



HEALTH AND SAFETY POLICY

Varndean College Policies and Procedures

VARNDEAN COLLEGE – HEALTH AND SAFETY POLICY

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RECORD OF UPDATES AND AMENDMENTS

DATE	DETAILS OF UPDATE AND AMENDMENT	APPROVED BY
18/10/10	Annual review of policy document. Insert new Amendment register and Contents page. Insert sections on Asbestos, Consultation and Electrical Safety. Re-format text and re-number pages.	SLT, Accommodation Committee and Corporation.
11/10/11	Annual review of policy. Update Accident Reporting section to reflect changes in RIDDOR reporting. Update First Aid section to reflect changes to structure of training courses and contents of first aid kits. Make minor changes to wording in Risk Assessment section	SLT, Accommodation Committee and Corporation.
16/10/12	Annual review of policy document. Update Accident Recording & Reporting Section to reflect changes in RIDDOR from 06/04/12. Update Asbestos section to reflect changes to regulations from 06/04/12. Update Fire section to reflect changes made to evacuation procedures. Re-number pages and update Contents page.	SLT, Accommodation Committee and Corporation.
14/10/13	Annual review of policy. Revisions to Display Screen Equipment section include a new DSE policy statement and revised guidance on eye testing procedure with reference to the Boots Corporate Eye Care Scheme. Revise PPE section to include reference to safety glasses. Update Waste section to include reference to fluorescent tube storage and disposal arrangements. Re-number Contents page accordingly.	SLT, Accommodation Committee and Corporation.
01/10/14	Annual review of policy document. Update Accident Reporting section to reflect changes to RIDDOR 2013. Amend Asbestos section regarding current asbestos locations. Update Contractors responsibilities to include accident reporting. Update First Aid section regarding trained persons and further guidance. Update Risk Assessment section regarding location of template, use of example assessments and periodic monitoring.	CET and Corporation.
05/10/15	Annual review and update of policy. Carry out minor updates to Fire Safety, First Aid, Manual Handling, Risk Assessment and Work at Height sections to clarify arrangements. Re-name First Aid section. Update Contents page accordingly.	CET and Corporation.
26/09/16	Annual review of policy. Change CET to SLT to reflect changes in organisation. Add guidance on accident investigation in Accident Recording and Reporting section. Provide additional guidance in Fire Evacuation and Emergency Procedures section for the assistance of persons with mobility support needs. Provide additional guidance in Manual Handling section on safe lifting procedure. Update Contents page numbering accordingly.	SLT and Corporation.
20/09/17	Annual review of policy. Edit all sections and make minor changes to wording to provide greater clarity.	SLT and Corporation.
September 2018	Annual review of policy. Create new sections on Vehicle Safety and Workplace Health, Safety and Welfare. Update and re-number Contents page accordingly.	SLT and Corporation

Please note:

It is essential that this current version of the policy is the only one used by college staff. Please withdraw from circulation and destroy all previous versions.

VARNDEAN COLLEGE – HEALTH AND SAFETY POLICY

HEALTH AND SAFETY POLICY STATEMENT

Health and Safety at work is the responsibility of everyone at Varndean College and at any other location used by the College staff and students.

The Corporation, as an employer, accepts its responsibility to develop and pursue a policy and procedures, so far as is reasonably practicable, that will ensure the health, safety and welfare of employees whilst working on behalf of Varndean College and all other persons whilst on the premises, including visitors, contractors and any other personnel.

All employees, with the appropriate support, training and supervision, are required to implement safe working practices and procedures and to work with due consideration for the safety of students and others.

A safe place of work and safe systems of work can only be achieved by the co-operation of employees and management with a determination to promote and maintain a strong safety culture in all of the College's activities.

This document sets out the aims of the college, details the organisation that will manage and promote its objectives, together with the arrangements it considers necessary to inform and guide personnel in achieving a good health and safety culture.

The annual self-assessment process will be used to identify and celebrate good practice and to set targets for improvement, where identified as necessary to improve safe working procedures, systems and personnel.

Principal

Corporation Chair

Date

VARNDEAN COLLEGE – HEALTH AND SAFETY POLICY

THE CORPORATION'S COMMITMENT

The Corporation is responsible for the implementation of this Policy, which will include paying particular attention to the provision and maintenance of the following items:

- A healthy working and studying environment
- A safe place of work with safe access and egress with arrangements for emergency evacuation of premises
- Adequate welfare facilities
- Safe plant, equipment and systems of work. This will include the provision of safety equipment as required
- Arrangements for the identification of hazards and control of risks. This will include the provision of appropriate risk assessments.
- Safe working practices when using equipment, machinery or hazardous substances or where staff are concerned with the handling, storage or transport of goods
- Arrangements to comply with the regulations concerned with the assessment of risk
- Appropriate training, information, instruction and supervision to allow employees to manage both their own Health, Safety and Welfare whilst at work and their responsibilities within the Policy
- Arrangements for appropriate first aid treatment for all those injured on College premises and for the reporting and investigation of accidents and incidents.
- The appointment of employee safety representatives drawn from members of recognised Trade Unions. This will include participation on safety committees and inspections to monitor the effectiveness of the health and safety measures.
- Ensuring that the Corporation's commitment to all relevant health and safety law requirements are met through the effective monitoring of the policy statement
- Ensuring that any grievances or disciplinary matters concerning health and safety are addressed using existing employment procedures.

VARNDEAN COLLEGE – HEALTH AND SAFETY POLICY

ORGANISATION AND RESPONSIBILITIES

The Corporation delegates to the Principal responsibility for the implementation of this policy throughout the College.

- The Senior Leadership Team (SLT), guided by the Health & Safety Officer, will identify competent people who will ensure effective implementation of the policy in specific areas. These will be appropriate Line Managers.
- The SLT will be represented by the Director of Resources on the Health and Safety Committee. The Health & Safety Officer will chair committee meetings. These meetings will form the main vehicle for joint consultation and will comprise members from recognised Trades Unions, the Health and Safety Officer and other Staff Representatives.
- The Committee will meet every term to discuss and review health and safety issues.
- The representative of the largest trades union will normally be a member of the Health and Safety Committee. They will be provided access to relevant information and training to assist them in their role as health and safety representative. This involvement is included in paid time given to the union role.
- Minutes of meetings will be made available to all staff.

LEVELS OF RESPONSIBILITY

The Corporation of the College has overall responsibility for the Health, Safety and Welfare of all staff of the college whilst at work and for ensuring that activities undertaken by the college in the course of its operation do not expose persons not in its employ to risks arising from its activities.

The Corporation delegates as follows:

- **The Principal** will take the responsibility of ensuring that all appropriate measures are taken to comply with health and safety legislation including:
 - Coordinating the development and implementation of the Policy
 - Monitoring the implementation of the Policy
 - Reviewing and updating of the Policy and its supporting arrangements with the communication of any changes to all staff.
 - Ensuring appropriate liaison with Trade Union representatives through the Health and Safety Committee.
 - Reporting on all Health and Safety matters to the Principal and the Corporation via the Finance and Human Resources & Remuneration Committees as appropriate.

VARNDEAN COLLEGE – HEALTH AND SAFETY POLICY

ORGANISATION AND RESPONSIBILITIES (continued)

- **The Health and Safety Officer** will be responsible for:
 - Monitoring the completion of risk assessments and appropriate safe systems of work to enable the college and staff to comply with current health and safety legislation and their duty of care.
 - Identifying health and safety training needs and providing training, where appropriate to enable staff to undertake their work in a safe manner and comply with statutory and Corporation policy requirements.
 - To advise and support staff and others on health and safety matters
 - To monitor health and safety legislative compliance and report to the Principal on the College's performance
 - Provide the Principal and SLT with advice and support in developing practices and procedures in order to ensure safe working methods are implemented.
 - Developing and monitoring appropriate reporting and recording procedures necessary to support the Policy requirements including the reporting of accidents and incidents.
 - Reviewing and evaluating the effectiveness of risk assessments throughout the College.

- **All Line Managers** are responsible for:
 - Effective implementation of Corporation policy in the areas of work over which they have control
 - Compliance with the relevant legislation in their particular area with specific reference to the completion, reviewing and evaluation of risk assessments. This is to be done in co-operation with the Health and Safety Officer (or other appropriate officer).
 - Making sure all staff, for who they are responsible, are aware of the relevant health and safety legislation and specific College procedures regarding the following: Reporting of accidents, incidents and issues, first aid provision, and evacuation procedures.

- **All employees** are responsible for:
 - Complying with the requirements of the Health and Safety Policy at all times.
 - Taking reasonable care for the health and safety of themselves and others.
 - Co-operating with the health and safety instructions issued by managers in order to observe safe working practices, including necessary training.
 - Reporting all accidents, incidents and potential hazards to their line manager on the appropriate forms. Any accident causing injury must also be reported using an Accident and Incident Report Form.
 - Not wilfully misusing anything provided in the interests of health and safety and refrain from any activity that may endanger themselves or others.
 - The reporting of any faulty or damaged tools and equipment

VARNDEAN COLLEGE – HEALTH AND SAFETY POLICY

ORGANISATION AND RESPONSIBILITIES (continued)

- **Students and Visitors** will be responsible for:
 - Ensuring that they do not endanger themselves or others.
 - Acting in a responsible manner whilst attending the college premises
 - Observing health and safety rules and procedures and responding to instructions given by staff, in particular those involving emergencies and fire evacuation procedures.

