

Health and Safety Policy

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Health and Safety Policy



Policy name:	Aquinas College Health and Safety Policy
Author(s) :	Debbie Blackburn Neil Lowe
Owner :	Neil Lowe (Health and Safety Officer)
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Linked to other policies	Owner
01 Aquinas College Risk Assessment Procedure	Health and Safety Officer
02 Aquinas College Accident and Near Miss Reporting Procedure	Health and Safety Officer
03 Aquinas College Fire Prevention Procedure	Health and Safety Officer
04 Aquinas College Manual Handling Procedure	Health and Safety Officer
05 Aquinas College Contractor Code of Practice	Health and Safety Officer
06 Aquinas College Control of Substances Hazardous to Health Procedure	Health and Safety Officer
07 Aquinas College Working at Height Procedure	Health and Safety Officer
08 Aquinas College First Aid Procedure	Health and Safety Officer
09 Aquinas College Provision and Use of Work Equipment Procedure	Health and Safety Officer
10 Aquinas College Welfare Procedure	Health and Safety Officer
11 Aquinas College Lifting Operations and Lifting Equipment Procedure	Health and Safety Officer
12 Aquinas College Display Scree Equipment Procedure	Health and Safety Officer
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26 Aquinas College Medications Procedure	Health and Safety Officer
Staff Code of Conduct	Personnel Manager
Management of Work Related Stress Policy	Personnel Manager
Aquinas Disaster Planning Document	Assistant Principal (Finance)

General Statement of Intent

Aquinas College(hereafter referred to as the “college”) is committed to ensuring, sofar as is reasonably practicable, that all activities are carried out with the highest regard for the health, safety and welfare of all its employees, students and of any others who may be affected by its undertakings.

Our aim is excellence in health and safety, by means of continuous improvement of standards, systematically removing the causes of accidents/incidents and ill-health.

Aquinas College recognises its duties under the Health & Safety at Work Act 1974 and the Regulations made under it. Aquinas College will comply with the above legislation and accepts its responsibilities for the Health, Safety, and Welfare at work of all its employees.

The Governing Body believes that ensuring the health and safety of staff, students and visitors is essential to the success of the college.

We are committed to:

- a) Providing a safe and healthy working and learning environment
- b) Preventing accidents and work related ill health
- c) Assessing and controlling risks from curriculum and non-curriculum work activities
- d) Ensuring safe working methods and providing safe equipment
- e) Providing effective information, instruction and training
- f) Monitoring and reviewing systems to make sure they are effective
- g) Promoting a positive health and safety culture through communication and consultation with employees, students and their representatives on health and safety matters
- h) Setting targets and objectives to develop a culture of continuous improvement
- i) Ensuring adequate welfare facilities exist at the college
- j) Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable

