

HEALTH & SAFETY POLICY 2025/26

Valid from
(academic year)
Next review (academic
year)

2024/2025

2025/2026

Policy Owner

Michael Douglas

Committee approval

Policy & EIA Approval date

Board of governors'
committee
Approval date

Board approval necessary

Date of Board approval

Summary of Changes

Introduction and Scope

This Health and Safety Policy sets out the objectives, responsibilities and arrangements within the College for the health, safety and welfare at work of its staff, students, visitors and any other persons who might be affected by its undertaking.

Equality Impact Statement

An Equality Impact Assessment (EIA) has been completed and the conclusion is that there is no negative impact on any of the protected equalities groups. The completed EIA form is available on the shared drive.

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PART 1 – STATEMENT OF GENERAL POLICY

Under the Further and Higher Education Act 1992 the Board of Governors of Stanmore College (“the college”) is the employer of all staff. The Board of Governors is therefore responsible under the Health and Safety at Work Act 1974 and all subsequent regulations and statutory instruments made under that Act for safeguarding, as far as it is reasonably practicable, the Health, Safety and Welfare of all staff employed by Stanmore College, students and visitors to the Stanmore College sites.

The Board of Governors and the Principal are committed to the highest possible health and safety standards throughout the College, consistent with the requirements of the Health and Safety at Work Act (HASAWA) 1974 and other relevant legislation. The Board of Governors believes Health and Safety to be a key management responsibility and a fundamental element of line management responsibility at all levels within Stanmore College.

The promotion of the Policy is a mutual objective for the Board of Governors, the Principal and its employees and they will seek and expect the support of any person within the College necessary to achieve the objectives of this Health and Safety Policy.

The Board of Governors intend to ensure the health and safety of all staff who may be affected by our activities by:

Appointing a Health and Safety Committee.

Consulting with and involving our staff and students in matters relating to their own health and safety.

Providing, managing and maintaining our workplaces, grounds, and properties so that they are, so far as reasonably practicable, safe and that risks to health are controlled.

Providing adequate and appropriate facilities and arrangements for welfare at work. Providing, managing and maintaining plant and equipment so that it is, so far as reasonably practicable, safe and that risks to health are controlled.

Identifying hazards and conducting formal risk assessments when appropriate in order to minimise the risk for all activities undertaken by the College.

Ensuring that control measures and emergency procedures are in place; effective, properly used; monitored and maintained.

Implementing systems of work that are safe and where risks to health are controlled. Providing information, instruction, training and supervision at all levels necessary to ensure that staff and students are competent to supervise or undertake their work activities and are aware of any related hazards and the measures to be taken to protect them, and giving adequate information on relevant hazards to any persons whose health and safety might be affected by them.

Keeping up to date with best practice in relation to health and safety and complying with all relevant legislation and authoritative guidance.

Monitoring the safety performance of contractors who work for the College. Consulting and securing the services of qualified safety advisers and/or recognised bodies or experts outside the College in order to implement effectively its health and safety objectives.

To put this Policy into practice the College has developed a health and safety management structure and has assigned safety responsibilities to staff at all levels.

A copy of the Policy and relevant appendices is available on the College intranet and reference copies can be found in the Human Resources Department.

Staff are responsible for drawing relevant sections of the Policy, its procedures and codes of practice to the attention of students, contractors and visitors to Stanmore College sites and ensuring their compliance with its requirements.

Members of the Board of Governors recognise the importance of work placement activities undertaken by students as part of their programme of studies. The Members also recognise and accept their responsibility to ensure that, as far as reasonably practicable, procedures are in place, which provide those engaged in the organisation of work placement activities with the necessary information to ensure the safety of all participants.

This Health and Safety Policy ("the Policy") has been approved by the Board of Governors and shall be reviewed annually or as required by the Board of Governors.

Signed:

Dated:

For and on behalf of the Board of Governors

Signed:

Dated:

Principal

Approved by the Board of Governors at its meeting on: DATE TBC

PART 2 – POLICY IMPLEMENTATION

Duties and Responsibilities of the Board of Governors

The Board of Governors is responsible under the Health and Safety at Work Act 1974 and all subsequent regulations and statutory instruments made under that Act for safeguarding, as far as reasonably practicable, the health, safety and welfare of all staff employed by Stanmore College, students and visitors to the Stanmore College sites. It will:

- Ensure that there is an effective health and safety policy in place at all times and that it is under continual review, and updated periodically.
- Comply with Regulation 7 of The Management of Health and Safety at Work Regulations 1999 by appointing persons to assist them in discharging their responsibilities.
- Allocate sufficient resources to implement the Health and Safety Policy.

1. Duties and Responsibilities of Managers

1.1. Principal

The Principal is responsible to the Board of Governors for ensuring compliance with health and safety requirements and is the appointed health and safety director.

In discharging these responsibilities the Principal shall:

- Be responsible for the overall implementation of the College Health & Safety Policy and ensure that senior managers and other personnel adequately discharge their duties in accordance with this Policy.
- Be satisfied that all senior managers fully understand their responsibilities and are given the time and resources to pursue them.
- Advise the Board of Governors on health and safety matters as appropriate.
- Provide clear and visible leadership on health, safety and welfare and promote a positive health and safety culture throughout the College.
- Constantly monitor the effectiveness and implementation of the Policy and associated codes of practice and ensure that this policy is regularly reviewed and communicated to all employees.
- Allocate the financial and human resources necessary to discharge the Board of Governors' obligations as an employer and ensure that they are identified and drawn to the attention of Governors.
- Ensure that sufficient and suitable appointees are always in place to assist in the day-to-day management of health and safety and that they have adequate delegated authority with which to carry out their duties.
- Ensure that adequate management reporting procedures are in place to enable an accurate assessment of function and performance to be made and given to the Board of Governors so that they may determine if they are carrying out their statutory responsibilities in so far as the Health and Safety at Work etc. Act 1974 and Regulations made under that Act are concerned.
- Ensure that senior managers in the College fully understand their responsibilities, are given sufficient training in health and safety matters to discharge their health and safety responsibilities in a competent manner and are given the time and resources to pursue them.
- Ensure that health and safety is taken into account in College planning activities.
- Ensure that risks to the health and safety of staff, students and others from work activities are assessed and ensure that appropriate measures are taken to eliminate or control those risks.
- Prepare an annual health and safety report for the Board of Governors.

1.2. Deputy Principal, Curriculum, Quality & Innovation

The Vice Principal, Curriculum, Quality & Innovation is responsible to the Principal for the adoption and implementation of this Health and Safety Policy within teaching departments and for the health and safety of their staff, and of students and visitors. The responsibilities for safety matters will be implemented with the assistance and cooperation of the Heads of School and Curriculum Managers.

In discharging these responsibilities the Deputy Principal, Curriculum, Quality & Innovation shall:

- Be responsible for the implementation of the College Health & Safety Policy within all curriculum areas and ensure that senior managers and other personnel adequately discharge their duties in accordance with this Policy.
- Ensure that all Heads of School fully understand their responsibilities and are given the training, time and resources to pursue them.
- Provide clear and visible leadership on health, safety and welfare and promote a positive health and safety culture within curriculum and quality.
- Ensure that sufficient and suitable appointees are always in place to assist in the day-to-day management of health and safety within teaching departments and that they have adequate delegated authority with which to carry out their duties.
- Ensure that adequate management reporting procedures are in place to enable an accurate assessment of function and performance to be made and given to the Principal and Health and Safety Committee as required.
- Ensure that health and safety is considered in planning activities within curriculum and quality.
- Ensure that the risks to the health and safety of staff, students and others from work activities in teaching departments are assessed and appropriate measures taken to eliminate or control those risks.
- Be responsible for the provision of health and safety training to staff and students within all areas of curriculum.