- **Contractors** will be responsible for:
 - Observing the college Health and Safety Policy at all times and conforming to any safety instructions given.
 - Providing written risk assessments for the work activities, they will be undertaking.
 - The work will not start until the Director of Resources has approved the risk assessments and stated safe systems of work.
 - Reporting any accidents, incidents, dangerous occurrences or hazards to the Site Team Manager or Health and Safety Officer for recording and action.
 - Ensuring that all aspects of their work are risks are covered by relevant insurance. Proof of current insurance must be provided before any work begins.

VARNDEAN COLLEGE – HEALTH AND SAFETY POLICY

GENERAL ARRANGEMENTS FOR POLICY IMPLEMENTATION

The general arrangements for the successful implementation of this policy are described in the following sections. Further information and advice, if required, is available from the college Health & Safety Officer.

LEGISLATION

It is not the intention of this document to provide detail in respect of all regulations that cover the activities of the College. More information regarding regulatory requirements is to be found on the staff intranet site.

It is the responsibility of the Health and Safety Officer to ensure compliance with the relevant legislation and to provide clarification in the event of a query arising over any matter considered a health and safety issue. The Health and Safety Officer will refer to the relevant legislation or obtain specific advice to deal with the matter.

A review of legislative requirements relevant to college activities is carried out on an annual basis and, as a result, Health and Safety Executive guidance publications and current regulations relevant to college practice are kept in the Library for all staff to refer to if required. These can be referred to in consultation with the Health and Safety Officer if desired.

It should be noted that most of the relevant legislation requires a risk assessment to be completed and recorded and the resultant appropriate safe working practices and procedures to be adopted by all staff.

VARNDEAN COLLEGE – HEALTH AND SAFETY POLICY

GENERAL ARRANGEMENTS FOR POLICY IMPLEMENTATION (continued)

SPECIFIC ARRANGEMENTS

The Corporation through the Principal, SLT and appropriate Line Managers will ensure the Health, Safety and Welfare of employees, students and others by adherence to legislation including that covering the following areas:

- Risk Assessment will be carried out in all areas of College work and activities to comply with the Management of Health and Safety at Work Regulations 1999 (MHSW). Assessments will be carried out by people competent to do so, who will record, review and evaluate the information. This will include any groups identified as particularly vulnerable, including those under 18 years of age, pregnant or newly nursing mothers, those employees who are required to work alone and those with identified health issues.
- Suitable and sufficient assessments will be made to prevent and protect employees from exposure to hazardous substances under the Control of Substances Hazardous to Health Regulations 2002 (COSHH).
- The need for employees to undertake hazardous manual handling operations will be avoided, wherever possible. Where avoidance is not practical, a suitable and sufficient assessment of the risk will be completed to comply with the Manual Handling Operations Regulations 1992 (as amended).
- A thorough assessment of every display screen equipment workstation will be completed for those employees who spend a significant proportion of their working day using them, in order to comply with the Health and Safety (Display Screen Equipment) Regulations 1992 (DSE)
- Provision will be made to ensure that all equipment in use at work is safe and without risk to health and safety to comply with Provision and Use of Work Equipment Regulations 1998 and the Electricity at Work Regulations 1989.
- Any personal protective equipment necessary to protect employees against risks to their health and safety will be provided to comply with the Personal Protective Equipment at Work Regulations 1992 (P.P.E).

VARNDEAN COLLEGE – HEALTH AND SAFETY POLICY

ACCIDENT and INCIDENT RECORDING and REPORTING

All accidents, incidents, diseases and dangerous occurrences must be recorded, regardless of whether any action is required or not, even if no injury has occurred. The college also requires the recording of near misses.

Near misses are defined as incidents where an unplanned event occurs where there is no resulting injury or damage, but the potential exists for harm to result if the event occurred under different circumstances.

All accidents and incidents occurring on college grounds and at external locations where learning takes place must be recorded using the Accident and Incident Report form.

The form is available from the college intranet site in the Health and Safety section and a supply of forms are also available from the college Reception.

All records must be completed as accurately as possible, including any witness names and statements and forwarded to the Health and Safety Officer for analysis, investigation and action, where appropriate.

The level of investigation will usually be commensurate with the seriousness or severity of the accident. All staff that have knowledge of, or were involved in the accident will be expected to cooperate in the investigation, and if required contribute to the identification of controls to prevent re-occurrence.

The forms can be marked to indicate either an accident or incident. Incidents may include occurrences such as fainting, panic attacks and any acts of violence, verbal and physical assault, where no injury is sustained.

Accident reporting to comply with RIDDOR

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) have a simplified reporting procedure as of the 1st October 2013.

The types of reportable injury include fatalities to workers and non-workers that arise from a work-related accident and a new list of specified injuries that replaces the previous list of major injuries.

Specified injuries are as follows:

- 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.

VARNDEAN COLLEGE – HEALTH AND SAFETY POLICY

ACCIDENT and INCIDENT RECORDING and REPORTING (continued)

Accidents that prevent an employee from working for over seven days, excluding the day of the accident but including any non-working days are also reportable. Injuries to members of the public (non-employees) arising from work activities, where the injured person is taken to hospital for treatment are also reportable under RIDDOR.

Reportable occupational diseases that are likely to have been caused or made worse by work are as follows:

- 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 dangerous occurrences are certain, specified near-miss events and are listed in 27 categories relevant to most workplaces. A full list is available from www.hse.gov.uk/riddor

The preferred method of reporting is by completion of on-line report forms available from the HSE at the web address above.

The Health and Safety Officer is responsible for the completion and submission of completed reports. A copy of each report will be retained for reference and future referral. Further information on what is and is not reportable is available from the Health and Safety Officer.

In the event of a fatality or specified injury, initial reporting by telephone is still permitted, to be followed by a completed report form within 10 days. The requirement to report accidents resulting in an employee being absent from work for more than 7 days must be completed within 15 days from the date of the accident.

Telephone reports may be made to the Incident Contact Centre on 0845 300 9923 (Monday to Friday 8.30 am to 5 pm). An out-of-hours service is also available, details available on the HSE website.

Further guidance on accident and incident reporting and recording requirements may be found on the college intranet site.

Accident investigation procedure:

The Health and Safety Officer is responsible for the investigation of accidents and incidents to identify causal factors and any measures required to prevent re-occurrence.

All accident investigations will embrace the following principles:

- Act at once - the longer it takes to investigate, the 'muddier' becomes the trail.
- Prohibit or restrict access to the accident scene.
- "Freeze" the accident scene if possible. Leave everything as it was at the time of the accident. If possible, take photographs or make sketches.

VARNDEAN COLLEGE – HEALTH AND SAFETY POLICY

ACCIDENT and INCIDENT RECORDING and REPORTING (continued)

- Interview any witnesses as soon as possible to establish key facts – who was present, what were they doing, what equipment was being used etc.
- Do not allocate blame
- Do not make assumptions
- Understand fully the normal working systems and procedures.
- If facts contradict, do not ignore them, find out more.
- Accidents happen very quickly so remember that witnesses may not have seen everything and may be upset or disturbed by what they have seen and will require a sensitive and sympathetic approach
- Keep an open mind and keep it open throughout the investigation

A thorough investigation will help to identify preventative measures that could prevent another, perhaps more serious, accident occurring.

All employees and students are required to co-operate with any investigation and all information will be treated in the strictest confidence.

VARNDEAN COLLEGE – HEALTH AND SAFETY POLICY

ASBESTOS

Asbestos containing materials (ACMs) were widely used in the construction and refurbishment of buildings in England until 1999. Asbestos in good condition does not pose a health risk, but if disturbed, broken, abraded or sanded, the resulting dust will contain fibres that are easily respirable.

The Control of Asbestos Regulations 2012 introduced a new requirement for employers to notify the Health & Safety Executive of certain categories of non-licensed work and to keep records of all work activities. A revised guidance document A0 Asbestos Essentials Non-Licensed Work, should be referred to help in the decision making process for any tasks and activities involving asbestos materials.

The Regulations also require the persons in control of premises to manage any ACMs present in the building and specifically make their location and presence known to any contractor who may be carrying out any work in the close vicinity of the materials.

The College have conducted a comprehensive Type 2 survey and have had the majority of poor condition asbestos materials removed by a licensed contractor. Some ACMs are still present in the loft of the Hutchins building. The loft access hatches are locked to prevent unauthorised access and marked to indicate ACMs are present. Employees are not permitted to enter the lofts under any circumstances.

The Site Team retains a register of all remaining asbestos materials, their location and condition. This register will be made available to any contractor working in any area where ACMs are present. The college has also produced an Asbestos Management Plan to help manage the remaining materials on site. The plan is maintained and updated by the Health and Safety Officer on an annual basis.

Condition monitoring checks are carried out every six months to detect any deterioration in the condition of the ACMs and these checks are recorded.