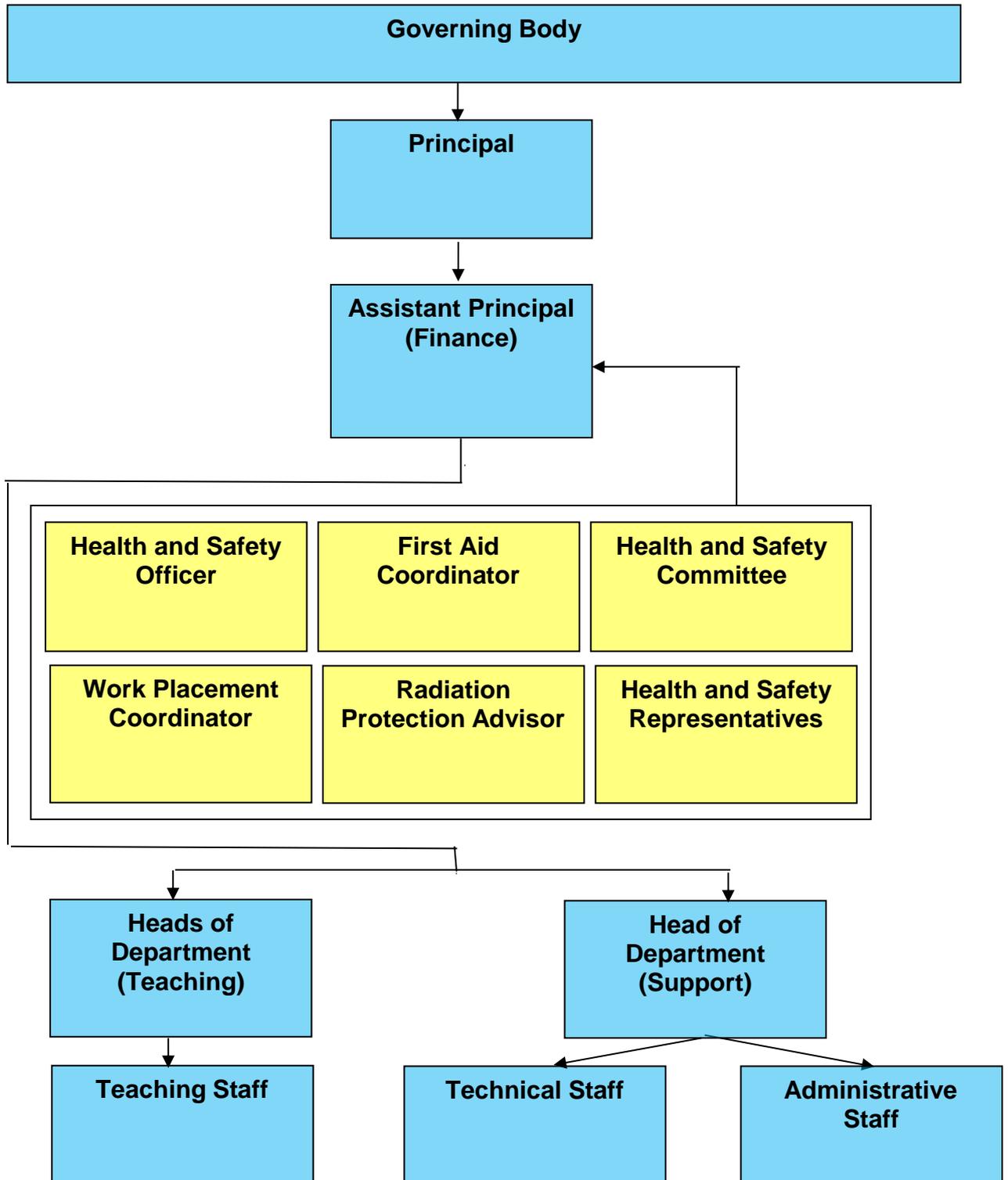
A Health and Safety Management System has been created to ensure the above commitments can be met. All Governors, staff and students will play their part in its implementation.

This policy should be read in conjunction with the Disaster Recovery Plan, Health and Safety procedures and the Guidance for trips and visits.

Organisation of Health and Safety

Overall responsibility for health and safety in colleges is that of the Aquinas College Governing Bodying Body.

The Day-to-day responsibility for ensuring this policy is implemented is delegated to the College Principal.



To comply with the Governing Body Statement of Intent the college's management Team have had additional responsibilities assigned to each level , as followed:-

Governing Body

The Governing body have the following responsibilities to ensure:

- a) A clear written policy statement is developed which promotes the correct attitude / behaviours to promote a positive safety culture within the college.
- b) Responsibilities for Health, Safety and Welfare are allocated to specific individuals and that they are informed of these responsibilities.
- c) Individuals have sufficient experience, knowledge and training to perform the tasks required of them.
- d) Procedures are developed which comply with legislative requirements and identify the hazards and assess the risk that staff and students may be exposed to and ensure suitable control measure are implemented.
- e) Allocate suitable resources to develop and implement safe systems of work.
- f) Monitor the Health and Safety performance of the college and include this in its annual report.
- g) Review the Health and Safety policy and performance by annually.