1.3. The Director of Finance, Director of HR, Director of Corporate Services, Director of MIS and Director of Marketing and Communications

The Director of Finance is responsible to the Principal for the adoption and implementation of this Health and Safety Policy within business support and for the health and safety of their staff, and of students and visitors. The responsibilities for safety matters will be implemented with the assistance and cooperation of the Head of Estates.

In discharging these responsibilities the Directors will:

- Be responsible for the implementation of the College Health & Safety Policy within all business support areas and ensure that senior managers and other personnel adequately discharge their duties in accordance with this Policy.
- Ensure that all managers fully understand their responsibilities and are given the training, time and resources to pursue them.
- Provide clear and visible leadership on health, safety and welfare and promote a positive health and safety culture within business support teams.
- Ensure that sufficient and suitable appointees are always in place to assist in the day-to-day management of health and safety within business support areas and that they have adequate delegated authority with which to carry out their duties.
- Ensure that adequate management reporting procedures are in place to enable an accurate assessment of function and performance to be made and given to the Principal and Health and Safety Committee as required.
- Ensure that health and safety is considered in planning activities within business support teams.
- Ensure that the risks to the health and safety of staff, students and others from work activities in business support teams are assessed and ensure that appropriate measures are taken to eliminate or control those risks.
- Ensure that all health and safety matters concerning IT and audio-visual equipment or machinery used by staff and students are addressed.
- Ensure that staff at all levels are provided with advice on safe working practices regarding IT and audio-visual equipment.

1.4. Business Support Department Directors/Heads/Managers

The directors, heads and managers of business support departments will be responsible to the Principal or the Director of HR for all health and safety matters within the areas under their control. The responsibilities for safety matters will be implemented with the assistance and cooperation of their staff if applicable.

In discharging these responsibilities the directors/heads/managers of support staff departments shall:

- Have a personal working knowledge of the health & safety policy and the codes of practice relevant to their departments and ensure that their staff are also familiar with the Policy and procedures.
- Monitor and report on the implementation of health and safety policies. Organise effective delegation of health and safety responsibilities within their department.

- Monitor the performance of their staff to ensure that they achieve and maintain acceptable levels of health and safety within their areas of responsibility.
- Be responsible for the management of all health and safety records.
- Ensure that a system for undertaking, monitoring and reviewing risk assessments that operates effectively within their department.
- Establish and monitor a system document safe working procedures for hazardous activities specific to their areas.
- Ensure the effective supervision, instruction and training of their staff in all aspects of their work that concern the health and safety of themselves and others who might be affected by their activities.
- Ensure that they and their staff co-operate with other college managers, members of staff and particularly with those having specific responsibilities for implementing health and safety procedures to achieve and maintain adequate health and safety standards.
- Ensure the communication of health and safety information, including relevant codes of practice to their staff.
- Monitor working practices of staff and students within their areas of responsibility. Maintain a system for the management and inspection of safe working conditions in all areas within their current responsibilities. It is accepted that in practical terms this
- responsibility will be discharged in conjunction with the Head of Estates.
- Ensure that any statutory inspection documents relevant to the department are complete and up to date. It is accepted that in practical terms this responsibility will be discharged in conjunction with the Head of Estates.
- Ensure that systems are in place for ensuring that all plant and work equipment is suitable for the purpose for which it is intended, properly maintained, examined as required and used in a safe manner.
- Ensure that any accident and incidents, including near misses, are properly reported and investigated in accordance with College procedures.
- Assist the Head of Estates in the investigation of any accident or dangerous occurrence within their area of responsibility.
- Ensure the provision of appropriate individual risk assessments for students with disabilities (student services).
- The implementation of strategies including PEEPs pertaining to each student with a disability (student services).
- Ensure the effective management of work experience arrangements (student services).

1.5. Head of Estates

They will be responsible to the Director of HR, Curriculum, Quality & Innovation for all health and safety matters within the curriculum areas under their control. The responsibilities for safety matters will be implemented with the assistance and cooperation of the Curriculum Managers.

In discharging these responsibilities, the Curriculum manager shall:

- Have a personal working knowledge of the Health & Safety Policy and the codes of practice relevant to their departments and that their staff are also familiar with the Policy and procedures.
- Monitor and report on the implementation of Health and Safety Policies. Organise effective delegation of health and safety responsibilities within their department.
- Monitor the performance of their staff to ensure that they achieve and maintain acceptable levels of health and safety within their areas of responsibility.
- Be responsible for the management of all health and safety records within their department.
- Be responsible for identifying the health and safety in-service training requirements of all staff within their department.
- Ensure that there is a system for undertaking, monitoring and reviewing risk assessments.
- Ensure that they and their staff co-operate with other college managers, members of staff and particularly with those having specific responsibilities for implementing health and safety procedures to achieve and maintain adequate health and safety standards.
- Ensure the communication of health and safety information, including relevant codes of practice to their staff.
- Monitor working practices of staff and students within their areas of responsibility. Maintain a system for the management and inspection of safe working conditions in all areas within their current responsibilities. It is accepted that in practical terms this
- Responsibility will be discharged in conjunction with the Head of Estates.
- Ensure that any statutory inspection documents relevant to the department are complete and up to date. It is accepted that in practical terms this responsibility will be discharged in conjunction with the Head of Estates.
- Ensure that systems are in place for ensuring that all plant and work equipment is suitable for the purpose for which it is intended, properly maintained, examined as required and used in a safe manner.
- Ensure that any accident and incidents, including near misses, are properly reported and investigated in accordance with College procedures.

- Assist the Head of Estates in the investigation of any accident or dangerous occurrence within their area of responsibility.
- Ensure effective management of all educational or other external visits by members of staff or students including risk assessment.
- Ensure that lecturing, technical and learning support staff, or others with direct supervision responsibilities, are aware of students with disabilities and their requirements.

The Head of Estates shall be a member of the Health & Safety Committee and shall act as an administrator and coordinator of health and safety within the College. The Head of Estates is responsible to the Executive Director of Corporate Services (HR & Estates):

- All health and safety matters relating to the grounds, the exterior of the premises and those areas of the interior of the premises other than specialist teaching areas.
- The oversight of all contractors and their staff employed on any Stanmore College site. Where a contractor undertakes work on any Stanmore College site in a manner thought to be hazardous by the Head of Estates, they shall inform the supervising officer of their concern. In addition, they are to inform the Executive Director of Corporate Services (HR & Estates). The Executive Director of Corporate Services (HR & Estates) shall be empowered to instruct the contractor to cease working.
- The completion and review of any relevant statutory inspections including lifts, lifting equipment, Localised Extract Ventilation (LEV) maintenance & testing, pressure equipment, etc. It is accepted that in practical terms this responsibility may be discharged in conjunction with other College Managers.
- The administration of fire safety precautions and procedures as required under the Regulatory Reform (Fire Safety) Order 2005.
- The completion and management of Personal Emergency Evacuation Plan (PEEP's),
- The management of Risk Assessments.
- The management of legionella prevention measures. The management of asbestos control.
- The review and updating of Health & Safety policies the provision of advice on health & safety matters.
- Reporting, investigating and maintaining appropriate records in respect of all accidents and dangerous occurrences.

