles if alcohol has been consumed or are likely to be under the influence from consumption the previous evening.

- Must not drive the vehicles if medication has been taken which is known to cause drowsiness or other adverse effects rendering the driver unsafe to drive or, be under the effects of consumed illegal substances.
- Inform employer of any changes to personal driving status and health changes.
- Provide information as requested for driver's record purposes annually or as required - licence details, traffic offences and convictions, health details including the need for vision corrective equipment- spectacles or contact lenses.

**Note:** Insurer must be notified of any convictions or changes to personal health which could affect driving ability. Failure to do so is likely to result in cover being voided should any claim be made. Drivers are all required to notify DVLA of any medical/health conditions which may affect their driving.

## College Transport

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The College has cars, vans and mini-buses for the transporting of staff and learners and allows for numerous persons to drive them in addition to the recognised College drivers.

## Responsible Person

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The Estates Manager is responsible for the vehicles kept at each campus and must ensure that all statutory inspection and testing is maintained, servicing and repairs are carried out by competent persons or external organisation and that all essential records are kept up to date and faults are rectified promptly.

- The "responsible person" must ensure that drivers are properly trained and that records relating to training are kept up-to-date.
- Keys for College vehicles are kept secure when College vehicles are NOT in use.
- College vehicles are provided with safety kits for use in emergency situations. These must not be removed from the vehicles. Any item used or damaged must be replaced promptly.

All persons driving the buses have responsibilities as set out below.

## Drivers

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- Hold current full drivers licence (see notes below).
- Have sufficient levels of vision with or without corrective equipment-spectacles or contact lenses.
- Sufficient levels of general health.
- Must not drive the vehicles if alcohol has been consumed or are likely to be under the influence from consumption the previous evening.
- Must not drive the vehicles if medication has been taken which is known to cause drowsiness or other adverse effects rendering the driver unsafe to drive or, be under the effects of consumed illegal substances.
- Inform employer of any changes to personal driving status and health changes.
- Provide information as requested for driver's record purposes annually or as required - licence details, traffic offences and convictions, health details including the need for vision corrective equipment- spectacles or contact lenses.
- Drivers having in excess of six penalty points on their licence are not allowed to drive the College Mini-buses.

Note: where a driver has between 4-6 points, college senior management will decide if driving the mini-buses is permitted as the points accrued and the reason for the point penalty will have to be considered. E.g. if the points have been applied due to dangerous driving then it is unlikely that the driver will be permitted to drive.

- Undergo induction training in the safe use and operation of the mini-buses and any access equipment fitted.
- Complete the pre-use checklist before each use and report any defects or causes of concern after use.

## Licences

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- 1) **Car driving licence obtained before 1 January 1997**- Drivers who obtained their full car driving licence before the 1 January 1997 may drive a minibus in the UK (until their licence expires) if they:
  - Hold a valid full driving licence for private cars (group A, or B for automatics on an old style green or pink licence, or
  - Category B and D1 (101)\* on a pink and green or photo-card licence)
  - Are at least 21 years of age
  - The vehicle is not being used for hire or reward
- 2) **Car driving licence obtained on or after 1 January 1997** - Drivers who obtained their full car driving licence on or after the 1 January 1997 are only licensed to drive a vehicle with up to eight seats (in addition to the driver). To drive a minibus, such drivers need to:
  - Gain **category D1 PCV** entitlement on their licence by meeting higher medical standards and passing an appropriate test.
  - Drivers who do not meet the criteria from either 1 or 2 above are not permitted to drive the college mini buses

## Advice for Minibus Drivers

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On journeys where an escort is present, the items below should be divided between the escort and the driver, with the driver concentrating on those tasks which directly relate to driving the vehicle.

### Before setting off

- Allow sufficient time for the journey.
- Plan breaks.
- Conduct a pre-drive safety check before every journey.
- Never allow passengers to board until the vehicle is at a complete standstill, and safely parked by an adjacent pavement or other traffic-free area.
- Ensure children are supervised when boarding vehicle, especially if using rear door. Plan which passengers will sit in the front seats and by the doors.
- Do not exceed the carrying capacity of the minibus.
- Make sure everyone is sitting, one to a seat and are using seat belts.
- Ensure ambulant disabled passengers are seated safely and comfortably and passengers travelling in wheelchairs are safely restrained. Securely store wheelchairs not in use.
- Carry a complete list of passengers with notes of special needs. Keep list with other relevant documents in a place where they can be readily found in event of an accident.
- Comply with manufacturer's instructions when using passenger lifts and other specialist equipment.
- Check that no bags or clothing are caught in doors, luggage is secure and gangways and exits are clear.
- Check all mirrors every time before moving off in the event that latecomers are approaching the vehicle.

## Brake Checks

- Check brakes before loading passengers. With engine running, check handbrake is working properly & brake pedal is firm when pushed.
- Conduct a moving brake test, off the road, if possible. Reach a speed of not more than 15 mph check mirrors and, if safe, apply brakes fairly firmly. Brakes should work efficiently; vehicle should not pull to one side; luggage should remain secure.

**If faults are found that might affect the vehicle's or passengers' safety, the vehicle must not be used until they are all remedied.**

## During the journey

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- Do not allow boisterous play of any kind. Drivers must report all such incidents to their line manager and senior manager.
- Enforce "No Smoking" and "No alcohol" rules.
- Do not allow passengers to operate doors.
- Approach each stop slowly and with care
- Use Hazard Warning Lights where children are boarding or leaving vehicle.
- If serious delay during journey, inform college/nursery so that information can be passed to parents/others as relevant.
- A mobile telephone should be available for drivers to use when stopped (should not be used whilst driving the vehicle or with engine running-switch-off).
- Children must not be left unaccompanied on the minibus.

## Emergencies/breakdown

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- If you have to stop in an emergency or break down while on a motorway, only stop on the hard shoulder and as far away from the carriageway and passing traffic as possible.
- Remove passengers (from the side away from traffic) to a safe place well away from the road or, if a motorway, use embankments where available. (These instructions apply to breakdown on any road type)
- If there is a risk of fire, evacuate vehicle and move occupants to a safe place.
- Activate hazard warning lights.
- Contact emergency breakdown service and college.
- Do not attempt to change wheels –contact breakdown company.
- Do not return to vehicle until safe to do so.
- Keep college contact regularly informed as to status and whether alternative vehicles are required to transport passengers either to intended destination or back to college.

## Journey's end

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- Supervise children when leaving vehicle, especially if using rear exit.
- Never allow passengers to leave until vehicle is at a complete standstill and safely parked.
- Always park so that passengers step onto the footway and not the road.
- Take care when reversing if children are nearby. If you have to reverse, get adult help in directing you.
- Do not leave children alone if no one has come to collect them.
- Report problems or incidents that occurred during the trip to the trip organiser and manager.

- Check vehicle for any visible signs of leaks or damage and report to line manager.
- Ensure vehicle is cleared of passenger belongings and any waste materials.

## Eyesight

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All drivers are required by law, to read, in good daylight (with glasses or corrective lenses if necessary), a car number plate from a distance of 20 metres. In addition, the visual acuity (with the aid of glasses or contact lenses if worn) must be at least 6/12 (0.5 decimal) with both eyes open, or in the only eye if monocular.

## Fork Lift Truck

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Only persons who have been adequately trained and possess a written authorisation from the employer are permitted to operate a lift truck.

All users must be aware of the following and apply all due diligence when operating such vehicles;

- It is the duty of the licence holder or licence applicant to notify DVLA of any medical condition, which may affect safe driving. This includes drivers who have newly been informed by opticians that they are legally required to use prescribed spectacles as a requirement to satisfy driving capability and safety.
- It is an offence to drive or attempt to drive whilst unfit through drugs; the law does not distinguish between illegal drugs and prescribed medication.
- Responsible attitude
- Age 18+(unless assessed as having the necessary competence and maturity)
- Physically and mentally fit
- Medically fit considering the following;
  - 1) Full movement of neck and trunk
  - 2) Distance vision not less than 6/12
  - 3) Ability to hear warnings and instructions
  - 4) No serious heart conditions as defined by DVLA
  - 5) Individuals who have or develop other ill-health conditions such as epilepsy, neurological conditions or other as specified by DVLA, must seek advice from the employer as to their suitability to drive such vehicles or other college vehicle. Note: medical guidance will be sought in specific circumstances to ensure suitability to drive vehicles and within specified classes of vehicles.

