

LIST OF HEALTH & SAFETY FORMS

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Fire Risk Assessment	3.31.5
Accident and Dangerous Occurrence Investigation Report	3.3.1
Control of Substances Hazardous to Health Assessment Record	3.20.1
Risk Assessment Record Form/Guidance Notes/ Risk Matrix	3.2.3
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A: HAZARDS		B: DEGREE OF RISK (Refer to Risk Matrix)			C: EXISTING CONTROL MEASURES	D: FURTHER MEASURES REQUIRED / ACTION PLAN
Nature of hazard	Person(s) at risk (See below)	Severity	Likelihood	Risk Rating		
Possibility of intruders committing petty crime on site	All	Non-reportable	Possible	D	<p>Existing measures in place aimed at reducing risk to minimum level. Are they OK or not OK?</p> <p>Fire alarm system in operation</p> <p>Site staff and Duty Principal are in attendance</p> <p>CCTV system in operation across the site</p> <p>Additional site staff, including contracted security staff used as required</p> <p>All external areas covered by column and wall-mounted lighting</p>	<p>Further necessary measures, involving whom and by when?</p> <p>Possibly displaying additional signage in highly visible areas proclaiming use of CCTV on site (Premises Department, ASAP)</p> <p>External lighting would benefit from upgrading when funds allow (Premises Department, ASAP)</p>

Persons at risk include: Tut - Tutors
 Stu - Students
 Vis - Visitors

Dis - Disabled (wheelchair users, visually/aurally impaired etc.)
 Exp - Expectant and new mothers
 Sup - Support Staff