Principal

The Principal is responsible for the day-to-day management of the college and shall be responsible for the following:-

- a) To show commitment to the Governing Body's Statement of Intent.
- b) Promote and implement The Health and Safety policy.
- c) Ensure that the Policy is communicated adequately to all relevant persons.
- d) Ensure appropriate information on significant risk activities is given to staff, students, visitors and contractors.
- e) Ensure appropriate consultation arrangements are in place for staff, students and their Trades Union representatives.
- f) Provide sufficient resources to enable staff and students to comply with Health & Safety Requirements.
- g) Report on Health and Safety matters to the Governing Body

Assistant Principal – Finance

- a) Ensure that all staff are provided with adequate information, instruction and training on health and safety issues.
- b) Make suitable arrangements for the identification of hazards and the completion of risk assessments for departments and working practices to be undertaken.
- c) Ensure safe systems of work are in place as identified from risk assessments.
- d) Ensure that emergency procedures are in place.
- e) Ensure that equipment is inspected and tested to ensure it remains in a safe condition.
- f) Ensure records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- g) Ensure arrangements are in place to monitor Health and Safety performance.
- h) Ensure that all accidents are investigated and any remedial actions required are completed.
- i) Ensure the Heads of Department are complying with the colleges Health and Safety Policy to ensure that all are aware of their responsibilities for the application of the health and safety procedures and arrangements.
- j) Report to the Principal and Governors annually on the health and safety performance of the college.
- k) Review and up-date policy as appropriate

Facilities Manager

Facilities management duties include:

- a) Ensuring the safety, security and maintenance of the premises occupied by the college.
- b) Ensure fire risk assessment and ensuring adequate evacuation procedures are in place including for persons who require assistance during an emergency evacuation and the adequate provision of appropriately trained staff to enact evacuation.
- c) Ensure that fire safety equipment are adequately maintained and tested in accordance with statutory requirements.
- d) Ensure that a first aid risk assessment and ensure an adequate number of trained first aid personnel are available.
- e) Ensure retention of records relating to the management of asbestos containing material for the old college premises in line with the college's policy.

- f) Ensure the compliance with the management of legionella controls at the premises in line with the college's policy.
- g) Ensure premises inspections are completed to ensure maintenance and safety issues are monitored and identified for action as appropriate.
- h) Ensure that there is monitoring process in place contractors whilst working on the colleges premises.
- i) Act as the main point of contact for all premises Health and Safety issues and provide suitable resources where appropriate.
- j) Ensure that all premises related plant and equipment are adequately maintained and tested in accordance with statutory requirements.
- k) Ensure that the fixed electrical system and portable electrical equipment are adequately maintained and tested in accordance with statutory requirements and College Policy
- l) The Facilities Manager is responsible for the control of contractors whilst on college premises.

Health and Safety Officer

The college Health and Safety Officer has the following responsibilities:

- a) To advise the Facilities Manager of any Health and Safety issues.
- b) Advise on methods of resolving Health and Safety issues.
- c) To advice and co-ordinate the annual risk assessment process for the College.
- d) To manage the annual general workplace monitoring inspections and performance monitoring process.
- e) To make provision for the inspection and maintenance of work equipment throughout the college.
- f) To manage the keeping of records of all health and safety activities including management of building fabric and building services in liaison with contractors.
- g) To ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the college generally.
- h) To advise the Principal of situations or activities which are potentially Hazardous to the health and safety of staff, students and visitors.
- i) To advise the Principal of relevant changes in health and safety legislation.

j) Carrying out any other functions devolved to him by the Facilities Manager, Assistant Principal, Principal or Governing Body.

Heads of Department

a) Promote the Implementation of the colleges Health and Safety Policy to their own department or area of work and ensure that teaching staff are aware of their responsibilities for the application of the Health and Safety policy.

b) Carry out regular health and safety risk assessments of the activities for which they are responsible.

c) Ensure that all staff under their control are familiar with the Health and Safety policy and procedures.