Managers and supervisors should maintain an up to date list of all persons allowed to operate the specific trucks.

### 3.69 Use of Mobile Phones While Driving

**Reference to the 'Transport' section of this policy must be read in conjunction with this section.**

New College Lanarkshire is committed to reducing the risks which our staff face and create when driving or riding for work. We ask all our staff using a company vehicle, their own or a hire vehicle to actively play their part in meeting the requirements of this policy.

New College Lanarkshire's policy is that the college does not require any employee to receive calls on a mobile phone whilst driving at any time.

Staff driving for work must never make or receive calls, send or read texts or emails or otherwise use a mobile phone, whether hand-held or hands-free, while driving. Calls should only be made or received when you are parked in a safe place with the engine switched off.

It is illegal for drivers to use a hand held mobile phone, or similar device, while driving. It also makes it an offence to "cause or permit" a driver to use a hand held mobile phone while driving.

HSE Guidelines for employers, 'Driving at Work', state that "health and safety law applies to on-the-road work activities as to all work activities and the risks should be effectively managed within a health and safety system".

This also means that the duties placed on employers is that they must assess the risks involved in their staff 's use of the road for work and put in place all 'reasonably practicable' measures to manage those risks. While the law does not yet apply to hands free devices, it is strongly recommended that you do not make or receive calls using these as this distracts from driving.

**Persistent failure to do so will be regarded as a serious matter.**

**Senior Managers and Line Managers must:**

Lead by example, both in the way they drive themselves and by not tolerating poor driving practice among colleagues. They must never make or receive a call on a mobile phone while driving.

Line Managers must ensure:

**Risk assessments are completed for staff driving for work purposes.**

- they do not expect staff to answer calls when they are driving
- staff understand their responsibilities not to use a hand-held or hands-free mobile phone while driving
- staff switch phones to voicemail, or switch them off , while driving, or ask a passenger to use the phone
- staff plan journeys to include rest stops which also provide opportunities to check messages and return calls
- work practices do not pressurise staff to use a mobile phone while driving
- compliance with the mobile phone policy is included in team meetings and staff appraisals and
- periodic checks are conducted to ensure that the policy is being followed
- they follow our monitoring, reporting and investigation procedures to help learn lessons which could help improve our future road safety performance
- they challenge unsafe attitudes and behaviours, encourage staff to drive safely, and lead by personal example by never themselves using a phone when driving.

**Staff who drive for work must:**

- never use a hand-held or hands-free phone while driving
- plan journeys so they include rest stops when messages can be checked and calls returned
- ensure their phone is switched off and can take messages while they are driving, or allow a passenger to use the phone
- co-operate with monitoring, reporting and investigation procedures

## 3.70 Vibration

**The Control of Vibration at Work Regulations 2005** requires the risks to health and safety from exposure to vibration at work to be prevented or reduced and impose the following action values:

- The exposure action value (**EAV**) is a daily amount of vibration exposure above which employers are required to take action to control exposure. For hand-arm vibration the EAV is a daily exposure of 2.5 m/s<sup>2</sup> A(8).
- The exposure limit value (**ELV**) is the maximum amount of vibration an employee may be exposed to on any single day. For hand-arm vibration the ELV is a daily exposure of 5 m/s<sup>2</sup> A(8).

Hand-arm vibration syndrome (**HAWS**) is the term now used to describe the injuries caused by prolonged use of hand-held power tools and is recognised as a reportable disease within the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)**. Hand-arm vibration is vibration transmitted from work processes into workers' hands and arms. It can be caused by operating hand-held power tools and hand-guided power tools or by holding materials being processed by machines. Regular and frequent exposure to hand-arm vibration can lead to permanent health effects, however this is most likely when contact with a vibrating tool or work process is a regular part of a person's job. Occasional exposure is unlikely to cause ill health.

**Whole-body vibration (WBV)** is transmitted through the seat or feet of employees who drive mobile machines, or other work vehicles, over rough and uneven surfaces as a main part of their job. Large shocks and jolts may cause health risks including back-pain.

**Hierarchy of controls** – must be applied before the introduction of any control measure.

**These include:**

- avoiding risks;
- evaluating the risks which cannot be avoided;
- combating the risks at source;
- adapting the work to the individual, especially with regards to the design of workplaces, the choice of work equipment and the choice of working methods;
- adapting to technical progress;
- replacing any dangerous vehicles with non-dangerous vehicles;
- developing a prevention policy which covers technology, organisation of work, working conditions and the influence of factors relating to the working environment;
- giving appropriate instructions to employees.

The Policy of the College is to identify and assess the magnitude of existing vibration risks and to implement control measures to eliminate or reduce those risks. When carrying out risk assessments for the use of such equipment the risks associated with vibration should be included and appropriate control measures implemented. Everyone involved with the use of such equipment must receive written information, instruction, and training on the subject, so far as is reasonably practicable and will receive health surveillance.

### Purchase of new equipment

When purchasing equipment, suppliers must provide information about vibration magnitudes that their products are likely to create. Manufacturers data must however be looked at with some caution as they may not necessarily be measurements of levels sustained when equipment is used in a manner similar to that within the College.

Vibration controls fitted to some equipment may reduce the efficiency of the appliance. This may result in the need to use the equipment for longer periods of time thus negating any advantage.



The College will, where possible, aim to purchase the lowest vibration emitting equipment suitable for the job. Purchasers of such equipment should make reference to manufacturer's information as to the vibration levels likely to be imparted to the user.

Before purchasing, a range of equipment should be identified and manufacturer's data sought. A shortlist should be drawn up and advice sought from manufacturers on vibration levels when the equipment is used as intended by the College

## **Health surveillance**

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It is the policy of the College to identify those employees who may be at risk from the effects of working with vibrating tools and monitor the effects of such exposure. Those employees whose measured daily vibration dose results in them being categorised in the "High" risk group should therefore be referred to the College's occupational health provider for assessment.

The College's occupational health provider will assess the extent of any harm suffered by referred employees and liaise with the College and employee with regard to any subsequent strategy. Such strategies may include health surveillance to ensure employees are, and continue to be, free of symptoms.

## 3.71 Violence

In relation to violence at work, we will endeavour to ensure the health and safety of our employees in their dealings with the public and others. All employees should also be aware that acts of violence within the workplace are not acceptable and, as such, will incur disciplinary proceedings.

The Health and Safety Executive's definition of work-related violence is:

*'any incident in which a person is abused, threatened, assaulted in circumstances relating to their work'.*

In relation to these types of violent acts we also include bullying. Verbal abuse and threats are the most common types of incident while physical attacks are comparatively rare.

The following legislation will be addressed and risk assessments carried out where necessary and procedures introduced to avoid or reduce to the lowest terms the likelihood of violent attacks on our staff, students and visitors while at work. Any information, instruction, training and supervision identified as necessary following the risk assessments will be provided. Where such abuse occurs, counselling will be available for the victim and, where appropriate, the perpetrator.

A reporting system will be in place and monitored regularly to ensure that all arrangements in place are effective.

Appropriate information and training provided by external providers will be sought as necessary e.g. The Local Crime Prevention Officer based at the local Police Station.

### **The Health and Safety at Work etc., Act 1974 (HSW Act)**

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Under this we will ensure, so far as is reasonably practicable, the health, safety and welfare at work of our employees and others not our employees. All necessary measures identified as required will be provided and maintained accordingly.

The Management of Health and Safety at Work Regulations 1999

Under these regulations we will assess the risks to employees and make arrangements for their health and safety by effective:

- planning;
- organisation;
- control;
- monitoring and review.