Eld - Elderly and/or infirm

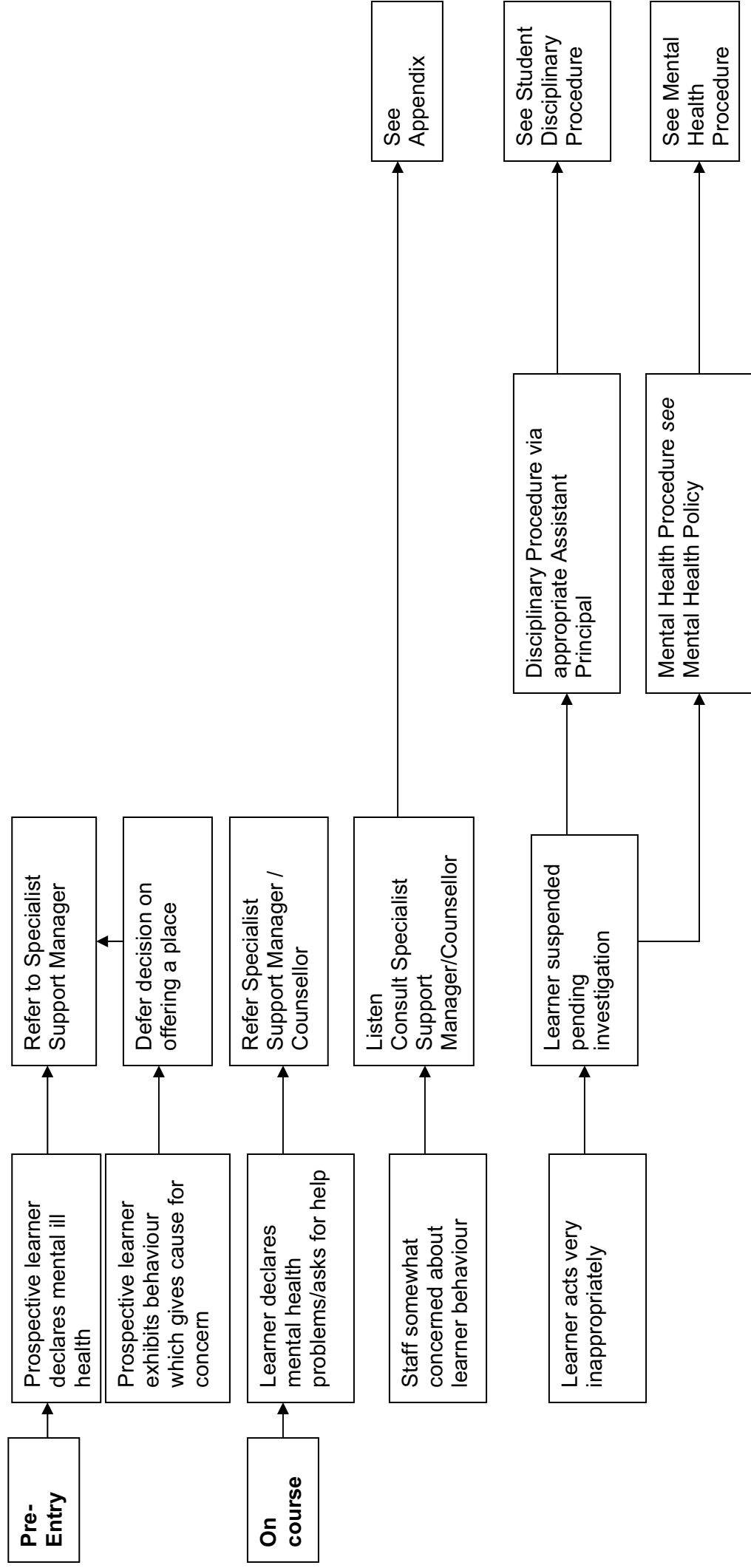
Risk Assessment Record

Appendix 15

Department:	Premises	Curriculum or Support Manager:	Tristan Shanahan
Activity or process:	"One-off" evening events on site, involving large numbers of the public.	Date of assessment:	29 th May 2008
Line Manager:	David Knowles	Review date:	28 th May 2009
		Signature of Line Manager:	

A: HAZARDS	B: DEGREE OF RISK (Refer to Risk Matrix)			C: EXISTING CONTROL MEASURES	D: FURTHER MEASURES REQUIRED / ACTION PLAN
	Person(s) at risk (See below)	Severity	Likelihood		
Nature of hazard	Person(s) at risk (See below)	Severity	Likelihood	Existing measures in place aimed at reducing risk to minimum level. Are they OK or not OK?	Further necessary measures, involving whom and by when?
Excessive traffic using car park – possibility of pedestrians being struck by vehicles	All	Minor	Remote	Where necessary, additional site staff are drafted in for the duration of the event Once the car park is full all excess vehicles are directed to off-site parking. External lighting present on columns and wall packs	
Fire evacuation for unfamiliar site users – inability to find exit, possible trip hazards	All	Minor	Remote	Evacuation instructions are displayed in all public areas, access routes and rooms. Premises Department maintenance regime.	

FLOW CHART FOR PROCEDURES FOR MENTAL HEALTH CONCERN



Self Harm

Deliberate harm may be impulsive or carried out in a controlled, methodical way, often planned in advance. It is a mechanism for coping with overwhelming feelings.

1. Signs/symptoms of self-harm

- Cutting - scars, cuts
- burning
- scratching
- bruising
- carving words on skin
- breaking bones
- piercing skin with a sharp object- keeping sharp objects
- head banging
- spending lots of time alone
- wearing long sleeves in hot weather
- claiming to have frequent accidents

2. Inappropriate behaviour

It is inappropriate for self harm to take place in any public place and to involve anyone else.

3. Support

If staff come across a student who is self-harming/has self-harmed then it is important for the student to be given a sterile pack through Student Services

Things to consider:

Is it an emergency that needs treatment?

Are they able to use a pack and who needs to assist?

Are there issues around child protection and the duty of care?

How does it fit or conflict with other college policies?

Who should be informed?

4. What should staff do?

- Assess the situation to determine whether immediate treatment is required or whether the emergency services should be contacted
- Be supportive and understanding but establish boundaries. (Explain that the student may need to talk to someone with more experience in self harm/ counselling)
- Make sure the student is given a sterile pack - see above
- Encourage the student to see a College counsellor as soon as possible and/or disclose to parents/doctor

In all crisis situations, assuring your safety and that of others, including the person involved, is paramount. These guidance notes may help you:

- Try to remain calm and adopt a non-threatening approach (in most cases calm behaviour by others is all that is required).
- Do not approach the learner from behind without warning, nor stare at them, as this could be interpreted as threatening.
- If there are other learners about, calmly ask them to leave the area.
- Some situations can be very frightening and distressing. If you do not feel confident to approach the learner, then go and get help.
- If you stay with the learner, give them space, avoid touching them, explain your actions before you act and continue to reassure them, without being patronising, about what is happening.
- Take threats of suicide seriously - do not ignore them - it is a myth that 'those who talk about it don't do it'.
- If the situation does not settle quickly, ensure a member of Senior Management is contacted.