1.6. Director of Human Resources

The Director of Human Resources shall be a member of the College Health and Safety Committee and responsible to the Principal for:

- Ensure that all job descriptions include a statement on Health & Safety. This includes a directive to staff on their role and responsibilities in relation to Health & Safety.
- Identifying the health and safety in-service training requirements of all staff members in conjunction with the Head of Estates.
- Arranging health and safety induction for all new members of staff.
- Providing appropriate in-service training opportunities in health and safety, for staff at all levels within the College.
- Maintaining appropriate records of the health and safety training provided for staff. Undertaking risk assessments within their area of responsibility.
- Ensuring the provision of appropriate individual risk assessments for staff with disabilities.
- The implementation of strategies including PEEPs pertaining to each member of staff with a disability.

2. Curriculum Managers, lecturers, learning, and welfare support staff

These staff will be responsible for ensuring that the Policy is observed at all times during the teaching sessions and associated work under their supervision. In particular they are responsible for:

- Ensuring a personal working knowledge of the Health & Safety Policy and the codes of practice relevant to their departments.
- Assisting the Director of Facility with the implementation of their health and safety responsibilities as identified in the Health & Safety Policy.
- The health and safety of students in their charge, whether on Stanmore College premises or on an organised visit.
- Ensuring that students are informed of the risks to their health and safety together with the control measures that must be taken to eliminate/minimise those risks.
- Giving clear and appropriate health and safety instructions and warnings to students and/or others where necessary and to ensure that these are understood and followed.
- Records will be maintained for all Students requiring specific Health & Safety training.
- The safe use of equipment and materials according to the appropriate Codes of Practice:
 - Ensuring that any necessary personal protective equipment provided by the College is worn or used.
 - Stopping immediately any work equipment, process or activity which might place any person at risk of serious injury or where a clear breach of health and safety rules or requirements has been identified.
 - Ensuring that all means of escape are kept clear and available for use and that all gangways and corridors etc. are kept free of any obstruction.
 - Assisting in the maintenance of good housekeeping standards at all times.
 - Setting a good example to students by following all Stanmore College rules and procedures.
- Reporting any health and safety defects, accidents, dangerous incidents/near misses to their line manager and Head of Estates using the appropriate form.
- Completing and/or assisting in the completion of risk assessments for activities under their control.
- Completing and/or assisting in the completion of any other relevant health and safety documentation and records.
- Where appropriate, inspecting their working areas periodically and reporting promptly any hazard or health and safety concerns or

problems to their line manager and Head of Estates using the appropriate form.

- Participating in the administration and implementation of systems to ensure that all plant and work equipment is suitable for the purpose for which it is intended, properly maintained, examined as required and used in a safe manner.

3. All Employees

An employee in this context includes full time, part time and temporary employees of the College and any individuals or consultants working for, or on behalf of the College, including self-employed individuals.

All Employees will:

- Take reasonable care of their own health and safety and that of others who may be affected by their actions or omissions during the course of their work.
- Familiarise themselves with and conform to the College Health & Safety Policy and in particular the codes of practice where they apply to their work.
- Make themselves aware of any specific health and safety requirements and fire safety procedures that apply to them and/or the location where they are working.
- Ensure that they, and any students and staff for whom they have a responsibility, are appropriately trained and aware of hazards within their work area, including the use of personal protective equipment, before commencing any work or task.
- Ensure that they and all persons and students in their care are aware of the action to be followed in case of fire or other emergency.
- Ensure that they provide adequate supervision at all times appropriate to the task and / or the individual.
- Promptly report all accidents, incidents, hazards, unsafe conditions and practices to their line manager and Head of Estates.
- Ensure that all safety procedures are followed and that personal protective equipment, where required, is used.
- Ensure that safety devices are always in place, properly adjusted and in working order before using any equipment.
- Support and assist others with their responsibilities and co-operate where tasks are shared.
- Do not intentionally misuse or interfere with anything provided in the interests of health and safety or encourage others to do so.

Safety representatives will be appointed by recognised trade unions from amongst the employees to provide a point of consultation with management.

Non-union employees have the right to be represented on matters relating to their health and safety at work by Representatives of Employee Safety (RES).

4. Agency Staff

This includes all individuals working for the College who are not direct employees of the College.

Agency staff must:

- Familiarise themselves with and conform to the College Health & Safety Policy and procedures.
- Familiarise themselves with and conform to the Health and Safety Policy of the company they represent.
- Make themselves aware of the health and safety regulations and fire escape procedures that apply to the location where they are working.
- Inform the College if they consider that they may require specific training with respect to health and safety matters, before commencing their duties.
- Report promptly all accidents, near misses, and unsafe conditions to the College Estates department and their own company line manager, or person responsible.
- Ensure that safety devices are always fitted, properly adjusted and in working order.
- Ensure that all safety rules are observed, and that protective clothing, equipment and safety devices are used where necessary.

5. Students and Others

Student means any person attending the College for any course of study or activity of any duration.

Others in this context include governors, inspectors, visitors, guests, and any other individual not specifically mentioned.

Students and others must:

- Act in a responsible manner ensuring their personal safety and that of others who may be affected by their actions and behavior.
- Ensure that they are aware of, and understand, College safety rules generally and those that apply specifically to any work or activity that they undertake as part of their course, or any College-related activity.
- Conform to College rules and procedures.
- Ask for guidance if they are ever unclear about their own safety. This is their responsibility.
- Not intentionally misuse or interfere with anything provided in the interests of health and safety or encourage others to do so.
- Wear protective clothing and use safety equipment and safety devices where appropriate and for which they have received instruction in use.
- Ensure that safety devices are fitted, properly adjusted and in working order before using any equipment which they have been trained to use.
- They do not use any equipment that they have not been trained to use.
- Report all accidents, whether persons are injured or not, and all damage to property, to a member of staff, or the College Reception.
- Report any hazards or unsafe practices they observe to a member of staff, or the College Reception, immediately.
- Work Experience, Apprentices, Sports Placements are to refer to the Trips and Visits policy.

6. The Health and Safety Committee

There shall be a Health and Safety Committee whose primary function is to keep under review the measures taken to ensure the health and safety of the employees and other persons who might be affected by college activities. Its primary objective is to promote co-operation between employers and employees in instigating, developing and carrying out measures to ensure health and safety.

The Health and Safety Committee is charged with the following responsibilities:

- To facilitate communication between management and staff on health and safety issues.
- To receive reports on health and safety monitoring exercises.
- To consider revisions, amendments or additions to the policy, procedures and codes of practice.
- To review the risk assessment process at least annually in terms of completion of assessments and their quality.
- To review reports of accidents, diseases, injuries and dangerous occurrences and complaints related to health and safety.
- To receive and consider as appropriate external reports e.g. health and safety audits. The Committee shall meet at least once each term.

The membership of the Committee shall be:

- Head of Estates (H&S adviser/lead)
- Deputy Principal of Curriculum, Quality & Innovation
- Director of Student Services & Safeguarding
- Director of Human Resources
- Curriculum Managers
- Union representative on H&S
- Head of IT Services

Staff representatives on the Committee will be responsible for raising Health and Safety issues with management on behalf of their members.

PART 3 – THE ARRANGEMENTS FOR HEALTH AND SAFETY

1. Accident and Near Miss Reporting

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013(RIDDOR)

Social Security(Claims and Payments) Regulations 1979(as amended)

All accidents and near misses will initially be recorded on an Accident and Near Miss Reporting Sheet which can be downloaded from the College intranet. The reporting sheet must be passed to the Estates Department where the information will be recorded. Accidents, diseases, injuries and dangerous occurrence reports for staff and students, required under the terms of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, will be completed by the Head of Estates and submitted to the relevant enforcing authorities.

Accident statistics and trends will be reviewed regularly by the Senior Executive Team and the Health and Safety Committee, and action taken, as far as possible, to prevent reoccurrence.