Ensure educational trips within their department are subject to adequate risk assessment consistent with the college's trips and visits procedure. When first proposed, overseas trips must be approved by the Principal and Assistant Principal – Finance. All trips need permission from Simon King from a curriculum perspective and the Assistant Principal - Finance from a financial viewpoint.

For more details see the guidance for trips and visits document.

d) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required. Any unsafe conditions identified relating to plant or equipment must be reported to the Facilities Manager.

e) Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety.

f) Ensure all accidents / incidents, safety concerns or near misses are reported immediately using the correct procedures and Investigate all accidents / incidents that occur within their area of responsibility.

g) Ensure there is effective supervision of their students.

i) Ensure that everyone complies with all arrangements in place for the promotion of Health and Safety.

j) Make recommendations to the Assistant Principal (Finance) on Health and Safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.

k) Ensure that everyone complies with the use of protective clothing and guards where necessary.

Teachers and Other Staff

Classroom staff and teachers are expected to:

- a) Exercise effective supervision of their pupils, to ensure that students are aware of the procedures for fire, first aid and other emergencies and to carry them out.
- b) Follow the particular Health and Safety measures to be adopted in their own teaching areas as laid down in the relevant policy and procedures and to ensure that they are applied.
- c) Give clear health and safety instructions and warnings to students when necessary.
- d) Follow safe working procedures at all times.
- e) Supervise the use of protective clothing and guards where necessary.
- f) Make recommendations to their Head of Department or Assistant Principal (Finance) on Health and Safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- g) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on Health and Safety in line with National Curriculum requirements for safety education.
- h) Report all accidents, near misses/dangerous occurrences and defects to their Head of Department.

Facilities Staff / Technicians

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must:

- a) Comply with the college's health and safety policy and procedures at all times – in particular procedures for fire, first aid and other emergencies.
- b) Co-operate with college's management in complying with relevant health and safety law.
- c) Use all work equipment and substances in accordance with instruction, training and information received.
- d) Report to their immediate line manager any hazardous situations and defects in equipment found in their work places.
- e) Report all incidents in line with current incident reporting procedure.
- f) Act in accordance with any specific health and safety training received.
- g) Inform their Line Manager of what they consider to be shortcomings in the college's health and safety arrangements.
- h) Exercise good standards of housekeeping and cleanliness.

Contractors

- a) Adhere to all college policies and procedures
- b) Follow college site safety rules at all times.
- c) Permits to work will be issued by the Facilities Manager.
- d) Any equipment used on college premises must be in safe working condition and have up to date PAT testing.
- e) When working on college premises they must ensure that the work area is cordoned off and signed appropriately.
- f) All contractors must report to Facilities Manager before work is commenced
- g) Any defects or health and safety issues must be reported to the Facilities Manager immediately.
- h) Any accidents on college premises must be reported to the Facilities Manager.
- i) Contractors must be made aware that smoking is only permitted in the designated smoking area.

College Health and Safety Representatives

- a) The Governing Body recognises the role of Health and Safety Representatives appointed by a recognised trade union or by the college staff.
- b) Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out college inspections within directed time but, wherever practicable, outside teaching time.
- c) They will also be consulted on health and safety matters affecting all staff.
- d) They are also entitled to certain information, e.g. about accidents and to paid time off to train for and carry out their health and safety functions.

Health and Safety Committee

The Committee functions in accordance with the Safety Representatives and Safety Committees Regulations 1977.

The functions of the Committee are:

- a) To discuss safety related matters;
- b) To study accident and other safety related statistics and trends, in order that corrective action may be recommended.
- c) The examination of safety audits on a similar basis;
- d) Consideration of reports and factual information provided by inspectors appointed under the Health and Safety at Work Act 1974;

- e) Consideration of reports that safety representatives may wish to submit;
- f) To assist in the development of safe systems of work;
- g) To monitor the effectiveness of the content of safety training;
- h) To consider the adequacy of safety and health and communication and publicity in the workplace;
- i) The provision of a link with the enforcing authority.