No member of staff or student is expected to remove, disturb or work on ACMs. An approved licensed contractor must only carry out any work involving ACMs.

VARNDEAN COLLEGE – HEALTH AND SAFETY POLICY

CONSULTATION

The College is committed to the promotion of a culture of openness regarding all health and safety matters. To further this aim, there are various arrangements in place to ensure that all employees are consulted on health and safety issues.

The primary method of consultation is through the Health and Safety Committee which meets once a term and comprises representatives from teaching and support staff, union representation, the SLT and other invited employees.

Requests for agenda items are circulated to members of the committee prior to each meeting to enable any points of discussion or concerns from colleagues to be tabled at the meeting. Minutes from each meeting are circulated to committee members for distribution to colleagues, the SLT and to the Governor with responsibility for Health and Safety. A copy of the meeting minutes is also available on the Staff intranet.

Health and Safety issues may also be brought directly to the attention of the Health and Safety Officer, who participates in fortnightly progress review meetings with the Director of Resources. This enables discussion of the issue and identification of any relevant action to address the issue.

Feedback will be provided to the employee who raised the issue and if necessary, further monitoring of the situation will be arranged.

VARNDEAN COLLEGE – HEALTH AND SAFETY POLICY

CONTRACTORS

Varndean College operates a policy of only employing contractors of which suitable enquiries have been made, so far as is reasonably practicable, to ascertain their competency to undertake the work required of them.

The competency of contractors will be determined by inviting them to submit information in response to the company questionnaire, which will be assessed by the Finance Director in accordance with the company procedure for appointing contractors.

The college's health and safety policy and its requirements will be provided to all contractors.

All contractors sub-contracting to the college will be obliged to undertake their activities to a standard not less than that demanded by the health and safety policy of the college and in accordance with all relevant legislation.

Contractors will not be permitted to commence work until they have agreed the safe method of working with the Resources Director or Site Team Manager and have received clearance to proceed.

Plant, tools and equipment provided by the contractor, must be in good working condition and comply with all relevant legislation and safe working certificates will be required before use is permitted. Suitable risk assessments will be required from the contractor and appropriate control measures confirmed before commencement of operations.

Contractors' employees will be required to report all injuries and dangerous occurrences immediately to the Site Team Manager. This, however, does not absolve any contractor of their responsibilities in this respect.

All contractors' employees must comply with any instructions issued by the college

All contractors will provide suitable welfare and first aid facilities for their employees, unless suitable arrangements have been made for those employees to use the facilities of the college

All contractors' personnel shall comply with all site rules specified by the college and observe all signs and directions and wear all personal protective clothing and equipment required of them.

All contractors will be informed that any contravention or compromise of health and safety requirements by their personnel on site will not be tolerated and could result in their exclusion from site and consideration for further work on behalf of Varndean College.

VARNDEAN COLLEGE – HEALTH AND SAFETY POLICY

DISABILITY EQUALITY DUTY

The College recognises its duty to protect the health and safety of all persons who access and use the college facilities and those who work within and on the premises.

To achieve this we need to understand the diversity of those who use our facilities and be clear about the impact of our policies and procedures on those persons, and conduct our business with sensitivity and respect for people's different needs.

We will achieve this if we encourage and value diversity amongst our own employees and become a fair and inclusive organisation, respecting what each person brings to our organisation and recognising the value they add.

The college will ensure that any reasonable adjustments are planned and implemented to achieve maximum accessibility for all people.

This will include:

- Ensuring that signs and labels are easy to read by using large text, visual or picture symbols, contrasting colours and placing at a suitable height
- Providing information about our products and services in easy-to-read, audio or Braille formats
- Ensure people can contact the college by phone, fax or email
- Make adaptations to our website by re-sizing text, providing descriptions of images and ensuring a clear, logical layout
- Monitor our accessibility audit to ensure there are no obstacles for any individual using the premises
- Maintain records of all the access needs of regular disabled students and staff to ensure the right support at the right time
- Ensure all promotional material mentions our accessibility and states that we welcome disabled students

This policy will be regularly reviewed to ensure it continues to meet the needs of all people who use and access our facilities

VARNDEAN COLLEGE – HEALTH AND SAFETY POLICY

DISPLAY SCREEN EQUIPMENT (DSE)

Introduction

Varndean College has a duty to assess the risks posed to the health & safety of its employees and to anyone else who may be affected by its activities. Significant risks identified by this process need to be managed in order to reduce the risk to an acceptable level.

The use of Display Screen Equipment (DSE) is recognised as a significant ergonomic risk in the workplace, which the College manages through the effective implementation of the Display Screen Equipment Policy.

Policy Statement

The College acknowledges its responsibility for managing DSE in the workplace and has put in place suitable measures to protect the health and safety of DSE users.

Policy Objectives

The objectives of this policy are to ensure that:

- Suitable provision is made in terms of DSE work equipment
- DSE workstations are assessed via the DSE users self-assessment process
- Appropriate information and training is provided to DSE users, primarily through the staff intranet
- DSE users have access to a free eye examination and corrective glasses, where these are required solely and specifically for DSE work.
- DSE users with specific health issues related to DSE work have access to advice and support from an Occupational Health Service

Application

The policy applies to all College staff that use DSE as a significant part of their work based activity. Where College employees are required to work from home, the requirements of the DSE Policy in terms of provision of equipment and suitable workstation set up must be implemented.

A DSE self-assessment must be carried out for the home setting. Whilst the DSE Regulations do not apply to staff that choose to occasionally work from home, the employee has a responsibility to ensure that their work area is set up in accordance with good DSE working practices.

- **‘Display Screen Equipment’** means any alphanumeric or graphic display screen
- A **‘user’** means an employee who habitually uses display screen equipment as a significant part of their normal work.
- An **‘operator’** means a self-employed person who habitually uses display screen equipment as a significant part of his normal work.
- **‘Workstation’** means any assembly comprising display screen equipment, accessories to the display screen equipment, any peripherals used, any furniture and the immediate work environment around the display screen equipment.

VARNDEAN COLLEGE – HEALTH AND SAFETY POLICY

DISPLAY SCREEN EQUIPMENT (DSE) (continued)

Organisational Responsibilities

The responsibilities and organisational arrangements that support the DSE Policy are set out below.

DSE User

The DSE user has an active role within the policy with responsibility to:

- Receive and understand information and training provided on DSE either via an online training package or as part of a training programme
- Complete a DSE Self-Assessment for the workstation and highlight any significant findings to the DSE Assessor/Health and Safety Advisor. The DSE self-assessment should be reviewed in light of any significant changes to the DSE set up or working practices
- Work with the support of the DSE Assessor/Health and Safety Advisor to resolve any issues arising from the DSE Self-Assessment
- Report any health problems which may be related to DSE work, to their line manager and/or the Health & Safety Advisor

DSE Assessor/Health and Safety Advisor

The DSE Assessor/Health and Safety Advisor provide a co-ordination role within the policy and have responsibility for the following:

- Ensuring new DSE users have access to DSE training and carries out a DSE self-assessment as part of their induction process
- Following up on issues raised by the DSE self-assessment process and working with the DSE User to resolve any problems identified
- Recommending referral to Occupational Health (through Human Resources) for individuals experiencing DSE related medical issues

Occupational Health Advisors

The Occupational Health Adviser provides a supportive role within the policy by:

- Carrying out a detailed assessment for individuals with work related health problems
- Making recommendations to individuals and their manager based upon the findings of the detailed assessment

Heads of Schools / Departments

The Heads of Schools and Departments have overall responsibility within the policy for:

- Ensuring all DSE assessments are carried out in their area of responsibility
- Making suitable provision of furniture and equipment for DSE users working under their control
- Responding to recommendations made by the DSE Assessor/Health and Safety Advisor and/or Occupational Health Advisor in respect of the health and safety of DSE users

VARNDEAN COLLEGE – HEALTH AND SAFETY POLICY

DISPLAY SCREEN EQUIPMENT (DSE) (continued)

Workstation Assessments

The College has a duty to carry out a suitable and sufficient assessment of its DSE workstations to ensure they meet with the requirements set out in the schedule to the Health & Safety (Display Screen Equipment) Regulations 1992.

All employees who use computers for a significant proportion of their working time shall complete a workstation self-assessment. A self-assessment form is provided as part of the new staff induction and may also be found on the pool drive under staff/health and safety/Display Screen Equipment Assessment Checklist.

The results of this assessment will then be reviewed by the appropriate Manager or the college Health and Safety Advisor, who will provide assistance to resolve any outstanding issues.

A follow up one-to-one assessment may be carried out by the Health and Safety Advisor if required e.g. if there are specific concerns about the individual or their workstation.

The assessment shall be reviewed if major changes are made to equipment or furniture, if workstations are relocated, if the nature of the work changes or if the health of the user changes.

Training and Information for DSE users

All DSE users should receive information and training on the possible risks of DSE work, how to work safely, how to carry out a DSE self-assessment, and the measures the College has put in place to comply with the DSE Policy.

To achieve this, all users are provided with initial information during induction and users are also responsible for accessing the information and guidance provided on the College intranet issued by the DSE Assessor/Health and Safety Advisor

Breaks from the computer

Breaking up long spells of DSE work helps to prevent fatigue, eyestrain, upper limb problems and backache. Most employees within the College will have control over their own working arrangements and will be able to organise their work to achieve this.