2. Accident Investigation

All accidents, diseases, injuries and dangerous occurrences on Stanmore College premises, and those afflicting staff or students engaged in Stanmore College activities off site will be investigated. Necessary action will be identified, where applicable, and carried out without undue delay.

Investigations will normally be carried out by the Head of Estates in cooperation with staff from the curriculum or support team manager responsible for the activity which was being carried out when the accident happened.

The result of any accident investigation will be recorded on the Accident and Near Miss Reporting Sheet.

Employees have a duty to co-operate with managers and enforcing authorities during any such investigations.

3. Asbestos

Control of Asbestos Regulations 2012

Asbestos management is assigned to the Head of Estates who shall ensure compliance with this policy and current best practice.

A survey to identify the location, form, type and condition of any asbestos on the site has been undertaken. A copy of the survey results, known as the Asbestos Register, is held by the Head of Estates, whose responsibility it is to amend and revise the Register as and when required. It will be consulted whenever building maintenance, repair or alteration works are considered

The policy with respect to asbestos is that no person shall be knowingly exposed to asbestos fibres. To that end:

- No material containing asbestos will be disturbed or removed other than by licensed contractors and under the strictest measures of control.
- Before any building operation or maintenance work that might expose any person to asbestos fibre is undertaken the risk of such exposure will be considered and appropriate control measures put in place.
- Anyone discovering asbestos during the course of their work should immediately notify the Head of Estates who will advise accordingly and take appropriate action.
- Asbestos-containing materials shall be labelled and subject to regular inspection and any necessary maintenance carried out to minimise the risk of fibre release.
- All works on asbestos, except for very small quantities of asbestos cement, shall be carried out by licensed contractors under the independent supervision of an accredited monitoring agency.

4. Authorisation

Where any risk assessment shows that the use of a specific item of work equipment, e.g. woodworking machines, or a particular task must only be undertaken by specified persons, such persons will be authorised in writing

A record of such authorisations will be kept and, where appropriate, posted in the relevant department.

Only persons who have been suitably trained and instructed and have demonstrated a mature and sensible attitude towards health and safety will be so authorised.

The College will seek to ensure, so far as is reasonably practicable, that no student will use equipment and undertake practical work which might involve a degree of risk until permitted to do so by their lecturer.

All students will receive a Health & Safety briefing at the start of their course and this will be continued to be reinforced throughout their time at the College.

Records will be maintained of any Students requiring specific Health & Safety training.

5. Contractors

The Construction (Design and Management) Regulations 2015 (CDM)

The College has developed its own Approved Code of Practice for Contractors working on the Premises, a copy of which is issued to all contractors in advance of commencement of work on any Stanmore College site.

Whilst the health and safety of employees of the Contractor is primarily the responsibility of the Contractor, the College will nevertheless, either in relation to its duties under Sections 2 and/or 3 of the Health and Safety at Work Act 1974 (and other relevant statutory provisions) or in pursuance of its general policy of care, reserve the right to stop any such Contractor's work or impose any conditions as to the way that the work is undertaken.

Contractors working on the premises will be advised to observe all relevant health and safety rules and legislation.

Permits to Work will be required if any contractor work involves the following activities:

- Electrical
- Hot work
- Working at heights
- Confined spaces
- Hazardous substances, including asbestos.

These will be issued by the Head of Estates and will be obtained from the Estates office immediately after signing in.

Details of the relevant procedures can be found in the Contractor's Code of Practice on the College intranet.

6. Use of Transport

Management of Health and Safety at Work Regulations 1999

Provision and Use of Work Equipment Regulations 1998

Workplace (Health, Safety and Welfare) Regulations 1992

Road Traffic Act 1988

Stanmore College is committed to the delivery of its obligations under health and safety legislation with regard to use of transport and recognises that there are specific risks to employees who drive for work or use Corporate vehicles. The purpose of the Transport Policy is to identify and minimise those risks, and to actively encourage safe driving in order to reduce the number of accidents and to comply with its legal obligations.

This policy is designed to ensure that Stanmore College satisfies the requirements of health and safety legislation with relation to driving at work and the policy outlines how those objectives will be achieved.

This policy applies to all employees, contractors or others who may be driving in connection with College-related work, and those who may be affected by their actions.

The policy applies to private vehicles and College vehicles used by employees for College business purposes.

Drivers are expected to make themselves familiar with this policy and to ensure that they drive in a safe and competent manner at all times, in accordance with UK driving law. The policy is available on the Intranet.

Generic risk assessments will be conducted for driving for work related activities. Each job or task which includes driving for work will be risk assessed and appropriate control measures will be introduced.

Details of the relevant procedures can be found in the Transport Policy on the College Intranet.

7. Hazardous Substances

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

The College is required to undertake assessments of substances which are "hazardous to health" as defined within the Control of Substances Hazardous to Health Regulations 2002.

Under these Regulations the College is required to:

- Assess the risk to health arising from work undertaken by staff or student. Introduce appropriate measures to prevent or control risks.
- Ensure that control measures are used, equipment properly maintained and procedures
- observed. Personal protective equipment should only be used as a last resort.
- Inform, instruct and train staff and students about risks and the precautions to be taken.

Line managers are responsible for ensuring that assessments are undertaken and that copies of the assessments are kept available in the departments which use hazardous substances and by the Head of Estates.

Staff and students must be aware of the nature of all chemicals they use, and follow information on safe use, as identified by manufacturers' information and/or risk assessment.

Where toxic and radioactive chemicals are stored and used their issue and use must be restricted to, and recorded by, trained and authorised persons.

All hazardous substances must be stored correctly and in labelled containers. Storage areas should be used properly, checked and maintained.

Local exhaust ventilation (LEV) and extraction systems will be tested and maintained by competent persons, in accordance with Regulation 9 of COSHH.

Copies of the Control of Substances Hazardous to Health Assessment Record form are available on the College Intranet.

Details of the relevant procedures can be found in the COSHH Assessment Procedures on the College Intranet.

8. Display Screen Equipment (DSE)

Health and Safety (Display Screen Equipment) Regulations 1992 (DSE)

The College undertakes assessments for staff who are designated users as required by the Health & Safety (Display Screen Equipment) Regulations 1992. The Director of Human Resources is responsible for ensuring that these assessments are carried out. Copies of the Self-Assessment Form for VDU/Workstations can be found on the College Intranet

Copies of the assessments are kept within the departments to which they refer and by Human Resources and where risks are identified, steps are taken to reduce them.

The College will also provide training and information to users on how to use their workstation equipment safely.

Eye and eyesight tests will be supplied if requested by a member of staff. If spectacles are needed specifically for screen use, the College will pay an agreed amount towards this if the staff member meets the criteria set for a DSE User identified in the Health and Safety (Display Screen Equipment) Regulations 1992..An application for funding towards the cost of spectacles should be made to Human Resources and approval given by the Director of Human Resources.

Staff using display screen equipment should:

- Make full use of the adjustment facilities for their display screen equipment and work environment to avoid potential health problems.
- Keep their screen clean and take regular breaks or changes in activity.
- Report any problems, which might be connected with screen work or their workstation, to the Head of Estates and their line manager. Requests for assessment, or workstation aids, should be made to Human Resources.

9. Electrical Installations and Equipment

The Electricity at Work Regulations 1989

The Provision and Use of Work Equipment Regulations 1998

The fixed electrical installation is to a high standard and is properly maintained and inspected by a competent electrical engineering company as recommended within the latest edition of the Institute of Engineering & Technology Wiring Regulations. The Head of Estates is responsible for ensuring that the system is safe and properly protected.

Arrangements have been made for all items of portable electrical apparatus to be tested in accordance with the Electricity at Work Regulations and relevant HSE Guidance.