The risks covered should, where appropriate, include the need to protect employees from exposure to reasonably foreseeable violence.

### **The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)**

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We will notify the enforcing authority in the event of an accident at work to any employee resulting in death, major injury or incapacity for normal work for seven or more days. This includes any act of non-consensual physical violence done to a person at work. The means of reporting such violent acts will be done as with other reportable injuries as specified within this policy.

### **Safety Representatives and Safety Committees Regulations 1977 (a) and The Health and Safety (Consultation with Employees) Regulations 1996 (b)**

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Employees will be informed and consulted in good time on matters relating to their health and safety. Employee representatives, either appointed by trade unions under (a) or elected under (b) may make representations to the employer on matters affecting the health and safety of those they represent.

**Recording incidents**

Incidents of violence will be recorded as follows:

**Classification of incidents.**

- fatal injury;
- major injury;
- injury or emotional shock requiring first aid, out-patient treatment, counselling, absence from work (record number of days);
- feeling of being at risk or distressed.

**Other essential information may include:**

- place,
- time,
- type of incident,
- potential severity,
- who was involved and possible causes.

Each incident report will be examined to establish whether there could have been a more serious outcome.

Other college policies specifically dealing with violence, aggression, harassment, bullying and grievance will be used as the source for dealing with any such behaviour.

## 3.72 Welding

Welding operations will only be carried out in the designated workshops. Any other work requiring hot work of the type as above will require a Permit to Work to be provided before any work commences.

Contractors will arrange with the Estates Manager for the Campus to have a 'Hot Work Permit' prepared and will abide by all of the requirements therein.

- Welding processes including Manual Metal Arc, Metal Inert Gas, Tungsten Inert Gas and Oxy Acetylene Welding can be carried out safely within the Welding Workshops which are designed specifically for the purpose.
- The workshops are fully equipped with appropriate Local Exhaust Ventilation Systems (LEV) for each welding process and must be used at all times when welding is taking place.
- All users will receive induction and ongoing instruction and training in the use of all processes: equipment set-up, safety checks, pressurising/de-pressurising systems, PPE and use of all other controls.
- All users must use all PPE as instructed by lecturing staff and use it at all times when carrying out the various welding processes.
- Users who refuse to make full and proper use of any PPE or other control measure are in breach of college and health and safety regulations and may be subject to disciplinary action. Persistent refusal to wear or use the control measures will result in the offender being refused entry to workshops and use of the welding equipment.
- Lecturers must ensure that all relevant PPE and other controls are available, in a safe and efficient state and that all users under their charge are fully instructed in the use, adjustment, cleaning and reporting of defects.

The rules above apply also to the use of any hot work process for welding, cutting and grinding of metals.

**Note:** Vaccinations are available for those members of staff who are considered to be at risk of Pneumonia. Any such employee wishing to have the vaccination should contact the HR Unit within their respective main campus.

### 3.73 Woodworking Machinery

Woodworking machinery is covered by the **Provision and Use of Work Equipment Regulations 1998, PUWER**, and the accompanying **Approved Code of Practice ACOP- Safe Use of Woodworking Machinery 1998**.

Reference to the ACOP must be made by all Managers, Lecturers and Technicians responsible for the use of such equipment.

- It is essential that no one be allowed to operate any woodworking machine unless they been **properly trained** or **is under adequate supervision**.
- Training should include full instruction on the machines to be used; the class of work to be done; the dangers; the precautions and the requirements of the relevant safety regulations.
- All guards, push-sticks, clamps, and other securing devices must be used correctly at all time.
- Cutters should be kept sharp in order to reduce noise and the tendency to snatch at the work-piece.
- Safety procedures for the safe use of all woodworking machines must be prepared by the lecturing staff in formats that suit all users.
- Adequate dust extraction must be used in conjunction with woodworking machinery and power tools.
- All equipment is to be maintained in a safe and efficient condition and cleaned after every use.
- Lighting must be adequate at machinery and in adjacent gangways and passages. All lights should be so installed as to prevent glare.
- The safest working temperature for operators of woodworking machinery is suggested as being between 13 - 16oC.
- Stacking of raw materials should be so arranged as to allow adequate space around the machine.
- It is essential to ensure that the floor surrounding every machine is maintained in good and level condition. It should be kept free from debris and loose materials and should not be allowed to become slippery.

#### **Lecturing staff must make sure operators:**

Do not use any piece of woodworking machinery until they have been properly trained, are under strict supervision and are trained to check guards and report faults promptly.

- Tie back hair which may be caught in rotating spindles, chucks or tools.
- Wear a suitable coverall so no loose clothing can get entangled.
- Remove rings, gloves, ties or scarves etc., which may become entangled in the machinery.
- Wear eye protection to prevent dust and splinters being thrown into unprotected eyes.

Users must follow all operating procedures and ensure that all health and safety controls are used, used correctly and used at all times in accordance with the procedures.

### 3.74 Work Experience/Placements

**Under the Health and Safety at Work etc. Act 1974** and associated regulations, we have the duty to ensure that any premises used for the purpose of providing work-placements for learners as part of their course of study, are suitable for the purpose. The college will arrange to carry out workplace monitoring checks on any premises identified as potential placements and retain records of each monitoring assessment. The records will be retained centrally within the Student Tracker Database entered by each Faculty and Unit placing learners or other classifications of persons under our control such as SDS Employability Programmes, Community Programmes and Princes Trust programmes. Learners involved in other programmes such as the 'Leonardo Project' will be placed only in premises which satisfy the criteria as specified within the Project specifications and will be assessed accordingly.

The college insures have explicitly stated that learners are not insured if the placement organisation has not been vetted prior to placement. Learners will therefore not be allowed to take up their placement until the placement organisation has been vetted and considered suitable following the vetting process. This also applies to placements within the college.

The vetting (Workplace Monitoring Form) indicates the Risk rating of the organisation dependent on the type of work undertaken and will be classified as either low, medium or high risk category

The Workplace Monitoring Form is in two parts- A and B. Part A is sent to the placement provider for completion and return. Form part B is completed by the college representative conducting the placement visit.

Placements within organisations regulated by the Care Inspectorate are not required to be visited as part of a vetting process but the organisation's details including, employers liability insurance and the responsible person for the learner, must be recorded onto the Student Tracker system. The liability insurance and responsible person's details must be verified every 12 months and the system updated accordingly.

The College maintains a database of all work placement providers used and must be referred to for data currency, suitability and availability for use before the placement organisation can be used. Placements may be used as often as required within its currency unless the student being placed has any special requirements e.g. health conditions, disabilities, pregnant etc., which will require further suitability checks (visit and/or phone). Clarification should be sought from the H&S Manager if required.

The College's Employers Liability Insurance will cover any person on a work experience placement within College.

**See H&S Management Software System Document Library (Forms) for Workplace Monitoring Forms A and B**

<https://nclsafetymanager.co.uk/doclibrary/?c=company:5759>

Under health and safety law the following definitions apply;

- A young person is anyone under 18 years of age
- A child is anyone who has not yet reached the official age at which they may leave school, just before or just after their 16th birthday. This is often referred to as the minimum school leaving age (MSLA).

Persons in the child or young person category must be protected from the risk of accident or ill health which they are unlikely to recognise because:

- they are inexperienced;
- they have not been trained;
- they may not pay adequate attention to safety.

Anyone under 18 years old must not be allowed to undertake work which:

- cannot be adapted to meet any physical or mental limitations they may have;
- exposes them to substances which are toxic or carcinogenic;
- exposes them to radiation;
- involved extreme heat, noise or vibration.

Young people who are **over** the MSLA can do this work under very special circumstances, which are:

- the work is necessary for their training;
- the work is properly supervised by a competent person; and
- the risks are reduced to the lowest level, so far as is reasonably practicable.

Faculties and Units facilitating placements must complete the work experience record form and retain for the duration of the placement. Work experience placements cannot begin until all relevant paperwork has been completed.