Confidentiality

Staff should make themselves familiar with the College Data Protection Policy and bear this in mind when dealing with learners who have or may have mental health problems.

The main points of this policy are that data should:

- Be obtained and processed fairly and lawfully and shall not be processed unless certain conditions are met.
- Be obtained for a specified and lawful purpose and shall not be processed in any manner incompatible with that purpose.
- Be adequate, relevant and not excessive for those purposes.
- Be accurate and kept up to date.
- Not be kept for longer than is necessary for that purpose.
- Be processed in accordance with the data subject's rights.
- Be kept safe from unauthorised access, accidental loss or destruction.
- Not be transferred to a country outside the European Economic Area, unless that country has equivalent levels of protection for personal data.

If the answer to some of the above questions is yes, then the following guidance may be useful in approaching the learner:

- Do not avoid the situation or pretend nothing is wrong, as this could make the problem worse and persist for longer.
- Approach the learner in a sympathetic and understanding way. Remember to be sensitive to issues relating to sexuality, race, religion, culture and gender.
- **If you simply ask the learner how they are**, this may provide them with an opportunity to discuss their concerns with you.
- Be prepared to listen and give some time if you can. If there are constraints on your time, inform the learner from the start that this is the case.
- Avoid using unhelpful comments like 'pull yourself together'.
- Being open and honest in your initial contact will help to develop trust.
- If you feel you can, do support the learner, but be clear about your role and its boundaries. Do not give your phone number or address to the learner.

When a learner does not want to talk but you are concerned

- It is extremely difficult to help someone with a mental health problem unless they are ready to admit they have one. If the learner is not ready to accept help or talk about their problem, do not ask intrusive questions. Always respect the right of the learner if they do not wish to discuss things.
- Offer an open invitation to the learner to come back and talk to you in the future. When you see them again, continue to ask how they are and reiterate that they can talk to you. Give them information about other people they could talk to.
- However, if you are still very concerned about a learner who has refused help, speak to the Specialist Support Manager for advice.

When a learner does want to talk

- If you do feel able to handle an initial discussion with the learner yourself, you might:
 - Ask the learner how they have handled similar difficulties in the past, highlighting what has and has not worked
 - Explore with the learner what changes they would like to make to enable them to continue with their studies
 - Break academic tasks down into shorter term and more manageable goals
 - Encourage them to reconnect with possible supporters outside College e.g. their social worker or CPN (Community Psychiatric Nurse)
- Try not to give advice that is not within the boundaries of your role, but rather listen and encourage the learner to seek the appropriate help through their GP or by making an appointment for counselling in College.
- It can be extremely stressful and time-consuming helping a learner with mental health problems. It is important to remember to look after yourself and seek appropriate support and help from others. The College counsellors can help you with this.

Handling crisis situations:

Most of the time the steps outlined above are sufficient. Occasionally, however, the learner concerned may reach a point of crisis when their feelings have become outside their control. These emotions might express themselves in a number of ways, for example self-harming, talking about suicide or having persistent suicidal thoughts, having no sense of reality and exhibiting behaviour that is out of character. However, it is important to emphasise two points:

- People experiencing mental health problems are very rarely violent towards others; and
- Crisis situations are extremely rare and often occur in private rather than in public.

- v) The Senior Manager should make a clear record for the learner's file, and copy it to the Vice Principal (Curriculum) who will agree a plan of further action including arrangements for continuation of study and will consult with the relevant Senior Manager.
- vi) Staff dealing with students with mental health problems, or who have been affected by an incident, may wish to talk this over with a counsellor in College.