No electrical work that exposes a person to the risk of an electric shock or that might cause a fire shall be carried out by a person who is not competent. Competent in this context means a qualified electrician or a person who has been properly trained and authorised to undertake specific tasks.

All staff and students should make a visual check of equipment before use, checking for defects such as damaged plugs, loose, cracked or broken switches, exposed or damaged wiring. Faults should be reported to and the equipment taken out of use immediately.

Any electrical equipment thought to be faulty should be switched off. It should be labelled as faulty, disconnected and not used until it has been repaired.

10. External Visits by Students and Staff

Health and Safety (Training for Employment) Regulations 1990

10.1. Educational Visits:

- Any College activity that involves a student or students visiting or attending another site or place e.g. day trips, educational visits, public or private performances, residential/adventure holidays etc. must be approved by the relevant Head of School.
- Such visits will only be authorised by the Vice Principal for Curriculum and Quality if a suitable and sufficient risk assessment has been carried out.
- Risk Assessments must include any provision for students or staff with a Personal Emergency Evacuation Plan (PEEP).
- Records of such authorisations shall be kept by the Vice Principal for Curriculum and Quality.
- Educational visit/activity application forms can be downloaded from the College intranet.
- Parental Consent will need to be obtained for all students under the age of 18 years using the Parental Consent for a Visit/Activity form available on the intranet.

Details of the relevant procedures can be found in the Educational Visits Procedure 1.1. on the College Intranet

10.2. Work experience:

- Director of Facility control and co-ordinate all student work experience activities all of which will be undertaken in accordance with the requirements of the “Safe Learner Concept” Health & Safety Procurement Standards.
- Director of Facility will ensure that placement providers are assessed for health and safety compliance before students are placed with them for work experience
- A Work Placement Environment Survey which includes a section on Health and Safety will be sent to all new providers, together with a Risk Assessment Form, for completion and return to the Work Experience Team prior to any placements.

Details of the relevant procedures can be found in the Work Experience Policy on the College Intranet.

11. Fire and Emergency Procedures

Regulatory Reform (Fire Safety) Order 2005

The procedure to follow in the event of a fire is set out in the Buildings Evacuation Policy.

All staff are issued with a Staff Handbook and receive an overview of the evacuation procedures in the event of a fire on their first day.

All staff complete an induction within the first term of their start date which includes an overview of the College Health & Safety policy.

Lecturers are responsible for explaining these procedures to full-time students during induction, and part-time student attending on evenings and weekends by way of periodic “dummy” fire drills.

Personal Emergency Evacuation Plans (PEEPs) are plans for providing assistance for special arrangements for individuals who may need them during an emergency evacuation. For further information see Section 24 Personal Emergency Evacuation Plans. Copy of staff and student PEEP's are included in the emergency grab bag.

The Head of Estates will ensure that a current Fire Risk Assessment is available for all areas of Stanmore College premises and that it is reviewed annually. Copy of assessment is included in emergency grab bag.

In the event that a bomb alert is received via the Reception or a suspicious object is identified within the College, the Principal, or their deputy, and the Police will be informed immediately. Depending upon the circumstances, the relevant procedures within the Bomb Alert Procedures will be followed.

The College also recognises that it may not always be practical to evacuate the premises and the Principal or their deputy may lockdown the College instead.

There are various risks that may result in the College implementing a lockdown facility and generally it is because it is safer to 'stay put' rather than activating a partial or full evacuation of the College.

These can include but are not limited to:

- Power and other utility failure
- Explosion or suspect package
- Adverse Weather Flooding
- Fire
- Irritant fumes or hazardous materials release
- Terrorist

The different nature and severity of these risks will determine the level of evacuation and if

required the emergency services will be contacted and the College will follow their advice.

Details of the relevant procedures can be found in the Buildings Evacuation Policy and The Suspicious Threat Policy on the College Intranet.

12. First Aid

The Health and Safety (First Aid) Regulations 1981

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) Health and Safety (Miscellaneous Amendments) Regulations 2002

The College seeks to ensure that trained First Aiders are available to deal with accidents or cases where a student or member of staff requires First Aid.

An on-call rota of College staff with first aid qualifications is used to maintain this provision.

First aiders can be contacted by dialing 888 or 07851177561.

A first aid room is maintained and kept adequately stocked with appropriate materials at all times for the treatment of minor first aid ailments.

Details of the relevant procedures can be found in the First Aid Policy and Procedures on the College Intranet.

13. Gas Safety

The College, in recognition of its statutory duties endeavors to comply with the H&SE Gas Safety (Installation and Use) Amendment regulation 2018 ACOP Safety in the installation and use of gas systems and appliances (L56:2018) and the Gas Safety (Management) Regulations 1996.

The College has a range of gas fired equipment and the College recognises the inherent danger of gas escapes and the need for the safe and effective operation of gas fired systems and will take all reasonably practical steps to ensure the safe installation, operations and maintenance of all gas services.

Due to legislation which requires proven competence to work on gas appliances (to be Gas Safe registered) and therefore all installations and gas maintenance is undertaken by contractors and their employees all whom are Gas Safe Registered to assure competence.

Excluded from this policy are any gases stored in cylinders for portable equipment e.g. blow torches, barbecue grilles and portable medical gas cylinders. All of which can be easily transported from one location to another.

14. Health and Safety Training

14.1. All new members of staff will receive induction training that will include at least:

- A copy and explanation of the Health and Safety Policy
- Health and Safety Training
- Fire procedures including evacuation First aid arrangements
- Defect reporting
- Accident, disease, injuries and dangerous occurrence reporting
- Smoking policy
- Car parking and traffic rules Welfare arrangements Manual handling
- DSE assessment.

Appropriate health and safety training thereafter will be made available through the staff performance appraisals. Particular attention will be paid to the need to keep all appropriate members of staff informed of any new Health and Safety Regulations or significant change of relevant standards, etc.

The Director of Human Resources has the responsibility for identifying the health and safety in-service training requirements of support staff members.

Heads of School are responsible for the identification of health and safety training to staff and students within all areas of curriculum and quality.

Health and safety training for students will be provided by way of information in the students' 'Welcome Pack' and thereafter through lecturing staff as part of course induction and as an integral component of the course curriculum.

Emergency procedure training for students with disabilities will be provided according to their individual requirements, as highlighted by their specific risk assessment. This training shall be provided by the Learning Support Manager in partnership with Head of Estates. All staff engaged with a student need to be aware of PEEP assigned to that student.

15. Hazards

Management of Health and Safety at Work Regulations 1999

Any employee finding or being aware of an alleged health and safety hazard must immediately report the hazard to the Head of Estates, or senior staff member responsible for the area concerned using the appropriate form who will ensure that all necessary action is undertaken.

Report via intranet Accident, Incident, Near Miss form

Precautions must be taken to prevent persons from having access to the hazard.

16. Health Surveillance

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

The College's activities include the storage, handling, machining and other processing/use of substances that could be hazardous to health e.g. hard and soft wood, chemical substances. To that end Stanmore College has installed, maintained and inspected suitable and adequate extraction equipment and taken other precautions. Such activities are also covered by risk assessments and Approved Codes of (Safe Working) Practice.

The College's occupational health advisers will identify through a health questionnaire, at the time of initial employment, any person who is suffering from a respiratory illness which might impact on their suitability for any particular post.

Any person suspected of suffering any ill effects from exposure to wood dust or other hazardous substance during their employment with the College will be referred to a medical practitioner.

17. Highly Flammable Liquids, Gases including Compressed Gases and Flammable Materials

Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR)

Any paints, solvents, flammable cleaning agents etc. shall be safely stored and used in accordance with the suppliers' instructions and any Code of Safe Working Practice.