Requests for work experience placements within College from a school or school pupil should be forwarded to the School Liaison Officer for consideration, contact with Faculties or Units and, completion of all relevant documentation.

Current risk assessments should reflect these age groups, however, if they do not, then a specific risk assessment will have to be completed which takes into account the additional risks and any restriction on work which may apply to these groups.

All learners will receive a full health and safety induction on the first morning of their placement.

## 3.75 Workplace Health Safety and Welfare

The Workplace Health, Safety and Welfare Regulations 1992 set out the minimum standards that the employer has to meet for the following:

### The work environment (health)

- temperature
- ventilation
- lighting
- emergency lighting
- room dimensions
- suitability of work stations and seating
- weather protection for outdoor workstations

### Safety

- safe routes for pedestrians and vehicles
- windows
- skylights
- glazed doors and partitions
- doors and gates
- escalators and travelators
- safety devices
- floor construction

### Facilities (welfare)

- separate toilets
- eating
- washing
- changing
- storage of clothing
- seating
- rest areas including pregnant women and nursing mothers

### Housekeeping

- cleanliness
- waste material removal
- maintenance of equipment, facilities and workplace

'The objective of the Regulations is to place obligations on employers and others in control of workplace to reduce the risks associated with work in or near buildings'.

**Workplace:** means any non-domestic premises or part of premises made available to any persons as a place of work (includes non-employees using equipment provided for use e.g. compressed air line, shopping trolley, etc.) Also included is any place within the premises where persons have access to or egress from the premises other than a public road.



**Premises:** means any place including outdoor place. Domestic premises are not covered and therefore do not cover home workers.

**Traffic Route:** means any route for;

- pedestrians
- vehicles or both
- stairs
- ladders
- doors
- ramps
- loading bays

## Regulation 5 - Maintenance of workplace, equipment, devices and systems

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Applies to equipment, devices and systems, a fault in which is liable to result in a failure to comply with other Regulations. Examples might include;

- mechanical ventilation systems
- emergency lighting
- fencing
- fixed equipment for window cleaning
- powered doors

All will be maintained in an efficient working state, in efficient order, good repair and cleaned and shall be carried out at regular intervals, dangerous defects remedied and suitable records kept.

The Estates Managers will ensure that all such equipment is examined and tested in accordance with manufacturer's instructions and any relevant statutory requirements. Records of all such examination and testing will be retained as required and be available for audit purposes.

## Regulation 6 - Ventilation

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Effective and suitable provision will be made to ensure that every enclosed workplace is ventilated by a sufficient quantity of fresh or purified air. Any plant must include an efficient device which gives warning (visible or audible) of any failure. Some enclosed workplaces are excluded e.g. confined space requiring breathing apparatus. Air-supply rate normally to be **5-8 litres/sec/occupant**.

## Regulation 7 - Temperature in indoor workplaces

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In its publication HSG 194 (Thermal Comfort in the Workplace, Guidance for Employers) the Health and Safety Executive (HSE) indicates that *"Thermal comfort is very difficult to define .... The best that you can realistically hope to achieve is a thermal environment which satisfies the majority of people in the workplace, or put more simply, "reasonable comfort"*.

## Temperatures

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**The Workplace (Health, Safety and Welfare) Regulations 1992** deals with temperatures in indoor workplaces. Regulation 7 states *"During working hours, the temperature in all workplaces inside buildings shall be reasonable."* **The Approved Code of Practice (ACOP)** provides guidance on how to comply with regulations and in this case indicates that the temperature in workrooms should normally be at least of 16°C (13°C if severe physical activity is involved). An upper temperature limit is not set by HSE.

It is recognised that at certain points in the year a minimum temperature of 16°C will not be a reasonable temperature to ensure thermal comfort. The college will therefore set a Thermal Comfort Range indicating a minimum temperature of 16°C and a maximum temperature of 30°C (13°C & 27°C if severe physical activity is involved). When setting this range, advice was taken from HSE and TUC publications.

### **Individual's Thermal Comfort**

An individual's perception of thermal comfort is determined by several factors, including:

- the way different people's bodies balance the different demands made on them (e.g. some people sit more than others, or feel the cold more);
- the amount and type of special clothing or personal protective equipment that is worn;
- the type of work being done;
- the age, sex, state of health and degree of fitness of the individual.

Within the same office/workroom the above factors may mean that some individuals are comfortable while others are too hot/cold. It is therefore essential that individuals have mutual respect and consult others before switching on/off fans/heaters.

Staff who work in different areas of the college as part of their normal day may experience different temperatures in these areas. It is advisable that clothing is worn in layers which may be added or removed to ensure comfort.

If individuals find the temperature within a room to be either too hot or cold but it is within the Thermal Comfort Zone the following procedure should apply:

#### **Too hot**

- If others work in the room consult with them before opening any windows or switching on fans;
- if fans are not available contact the Estates Manager who will supply if available;
- Increase liquid consumption particularly water which will help the body to cool down.

#### **Too cold**

- If others work in the room consult with them before closing any windows or switching off fans;
- during winter months check that heating in the room is operational;
- if able to manually adjust the heating, do so;
- if heating is not operational or requires the thermostat to be adjusted during winter months contact the Estates Manager who will arrange repair/adjustment;
- drink hot liquids, this will help the body to heat up.

If the temperature within a workroom falls below the minimum of **16°C** (**13°C** if physical activity involved) the procedure detailed above (too cold) would apply in the first instance. If the temperature cannot be raised to the minimum quickly then the Estates Department will provide additional temporary heating.

If the temperature within a room rises above the Thermal Comfort Range maximum of **30°C** (**27°C** if physical activity involved) the procedure detailed above (too hot) would apply in the first instance. Every effort will be made to reduce the temperature to at least within the Thermal Comfort Range.

If teaching accommodation permits, where available, staff may move rooms to one which offers a better degree of thermal comfort.

The decision as to the non-utilisation of rooms due to temperatures lower than the minimum temperatures as provided by the **Workplace (Health, Safety and Welfare) Regulations 1992** will lie with the Principal and Chief Executive or a member of the Senior Management Team in his absence.

## Regulation 8 - Lighting

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Every workplace will have 'suitable' and 'sufficient' lighting which is 'so far as is reasonably practicable', natural light. Lighting should be sufficient to enable persons to work, use facilities and move from place to place safely and without experiencing eye-strain.

Lighting shall be placed such that shadows are not affecting stair treads, pedestrian crossings, traffic routes, glare, dazzling and hazards from light fittings shall not cause harm nor become obscured and should be replaced, repaired and cleaned as necessary.

### Natural lighting

Windows and skylights should, where possible, be cleaned regularly and kept free from obstructions. Where excessive heat or glare is likely, the workstation should be re-located or the windows shaded.

### Emergency lighting

Will be provided generally where persons are likely to be exposed to serious risk e.g. process plant, processes needing to be closed down require light. The prevention of falls and the fencing of dangerous parts as required under these and other regulations means that workers are not exposed to risk if normal lighting fails. Sufficient emergency lighting will be provided where persons are exposed to danger if artificial lighting fails.

Emergency lighting is powered by an independent power source from that of the main lighting and should be immediately effective if failure occurs.

Fire precautions may require the lighting of escape routes, as such all college campuses are suitably covered.

## Regulation 9 - Cleanliness and waste materials

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'Every workplace, and the furniture, furnishings and fittings shall be kept sufficiently clean. Surfaces of walls, floors, ceilings, inside all workplaces shall be capable of being cleaned and in 'so far as is reasonably practicable', all waste materials shall not be allowed to accumulate other than in suitable receptacles'.