Students

All students are expected to:

- a) Understand their responsibilities within the Health and Safety Policy.
- b) Exercise personal responsibility for the Health and Safety of themselves and others.
- c) Report all accidents /incidents to staff immediately.
- d) Observe all the Health and Safety rules of the college and in particular the instructions of staff given in an emergency.
- e) Not wilfully misuse, neglect or interfere with things provided for their health and safety.

Arrangements

- 1.1 Health Safety and Welfare
- 1.2 Business Planning and Policy Implementation
- 1.3 Raising and Resolution of Health, Safety and Welfare Concerns
- 1.4 Measuring Performance
- 1.5 Auditing and Reviewing Performance

Topic Specific Policies and Procedures

- 2.1 Overview
- 2.2 First Aid
- 2.3 Reporting and Investigating Accidents
- 2.4 Fire and Other Emergencies
- 2.5 Consultation on Health and Safety Matters
- 2.6 Training of Staff
- 2.7 Provision of Information to Staff
- 2.8 Environmental Protection Act
- 2.9 Management of Stress
- 2.10 Violence at Work and Lone Working
- 2.11 Site Security and Personal Safety
- 2.12 Portable Appliance Testing
- 2.13 Control of Substances Hazardous to Health
- 2.14 Risk Assessment
- 2.15 Personal Protective Equipment

2.16 Manual Handling

2.17 Legionella Control and Water Hygiene Management

2.18 Person Handling

1.1 Health, Safety and Welfare Arrangements

A range of Safe systems of work will provide the framework for compliance with specific policy and topic requirements are in place and subject to ongoing maintenance and development. Master copies are provided in hard copy in the Health and Safety department, all other folders will be located at all key location across the college and also in electronic folders within the Health & Safety sections on the College Intranet.

1.2 Business Planning and Policy Implementation

Responsible managers are required to establish and maintain local planning and implementation strategies for Health, Safety and Welfare matters in accordance with the established College business planning mechanisms.

These must, in particular, address Health, Safety and Welfare matters in all respects where there is significant foreseeable risk of harm or loss arising. They must seek to promote a positive Health, Safety and Welfare culture by setting priorities, performance standards and realistic timescales for action, whilst allocating the necessary resources to achieve objectives.

The Assistant Principal (Finance) is responsible for setting out an annual plan that addresses College issues and the implementation of new Health, Safety and Welfare legislation.

1.3 Raising and Resolution of Health, Safety and Welfare Concerns

Any employee who has a Health, Safety and Welfare concern must always first raise the issue with their line manager who must investigate as appropriate and determine the course of action to be taken. The employee also has the right to bring the matter to the attention of their health and safety representatives for guidance and support.

If issues cannot be readily resolved at local level, or if additional guidance is needed, the line manager may call upon the Health and Safety Officer for advice and support. Unresolved matters must be referred to the Assistant Principal -finance who will determine the appropriate course of action to suit the circumstances. Matters that remain outstanding must be referred to the, Health and Safety Committee for consideration in the wider context.

Whilst we are committed to continuous improvement in Health, Safety and Welfare performance across the college, it should be recognised that on occasion issues may take some time to reach a resolution. We must bear in mind that to investigate, research and consult regarding a matter raised and then to plan and implement a solution can prove a time consuming and resource-hungry task, so patience and understanding are required as well as a determination to achieve an acceptable outcome.

Staff must give each different level of management the opportunity to resolve issues in a constructive and collaborative manner.

1.4 Measuring Performance

Measuring performance has become a standard mechanism across all our organisation's disciplines as part of the means by which we ensure our plans are progressing satisfactorily. Methods for measuring performance vary from judgments borne of informal direct observation to more formal schemes for the analysis of statistical data and report on progress against defined performance indicators.

The responsibility for day-to-day monitoring and measuring lies with Heads of Department.

The Health and Safety Officer will report routinely to the Health and Safety Committee regarding performance, by way of records on accident, violence to staff near miss reports and cause for concern reports identifying any trends as appropriate.