The use of such substances shall, where relevant be subject to the procedures covered by the Dangerous Substances and Explosive Atmospheres Regulations 2002.

Any waste products, e.g. rags, cleaning cloths, utensils, etc., shall be safely stored and disposed of.

Cylinders of liquefied petroleum or compressed gas, including empty cylinders, shall only be used in specified workshops and shall be stored in a safe place. Only authorised staff should handle or move gas cylinders.

Mobile LPG-fired equipment shall be subject to routine inspection prior to each use following relocation and subject to an annual check by a competent person.

Only suitably trained staff are permitted to change cylinders for equipment fuelled by LPG (Liquefied Petroleum Gas, Butane/Propane).

Combustible materials, e.g. wood-waste, polyurethane foam, plastic, cardboard, etc., shall be properly contained, stored and disposed of and other precautions taken, e.g. denial of sources of ignition, to reduce the risk of fire.

18. Housekeeping, Welfare and Hygiene

Workplace (Health, Safety and Welfare) Regulations 1992

Arrangements are made for the premises to be regularly cleaned and for the safe collection and disposal of rubbish and waste materials.

Individuals are expected to keep their own workplaces tidy and lecturers are responsible for ensuring that workshops and classrooms etc. are free from waste and materials that could cause persons to trip or slip or otherwise be injured as a consequence of bad housekeeping.

Staff rooms, accommodation for clothing, refectories, sanitary and washing facilities are provided and are regularly cleaned. All staff have a responsibility to co-operate with management in maintaining such facilities in a clean and usable state.

Facilities are available for staff and students to have meals and/or refreshments on the premises. Particular care is taken to ensure high standards of food hygiene.

The buildings are maintained and kept clean by a combination of College staff and outside contractors. The Head of estates has the responsibility for managing this aspect of the health, safety and welfare arrangements.

19. Incident Reporting

The College will not tolerate violence, either implied or actual, to staff and/or students whatever the provocation.

It is expected that all staff and students will be vigilant and report any circumstances which arouse concern to their line manager or lecturer.

All staff and students are encouraged to report any concerns they may have regarding issues of personal safety and security.

Any incidents that arouse concern for the security of the Stanmore College site or its occupants should be reported to the Head of Estates.

Details of the relevant procedures can be found in the Incident Reporting Guidelines on the College Intranet.

20. Information, Consultation and Documentation (Records)

Staff will be advised of the arrangements for health and safety through this Policy and other documents, notices and instructions that are issued by management.

Specific health and safety information on work equipment, substances or processes e.g. manufacturers' handbooks, leaflets and data sheets etc. will be made available to those members of staff who have a direct interest or involvement in them.

Staff are invited and encouraged to contribute to the issue of health and safety through their line managers who are obliged to consider their ideas and comments.

The College will endeavour to be kept advised of new legislation, standards and guidance on health and safety through the Head of Estates, contacts within the sector, outside bodies, consultants and Health and Safety Executive publications.

Stanmore College has well established lines of communication, and health and safety is included where necessary within these systems. In addition, the College recognises relevant trade unions and will communicate health and safety issues via the appointed health and safety representatives. Staff who are not members of trade unions also have representation at relevant forums etc.

The Health and Safety Committee provides a forum for communication and consultation on issues relating to health and safety and the minutes are available on the Intranet.

21. Inspection, Monitoring and Reviewing Health and Safety Performance

Monitoring of the College's health and safety performance will be carried out at all levels of management and in a variety of ways as follows:

- At the most senior level by the Principal who prepares an annual report for the Board of Governors. This assessment will include a review of the arrangements within Stanmore College for ensuring health and safety.
- An annual review of the Health and Safety Policy and a progressive review of Stanmore College's Approved Codes of Practice via the Health and Safety Committee.
- Additionally, by flexible and ad-hoc reactive arrangements identified and initiated by events or external examinations, inspections, complaints, accidents, etc.
- The above formal procedures will not replace or reduce in any way the need for continuous monitoring of health and safety by all staff and managers and the use of the intranet-based defect reporting system.

22. Legionella Management

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

Water systems shall be assessed, maintained and checked to ensure that they meet the recommended standards for quality including levels of micro-organisms. Any remedial work shown by such a test to be necessary will be carried out and duly certified by an approved contractor.

Drinking water supplies shall be maintained in a good, clean and reliable condition, and, as appropriate, labelled.

Records shall be kept of the actions taken to ensure and maintain safe water systems.

23. Lone Working

Solitary work exposes staff and others to certain hazards. The College's intention is either to entirely remove the risks from these hazards or, if elimination is not possible, to reduce them to an acceptable level.

There are a few situations where the potential risk to lone workers is very high and the law requires more than one worker to be present e.g. fumigation, transporting explosives, underground working. Whilst it is unlikely that any staff will be involved in these activities, the College recognises that some staff such as security, estates staff, contractors, cleaners and IT technicians are required to work alone or unsupervised for significant periods of time.

Lone workers are not permitted to use a ladder as this directly contravenes the College's policy on working at heights.

The College will ensure, so far as reasonably practicable, that such staff are protected from risks to their health and safety. Measures will also be adopted to protect anyone else affected by solitary work.

Assessments of risks of working alone will determine the procedures to be followed for:

- Keeping in touch with a designated person.
- Summoning help if they have an accident and what first aid action to take.
- Any relevant safety or emergency procedures.

If lone working is identified, the procedures detailed in the Lone Working Policy must be adopted.

Details of the relevant procedures can be found in the Lone Working Policy on the College Intranet.

24. Manual Handling

Manual Handling Operations Regulations 1992

Health and Safety (Miscellaneous Amendments) Regulations 2002

The College provides information on manual handling to all new members of staff during the induction process.

Members of staff whose work activities require them to lift or move objects, or people, as part of their work, will be trained in the recommended methods of handling such loads.

25. Minibus

Anyone who has gained their car driving licence after 1st January 1997 is eligible to drive a down rated College minibus.

Anyone can drive a College vehicle if they hold a full valid licence for that type of vehicle.

Drivers must be aged 21 or over and have held their licence for at least 2 years.

The driver of any College vehicle is personally responsible for checking the safe condition of the vehicle, especially the tyres, lights and windscreen wipers before any journey. The driver is also responsible for cleaning windows to ensure good visibility and for checking that fuel levels are sufficient for the journey before each use.

The driver and any passengers in the vehicle will wear seat belts in accordance with statutory requirements.

The Transport Policy will be issued to all authorised minibus drivers and should be followed in conjunction with the above.

Details of the relevant procedures can be found in the Minibus Renault Conditions of Use documents on the College intranet.

26. New and Expectant Parents

Management of Health and Safety at Work Regulations 1999

Regulation 18 of the Management of Health and Safety at Work Regulations 1999 imposes special requirements concerning new or expectant parents. Whilst the College's responsibilities only relate to a parent or expectant parent, whether they are a student or a member of staff, who has notified the College in writing that they are pregnant, has given birth within the previous six months, adopted or is breastfeeding, it will nevertheless, through its recruitment and administrative procedures seek to identify such persons and acquaint them with the Regulations.

Upon such notification Stanmore College will implement its procedure, including a special risk assessment, as set out in the New & Expectant Parent Policy and Procedures.

Additional risks to pregnant and nursing parents will be minimised as far as possible. If this is not reasonably practicable, e.g. usual work involves work in areas with a higher risk of slips, trips or falls, activities which prevent the employee leaving the work area for rest or to use toilet facilities, or any case where the person's GP states that their normal work could affect their health and safety; the College will find alternative work (with no loss of terms or conditions), or authorise paid leave if alternative work is not available.