The best way to break up work is to alternate sedentary work with more active tasks such as filing, photocopying etc. Where this is not possible, more formal breaks may be required.

Frequent mini breaks (e.g. 1 minute every 15 – 30 minutes) are preferable to a longer break every couple of hours. Computer installed software can be useful to remind users to take frequent mini breaks.

Laptop Computers

Laptops must comply with the regulations where they are in prolonged use (e.g. for periods of an hour or more, and on most days).

VARNDEAN COLLEGE – HEALTH AND SAFETY POLICY

DISPLAY SCREEN EQUIPMENT (DSE) (continued)

As the regulations state that the keyboard and screen must be separate, specific modifications will be required to laptops in prolonged use.

There are several options for this:

- Place the laptop on a specially made platform or docking station and use a separate keyboard and mouse
- Use the laptop with a separate monitor
- Use the laptop with a docking station
- Connect the laptop to a desktop computer using a KVM (keyboard, video, mouse) switch

All laptop accessories should be as light as possible. It is recommended that a rucksack type carrier be considered if a laptop is carried frequently.

Eye Examination & Testing

The College will provide (without charge) the means for all employees who are classified as “DSE users”, to have an eye examination and test upon request. Access to this service is provided via an eye care voucher scheme operated in conjunction with the Boots Corporate Eye Care Scheme.

The voucher entitles the user to a full eye test and examination, as well as a pair of standard, intermediate, corrective glasses. These glasses will be solely and specifically for DSE use, and cannot be combined with lenses for other uses (such as driving etc.).

The College may contribute towards the cost of varifocal lenses where the central part of the lens is specifically calibrated to allow viewing of the computer screen. The cost of the contribution will not exceed the normal cost of a pair of basic frames and lenses.

The eye care vouchers are issued by the Human Resources Department. Entitlement to re-testing will usually be allowed every two years, except in exceptional circumstances.

Employees who choose to make alternative arrangements for eye examination and testing will not be entitled to reimbursement through the College for any costs they may incur.

VARNDEAN COLLEGE – HEALTH AND SAFETY POLICY

ELECTRICAL SAFETY

The College is committed to ensuring all electrical equipment used by employees and students is safe and properly maintained.

Varndean College will ensure that:

- Electrical work is only carried out by competent electricians
- Electrical equipment and installations are installed in accordance with the Institute of Electrical Engineers (IEE) Wiring Regulations
- Inspection and testing of portable electrical equipment as frequently as required either by Regulations, manufacturer's instructions or as a result of risk assessment. Portable electrical equipment is defined as equipment that has a cable and plug and can be easily moved around, e.g. a heater, inspection lamp, etc. Records of such testing are maintained by the Health and Safety Officer
- Maintenance of fixed installations by carrying out inspection and testing as required either by Regulations or manufacturer's instructions
- Promotion and implementation of safe systems of work for maintenance, inspection or testing
- No work will be undertaken by any employee on equipment or systems above 650 volts. Such work will only be undertaken by approved and qualified contractors who are trained and equipped for such work
- Full exchange of safety information occurs with other contractors
- Serviceable personal protective equipment is always provided if required
- Detailed records of all electrical work are maintained

All employees and users of electrical equipment will ensure the following procedures are complied with:

- The user checks equipment daily before use for any defects. This will include the general condition of the cable or lead for signs of wear or damage, the condition of the plug or connector, the condition of the equipment casing to identify cracks or any other damage
- Faults, however minor, are reported at once. The equipment is not to be used until the fault has been rectified
- Repairs to electrical equipment are not carried out unless authorised/qualified to do so. This may include fitting plugs
- Equipment used out of doors is always connected through a residual current device (RCD)
- Long extension leads are not used unless absolutely necessary. Connectors comply with BS EN 60309-2
- Safety standards for temporary wiring are to be as those for permanent wiring. Temporary wiring should not remain in use for more than three months.

VARNDEAN COLLEGE – HEALTH AND SAFETY POLICY

FIRE EVACUATION AND EMERGENCY PROCEDURES

The safety of all staff, learners and visitors is of paramount importance to the college. The Emergency Evacuation Procedure and location of the Fire Assembly points are displayed throughout the premises.

On discovering a fire:

- Raise the alarm by operating a break glass (call point)
- Do not attempt to attack the fire unless you have been trained in the correct use of fire extinguishers

On hearing the alarm:

- Leave the building by the shortest available route
- Do not stop to collect personal belongings
- Do not use lifts
- Do not re-enter the building until informed it is safe to do so
- Report to the assembly point as shown on the evacuation maps
- Remain at the assembly point until instructed by a member of staff

Employees are responsible for ensuring all learners follow the above procedure and to close doors as rooms are vacated. Staff must also remain at the assembly point until informed it is safe to re-enter the premises.

Visitors:

All visitors and contractors to the college are required to sign in at Reception where they will be provided with information regarding fire emergency evacuation and issued with a badge to be worn at all times whilst on the premises.

Members of the college staff team have specific duties as detailed below.

Duty Senior Staff:

Members of SLT, Heads of Schools (HOS) and Site Team personnel have undertaken training as Fire Marshals to enable them to clear and check the college buildings during fire evacuations and fire drills.

They will also liaise with the Senior Fire Officer, direct the Fire Brigade to the fire and point out fire hydrants. They will be responsible for the control and co-ordination of each assembly area to ensure no personnel re-enter the building until it is safe to do so.

Site Team:

The Site Team members on duty must go directly to the Fire Alarm Panel located in the Main Foyer to check the panel and note the activated zone. They should then check the zone for a genuine fire or a fault.

In the event of a genuine fire, they will inform members of the SLT/HOS and oversee the evacuation of the premises. In the event of a fault (e.g. *broken break glass/ smoking indoors or a faulty sensor*) they will note the fault and continue to oversee the evacuation of the premises.

VARNDEAN COLLEGE – HEALTH AND SAFETY POLICY

FIRE EVACUATION AND EMERGENCY PROCEDURES (continued)

If the alarm should sound during twilight hours (16.30 to 18.30) the evacuation procedure is as stated above. If members of SLT are not available the Duty Site Team member will assume responsibility for overseeing the evacuation.

Staff and learners are required to co-operate with any instruction given by the Site Team member and to remain at the assembly point until informed otherwise.

Evacuation of persons with mobility support needs:

The College has identified the need for additional equipment to enable any persons with mobility support needs to safely evacuate from the premises.

The equipment provided includes an Evacuation-Chair located outside the lift in the Library and evacuation ski-pads located at either end of the top floor corridor by the refuge points.

Students with mobility support needs will leave the teaching rooms after all other students and will be accompanied to the refuge point by the member of staff.

The emergency telephone at the refuge point will be used to inform a member of the Site Team positioned by the main fire alarm panel in the entrance lobby that assistance is required. A member of the Site Team will report to the refuge point to assist in the evacuation.

A number of staff have undertaken training in the use of both pieces of equipment and will be able to assist in the evacuation of the student, using the main east or west staircases to the first floor and via the corridor to the car park outside Hutchins wing or to the ground floor and via the corridor to the east or west end assembly points.

Evening Fire Evacuation Procedure:

During Adult Education evening classes only three assembly points will be used. They are as follows:

1. In front of the Link College
2. On the grass across the service road at the West End of the main building
3. Outside Hutchins Block Car Park

All staff and students must vacate the premises and report to the nearest Assembly point to their classrooms. They must remain there until instructed it is safe to return to the premises or they must leave the premises.

Duty Manager Evening Fire Procedure:

In the event of a fire during evening classes the Duty Manager will implement the following:

- Ensure all students leave the building via the nearest fire exit
- Check the fire assembly points as listed above to ensure all tutors have evacuated their classes and all personnel are accounted for
- **No one is permitted to re-enter any building until notified by a member of the Site Team**
- Report to the main entrance of the Main Building and await notification from a member of the Site Team it is safe to re-enter the premises.

VARNDEAN COLLEGE – HEALTH AND SAFETY POLICY

FIRE EVACUATION AND EMERGENCY PROCEDURES (continued)

OTHER EMERGENCIES

Gas Leak:

In the event of the discovery of a gas leak, windows must be opened, all gas appliances turned off and electrical equipment, such as light switches should not be operated, as a spark could cause an explosion. All persons should be evacuated as in a case of fire and any assembly points near to the gas leak should not be used and persons kept away from the area.

Staff on duty at Reception will be responsible for contacting the National Gas Emergency Service on: 0800 111 999.

Bomb Threat:

In the event of the discovery of any suspicious packages, or the receipt of a bomb threat, then any suspicious packages should be left as first discovered and persons evacuated well away from the area, and to a location with a solid structure, with minimal windows between them and the possible bomb. The emergency services will be contacted as in the event of a fire and direction taken on the most suitable course of action.

Power Failure:

If there is a power cut during hours of darkness, the Site Team representative present at the time will assist in ensuring that temporary lighting arrangements are made, where possible. If temporary arrangements cannot be made, students and staff will be sent home, ensuring they are able to leave the site safely.