It is important that both active and reactive monitoring techniques are used as a matter of routine to help us gauge how effectively risks are being controlled and how well a positive Health, Safety and Welfare culture is being developed.

Where necessary remedial actions and interventions will be required in order that we may learn from our experience, enhance our systems and procedures, identify training needs and contribute to continuous and progressive improvement in performance.

1.5 Auditing and Reviewing Performance

Formal audits that seek to measure performance overall against defined standards will be undertaken periodically. The objective of an audit will be to establish whether our overall health and safety management system is efficient and effective.

The day-to-day reviewing of performance, on the other hand, is a routine responsibility of line management. The Health and Safety Committee members may be requested to carry out some health and safety performance reviews.

The Health and Safety Officer will carry out annual reviews of health and safety documentation and procedures to ensure that we are performing to the appropriate standard.

The Health and Safety Officer will also produce an Annual Report for submission via the College's Health and Safety Committee.

Topic Specific Policies and Procedures

2.1 Overview

In recognition of the wide range of Health, Safety and Welfare legislation and the specific requirements arising from it, the College will from time to time introduce policies and procedures as appropriate to enable effective compliance measures to be developed and implemented.

These will primarily take the form of safe working procedures brought under this Policy and may be produced by any recognised function within the college, subject to guidance provided as required by the Health and Safety Officer.

All new Health and Safety Standard Operating Procedures will be subject to consultation with both management and employee representatives via the health and safety committee.

Key Topic-specific Policies and Procedures

2.2 First Aid

It is the responsibility of the Facilities Manager, Heads of departments and teachers, or any other persons with management responsibility for a service, to ensure that this policy is implemented in all areas for which they have overall responsibility.

The provision of first aid personnel and equipment in the workplace should be based on a risk assessment taking into account the nature of the activities and the number of people using the premises.

The checklist below identifies key actions involved in ensuring adequate first aid provision.

1. Complete a first aid risk assessment for the college using the college risk assessment form
2. Ensure an adequate number of trained first aid personnel.
3. Ensure adequate first aid cover for annual leave and other foreseeable absences?
4. Supply and stock first aid kits.
5. Supply additional first aid equipment and/or training needed to cover specific injuries, emergencies or known medical conditions?
6. Ensure arrangements are in place to keep first aid kits checked and stocked

7. Ensure up-to-date first aid notices posted in the premises

2.3 Arrangements for Reporting and Investigating Accidents

The Governing Body delegates to the Principal the responsibility to report all accidents and serious occurrences to the HSE via the forms prescribed by the 'Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013'. In addition the reporting arrangements for incidents not necessarily leading to accidents

The Principal is responsible for instigating an investigation and, where appropriate, authorising remedial work or action.

Serious accidents as defined under RIDDOR will be reported to the College Health and Safety Committee.

A report on Health & Safety will be presented to each meeting of the Resources Committee.

2.4 Fire and Other Emergencies

It is the responsibility of managers in control of the facilities to ensure that fire safety issues are managed in line with this document in any college buildings under their control. Specific actions include to

1. Appoint a fire safety manager for the college
2. Attend fire risk assessment training prior to carrying out a fire risk assessment
3. Complete a fire risk assessment of the college estate
4. Ensure remedial actions identified by the fire risk assessment been carried out
5. Establish a clear evacuation procedure
6. Include arrangements for visitors and contractors in evacuation procedures
7. Ensure adequate arrangements in place for evacuating people with disabilities, including the creation of Personal Emergency Evacuation Plans (PEEPs)
8. Implement regular fire safety checks
9. Have a clear position on the use of fire extinguishers
10. Ensure employees receive adequate information, instruction and training on fire safety arrangements at induction and at least annually thereafter

2.5 Arrangements for Consultation on Health and Safety Matters

Consultation between governors, senior staff, employees, and students is provided by the Health & Safety Committee which meets each term.

2.6 Training of Staff

The Health and Safety Officer is responsible for assessing training needs on the advice of Heads of Department and other supervisors and for arranging the appropriate training.