The first aid room is available for pregnant and nursing parents requiring a private area.

27. Noise at Work

Control of Noise at Work Regulations 2005

Everyone should take precautions to prevent exposure to excessive noise. Too much exposure to loud noise can cause irreversible hearing damage and accelerate the natural hearing loss, which occurs with age.

The College will take appropriate measures to reduce noise exposure to reasonably practicable levels.

Noise level (loudness) is measured in decibels, dBA. The 'daily personal noise exposure' i.e. the total exposure over a working day or week is based on noise levels and the length of exposure.

The College will arrange for an assessment of exposure where the 'daily or weekly personal noise exposure' noise is likely to be at or above 80dBA

Some example noise levels: - quiet office 40-50 dBA; conversation 50-60 dBA; loud radio 65-75 dBA; busy street 80+ dBA. (As a guide, if you can't hear someone clearly about 2m away, due to noise, the level is likely to be about 80 dBA or more.) If there is a noise problem in your area, contact the Head of Estates.

28. Notifiable Diseases and Coronavirus

Public Health (Control of Disease) Act 1984 (as amended)

Health Protection (Local Authority Powers) regulations 2010

Health Protection (Part 2A Orders) regulations 2010

Notifiable diseases are defined and listed by Public Health England (PHE).

Notifiable diseases are not necessarily infectious diseases / transmittable to others in everyday activities.

If a registered medical practitioner identifies or diagnoses a case of notifiable disease, they will notify the local authority's Consultant in Communicable Diseases Control.

If the local Consultant in Communicable Diseases Control believes that there is a potential risk to any College staff or students from an identified case of a notifiable disease, they will immediately contact the College and advise on the appropriate control strategies.

If a member of staff is informed of a potential notifiable disease, they should contact immediately the Head of School, Head of Estates or Human Resources for advice.

Details of the relevant procedures can be found in the Infectious & Notifiable Diseases Policy on the College Intranet.

29. Personal Emergency Evacuation Plans

Personal Emergency Evacuation Plans (PEEPs) are plans for providing assistance or special arrangements for individuals who may need them during an emergency evacuation.

The College will ensure adequate arrangements for the evacuation of persons with mobility, sensory, or other impairment which may impede their egress from buildings.

Persons requiring assistance include those with long-term, or temporary, sensory and/or mobility impairment, such as:

- Mobility impairment – including wheelchair users and those who may be unable to access stairs, steps or narrow corridors.
- Sensory impairment – people who may not be able to hear audible or see visual alarms signals.
- Those who have declared a medical condition may affect them during an evacuation, for example asthma, which may affect their ability to use stairs or travel to an assembly point.
- Those with learning difficulties may have difficulty reading signage or following written instructions.

PEEPs fulfil several purposes, ensuring that:

- Those who need assistance discuss and agree to the most suitable arrangements for any emergency evacuation.
- All members of staff involved with a learner or visitor needing special arrangements are aware of what needs to happen in an emergency evacuation.
- All managers of staff needing special arrangements are aware of what should happen in an emergency evacuation.
- The College fulfils its legal obligation to carry out risk assessments for the safe evacuation or refuge in an emergency situation.

Each PEEP is unique to a named individual and stipulates the actions necessary to ensure their safety in an emergency evacuation. It covers all buildings the person is likely to occupy whilst at College including any evening or weekend courses.

Responsibility for producing student PEEP lies with the Head of Estates and is produced from information supplied during the enrolment process.

Responsibility for producing staff PEEP lies with the Head of Estates and is produced from information supplied during the recruitment process.

If the requirement for a PEEP (disclosure, change of needs/situation) occurs during their time in College, the PEEP should be produced within 2 weeks of the disclosure.

30. Personal Protective Equipment (PPE)

Personal Protective Equipment at Work Regulation 1992(PPE)

Control of Substances Hazardous to Health (COSHH)

Control of Noise at Work Regulations 2005

Health and Safety (Miscellaneous Amendments) Regulations 2002

PPE will be provided for staff and students where specific regulations and/or the risk assessments require it to be provided and used/worn.

Where personal protective equipment must be used, training will be provided including the donning and doffing of such appropriate equipment, which will be maintained, repaired and tested as required by each class of protection.

Employees and students must make proper use of the clothing or equipment provided and report any defects immediately to their line manager or teacher using the appropriate form.

Single use PPE must be removed and disposed of in line with the risk assessment.

Multi use PPE must be cleaned and reused in line with the risk assessment.

31. Personal Safety

All staff must ensure that, by their own acts and omissions, they do not put the health and safety of themselves or others at risk. This applies to conduct both during normal working activities and during work outside the College premises e.g. when at or travelling to off-site premises.

Staff should not physically intervene in any situation which may result in personal injury e.g. aggressive behavior, unless it is a specific part of their job description e.g. Security.

If you have to work alone, or in an isolated area, your personal safety must be a priority at all times. You must ensure that there is regular communication with a responsible person before, during and upon completion of your work.

All persons should comply with agreed safe systems of work; do not risk injury by 'cutting corners; avoid horseplay and practical jokes; make proper and appropriate use of personal protective equipment and machinery.

Audio systems for personal entertainment or use within the curriculum e.g. radios, DVDs/Blu-rays, personal stereos, playing musical instruments, must not be used where they could cause an unsafe distraction from work, or prevent audibility of alarms.

Persons must not recklessly or intentionally interfere with or misuse anything that has been provided in the interests of health, safety or welfare. It is an offence to work with machinery after having removed safety guards or negated safety devices; wedge fire doors open; misappropriate first aid supplies; switch off local exhaust ventilation; discharge fire extinguishers for personal amusement.

If you feel there are significant risks arising from a work activity, you should obtain clarification before compromising your own safety by risking exposure to hazards. Report any shortcomings, where personal safety is compromised, to a responsible person.

Managers must ensure that staff have received sufficient information and training regarding personal safety, to enable them to work without risk, so far as is reasonably practicable.

Managers are responsible for the adequate supervision of staff to ensure that they do not endanger themselves or others, including students, by work activities, practical jokes or horseplay. This requires the prevention of unapproved systems or practices, unauthorised work activities, and all other unsafe acts.

32. Plant and Work Equipment

Provision and Use of Work Equipment Regulations (PUWE) 1998

All items of plant e.g. lifting equipment, air compressors, lifts, dust and fume extraction equipment etc. are under the control of the Head of Estates who is responsible for ensuring that they are properly identified, maintained, serviced, inspected and subject to any relevant statutory examination as necessary.

Other items of work equipment e.g. machinery, appliance, apparatus, or tools are subject to routine maintenance as appropriate and, in the case of high-risk machinery, to a check list to ensure compliance with the Provision and Use of Work Equipment Regulations (PUWER).

Staff are required to ensure that any safety guard or device necessary for the safe use of any work equipment is in place, properly adjusted and used and that safe working practices are adopted. Access platforms, ladders and steps are the responsibility of the Head of Estates who shall ensure that they are properly identified, maintained and inspected at suitable intervals. The use of such equipment shall be limited to those members of staff identified for that purpose and in accordance with the instructions for safe use. Such equipment shall not be used by students unless their use is part of the teaching process, and they are properly supervised.

33. Reporting Defects

Provision and Use of Work Equipment Regulations 1998

The Management of Health and Safety at Work Regulations 1999

The College operates an e-mail/intranet based “defect reporting” procedure through the Estates department. Staff should be familiar with the system and use it in a responsible and professional manner.

Defects requiring immediate attention can be communicated to the Estates department either in person at the Estates office or by going to reception, where staff can contact a member of Estates via radio.