Evening Duty Manager Power Failure Procedure:

Emergency Lighting will activate in the event of power failure.

In the event of a power failure all tutors should remain in their rooms or the corridor directly outside and await instructions from either the evening Site Assistant or the Duty Manager.

The Duty Manager will meet the Evening Site Assistant at the Adult Education Office.

The Evening Site Assistant will provide torches and liaise with the Duty Manager to assist in evacuating tutors and students. Evacuation will be one class at a time.

VARNDEAN COLLEGE – HEALTH AND SAFETY POLICY

FIRST AID PROVISION

The Health and Safety (First Aid at Work) Regulations 1981 requires employers to assess their first aid requirements and to provide adequate First Aid provision and sufficient trained persons relevant to the nature of the activities at the location and the numbers of employees present.

The amount of First Aid cover required largely depends on the degree of risk involved and the number of persons employed.

Varndean College operates a programme of First Aid training to enable the provision of adequate cover by trained persons, a mixture of First Aid at Work and Emergency First Aid at Work trained personnel.

The names and locations of all trained persons and how to contact them, and the locations of first aid kits are displayed throughout the College and available on the college intranet.

Items issued from First Aid Boxes must be replaced at once. The Health and Safety Officer must be informed of any accidents and items that are used, to enable adequate control of first aid materials. It is the responsibility of the person administering the treatment to record the action in the accident book and inform the Health and Safety Officer.

The contents of all first aid kits are checked once a term to ensure adequate supplies are available. First aid kits are now required to conform to BS 8599-1:2011 for workplace kits and BS 8599-2 for vehicle first aid kits, which are the standards that govern the content of the kit.

Additional items are now required to cater for a wider range of emergencies, including eyewash in travel kits, hydrogel burn dressing and foil blankets.

Further guidance on First Aid provision and training is available on the college staff intranet.

VARNDEAN COLLEGE – HEALTH AND SAFETY POLICY

HAZARDOUS SUBSTANCES

The Control of Substances Hazardous to Health Regulations 2002 (COSHH) are designed to protect people against health risks arising from the use of hazardous substances in the workplace.

The following provisions are made under the regulations:

- No work must be carried out which is liable to expose any employee to any substance that is hazardous to health unless a suitable and sufficient assessment of the risks created by that work has been carried out.
- Exposure to substances hazardous to health must be prevented or where this is not reasonably practicable adequately controlled.
- Any control measures found to be necessary must be maintained and tested.
- Exposure to substances hazardous to health is monitored and in some circumstances health surveillance will be necessary.
- Employers must inform instruct and train their employees about the substances they work with, the precautions and control measures necessary and emergency procedures required.

Substances hazardous to health are defined in the regulations and include those for which the nature of the risk is specified as:

- TOXIC
- HARMFUL
- CORROSIVE
- IRRITANT
- Substance with Maximum Exposure limits or Occupational Exposure Standards (listed in EH40 – HSE publication)
- Biological Agents (bacteria and other micro-organisms)
- Substantial quantities of dust
- Any other substance that may cause comparable hazards to people's health e.g. pesticides, medicines, cosmetics etc.

The duties of Varndean College, as the employer, under these regulations are as follows:

- Assess the risks to the health of personnel
- Decide what precautions are necessary
- Prevent or adequately control exposure
- Ensure control measures are used and maintained
- Monitor the exposure
- Carry out appropriate health surveillance
- Prepare plans and procedures to deal with accidents, incidents and emergencies
- Ensure employees are properly informed, trained and supervised

VARNDEAN COLLEGE – HEALTH AND SAFETY POLICY

HAZARDOUS SUBSTANCES (continued)

An assessment is the basic legal requirement of these regulations. It has to be completed on any procedure that involves the use of a substance hazardous to health. This will include procedures carried out within the College and particularly in the following areas:

- Science
- Art
- Photography
- 3D Art and Design
- Reprographics
- Cleaning activities
- Any other area where a substance hazardous to health could be used or fumes emitted.

It is important to note that work **must not** be carried out with substances hazardous to health unless a suitable and sufficient assessment has been completed by a competent person.

Each college department is required to maintain a register of all substances in regular use and it is the responsibility of the appropriate Line Manager to ensure that appropriate assessments have been completed and are regularly reviewed and updated, where required.

An assessment for each substance or activity will be completed in each work area where hazardous substances are being used. This assessment will need to be reviewed and checked each time the activity is carried out. The assessment must also include the controls required to ensure exposure is as low as reasonably practicable and any information that is required to be provided to students or college employees to enable safe working.

(For convenience, other hazards not covered by COSHH are included on the Risk Assessment form e.g. Flammables & Radioactive Substances)

Further information and guidance on the safe use of hazardous substances may be found on the staff intranet site.

VARNDEAN COLLEGE – HEALTH AND SAFETY POLICY

LONE WORKING

Lone workers should not be at greater risk than other employees. Lone working may require the provision of extra risk control measures. All staff finding themselves in these situations must be clear about any safety and emergency procedures and provisions.

The buildings at the east end of the College site are particularly vulnerable for staff working out of normal hours, and their use should be avoided if at all possible by use of rooms in the main college building.

Particular attention must be paid to a safe way in and out of the building, to ensure that employees are not at risk when locking or unlocking the premises, and in the event of a fire or other emergency. All employees must know the procedure if an emergency occurs.

Employees working alone must not attempt to operate machinery or equipment they have not been trained on, and must not attempt to move or lift any object that requires more than one person.

Lone workers must be medically fit and suitable for working alone. They should be sufficiently experienced to understand the risks involved and how to respond in the event of an emergency. Inexperienced or new employees will need to be supervised until they are deemed competent and regular checks will be carried out to ensure they remain safe. This could be in the form of telephone calls or visits.

The need for accurate information concerning employee's whereabouts is crucial in safely managing lone working.

Employees must not be expected to handle or take responsibility for large amounts of money whilst on their own, for their own protection and to minimise the threat of violence or unwanted attack.

This information is intended to supplement and support the risk assessment for this area of activity.

Further guidance on lone working may be found on the staff intranet site.

VARNDEAN COLLEGE – HEALTH AND SAFETY POLICY

MANUAL HANDLING

Manual handling is described as any activity, which involves the transporting, movement or support of a load, including:

- Lifting
- Putting down
- Pushing
- Pulling
- Carrying
- Moving it by hand or bodily force

A load is anything that has a weight to it.

Manual Handling activities account for nearly one-third of the total number of injuries in workplaces and the most number of absences from work over 7 days.

The Manual Handling Operations Regulations 1992 (as amended) place a duty on employers to carry out the following:

- Avoid the need for hazardous manual handling as far as reasonably practicable.
- Provide mechanical handling aids to remove or reduce the need to manually handle loads
- Assess the risk of injury from any hazardous manual handling activity that cannot be avoided.
- Reduce the risk of injury from hazardous manual handling as far as reasonably practicable.

This means that each manual handling task that cannot be avoided must be assessed to see whether there is a significant risk of harm being caused and to determine what can be done to reduce this risk.

Manual Handling Assessments:

An assessment should take into account the following four factors:

1. **The Task** - does it involve:
 - Holding or manipulating loads at distance from the trunk
 - Unsatisfactory bodily movement or posture especially:
 - Twisting the trunk
 - Stooping
 - Reaching upwards
 - Sudden movement of loads
 - Excessive lifting or lowering
 - Excessive carrying distances
 - Excessive pushing and pulling of loads
2. **The Load** – is it:
 - Heavy
 - Bulky or unwieldy
 - Difficult to grasp
 - Unstable
 - Sharp, hot etc.

VARNDEAN COLLEGE – HEALTH AND SAFETY POLICY

MANUAL HANDLING (continued)

3. **The Working Environment** - are there:

- Space constraints preventing good posture
- Uneven, slippery or unstable floors
- Extremes of temperature or humidity
- Poor lighting
- Strong air movement

4. **Individual capability** - does the job:

- Require unusual strength or knowledge
- Require the provision of specific information
- Create a hazard to those who might reasonably be considered to be pregnant or have a health problem

A risk assessment checklist for manual handling activities can be found electronically at the following location:

Pool drive – Staff - Health and Safety - Manual Handling Risk Assessment Checklist.

Once this assessment is completed, control measures and safe working practices should then be agreed for the individual or task concerned

Safe Manual Handling Procedure:

The following guidance must be followed to reduce the risk of injury during any manual handling activity.

The Kinetic Lift

The “Kinetic Lift” begins with the relaxation of the knees and the automatic adjustment of foot positioning. Balance is maintained by relaxing and naturally positioning the body weight.

1. Look at the load

- Assess the load - what are its characteristics? Size and shape, indications as to weight, surface texture and condition, provision of handholds. Are you able to lift and move the load without injuring yourself?
- If in doubt, use mechanical means of lifting or get help at this stage

2. Foot position

- If possible - feet hip width apart, one foot ahead of the other ('boxer' foot position)
- Approach load - adopt 'boxer' foot position with leading foot alongside load, facing the direction of intended travel

3. Bend knees and keep back straight as possible

- In this position the feet are flat on the floor providing greater stability and being ready to lift
- Keep the back as straight as possible but maintain the natural curve of the lower back. Attempts to keep the back too straight may lead to over-flexing the knees and possibly injury. It also leads to a jerky lifting movement that could contribute to cumulative strain injury.