All training will be recorded and records are kept up-to-date all records will be kept in their personal files.

2.7 Provision of Information to Staff

All newly appointed staff - including supply and other staff - will be informed of the College's Health & Safety Policy and procedures by Departmental Heads. Health & Safety Information Circulars, Memos and other briefing sheets received in College will be brought to the attention of staff by their manager

A copy of the Health and Safety policy and other supporting documentation will be maintained by the Assistant Principal (Finance) and be available to staff.

Details of circulars maintained will be included in the staff handbook.

2.8 Environmental Protection Act

The Governing Body will maintain and review procedures to comply with the Environmental Protection Act.

2.9 The Management of Stress

The Governing Body recognises that stress creates many harmful effects for both the college and for the individual, and acknowledges its importance for resource management and for individual welfare. The college is committed to maintaining and improving staff wellbeing as detailed in the college stress policy. The college will undertake to

1. Carry out an assessment of potential risk areas for stress
2. Implement appropriate control strategies to reduce the risk
3. Ensure a clear system is in place for reporting instances of stress and is communicated to all staff
4. Ensure appropriate support and counselling is in place
5. Ensure staff are consulted as part of developing appropriate control measures
6. Promote and support student wellbeing through the pastoral system, ensuring tutorial coverage of the issues and support from Senior tutors, Group tutors, Additional learning support, college chaplain and councillors

2.10 Violence at Work and Lone Working

The Governing Body recognises the responsibility to take measures to protect employees from violence at work and make suitable arrangements to ensure the safety of employees working alone. This responsibility will be fulfilled through the following framework:

1. Carry out an assessment of potential risk areas for violence and assess instances of lone working
2. Implement appropriate control strategies to reduce the risk of incidents
3. Ensure all such incidents are reported and investigated
4. Ensure staff who are victims of violence receive appropriate support
5. Write procedures for dealing with violence into local health and safety arrangements and college behaviour management policy as appropriate
6. Ensure staff are aware of and involved in developing procedures to control these risks

2.11 Site Security and Personal Safety

The Governing Body takes its responsibility for the safety of staff seriously. The Facilities Manager is responsible for the security of the premises and the college has developed and maintained a lockdown procedure for use in the event of a clear security risk.

2.12 Portable Appliance Testing

The Governing Body will ensure that the College has made arrangements for the testing of portable electrical appliances and will

1. Ensure an inventory of all portable electrical equipment is made
2. Incorporate training on performing user checks into staff induction briefings
3. Identify persons to carry out portable appliance inspections and checks
4. Ensure adequate training is given to enable staff to perform such checks
5. Ensure a system is created to deal with new and personal equipment
6. Ensure faulty equipment is removed from use until repaired or replaced

2.13 Control of Substances Hazardous to Health

It is the responsibility of Heads of Department to ensure that any hazardous substances needing to be assessed have been, and that the necessary controls have been implemented.

The checklist below identifies key actions involved in controlling the health and safety risks arising from the use of substances hazardous to health.

1. Ensure all hazardous substances been identified
2. Ensure that substances used are the safest possible alternative
2. Assess the risks associated with substances used
3. Identify controls within the risk assessment and implement it.
4. Prevent or reduce exposure to hazardous substances
5. Ensure individuals who use, or are exposed to, hazardous substances have been provided with adequate information, instruction and training
6. Ensure employees prevented from bringing in their own substances
7. Monitoring or complete health surveillance if required.
8. Ensure all substances are stored correctly and those that are no longer used are disposed of properly
9. Regularly review the risk assessments

2.14 Risk Assessment

Risk assessments are needed to identify the activities that pose a risk to safety and control measures should be based on them. College will:

1. Nominate people to carry out assessments and set timescales for completion
2. Ensure time and resources are available to assessors
3. Evaluate whether typical risk controls are in place for common hazards using the Likelihood (L) x Consequence (C) model to establish an initial and revised risk rating (RR)
4. Implement improvements identified in priority order
5. Ensure all those at risk are made aware of the assessments and outcomes
6. Ensure records of assessments are kept
7. Review annually

2.15 Personal Protective Equipment

The Regulations define Personal Protective Equipment PPE as "all equipment (including clothing affording protection against the weather), which is intended to be worn or held by a person at work and which protects him against one or more risk to his health or safety, and any addition designed to meet that objective".