34. Risk Assessment

Management of Health and Safety at Work Regulations 1999 Control of Substances Hazardous to Health 2002

Control of Noise at Work Regulations 2005 Regulatory Reform (Fire Safety) Order 2005 Manual Handling Operations Regulations 1992

The College relies heavily on the completion of risk assessments as a major component in its management of health and safety.

Academic staff managers and support staff managers are responsible for carrying out the assessments, referring to relevant staff in their departments/areas in the process.

Completed assessments should be signed by the member of staff carrying out the assessment and then counter-signed by their line manager. The risk assessment form should be retained within the department/area with a copy being supplied to the Head of Estates in all cases.

Details of the relevant procedures can be found in the risk assessment procedures on the College intranet supported by the following documents:

- Guide to Risk Assessment
- Hazard Identification List
- Risk Assessment Record
- Risk Assessment Record Guidance for Assessors

35. Safe Transport on the Elm Park Site

The College operates a traffic system which seeks to keep separate, as far as is practical, pedestrians from vehicles.

A speed limit is in force and staff and students are expected to observe it at all times.

The potential dangers associated with vehicles on the site are covered by a risk assessment.

36. Safety of Persons with Disabilities

The Equality Act 2010

Stanmore College actively encourages and supports the inclusion of persons with a visible or invisible disability but recognises that special safety considerations need to be addressed.

An individual assessment will be carried out with respect of any member of staff or student with a disability in order to assess their specific support requirements.

In the event of an emergency evacuation special arrangements may be necessary for persons with a disability Personal Emergency Evacuation Plans (PEEPs) are plans for providing assistance in these circumstances. For further information refer to Section 29 Personal Emergency Evacuation Plans

Details of the relevant procedures for the evacuation of any student with a disability can be found in Buildings Evacuation Policy on the College intranet.

37. Satellite Sites & Subcontractors

Stanmore College will on occasion be directly responsible for satellite sites.

In addition, the College may partner with third-party contractors who will be responsible for delivering teaching on behalf of the College.

The Health & Safety of Stanmore College Staff and Students, irrespective of where they are located, is of paramount importance.

Satellite Sites have the same responsibilities to Health & Safety as set out in this policy as if they were based at Stanmore College.

Subcontractors are required to submit their Health & Safety policy and Risk Assessments for approval to ensure they meet the Health & Safety standards of Stanmore College.

38. Security

The College recognises the importance of seeking to ensure that the Elm Park site, and any other site directly under the control of Stanmore College, is secure, so far as is reasonably practicable, from uninvited and/or unwelcome visitors or intruders.

The site is fenced on all sides and access is by way of security gates.

A team of qualified security officers are on duty from 8.00am to College closure. A schedule of registered key holders is in place to deal with out-of-hours security and incidents.

The Elm Park site is covered by a CCTV system, recording to a digital multi-channel system.

Staff and Students must carry College identification whilst on site.

Control is also exercised over visitors and contractors, by way of a signing-in process and issue of temporary passes.

39. Smoking & Vaping

Smoke-free (Premises & Enforcement) Regulations 2006

The Workplace (Health, Safety and Welfare) Regulations 1992

Smoking (including “vaping”) is only permitted in one specific area on the Elm Park site.

Persons seen smoking (or “vaping”) elsewhere on the site are to be reported to the appropriate manager who will take the necessary action.

E-Cigarettes are not to be charged on the College site at any point due to the potential for explosion of the batteries within them.

40. Special Events

Within an academic year, the College will hold a number of events. These include enrolment, open days, recruitment drives, public performances, exhibitions, sporting activities, awards evenings etc. Such events can present special and unique risks that will not be adequately dealt with by the normal College risk assessments.

A special Risk Assessment exists to deal with the unique issues arising from such an event. This form can be downloaded from the College intranet.

Particular attention will be given to the issue of management control and supervision, fire matters, security, First Aid and the presence of young children and members of the public at such events who might not be familiar with the premises etc.

41. Stress

Management of Health and Safety at Work Regulations 1999

Stanmore College acknowledges that the risk of stress should be assessed and controlled, so far as is reasonably practicable, like any other risk.

Stanmore College has therefore developed a policy and procedure in response to its legal and moral responsibilities towards its staff.

42. Substance Abuse

The Health and Safety at Work Act 1974 - Section 7

The Road Traffic Act 1988 and 1991

The Misuse of Drugs Act 1971

Drugs Act 2005

The consumption of alcohol on Stanmore College premises is only permitted at authorised events with the approval of the Principal and as part of a normal catering, official hospitality or recognised relevant training course.

Staff with the exception of authorised events must not be under the influence of alcohol while on Stanmore College premises and they will be liable to disciplinary action if there are grounds for believing them to be under such influence.

The trading, supplying, use or carrying of banned substances (drugs, alcohol, solvents etc.) is not permitted and is liable to be the subject of both disciplinary and police action.

Students, irrespective of age are not permitted to drink alcohol at College events.

43. Use of Personal Low Voltage Equipment

The Health and Safety at Work Act 1974

The Management of Health & Safety at Work Regulations 1999

The Electricity at Work Regulations 1989

The Provision and Use of Work Equipment Regs 1998

IET Wiring Regulations 18th Edition (BS7671:2018)

Staff are permitted the use of personal low voltage equipment, i.e. laptops, chargers, tablets etc. Provided that they are well maintained and used in compliance with the guidelines set out in the generic risk assessment for the use of such equipment.

This is with the exception of E-Cigarettes as per section 37.3

The charging of personal equipment is at the risk of the owner and the College does not accept any liability in the event the equipment is damaged, lost or stolen.

The risk assessment for low voltage personal equipment can be accessed via the Policies section of the College intranet.

44. Visitors

All visitors to Stanmore College are required to report to Security at the main entrance on OldChurch Lane upon arrival. They will be asked to sign in at Reception and all visitors will be directed to the staff member and/or department concerned with the visit

Visitors will be required to sign in and wear a visitor's badge.

At all times visitors will be accompanied by a member of staff.

Any member of staff receiving visitors is responsible for their safety until they have left the College premises, been handed over to another member of staff, or signed out.

Visitors are not permitted to wander around working areas for safety and security reasons. Should a fire alarm sound or a fire occur the person accompanying the visitor shall take him/her to the fire assembly point.

Where children are allowed on the premises they must at all times be accompanied and under the control of a responsible adult.

Children are not allowed access to hazardous areas. This includes laboratories, kitchens, workshops, art studios, media rooms, stores and plant rooms, and areas where building or maintenance work is taking place.

Should an incident occur involving a visitor which results in injury, this must be recorded on an accident report form and a thorough investigation completed as soon as possible.

If the injury requires the visitor to attend hospital immediately or is fatal, the incident must be reported to the enforcing authority and our accident reporting system followed.

A College employee will be nominated to be responsible for visitors who are on site for a number of hours or days (e.g. auditors, inspectors, external consultants).

45. Waste Disposal

The College acknowledges its responsibility in disposing of recyclable, domestic and hazardous and non-hazardous waste so that no harm is caused to staff, service users, members of the public or the environment.

The College is committed to Sustainable Development and to becoming a more environmentally sustainable organisation.

Waste is separated and disposed of in line with the College Environmental Policy.

46. Distribution

Staff will be made aware of this policy via:

- College intranet
- Publications such as the Staff Handbook
- Health & Safety Training

47. Rationale

This policy is necessary to provide staff with clear guidance on the risks and management of Health & safety and must be read in conjunction with relevant policies and guidelines which are available on the intranet.

There is a significant impact on the College in meeting the cost of dealing with Health & Safety and it's important that staff are aware of their role and responsibilities in ensuring their own safety as well as the safety of all College users.