VARNDEAN COLLEGE – HEALTH AND SAFETY POLICY

MANUAL HANDLING (continued)

4. Test the load and take a firm grip

- Hands and forearms inside thighs
- Test load by gentle rocking to assess weight and stability. Is it evenly balanced or is it heavier on one side than the other?
- Take hold using a comfortable and stable grip. For example, the diagonal grip. If the left foot is forward - then left hand on far top corner of load; right hand under right rear corner of load. If right foot forward, reverse the hand positions

5 Lift with legs and keep load close to body

- Gently raise head and look forwards
- Load bearing arm remains relatively straight, load brought close to body whilst lifting
- Body rises, rear foot thrusts body forward thus initiating forward movement with minimum of effort
- Keep arms tucked in to reduce fatigue to neck and shoulders.
- Do not twist the body when carrying the load.

6. Put down, a reversal of the pick up

- Face the spot the load is to be placed upon by turning feet and body in that direction, don't twist the body
- Load kept close to body during lowering, bend knees
- If placing on a table or similar, use the 'boxer' foot position and keep the load close to the body until its weight is supported
- Slide the load into its final position, if necessary
- Watch for fingers – do not trap them under the load.

SPECIAL LIFTS:

Overhead - Lowering from a high place (Not more than 2m)

- Test the weight by pushing on it
- Check to see no debris is on top of the load to be moved
- Stand close to the load
- Grasp load firmly, sliding it down your body
- If in doubt, get help.

Overhead - Lifting to a high place (Not more than 2m)

- Make the load as light as possible
- Stand on a sturdy base - not a chair, or similar furniture
- Staggered foot position, if possible
- If in doubt, get help

If lifting to or lowering from more than 2 metres, use suitable, steady steps, not stepladders. Avoid manoeuvring heavy loads on leaning ladders.

VARNDEAN COLLEGE – HEALTH AND SAFETY POLICY

MANUAL HANDLING (continued)

TEAM LIFTING:

- Try to work with someone of similar build and height
- One person to give commands
- Lift at the same time, raising load to desired level
- Move smoothly and together
- Remember that the load a team can lift is less than the sum of individual capabilities
- Careful planning is even more important with large or awkward loads

ONE ARM LOADS: Avoid, if possible. If not try to divide the load or observe the following:

- Balance body with opposite arm
- 'Boxer' foot position, bend at knees, head up
- Grasp load firmly and lift using legs, free arm for balance
- Keep shoulders level, change hands often.

Further information and guidance may be found on the staff intranet site or from the Health and Safety Officer.

VARNDEAN COLLEGE – HEALTH AND SAFETY POLICY

NOISE AT WORK

The Control of Noise at Work Regulations 2005 requires employers to reduce the risk of harm to the hearing of employees, arising from exposure to excessive levels of noise whilst at work.

Risks associated with noise at work include:

- Reduced hearing and /or deafness
- Tinnitus
- Not hearing instructions
- Not hearing emergency alarms

All work will be evaluated, risk assessments undertaken as appropriate and methods of working established in accordance with applicable standards.

Such assessments shall be undertaken by a competent person and when there is reason to suppose that they are no longer valid or there is a significant change in work to which the assessment relates, those assessments shall be reviewed and suitably amended. Records of such assessments shall be maintained until further assessment is made.

Every effort will be made to eliminate or minimise the noise source and where this is not achieved protective measures will be implemented as outlined in the risk assessment.

Where the '*First Action Level*' of 80dB (A) is equalled or exceeded, employees will be advised of the situation, provided with suitable hearing defenders and advised to make use of them.

Where the '*Second Action Level*' of 85dB (A) is exceeded, employees will be provided with hearing protection and instructed that they must wear the equipment whilst undertaking the work which is the subject of the assessment.

Employees must not be exposed to a '*Peak Action Level*' of 87dB (A) or peak sound pressure of 140dB.

The College will implement the following measures:

- All relevant information relating to the noise characteristics of all machinery and equipment used by the College for use on work related activities, is obtained and taken into account when carrying out risk assessments
- Suitable training is provided to employees and students on the dangers and safe working practices relating to noise, that necessary information is provided and appropriate control procedures are established and competent supervision is provided
- Employees and where necessary, students are issued with the appropriate personal protective equipment and that it is properly used and maintained

VARNDEAN COLLEGE – HEALTH AND SAFETY POLICY

OFF-SITE ACTIVITIES

It is essential that before arranging any offsite activity and educational visits, the Guidelines and Procedures for All Educational Visits document available on the Staff Intranet is studied and an appropriate risk assessment is completed.

All trips must have a fully completed risk assessment. This must address actions taken to control the risk of abuse on the specific visit and include staff/student ratio and sleeping arrangements on residential visits. All trips will be agreed in principle by the Vice Principal, but not authorised until an appropriate risk assessment(s) is provided.

It is essential that, before any educational visit takes place, the attention of all students be drawn to the Code of Conduct for Students on Educational Visits. Each student should be issued with a copy of the Code of Conduct.

It is the responsibility of the party leaders to go through the guidelines with the students before the visit takes place, ensuring that all students understand what is expected of them and have agreed to adhere to the guidelines and any restrictions or requirements made as a result of a risk assessment and have accepted responsibility for their behaviour and actions.

The Organiser (or another member of staff) should normally go to the site(s) of the proposed visit to check both suitability for the educational objectives and safety aspects.

This is compulsory for all visits involving Hazardous Activities and desirable, wherever practicable, for other visits. Where a preliminary visit is not possible e.g. many international destinations, the organiser must demonstrate that all reasonable care has been taken to check locations and activities through correspondence.

Whenever an educational visit involves activities that are beyond the expertise, experience and training of the staff from the College, the organiser must ensure that there are appropriately trained and qualified staff at the venue(s) who are able to adequately supervise the students.

The risk assessment must give special consideration to:

- The mode of transport
- Accommodation (if residential)
- Activities, especially any recognised hazardous activities

A completed risk assessment form which summarises the findings from the initial enquiries and information available must be completed before the event. If, during the course of the year, similar off-site activities are organised, then a generic form can be completed. This needs to only be repeated if details of the activity or arrangements change significantly.

When significant risks are identified it is essential these are controlled, **before** the activity takes place. For any off site activity involving students who are under 18 years old, a consent form signed by parent/guardian must be obtained.

Further information is available on the staff intranet.

VARNDEAN COLLEGE – HEALTH AND SAFETY POLICY

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Protective equipment will be provided to all employees and students where it has been identified by assessment as necessary to control any residual risks.

The College currently provides overalls, protective footwear, disposable gloves, heavy-duty gloves, eye and hearing protection and dust masks. There are also welding masks for use with oxyacetylene torches.

The College will implement the following measures:

- Determine by assessment what protective clothing or equipment is required in respect of a particular activity
- Ensure that any necessary protective clothing or equipment is issued to employees and students as required before they commence work
- Ensure that suitable training and instruction is given to all employees and students in the correct use, storage and maintenance of the protective clothing and equipment issued
- Ensure that adequate supplies of protective clothing or equipment are available at the work place, for issue as required and that such issues are duly recorded in a Safety Equipment and Protective Clothing Issue Register
- Ensure that all personal protective equipment is maintained in an efficient state of repair and in good working order
- Provide suitable storage arrangements for protective clothing and equipment to ensure it is maintained in good condition
- Require employees and students to report any defective equipment or clothing immediately upon discovery of the defect and to see that it is replaced as soon as practicable

Employees working in laboratories are often required to use eye protection during experiments. Where employees already wear prescription glasses, the college will provide prescription safety glasses to avoid the need to wear two sets of eye wear. Employees should refer to the DSE Policy for further details.

VARNDEAN COLLEGE – HEALTH AND SAFETY POLICY

RISK ASSESSMENT

The Management of Health and Safety at Work Regulations 1999 (as amended) requires employers to:

Make a suitable and sufficient assessment of the risks to the health and safety of their employees to which they are exposed while at work and the risks to the health and safety of those not in their employment, but who may be affected by what they do.

Risk assessments will need to be carried out within all departments to enable safe working practices to be established and to correctly identify any hazards and decide whether existing controls are sufficient or if further controls are needed to reduce the risk to the lowest possible level.

A hazard is something with the potential to cause harm and a risk is the likelihood or chance of the harm being realised.

A risk assessment is a systematic exercise that involves identifying all the hazards present, identifying the risks associated with the hazard and evaluating the risk by considering the severity of the hazard, the likelihood of harm and the number of people at risk.

This will enable the identification and implementation of further controls to either eliminate the hazard or reduce the risk to the lowest possible level.

Further information and guidance is available on the college staff intranet site under Health & Safety. The template for recording risk assessments can be obtained electronically from the following location:

Pool-Staff-Health and Safety-Risk Assessment Year Folder-Risk Assessment Template

An example of a completed risk assessment for a teaching room is also provided in the same folder. It should be noted that this is an example only and assessments will have to be tailored to suit individual environments and associated activities.