This includes hard hats, face masks, high visibility clothing, shoes, goggles, harnesses, aprons, gloves, clothing against extremes of temperature or wetness etc.

It does not include overalls, uniforms and clothing which does not protect the user's health and safety, PPE used on the roads i.e. crash helmets, sports equipment such as shin pads etc. College will:

1. Identify from the general risk assessment or relevant Code of Practice, the levels of PPE required
2. Ensure PPE is appropriate to control the risk
3. Ensure PPE is available and worn by those who require its use
4. Ensure PPE is compatible with any other items required to be worn
5. Keep a record of all PPE issued
6. Ensure adequate storage is available for the PPE
7. Ensure staff are aware of the reason for the issue of the PPE
8. Ensure that training is required is given
9. Ensure PPE is being used in accordance with training and instructions

2.16 Manual Handling

It is the responsibility of managers to ensure that manual handling activities involving inanimate loads (objects) are managed in line with this document in any area under their control.

It is the responsibility of Heads of Department, or any other people with management responsibility for a service to ensure that this policy is implemented in all premises for which they have overall responsibility. They will

1. Ensure assessors are adequately trained to assess moving and handling risks, or that the person you have delegated the responsibility to is suitably trained
2. Identify all manual handling operations within the area under their control
3. Ensure that steps been taken to eliminate manual handling operations
4. Complete risk assessments of unavoidable hazardous manual handling activities
5. Supply suitable lifting and carrying equipment such as trolleys, sack barrows and scissor lifts
6. Implement suitable control measures identified in the risk assessment
7. Ensure employees have been provided with information and/or training on manual handling techniques and lifting and carrying equipment
8. Ensure all employees (including new employees or employees with physical limitations or ill-health) are able to undertake the manual handling duties expected of them safely

2.17 Legionella Control and Water Hygiene Management

What is Legionnaires' disease?

Legionnaires' disease is a potentially fatal form of pneumonia which can affect anybody, although some groups of people will be more susceptible to it than others. Healthy people may develop Legionnaires' disease, but the people most likely to be at risk include; smokers, alcoholics and patients with cancer, diabetes, and chronic respiratory complaints or kidney disease. Middle-aged and older people are the most likely to be affected.

The disease begins quite abruptly with flu like symptoms such as high fever, chills, and headache and muscle pains. These symptoms are accompanied by a dry cough which soon develops and many patients experience difficulty with breathing. The disease is effectively treated with specific antibiotics but the diagnosis of the disease can only be determined by laboratory tests, which take several days.

Manager's Checklist

1. Appoint a named manager for each of the college buildings.
2. Ensure the nominated person has undertaken training in water system management
3. Ensure a Legionella risk assessment has been carried out in the last 2 years by a competent person.
4. Ensure any remedial actions identified by the risk assessment have been completed.
5. Ensure the Legionella site logbook has been created and records are maintained.
6. Ensure all maintenance work, additions and modifications to pipework is carried out considering the risk of Legionella
7. Ensure a system is in place for monitoring water systems
8. Ensure the responsible person carries out the correct actions following poor results from checks or notification of a suspected case or cases of Legionella

2.18 Person Handling

1. Mechanical handling (such as the use of hoisting equipment) must be prioritised over person handling
2. There is sometimes a necessity to undertake person handling within college. The protocol that exists to ensure that this is safe for both parties is as follows:

Completion of a handling plan to include vulnerabilities of the person being lifted, the types of lifts required and the specific method to be used to complete those lifts.

3. Staff must be adequately trained before undertaking person handling or hoisting and all equipment must be maintained in line with statutory provisions.