The avoidance of slipping, tripping and falling requirements must be maintained. Cleaning is required;

- Floors and traffic routes cleaned at least weekly
- Waste not in suitable receptacles at least daily
- Freedom of pests and decaying matter
- Interior walls, ceilings and work surfaces at suitable intervals should be tiled, painted or otherwise to enable them to be kept clean
- Surface treatment renewed when no longer able to be cleaned properly
- Places and parts up to 5m high ladder accessibility
- Without exposing persons to risks to health and safety, methods to be considered

Cleaning of college campuses is carried out by a combination of employees and contractors. Some campuses are cleaned daily every morning or evening with each having the provision of staff/contractors to maintain the campuses throughout the day.

- Staff and learners should use all waste receptacles appropriately and according to the type of waste.
- Waste produced as a result of work activities e.g. wood, metal etc., must be placed in the correct receptacle within the areas the work is being undertaken i.e. workshops.
- Flammable waste materials; rags and containers must be deposited in the flammable or hazardous waste containers within the workshops.

- Lecturers should ensure that all learners utilise these containers correctly.
- Learners must clear all work-waste materials regularly and at the end of their lessons and deposit all waste materials in accordance with college rules and procedures and seek advice from their lecturer if in doubt.

**Work-waste and sharp or hot materials must not be placed in the general waste bins in any area.**

## **Regulation 10 - Room dimensions and space**

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‘Every room where persons work shall have sufficient floor area, height and unoccupied space. Free space to allow for the safe movement of people between workstations and within rooms is required and account must be taken of the following factors:’

- number of people in the room/area
- size, space, furniture, fittings, equipment and layout
- obstructions such as low beams to be clearly marked

The total volume of the room, when empty, divided by the number of persons normally working in it should be at least 11m<sup>3</sup>. The maximum height to be taken into the calculation is 3m, above which is not included. The 11m<sup>3</sup> is a minimum requirement and therefore furnishings etc. have to be taken into account.

### **Examples:**

- Ceiling height: 2.4m
- Floor area: 4.6m<sup>2</sup> (2.0 x 2.3m)
- Will give: 11m<sup>3</sup>
- Ceiling height: 3m
- Floor area: 3.7m<sup>2</sup> (2.0 x 1.85m)
- The 11m<sup>3</sup> does not apply to - kiosks, motor cabs, lecture/meeting rooms, etc.

### **Other factors to be considered are:**

- contents of rooms
- layout
- nature of work

Careful planning of the workplace will be required and the solutions may involve fewer people being able to work there. The supply of fresh air will also need consideration when deciding on the occupancy of the room.

The college will apply the dimensional requirements when rooms are being set-up and appropriate to use.

## **Regulation 11 - Workstations and seating**

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- Every workstation will be arranged for suitability for the person working there and for the work to be done there.
- Workstations outdoors will be arranged so far as is reasonably practicable with protection from adverse weather, safe egress is capable for normal and emergency purposes, persons are not likely to slip or fall.
- Suitable seating will be provided for each person whose work includes operations of a kind that the work can or must be done seated.
- Suitable seating will be provided for each person and appropriate to the operation to be done and, where necessary, a suitable foot- rest will be provided.
- Tasks should be able to be carried out safely and comfortably, ergonomics considered and materials reached without undue bending or stretching. The stations should also be arranged to suit individual's specific needs e.g. workers with disabilities.

**Generally all stations should;**

- allow persons freedom of movement and to stand
- work in cramped conditions to be as short as possible
- clearance of station to facilitate safety

Workstations where visual display units, process control screens, microfiche readers and similar are covered under the Health and Safety (Display Screen Equipment) Regulations 1992. Workstation assessments will be completed for all users.

The college will address all of the requirements in any risk assessments and ensure that workstations are equipped appropriately and to suit the individual user.

**Regulation 12 - Condition of floors and traffic routes**

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‘Every workplace, floor and surface of traffic routes shall be of suitable construction and suitable for the purpose for which it is to be used.’

**The floor/traffic route shall be;**

- free from holes, slopes, unevenness, slippery
- have effective means of drainage where necessary
- kept free from obstructions, any article, substance which may cause a person to slip, trip, fall.

No account shall be taken of a hole which is adequately protected to prevent persons from falling. Slopes having handrails will be taken account of except where it would obstruct traffic.

Floors and traffic routes should be of sound construction, be of adequate strength and stability relative to the loads placed upon them and should not be overloaded. Slip resistant coatings are to be provided where appropriate and leaks, drips, deposits from stop/drain valves should be caught and drained away. Immediate steps should be taken to mop up leaks, spills, etc. or fence off or cover with absorbent materials.

Hazards from obstructions, especially at or near stairs, steps, escalators, moving walkways, emergency routes, doorways, gangways or other where obstructions are likely to cause accidents, will be identified and signposted or protected against so far as is reasonably practicable

Temporary obstructions which are unavoidable will have access by persons restricted and suitable warnings to persons and drivers of vehicles, e.g. hazard cones.

Furniture being moved should be left only where there is no risk of hazards being created e.g. move furniture in one go - don't leave it obstructing somewhere especially emergency exit routes and corridors.

Staircases having open sides will be securely fenced and, as a minimum, an upper rail at 900mm or higher and a lower rail. A secure and substantial handrail will be provided on at least one side of every staircase. Stairs which are used often should have handrails on both sides where there is particular risk of falling. Centre rails will be positioned on particular wide stairs if deemed necessary

**Regulation 13 - Falls or falling objects**

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‘So far as is reasonably practicable’, steps will be taken which are suitable and effective to prevent;

- any person falling a distance likely to cause personal injury
- any person being struck by a falling object likely to cause personal injury

The measures to be taken will ‘so far as is reasonably practicable’ be by means other than the use of personal protective equipment, information, instruction, supervision or training.

Areas where there is a risk will be clearly indicated.

'So far as is practicable' every tank, pit or structure where there is a risk of personal injury shall be securely fenced or covered to prevent falls into the tank, pit or structure and where it is likely that they contain hazardous substances. Every traffic route over, across or in an uncovered tank, pit or structure shall be securely fenced.

#### **Dangerous substances include;**

- any substance likely to scald or burn
- any poisonous substance
- any corrosive substance
- any fume, gas, vapour likely to overcome a person
- any granular or free-flowing solid substance, viscous substance likely to cause danger to a person

Secure fencing is required where persons can fall e.g. traffic routes close to walkway. Fencing should also be high enough to prevent falling objects or people into roadways, tanks, pits, etc. **(1100mm high to top rail with a mid-way rail)**. Fencing should be of adequate strength and stability to restrain persons or objects liable to fall against it. Where necessary toe-boards/up-stands should be provided to prevent things from falling e.g. cleaning materials, tools, etc.

Covers for holes, tanks, etc. should be strong enough to support loads likely to be placed on them e.g. vehicles and should not be readily removed or detached, displaced.

#### **Fixed ladders**

- Should not be fitted where it is practicable to install a staircase but they may be fitted in tanks, pits, etc.
- They should be of sound construction, properly maintained and securely fixed. The rungs should be horizontal and give adequate foothold and stiles should extend 1000mm above any landing unless other adequate hand holds are provided.
- On chimneys the stiles should not project into the gas stream.
- Fixed ladders installed after January 1st 1993 should have **landings every 6m**. Hoops should be provided on ladders if inclined at less than 15° and **at 900mm intervals starting at 2.5m above** ground/base of ladder.

#### **Roof work**

- Slips and trips on roofs result in many fatal accidents at work. Precautions are necessary to be taken even for occasional access e.g. cleaning, maintenance.
- Falls from the edge or through fragile material is common especially where older materials exist and risks are increased by the presence of ice, moss, lichen, etc.
- Where regular access is needed to roofs suitable, permanent access should be provided having fixed physical safeguards to prevent falls from or through roofs.
- Occasional access will require crawling- boards temporary access equipment, etc.
- All fragile roofs, skylights, glazing and asbestos cement sheeting should be clearly identified.

#### **Stacking and racking**

Materials and objects should be stored such that they are not likely to fall or cause injury. The racking should be of adequate strength and stability and protected from vehicular damage.