Continuation of study following a serious incident or series of incidents

- i) The Head of Year will write to the GP/Psychiatrist and to the learner, explaining this. The letter will make clear that the learner is NOT being suspended for disciplinary reasons, but that a "time-out" period is necessary in order to make sure that adequate support can be provided in College for the learner to continue the course. "Time out" should be thought of as a negotiated period of time away from course attendance, to allow learners to regain their physical and mental energy and to return to College when their coping strategies are adequate to meet the demands of College study.
- ii) If a learner wishes to return to College following a serious incident or a series of incidents raising grave concern, such return requires the positive assessment of the learner's GP or psychiatrist.
- iii) If/when the learner returns the personal tutor/Course Manager should work with the Specialist Support Manager to ensure appropriate support is in place. There should be regular reviews of the situation through meetings involving learner, personal tutor, Specialist Support Manager, Year Head, Course Manager and possibly an outside supporter.

General guidelines for staff supporting learners with mental health difficulties

The purpose of this Appendix to the Mental Health Policy and Procedures is to give basic guidance to tutors and mentors and other staff who do not have specific responsibilities under the Mental Health Policy and Procedures, but who teach or work with learners who may have mental health difficulties.

In deciding whether there may be a mental health difficulty, it may be useful to consider some of the following questions:

- Has the learner told you they have a problem?
- Have there been any significant changes in the learner's appearance?
- Does the learner smell any different (e.g. can you smell alcohol or cannabis)?
- How does the learner sound? (e.g. flat, agitated, very quiet, very loud)
- Has the mood of the learner recently changed a lot from your previous experiences with them? (e.g. moods vary up and down, miserable, tired a lot)
- Have others expressed concern about the learner?
- Have there been recent changes in the learner's behaviour?
- How long has the learner been feeling or behaving like this? (everyone can have bad days, but if it goes on for weeks/months there may be a problem).

4.2 Learners who give some cause for concern

- i) Any member of staff may encounter behaviour in a learner that gives cause for concern. Sometimes this happens because the learner tells the member of staff about a problem; in other cases the staff member observes unusual behaviour. A checklist of behavioural indicators is attached (Appendix i) but they should never be taken in isolation as they can be misleading. However, where a member of staff feels concerned, and particularly where he /she notes other staff or learners have a similar reaction to the learner's behaviour, the member of staff should take his/her concerns seriously.
- ii) The member of staff should seek advice from the Specialist Support Manager to see if concerns were raised at the application stage or on the enrolment form. The Specialist Support Manager will help the member of staff decide on the next step, which might include offering the learner an appointment with a counsellor, or continuing to support the member of staff in his/her conversations with the learner.
- iii) **The immediate sympathy and support of the person to whom the learner has turned is initially the most useful action.** However, it is important that tutorial and other staff do not raise unrealistic expectations about their availability to students. Never give a personal phone number. Staff need to know when to bring in others eg the Counsellor or Year Head. There may even be a Child Protection issue.

4.3 Learners who give cause for urgent concern

Response to a serious incident or series of incidents

- i) If a learner's behaviour suggests that they present a danger to themselves or others, or is seriously disruptive, an appropriate Senior Manager will attend with another member of staff to contain the situation. Personal safety of all concerned must be paramount. No member of staff should be left alone with the learner.
- ii) Initially it may be unclear whether or not this is a situation related to the mental health of the learner. It may be, or appear to be, a breach of discipline. If necessary the learner should be suspended while an investigation takes place.
- iii) If it becomes clear that an incident is causing immediate serious danger to other site users, then the Senior Manager should call the police.
- iv) Where the danger recedes substantially, and the learner is cooperative, the Senior Manager may not need to call the police but can make clear arrangements for family or reliable friends to take the learner home or to hospital. In the meantime, the Senior Manager needs to ensure that the learner is accompanied and is in a safe place in College. The safe location and accompanying person will vary depending on what has happened and who is available.