Completed assessments must be retained by individual departments and a copy stored in the Risk Assessment Year Folder suitably named to enable easy identification.

This will enable the Health and Safety Officer to check and review all current assessments and provide advice and support on content, if required. Checks are carried out on a periodic basis to ensure that control measures detailed in assessments are being used by staff and are effective in managing risk.

Risk Assessments should be reviewed and updated on a regular basis or when there are changes in activities, introduction of new equipment, significant staffing changes or teaching areas change location. Risk assessments must always be reviewed following an accident or incident.

The usual cycle of review occur during the self-assessment process in the summer term. All members of departments or schools should contribute to the risk assessment review process.

VARNDEAN COLLEGE – HEALTH AND SAFETY POLICY

RISK ASSESSMENT (continued)

Please note that separate assessments will be required when using hazardous substances (COSHH Regulations 2002), when using display screen equipment (Display Screen Equipment Regulations 1992) and when undertaking any manual handling operations (Manual Handling Operations Regulations 1992)

MANAGEMENT OF HEALTH AND SAFETY REGULATIONS 1999 HAZARD GUIDANCE SHEET

HAZARD	DESCRIPTION
TRIPS/SLIPS/FALLS ON LEVEL	Condition of flooring (slippery/uneven/broken). Spills, obstructions/tripping hazards
FALLS FROM HEIGHT	Steps, stairs, tables/chairs(!), balconies, ladders, scaffolds, holes, ramps, windows.
STRUCK BY OBJECT	Stepping on/striking against. Hit by a protruding, projected, falling or swinging object. Trapped, cut or crushed by same.
VEHICLES/TRANSPORT	Collision with other moving or stationary vehicles, cycles and/or pedestrians
MACHINERY	Powered moving parts e.g. fans, woodworking machines, abrasive wheels, lathes etc. Individual regulations and Provision & Use of Work Equipment Regulations 1998 (PUWER).
HAND TOOLS	Powered portable e.g. electric drill, hand-held grinder, chain-saws. Manual e.g. knife, guillotine and many others. (PUWER)
VIBRATION	Creates vibration in the body e.g. road drill, sander, compressor, chainsaw etc. Control of Vibration at Work Regulations 2005.
PRESSURE SYSTEMS	Systems governed by Pressure Systems Regulations 1989. Include also steam, vacuum and hydraulics.
NOISE	Loud i.e. over 80 decibels – Noise at Work Regulations 2005 Include nuisance noise e.g. fluorescent tubes, machine fans, printers.
TEMPERATURE EXTREMES	Contact with hot or cold surfaces or substances e.g. steam, radiators, irons, freezers. Include extreme ambient temperatures. Covered by Workplace (Health, Safety and Welfare) Regulations 1992
FIRE/EXPLOSION	Check fire precautions. Gas/Flammable liquid leaks. Storage of combustible materials and chemicals/substances. Sources of ignition. Regulatory Reform (Fire Safety) Order 2005.
CHEMICALS/DUST	All substances likely to be harmful including chemicals, pesticides, bacteria, dusts and fumes etc. Control of Substances Hazardous to Health Regulations 2002.
ASBESTOS	May be found in pipe lagging, ceiling/wall tiles, fire protection, brake and clutch linings Control of Asbestos Regulations 2012.
VENTILATION	Hot, stuffy atmosphere, build up of fumes. E.g. machine, fume cupboards. Workplace Health, Safety & Welfare Regs.1992
LIGHTING	Too bright, too dark. Day and night, all areas inside and outside. Workplace Regs.1992
ACCESS/EXIT ROUTES	Suitable, Accessible, Well maintained. Workplace Regs. 1992 and Fire Safety Order 2005
CONFINED SPACES	Movement and/or oxygen is restricted, e.g. trench, tunnels, stores, boiler rooms, maintenance activities. Confined Spaces Regulations 1997.
HOUSEKEEPING	General tidiness, obstacles, overcrowding, standard of cleaning. Workplace Regs.1992
STACKING/STORAGE	Stores, shelves, cupboards, stable, suitable, sturdy, and accessible. Workplace Regs.1992
MANUAL HANDLING	Movement of loads and people. Also bending, stretching, repetitive movements. Manual Handling Operation Regulations 1992.
DISPLAY SCREEN EQUIPMENT	VDU's, workstations, associated equipment and environments. Display Screen Equipment Regulations 1992.

VARNDEAN COLLEGE – HEALTH AND SAFETY POLICY

VEHICLE SAFETY

All reference to vehicles refers to those owned by the College, leased or hired for use by the College.

Varndean College recognises the risks associated with the use of vehicles on public roads and will ensure the safety of employees and students by the following measures:

- The College will maintain records of all vehicles and the maintenance carried out on them
- Any person intending to drive a vehicle must hold a full driving licence and be approved to drive.
- The College mini buses are only to be driven by those employees who have the appropriate entitlement on their driving licence and have been trained by the Mini Bus Co-ordinator
- Mini buses must be booked out and checked by the driver before commencing the journey.
- The vehicle must also be checked when returning the vehicle to the college
- Vehicles are used on public roads in accordance with current legislation and drivers must comply with any College-specific rules. These can be found in the Mini Bus Policy.
- A daily check is carried out before use of the vehicle on oil, water and fuel levels, serviceability of lights and general condition of the vehicle
- Vehicles are not loaded in excess of their maximum capacity and loads are safely secured before transportation. Extra-ordinary loads e.g. those that are unusually wide, high or long must display the appropriate hazard warning signs and if necessary, lights
- The number of passengers transported in a vehicle is as defined by the manufacturer
- Vehicles when left unattended are secured, as is any load being carried
- All vehicles are to carry a first aid kit
- Any road traffic accidents or faults with the vehicle are reported immediately to a member of the Senior Leadership Team
- Drivers of vehicles must not use mobile phones, including those with 'hands-free' arrangements, whilst the vehicle is being driven
- Drivers should ensure they are aware of the side effects of any medication they may be taking and if necessary report this to their Manager
- Drinking alcohol and driving is forbidden. Driving college vehicles, on or off the public road, is forbidden if alcohol has been consumed within the previous 13 hours

Members of the college Site Team will carry out periodic checks on the general condition of all vehicles to ensure the above requirements are being adhered to.

Personnel not complying with the above procedures could be subject to disciplinary measures.

VARNDEAN COLLEGE – HEALTH AND SAFETY POLICY

WASTE MANAGEMENT AND WASTE DISPOSAL

The College recognises the responsibilities placed upon it by current legislation to ensure that all waste materials are disposed of in a safe manner that will not pose a risk to personnel or the environment.

Different types of waste require different arrangements for disposal and the College is keen to promote separation of waste wherever possible to enable recycling.

Various waste disposal facilities are provided throughout the college and these are emptied on a daily basis by cleaning staff. The majority of waste generated in classrooms is paper and card, food waste and various packaging materials. This waste is then bagged and deposited in the wheeled containers located at the west of the main building.

To minimise the amount of waste produced, all staff and students are required to consider the following:

- Try not to use as much in the first place e.g. quotas for users
- Double-side all photocopying and printing
- Print two pages or more on one sheet
- Reuse paper in printers and photocopiers
- Circulate one copy of memos, minutes or use email
- Use the back of scrap paper - for internal notes, as a note pad, or for student notes
- Allow students to submit work which is double sided and single line spaced
- Ensure that fax machines do not produce header or report sheets
- Reuse envelopes internally in preference to purchased transit envelopes
- Give staff training in the most efficient way to use the photocopiers
- Buy recycled paper products wherever possible
- Pass scrap office paper and newspaper to other users such as play groups or schools
- Refrain from printing out emails, unless absolutely necessary

The college also provides containers for secure paper shredding located in the Staff Room, Reception Office, Registry, Hutchins Wing and Reprographics. The containers are emptied monthly by an external contractor.

Food waste from the Home Room canteen is deposited in the general waste wheeled containers on a daily basis.

Designated containers are provided in the Site Team workshop for the storage of fluorescent tubes until collected by a licensed carrier for safe disposal. The college has also engaged the services of a private contractor to safely dispose of all old electrical and electronic equipment on an as and when required basis.

VARNDEAN COLLEGE – HEALTH AND SAFETY POLICY

WORK AT HEIGHT

The Work at Height Regulations 2005 requires employers to adopt the following approach towards working at height:

1. Avoid the need to work at height where practicable
2. Assess working at height to identify the best way of carrying out the work and the identification of the safest means of access
3. Provide collective fall prevention measures over individual measures
4. Ensure all persons who are to work at height are competent or if being trained, are supervised by a competent person

Hazards associated with working at height include:

- falls of persons from the place of work or through access ways (e.g. windows)
- falling materials and equipment
- failure of access equipment

All work at height will be assessed prior to the commencement of work to identify the most suitable methods for carrying out the work safely. Where appropriate, a written method statement will be prepared defining the safe method of working for the task.