#### **Typical precautions to be taken include;**

- safe palletising
- banding or wrapping to prevent fall out

- limits to heights of stacks
- regular inspection to detect and remedy unsafe stacks
- particular instruction and arrangements for irregularly shaped objects

## **Loading and unloading vehicles**

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Persons climbing on to the top of loads should be avoided as far as possible but where unavoidable, precautions and effective measures need to be taken to prevent falls.

### **Some types of precautions include;**

- collapsible fencing fitted to the top of tankers which require persons to work from or attached to gantry fixed permanently over where lorries, tankers pass under
- safety lines/harnesses may be required to protect persons
- avoidance of standing on cargo is the sought option but careful consideration has to be given to any event

## **Regulation 14 - Windows and transparent or translucent doors, gates and walls**

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‘Every window or other transparent or translucent surface or wall or, as within a door or gate shall, for purposes of health and safety;’

- be of safety material, or
- protected against breakage of the transparent/translucent material
- be appropriately marked or incorporate features to make it apparent
- be protected at or below shoulder height in doors or gates, and
- below waist height in windows, walls, partitions except greenhouses
- Other than the above measures, other measures may be taken such as screens or barriers to prevent coming into contact with the glass.
- Preventing people coming into contact with large glazed areas will be addressed by effective marking. Door frames, glazing beads and handles are accepted without further marking.
- Marking, where necessary, may be by coloured lines, patterns, etc. and will be affixed at appropriate heights and conspicuous.

## **Regulation 15 - Windows, skylights, ventilators**

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- No window, skylight or ventilator which is capable of being opened, closed or adjusted whereby persons are exposed to danger through such operations.
- The provision of window poles or similar equipment should be provided where appropriate.
- Where falls from a height are likely then suitable safety devices will be fitted to prevent opening too far.

## **Regulation 16 - Ability to clean windows etc., safely**

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All windows and skylights shall be of a design or construction which allows for them to be cleaned safely especially if they cannot be cleaned from the ground or other suitable surface.

### **Included are the following considerations;**

- fitting windows which can be cleaned safely from the inside e.g. pivot type, allowing outer side to be cleaned.
- fitting access equipment - suspended cradles or travelling ladders incorporating safety harness attachment.

- provide suitable conditions for future use of mobile access equipment including ladders up to 9m long. Suitable conditions include adequate access for the equipment, firm level surface in a safe plan on which to stand it. **Ladders used over 6m long require suitable points for tying or fixing.**
- suitable and suitably placed anchor points for safety harnesses.

## **Regulation 17 - Organisation etc., of traffic routes**

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Every workplace 'shall be' organised in such a way that pedestrians and vehicles can circulate in a safe manner. Traffic routes should be suitable for the persons or vehicles using them, sufficient in number, in suitable positions and of sufficient size.

### **Measures to ensure suitability include;**

- persons or vehicles may use traffic routes without causing danger to the health and safety of persons at or near to it
- sufficient separation of doors from traffic routes for pedestrians
- sufficient separation from vehicles and pedestrians using the same route
- all traffic routes sufficiently indicated where necessary for reasons of health and safety
- sensible speed limits will be established and clearly displayed and where possible speed retarders provided e.g. road humps
- the ability to pass other oncoming vehicles by the use of roadways wide enough to facilitate them will be provided where necessary
- avoidance of overhead cables pipes by screening off and suitable screens to be provided to protect people from falling objects, processes
- one-way systems or passing areas in colder workplaces should be established
- vehicles should not pass close to any edge or to anything likely to collapse or be left in a dangerous state e.g. cast-iron columns and storage
- racking unless the edge as thing is fenced or adequately protected
- vehicle having to reverse required measures to reduce risks to pedestrians and persons in wheelchairs should be considered
- large vehicle reversing should be done in restricted areas where it can be carried out safely
- keep people on foot
- provide suitable high visibility clothing for those permitted in the area
- fitting reversing alarms, obstruction detectors for drivers
- employ banks-men to supervise safe movement of vehicles
- whatever measures are adopted a safe system of work should operate at all times and consideration for persons with hearing/sight disabilities
- the use of vehicles during crowded times should be avoided e.g. at finishing time when crowds of people are likely
- suitable barriers should be fitted to prevent vehicles from falling into tips, pits, hoppers or similar when tipping
- lines should be drawn on floors to indicate traffic routes within buildings for e.g. fork lift routes
- crossing places should be available with barriers or rails fitted to prevent pedestrians crossing at dangerous places. Alternatively, bridges or subways could be used
- visibility at crossing points is necessary and suitable open space (1m minimum)



- loading bays should have at least one exit point but wide bays should have at least two exit points
- signs should be used to indicate traffic route, and particular hazards, blind corners, sharp bends, junctions, steep gradients (fork lift trucks reverse down while under load)
- signs and markings to indicate to drivers the restrictions in force if any, doorways, entrances, etc.

## **Regulation 18 - Doors and gates**

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Shall be suitably constructed to include the fitting of safety devices;

- any sliding door or gate must have a device to prevent it coming off its track during use
- any upward opening door or gate as fitted with a device to prevent it falling back
- any powered door or gate is fitted with a device to prevent it hitting someone e.g. trip device which cuts out at given position, etc.
- any powered door must be able to be operated manually in the event of a power failure
- doors or gates opening from both directions should have a visibility panel which allows seeing both sides, e.g. allows people to see wheelchair, etc.

## **Regulation 19 - Escalators and moving walkways**

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Shall function safely, be equipped with any safety devices and be fitted with one or more emergency stops easily identifiable and accessible.

## **Regulation 20 - Sanitary conveniences**

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- suitable and sufficient conveniences shall be provided at readily accessible places and must be adequately ventilated and lit
- are kept in a clean and orderly condition, and
- separate rooms containing conveniences are provided for men and women unless the facility is in a separate room and lockable from inside

## **Regulation 21 - Washing facilities**

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Suitable and sufficient washing facilities including showers of the nature of the work demands them for the purposes of health, shall be provided. Washing facilities should be;

- provided in the immediate vicinity of every sanitary convenience
- provided in the vicinity of any changing rooms
- include a supply of clean, hot and cold, or warm water (which shall be running water 'so far as is reasonably practicable')
- include soap or other suitable means of cleaning
- towels or other suitable means of drying
- well ventilated and lit rooms which contain the facilities
- clean and orderly
- separate facilities for men and women
- lockable doors where only one facility is provided except for washing hands, forearms and face only
- sufficient facilities should be provided to enable everyone at work to use them without undue delay
- special provision for disabled persons

- facilities protected from weather conditions
- water closets to be connected to suitable drainage system and with effective means of flushing
- toilet paper/holder dispenser, coat hook to be provided and for women - disposal for sanitary dressings
- facilities arranged to ensure adequate privacy i.e. w.c. in separate lockable room
- urinals out of vision from main door as with communal showers, bathing areas
- windows to be obscured type or shielded by curtains, blinds or if not possible to seen in from outside nothing needs to be done

### **Remote workplaces and temporary work sites**

Where there is no running water or sewage facility, water is to be supplied in containers for washing or other suitable means, chemical closets should be provided, emptied, serviced and cleaned regularly. Those requiring to be manually emptied should be avoided. Deodorising agents should be provided.

Temporary work sites require facilities to be provided in so far as is reasonably practicable.

### **Ventilation, cleanliness and lighting**

#### **Any room containing a sanitary convenience should;**

- be well ventilated
- have odours prevented from entering other rooms
- be kept clean as adequately as necessary
- internal surfaces should permit wet cleaning e.g. tiles

### **Regulation 22 - Drinking water**

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An adequate supply of drinking water is provided for all persons at work in the workplace. The facilities are readily accessible at suitable places and conspicuously marked by an appropriate sign where necessary for health and safety purposes. There is also be a supply of suitable cups or other drinking vessels for use with water fountains.

Any supply from a storage cistern, tank or vessel will be well covered, kept clean, tested and disinfected as necessary.

Drinking water taps are not be provided in areas where there is risk of contamination e.g. lead processing, etc.