4. Procedures for dealing with mental health concerns

4.1 Applicants who inform staff about their mental health needs

- i) The College's application form, interviewing procedures, and learning agreement all give an opportunity for prospective learners to tell us about any disability or learning difficulty they may have.
- ii) Where a disability (including mental ill health) is noted, the applicant is referred for an interview with the Specialist Support Manager.
- iii) The Specialist Support Manager interviews the prospective learner with a view to arranging any additional support that may be needed by the individual. The College Disability Statement describes this process in more detail.
- iv) Where the applicant discloses mental health needs, the Specialist Support Manager will discuss with the applicant what arrangements are already in place outside College to support the applicant. These may include medication, GP support, Community Psychiatric Nurse (CPN) or social worker support, psychiatric outpatient appointments and counselling/psychotherapy.
- v) In some cases, and always where there is a history of violence or self-harm, the Specialist Support Manager will obtain the applicant's permission to write to the GP or psychiatrist to obtain/confirm details about the applicant's health, and/or to arrange an on-going link with the applicant's supporters outside College. The GP or support worker or psychiatrist will be asked for a written assessment of the learner's suitability for attendance at a FE college, but College staff are expected to observe the requirements and safe systems of work resulting from the assessment. The Specialist Support Manager will carry out a risk assessment on behalf of the College.
- vi) The Specialist Support Manager will discuss with the applicant how any stress they might experience at College could be managed. This could involve preliminary meetings with personal tutor or lecturers, or a referral for counselling in College. Disclosure should always be with the consent of the applicant and on a need-to-know basis. It should focus on College support for the learner, not on the details of diagnosis. However, relevant College staff must be aware of any risks. College staff must not discuss the applicant's mental health with any one other than those agreed by the applicant.
- vii) If an applicant chooses not to notify the College about their mental health needs, or does not wish to discuss them in any detail, or does not want to give permission for the Specialist Support Manager to contact their GP or psychiatrist, we respect their right to confidentiality. However, this may affect the ability of the College to provide appropriate support. The success of the learning programme may depend on the full exchange of relevant information between the College and the learner's supporter(s) outside College. Where this has not happened, the offer of a College place may not be possible.

interfering with their day to day life could be critical. Mutual expectations need to be negotiated on an individual basis.

- 3.5 The College will endeavour, through its marketing materials and interview processes, to ensure that prospective learners feel confident enough to declare their mental health needs when choosing and starting a course.
- 3.6 The Specialist Support Manager with specific responsibility for in-class support work will assess the needs of these learners, where necessary seeking advice from mental health professionals outside college, to ensure that college is a suitable environment for the prospective learner.
- 3.7 The College will use the LSC additional support funding budget to provide the required resources to support learners with mental health needs. The Specialist Support Manager will regularly review the support to ensure it continues to be adequate.
- 3.8 The College recognises that some learners may choose not to disclose their mental health needs or may not wish the College to contact their professional carers outside college. In these cases we respect their right to confidentiality but where health and safety cannot be assured, the offer of a College place may not be possible. Where serious mental health issues come to light only after the applicant has started College, the student may need to have “time out”(study at home) while the College seeks professional advice about whether or not the college environment is suitable. See case studies in appendix (i).
- 3.9 If a learner’s behaviour strongly suggests that they present a danger to themselves or others, a member of Senior Management should attend urgently and if necessary call on the support of the police to contain the situation. Personal safety of all concerned must be paramount.
- 3.10 All College staff are asked to familiarise themselves with the procedures attached to this policy and to attend staff training on these issues which will take place during staff induction. All staff who act as Duty Principal in the evenings and on Saturdays will receive appropriate training.
- 3.11 If there is a mental health issue with a student, the appropriate Year Head (16-19), the Programme Co-ordinator (19+) working with the student will consult any appropriate professionals and/or the College counsellor (if they have been working with the student) and any other appropriate staff involved in the particular case to come to a joint decision regarding the student’s safety and wellbeing as well as the student’s academic programme.
- 3.12 The Director of Student Services is responsible for the annual monitoring of procedure and reporting to the Health and Safety Committee whether any alterations may need to be made to the policy and procedures. Monitoring will focus on staff and learner awareness of the policy and on how well the procedures are working in themselves and in relation to other College policies.
- 3.13 Other related policies: Disability Statement; Equality and Diversity Policy; Health and Safety Policy; Child Protection Policy; Student Disciplinary Procedure.



MENTAL HEALTH POLICY AND PROCEDURE

1. Terminology:

For the purposes of this policy/document the term mental health difficulties includes severe stress, anxiety and panic attacks as well as diagnosed mental health difficulties such as depression, manic depression, obsessions, phobias, eating disorders and schizophrenia. Many problems are temporary and will respond to periods of rest, counselling and/or medication. Others are longer term and the person may experience intermittent periods of good and poor health.

2. Purpose of the policy:

The purpose of this policy is to set out procedures to be followed in dealing with students with mental health issues and to comply with the Disability Discrimination Act.