The college will implement the following procedures:

- Where required, scaffold is provided suitably designed to provide safe access to and egress from the roof area, and to accommodate the appropriate safe working procedures
- All equipment, staging, safety belts, harness, anchorages etc. required to undertake the work safely will be available on site before the commencement of operations. These will be inspected weekly and any defects remedied or the defective article replaced
- All employees deployed to work at height will have received suitable training, are adequately experienced or supervised and are competent to undertake the tasks expected of them, and they have been fully instructed on the safe method of working for the duration of the work
- Competent supervision is provided on site to oversee the work activities
- All scaffold and access equipment is properly erected and inspected and certified as suitable for use, before personnel are deployed to undertake work on roof areas
- Suitable provision is made for the raising and lowering of materials and debris in a safe manner
- Work is undertaken in accordance with the approved safe working practice
- No work will be permitted when adverse weather conditions prevail e.g. severe winds, heavy rain, or surfaces that are wet and slippery, or covered in frost or snow

The vast majority of work at height will be carried out by members of the college Site Team and involve routine maintenance activities, such as changing light bulbs or fluorescent lights. Suitable access equipment is provided to enable these tasks to be performed safely. This includes leaning ladders, folding step ladders and a scaffold tower for higher level activities.

VARNDEAN COLLEGE – HEALTH AND SAFETY POLICY

WORK AT HEIGHT (continued)

Members of the Site Team and the Drama department have undertaken certificated training in the assembly and dismantling of scaffold towers (PASMA). They are the only authorised college personnel permitted to carry out this activity.

All access equipment is recorded on a register and is subject to regular inspections, which are also recorded. College employees are not permitted to bring their own access equipment onto college premises and use it.

Working on Roofs:

Hazards associated with work on roofs include:

- Falls from the edge of the roof
- Falls between rafters/trusses
- Materials and/or tools falling from roof
- Falls through roof openings
- Electrocution by contact with overhead cables
- Being struck by lightning
- Dislodging of guttering
- Collapse through overloading
- Falls through fragile materials e.g. Perspex or plastic roof lights
- Health hazards e.g. asbestos sheeting/tiles

All roof work will be evaluated prior to tender and suitable provision made to undertake the works in accordance with correct working procedures and appropriate legislation. Prior to commencement of works on site the college shall ensure that risk assessments are carried out and method statements prepared defining the safe method of working relevant to each project.

Access Equipment:

Listed below are the issues to be considered before the selection of access equipment for a particular task.

Ladders:

Ladders are a means of gaining access to items or space, e.g. stored goods on shelving. They should not be used as a workplace unless absolutely necessary. Wherever possible, alternative and safer methods of access are used.

The ladder:

- Ladders are regularly checked for serviceability of stiles, rungs and safety feet. A record of such checks is maintained.
- Unserviceable ladders are withdrawn from use immediately a fault is discovered.
- Makeshift repairs, unauthorised modifications or other tampering is not permitted.
- Ladders are never painted.
- The selected ladder is always appropriate to the job.

VARNDEAN COLLEGE – HEALTH AND SAFETY POLICY

WORK AT HEIGHT (continued)

Using the ladder:

- Security of the ladder is paramount in good ladder safety.
- A ladder that is used as access to and from a workplace is always secured from falling.
- Both feet of the ladder are on a firm footing and prevented from slipping.
- The ladder is angled to minimise the risk of the feet slipping outwards. "One rung outwards for every four upwards" is a good guide.
- The top of the ladder rests against a firm, solid surface and is secured to prevent sideways movement.
- Ladders should always be secured from falling. If the ladder cannot be secured, a person must 'foot' the ladder whilst in use, including whilst it is being secured. Sandbags or other deadweight are not used to foot a ladder.
- Where a ladder must be used as a workplace it is positioned so that the risk of slipping is reduced, the need for stretching is avoided and good handholds are available.
- Where tools or similar must be carried up or down a ladder, a tool-bag or 'holster' is used so that both hands are free for manoeuvring up or down the ladder.
- Heavy or bulky loads are never carried on ladders.

Step-ladders:

These are not designed for any degree of side loading and can be easily overturned. The user's weight should be kept within the 'foot-print' of the ladder and over-reaching should be avoided.

The top step of most step-ladders is designed as a platform to hold items, e.g. paint kettles, etc. It should not be used to work from unless the manufacturer's instructions specifically state that this may be done.

Step-ladders will be regularly inspected for faults, damage, etc. A record of such inspections will be maintained by the Site Team.

Mobile Towers:

Independent mobile towers provide a stable working platform that is safer than ladders or steps, but there are risks associated with the construction and use of towers. Employees must have received training, be competent and always follow manufacturer's instructions during the construction of towers.

The good practice information provided below must be followed by all trained employees when using towers:

- Wheel braces must be fitted to the first stage of a scaffold tower to offset the bending stresses caused by the fitting of castor wheels
- Castors should be at least 125mm in diameter, have the maximum permitted load stamped on them and be capable of being braked to prevent the tower from being moved whilst in use
- When the tower is at rest, the castor wheels must be turned diagonally outwards to provide the maximum base dimension, even during access
- Wheel brakes must be locked on whilst the tower is in use
- Only one working platform must be used at any time

VARNDEAN COLLEGE – HEALTH AND SAFETY POLICY

WORK AT HEIGHT (continued)

- The maximum point load must not exceed 80kg on an area of 300mm²
- The base dimension of a tower must be at least 1.2metres
- No part of the tower may be sheeted
- The maximum height of a mobile tower must not exceed 10.5metres
- If used outside the height must not exceed 3 times the smallest base dimension
- If used inside the height must not exceed 3.5 times the smallest base dimension
- Towers can only be used on surfaces that are firm and level and have been checked for adequate support
- All personnel and materials must be cleared from the tower before it is moved
- Towers must only be moved by pushing and pulling at the base
- Access to the tower must be from the inside by climbing a ladder that has been properly secured and extends at least one metre above the working platform or by climbing the framework
- All connections must be properly tightened, latching hooks correctly seated and fittings correctly applied
- Components must be checked prior to use for damage or lack of fit which might impair their load carrying ability
- Non-compatible components must not be used
- If latching hooks are used they must be inspected to ensure that springs and release triggers are operative
- Stabilisers or outriggers may be used to increase the base size so that further sections can be added to the height
- Stabilisers with pad feet and outriggers with castors must be fixed to the tower and be in firm contact with the ground
- Outriggers will require braces, as specified by the manufacturer
- It is recommended that stabilisers are only used on static towers

Inspection:

Inspection of mobile towers will be carried out by trained persons only to identify any risks present and implement actions to remedy them.

Towers less than 2 metres in height will be inspected after assembly and at regular intervals thereafter, dependent on frequency of use and the prevailing conditions on site.

Towers over 2 metres high will be inspected after assembly and if the tower remains in use thereafter on a weekly basis, and after any event that may have affected the tower's stability.

If the inspection identifies that it is unsafe to continue work, the Site Team Manager will stop work and ensure any faults are rectified before work re-commences.

Records of the inspections will be copied to the originator of works and the originals retained by the Site Team for the duration of the works.

VARNDEAN COLLEGE – HEALTH AND SAFETY POLICY

WORKPLACE HEALTH, SAFETY and WELFARE

The Workplace (Health, Safety and Welfare) Regulations 1992 require all employers to ensure the health, safety and welfare of employees in the workplace.

The Health and Safety Officer and Site Team Manager are responsible for ensuring the co-ordination of general workplace safety, but **all employees** have a responsibility to contribute towards the overall standards in the workplace.

It is recognised that a very common cause of workplace injury is due to slips, trips and falls resulting from short-term hazards, e.g. spills, dropped items and obstructed walkways. Many falls result from slips or trips at floor level.

The college will ensure that the risk of slips, trips and falls is reduced to the minimum by monitoring the following:

- Floor and traffic route surfaces and coverings are maintained in good repair and clean
- Suitable and sufficient handrails and guardrails are provided to prevent falls
- Procedures are in place to mop up leaks and spillages
- Lighting is suitable and sufficient, even in emergencies
- Slip, trip or fall hazards are clearly signed
- There is adequate provision for the safe storage of documents and resources

Employees can do much to reduce the risk of slips, trips or falls by observing the following guidance:

- Reporting, for remedial action, any matter that could cause a slip, trip or fall. For example, a failed light or damaged floor surface
- Ensuring that electrical leads are properly managed and not left to trail across floors and traffic routes
- Instructing students to keep bags and clothing away from walkways in teaching areas
- Practising 'good housekeeping' by making sure corridors, etc. are free from obstruction and bags, clothing and other personal items are stored in the appropriate place
- Not running inside the building or indulging in horseplay
- Close filing cabinet or similar drawers after use, particularly the lower ones
- Arranging office furniture so as to reduce the risk of falls
- Ensuring that spillages of liquids or substances are mopped up

Adequate welfare facilities must be available at all places of employment and must include:

- Clean, well maintained toilet facilities with hand wash basins and a good supply of soap and paper towels or other methods of drying hands
- A supply of clearly labelled clean drinking water from the public supply, water dispensers or bottled water with plastic cups
- A room or facilities to allow for change of clothing, somewhere to store normal clothing and if appropriate, somewhere to dry wet outdoor clothing. Lockers may be provided, if appropriate
- A room for personnel to take breaks and eat meals with facilities to warm food and make hot drinks