### **Regulation 23 - Accommodation for clothing**

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Suitable and sufficient accommodation is provided for;

- any persons own clothing which is not worn during working hours
- for special clothing worn at work but not taken home
- accommodation is adequately secure for the clothing-padlocks or lockable cabinets
- facilities for drying clothes and separation from ill-health effects and damage to clothing from that worn at work
- the accommodation is be dry, warm for keeping the clothes and well ventilated allowing for clothes to dry

## **Regulation 24 - Facilities for changing clothing**

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Suitable and sufficient facilities are provided that are easily accessible and of sufficient capacity for any person at work to change clothing in all cases where;

- Special clothing has to be worn
- The person cannot for reasons of health or property be expected to change in another room
- Changing facilities are readily accessible from workrooms and eating facilities if provided
- Adequate clothing accommodation is available
- Showers are provided in various campuses.

## **Regulation 25 - Facilities for rest and to eat meals**

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- Suitable and sufficient rest facilities are provided at readily accessible places and include facilities to eat meals where food eaten in the workplace would otherwise be likely to become contaminated.
- Rest rooms and rest areas are non-smoking zones. E-cigarettes are not allowed to be used in these areas either.
- Suitable facilities are available for any person who is a pregnant women or nursing mother to rest
- Suitable and sufficient facilities are provided to eat meals where meals are regularly eaten in the workplace
- Suitable seating is provided for workers to make use of where their type of work allows them to take the opportunity to sit from time to time
- Eating facilities include a facility for obtaining or preparing hot drink - electrical kettle or vending machine or a canteen. Means of heating food is available to those who work during hours or at places where hot food cannot be obtained in or reasonably near to the workplace.
- An adequate number of tables and adequate seating with backs for the number of persons at work likely to use them at any one time; and
- Seating which is adequate for the number of disabled persons at work and suitable for them is also available

## **Disabled persons 25A**

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Where necessary, those parts of the workplace (including in particular, doors, passageways, stairs, showers, washbasins, lavatories and workstations) used or occupied directly by disabled persons at work shall be organised to take account of such persons.

Each campus has in place suitable provisions for use by persons having disabilities. Reference to specific campus arrangements should be made for the specific provisions within each.

### 3.76 Work Related Dermatitis

**The Control of Substances Hazardous to Health Regulations 2002 (as amended) (COSHH)** require employers to assess risks, provide adequate control measures, ensure the use and maintenance of these; provide information, instruction and training; and in appropriate cases, health surveillance. This applies to the use, storage, handling and transporting of all substances, biological agents and certain gases.

Contact dermatitis is inflammation of the skin caused by contact with a range of materials. These include detergents, toiletries, chemicals and even natural products like foods and water (if contact is prolonged or frequent). It can affect all parts of the body, but it most commonly affects the hands.

**There are three main types of contact dermatitis:**

- **Irritant contact dermatitis:** caused by things that dry out and damage the skin, e.g. detergents, solvents, oils and prolonged or frequent contact with water.
- **Allergic contact dermatitis:** occurs when someone becomes allergic to something that comes into contact with his or her skin. The allergic reaction can show up hours or days after contact. Common causes include chemicals in cement, hair products, epoxy resins and some foods.
- **Urticaria:** is a different kind of allergy. It occurs within minutes of the material touching the skin. Things like plants, foods and natural rubber latex gloves can cause it.

The signs and symptoms of the different types of dermatitis are similar. Dry, red and itchy skin is usually the first sign. Swelling, flaking, blistering, cracking and pain can follow. Sometimes the consequences of contact with a material are immediately visible. Sometimes contact occurs without apparent effect. However, every contact can cause minute amounts of 'invisible' damage to the skin that can build up until more serious signs are seen.

Certain workers are at greater risk of developing dermatitis. They include healthcare workers, hairdressers, beauticians, printers, those in cleaning, catering and construction and workers using metalworking fluids. However, dermatitis can occur in just about any workplace.

#### **Managing the work to prevent dermatitis**

Following three simple steps can prevent dermatitis:

- Avoid contact with materials that cause dermatitis.
- Protect the skin.
- Check for early signs of dermatitis.

**No contact = no dermatitis.**

**Examples of how contact can be avoided are:**

- substitute a more hazardous material with a safer alternative;
- automate the process;
- enclose the process as much as possible;
- use mechanical handling;
- use equipment for handling;
- don't use the hands as tools;
- use a safe working distance.

Protecting the skin must still be a priority. This is particularly important if the steps above aren't practical or aren't enough to totally avoid contact.

**Protect the skin by the following:**

- wash any contamination from the skin promptly;
- thorough drying after washing is essential;
- dry with paper towels;
- apply moisturising pre-work and after-work creams;
- ensure the use of protective clothing/gloves;
- ensure gloves are of the correct type of material for the protection required;
- select gloves that are the right size and right for the task to be done;
- use and store gloves correctly;
- replace gloves when necessary.
- do not use cut, torn, or otherwise defective gloves

**Regular skin checks to look for early signs of dermatitis.**

- Regular skin checks can spot the early stages of dermatitis.
- Early detection can prevent more serious dermatitis from developing.
- Steps can be taken to start treating the condition.
- Checks can help indicate a possible lapse in preventative and protective measures and the need to reassess the situation

## 3.77 Work Related Upper Limb Disorders – WRULDs

**The Health and Safety at Work etc., Act 1974** and **The Management of Health and Safety at Work Regulations 1999**, address the main general requirements for employers to protect the employees from the health risks associated with musculoskeletal disorders (MSDs). Specific regulations and, in particular, the **Manual Handling Operations Regulations 1992** as amended and the **Display Screen Equipment Regulations 1992** as amended, focus on the prevention of such disorders. The risk assessment process is key to the identification of the hazards and the respective risks associated with either the work equipment, work environment, processes and the individual involved.

Risk factors causing MSDs can be found in virtually every workplace for example; commerce, construction, agriculture, health services, office environments.

### Areas that can create a risk include:

- repetitive and heavy lifting
- bending and twisting repeating an action too frequently
- uncomfortable working position
- exerting too much force
- working too long without breaks
- adverse working environment (e.g. hot, cold)
- psychosocial factors (e.g. high job demands, time pressures and lack of control)

### Effects of MSD's

- not receiving and acting upon reports of symptoms quick enough
- they affect large numbers of people across most industries and occupations;
- they have the potential to ruin people's lives;

They also impose heavy costs on employers and on society however,

- although you cannot prevent all MSDs, early reporting of symptoms, proper treatment and suitable rehabilitation is essential and
- prevention measures are cost effective

### Back pain

Most people have back pain at some time. Usually the pain is not caused by anything serious and it settles within a matter of days or weeks. Medical evidence from the Royal College of General Practitioners and the Faculty of Occupational Medicine focuses on three key messages to deal with back pain:-

- Stay active
- Try simple pain relief
- If you need it, seek advice

### Causes of back pain

Back pain is more common in tasks that involve:

- lifting heavy or bulky loads;
- carrying loads awkwardly, possibly one handed;
- repetitive tasks, packing of products;
- long distance driving or driving over rough ground, particularly if the seat is not, or cannot be, properly adjusted;

- stooping, bending or crouching, including work at PCs (poor posture);
- pushing, pulling or dragging heavy loads;
- working beyond normal abilities and limits;
- working when physically tired;
- stretching, twisting and reaching;
- prolonged periods in one position.

### **Warning signs**

If you have severe pain which gets worse over several weeks, or if you are unwell with back pain, you should see your doctor.

Back pain is not usually due to any serious damage or disease. The pain usually improves within days or a few weeks, at least enough to get on with your life. Only a few people have back pain that is caused by a more serious issue such as a slipped disc or a trapped nerve and even these usually get better through time.

If you do have back pain and suddenly notice any of these symptoms, which are rare, you should see a doctor straight away:

- difficulty passing or controlling urine
- numbness around your back passage or genitals
- numbness, pins and needles, or weakness in both legs
- unsteadiness on your feet

### **Display Screen Equipment**

Display screen equipment (DSE) is any work equipment having a screen that displays information. Typical examples are computer screens often called monitors or VDUs.

Using display screen equipment (DSE) computer workstations or equipment or visual display units (VDU's) can be associated with neck, shoulder, back or arm pains, fatigue and eyestrain.

These aches and pains are sometimes called upper limb disorders (ULDs) or repetitive strain injuries (RSI). Surveys have found that high proportions of DSE workers report aches, pains or eye discomfort. Mostly these conditions do not indicate any serious ill health.

The Occupational Health Advisers are available to conduct risk assessments and offer practical guidance as required.

## 3.78 Working at Height

**The Work at Height Regulations 2005** were introduced to help reduce the large number of major and fatal accidents associated with working at height. The Regulations define height as-

“a place is at height if a person could be injured falling from it, even if is at or below ground level” .

Therefore, the Regulations apply to all work at height where there is a risk of a fall liable to cause personal injury. The Regulations set out a simple hierarchy for managing and selecting equipment for work at height.

### Employers must:

- Avoid work at height where they can;
- use work equipment or other measures to prevent falls where they cannot avoid working at height; and
- where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

**All Managers** are responsible for organising any work at height and must ensure that all ladders and stepladders used conform to **EN 131 or Class 1**.

To satisfy these duties, any member of College staff who instructs any work that may involve work at height must ensure that:

- all work at height takes account of weather conditions that could endanger health and safety;
- those involved in work at height are trained and competent;
- the place where work at height is done is safe;
- equipment for work at height is appropriately inspected;
- the risks from fragile surfaces are properly controlled; and
- the risks from falling objects are properly controlled.

Any member of staff who is required to carry out any work at height and are working under another person's control must use the equipment appropriately and in accordance with the manufacturers recommendations and;

- report any safety hazard to them;
- use the equipment supplied (including safety devices) properly, following any training and instructions (unless you think it would be unsafe, in which case you should seek further instructions before continuing).

**The Estates Managers** will be responsible for ensuring that contractors working in College premises have carried out suitable risk assessments where required for working at height, and that contractors observe regulatory requirements and College policies and procedures in relation to work at height.

**The Health and Safety Manager** will monitor the health and safety performance of contractors in relation to work at height and will liaise with the Estates Manager in relation to any sub-standard health and safety performance.

### Risk assessment

All work at height operations will take into account a suitable risk assessment as required under Regulation 3 of the Management of Health and Safety at Work Regulations 1999. Line managers will be responsible for ensuring that such risk assessments are carried out by competent persons.

### Training

College management will ensure that all persons required to carry out any work at height are competent to do so (or, if being trained, are supervised by a competent person). Where other precautions do not entirely eliminate the risk of a fall occurring, the College will so far as is reasonably practicable, train those who will be working



at height or to avoid falling and how to avoid or minimise injury to themselves should they fall. In general terms this will mean that the College will ensure that staff have received appropriate training in the use of ladders, stepladders and mobile tower scaffolds where appropriate.

Training in the use of stepladders and ladders will be based on the following Health and Safety Executive publications-

- 'Safe use of ladders and stepladders'- an employers' guide INDG403 and
- 'A toolbox talk on learning ladder and stepladder safety' INDG 402.

Training in the use of mobile tower scaffolds shall only be carried out by competent persons and will comply with the general requirements of the Health and Safety Executive 'Construction Information Sheet No.10 CIS10'.

**No person shall erect a mobile tower scaffold unless they have received appropriate training and are competent to do so.**

### **Inspections**

All work at height equipment must be inspected by the user in a pre- use-check every day to ensure that there are no obvious defects. **If any defects are apparent then the equipment must not be used and the matter should be reported to the line manager.**

In addition to these pre- use checks all College departments and divisions that use any equipment for work at height such as ladders, stepladders, and mobile tower scaffolds must ensure that there is an appropriate register held detailing what the equipment is and also a means of identifying any particular item of equipment.

This register will be used as a basis for identifying equipment for regular formal inspections of all work at height equipment. All ladders will undergo a formal visual inspection no less than once each month and the results shall be recorded in the College Ladder Inspection Document.

Any mobile tower scaffold equipment will also undergo a formal visual inspection no less than **once each month** and the results shall be recorded in the College Mobile Tower Scaffold Inspection Document.

All equipment will be inspected in accordance with the manufacturers' recommendations and as a minimum for the following:

- structural integrity;
- suitability for use; and
- cleanliness.

### **Fragile surfaces**

Line managers must ensure that no person working under their control goes onto or near a fragile surface unless suitable platforms, coverings, guard rails and any other control measure are provided and used to minimise the risk and do all that is reasonably practicable to minimise the distance and effects of a fall. The hierarchy of controls must be referred to before decisions are made on the specific control measure(s) used. Training, information, instruction and supervision must also be provided.

### **Falling objects**

In order to prevent injury, the College will undertake to do all that is reasonably practicable to prevent anything falling and that no person is injured by anything falling.

All members of staff must ensure that nothing is thrown or tipped from height if it is likely to injure anyone. All materials, tools and equipment must be stored in such a way that its movement is not likely to injure anyone.

## 3.79 Workshops

**The workplace Health, Safety and Welfare Regulations 1992** set out the requirements for all workplaces and all workshops will be set-out in accordance with the regulations. Floor type and structure, covering; dimensions, space and layout, lighting and fire prevention and protection measures will be in accordance with the regulations and any other relevant regulation.

- Lecturers must instruct learners on the departmental safety procedures and processes which involve known risk. This may include the provision of written information on health & safety.
- Lecturers must ensure that learners make proper use of safety equipment and that they know how to take care of safety equipment, so far as is reasonably practicable.
- Machinery should be operated by one learner at any one time.
- Lecturers must ensure that learners wear appropriate personal protective equipment/ clothing whilst within any workshop within the College.
- Machines must not be left unattended whilst in operation.
- Lecturers must ensure that learners use the equipment provided to clean up their workstation prior to leaving the workshop.
- Marked passageways must be kept clear at all times.
- Spillages of oil, water etc., must be removed immediately by the individual who caused the spillage.
- Staff may normally work alone in safety, however, prior arrangements should be made with the manager responsible for the workshop or Reception, out-with normal working hours, so that they can make periodic visits and monitor the situation.

Certain materials have known health hazards and regulations, codes of practice and guidance notes are therefore available. Asbestos, lead, mercury, hardwood and softwood dust, chromium, isocyanates, medium density fibreboard (MDF) and cellular plastics are all such materials. Departments should contact the Health and Safety Manager to obtain relevant publications and make appropriate arrangements prior to working with these materials within College workshops. Under no circumstances should asbestos be brought into College workshops.

- Softwood, hardwood and MDF can only be machined/cut in the Woodwork Machine Shop. This workshop has been upgraded to cope with the hazardous dust from these materials.
- Grinding/disc cutting should be done within grinding booths where provided and where not, grinding/disc cutting should be done only when suitable guarding has been positioned to protect others.
- A supply of barrier cream, liquid soap, after-work cream and paper towels are available in workshops – if these are unavailable or supplies are low the janitorial or Estates staff of the campus should be contacted on to request urgent supply.
- Local Exhaust Ventilation Systems (LEV) must be in operation where provided, prior to the commencement of any process likely to produce fumes or dust.

Prior to leaving a workshop, the lecturer should, so far as is reasonably practicable, ensure that:

- The power key is switched OFF and the key withdrawn;
- Each individual machine isolator is switched OFF;
- Where appropriate, each individual machine is switched OFF;
- Where appropriate, the Oxygen/Acetylene gas mains is switched OFF and all gas welding/cutting systems are de-purged and hoses are free of gases.
- All guards have been replaced securely;
- All learners and staff have left the workshop;

- The lights are switched OFF;
- All work related waste materials are cleared from floors, benches and machines and deposited in the waste bins provided. Work materials should not be placed in general waste bins.
- Lights and extraction systems are switched off.
- Workshop doors are locked.