3. Policy:

- 3.1 This policy relates to learners and prospective learners. Staff mental health issues are managed through Personnel policies and procedures, including those relating to sickness and stress.
- 3.2 Stanmore College is committed to widening participation and equality of opportunities for all, which includes support for people with disabilities, including those with mental health needs. This policy aims to safeguard and promote the particular welfare of students with mental health needs as well as ensuring the health and safety of all who learn, work or visit the College.
- 3.3 The most common symptoms of mental illness are depression and withdrawal. A very small minority may exhibit violence or anti-social behaviour such as physical aggression or self-harm. Great care must be taken in attributing behaviour to illness. Diagnosis is a matter for mental health professionals outside of College and is based on a range of symptoms observed and verified over a period of time.
- 3.4 Many learners who are dealing with mental illness manage this in a way that does not affect their studies and in many cases the College will not be aware they are ill. However the College needs effective procedures to assist and support learners whose studies are affected by their mental illness. These learners may require some adaptation to their mode/frequency of attendance and course work deadlines and other aspects of their course. Staff need to be aware that for learners with mental health issues the level of stress they can handle without it

- **UNDER NO CIRCUMSTANCES** must any suspect package be touched or disturbed.

7 ON CONFIRMATION OF THE PRESENCE OF A SUSPICIOUS OBJECT:

- The Principal, or her deputy, in consultation with the police, should then initiate evacuation of specific area(s); and/or
- Arrange for "All Clear" messages to be sent to other buildings on site as appropriate.

8. If it is decided to evacuate the College, exits should be checked and the normal fire evacuation procedure carried out. Assembly points should ideally be at least 600 metres away from any danger zone, and away from large glazed areas, pillar boxes, parked cars etc. If possible, assembly areas should be checked before evacuation commences.

9 Students should not be told at this stage if it is an emergency or a drill.

10. On evacuation, a warning should be given to all visitors.

11. After evacuation, the Principal, or her deputy, having taken appropriate advice from the police, will determine when, and if, to permit re- entry to the building.

12 SHOULD A SUSPICIOUS OBJECT BE FOUND WITHOUT PRIOR WARNING THE POLICE SHOULD BE INFORMED AND THE ABOVE PROCEDURES FROM POINT 7 ONWARDS INSTITUTED.

Stanmore College
September 2007



BOMB ALERT PROCEDURE

1 If the switchboard receives a bomb call, the switchboard operator should immediately hold up the card marked:

*** BOMB ALERT - TELEPHONE POLICE ***

2 The Switchboard operator should then do the following:

- Try to keep the caller talking without being too obvious.
- Listen for accents, background noises, etc.
- Note number of line and pass to colleague speaking to police.
- Coax as much information as possible from the caller - when bomb was planted; where; what time will it go off?

3 Another member of staff should dial 999, ask for police, and state **exactly** the telephone number and location of the College:

- Stanmore College, Elm Park, Stanmore, HA7 4BQ.
- Telephone 020 8420 7700.
- Name and position of caller.
- We have a suspected bomb.

4 If possible a third person should alert Senior Management staff.

5 The Principal, or his/her deputy, having taken appropriate police advice, will initiate searches, and decide whether or not to evacuate the premises, or part of the premises.

6 **IF THE LOCATION OF THE SUSPECT BOMB IS UNKNOWN:**

- The Principal, or his deputy as appropriate, should arrange with senior staff to look around for anything out of place.
- All work areas should be checked, then corridors and exits, for unusually placed bags or packets. Such items must be reported directly to the Principal, or his deputy, who will liaise with the police.

- Improved management of rehabilitation back to work of employees who have suffered a stress-related illness.

Risk Assessment

- The Personnel Manager will carry out a stress audit to establish the areas of greatest concern and instances of good practice within the College.
- The Personnel Manager will take the lead in carrying out risk assessments across different staffing groups in order to identify relevant stressors and existing controls.
- If a member of staff or group of staff is showing signs of stress, a specific risk assessment will be carried out by an appropriate person who is independent of the organisational factors that surround the immediate work environment of those affected.

Management of Stress

- Staff will be provided with information and advice on the causes and prevention of work-related stress.
- Staff will be provided with appropriate training to enable them to perform well in their jobs.
- Managers will be given training in the causes and management of work-related stress.
- Effective channels of communication will be maintained throughout the College.
- As far as is practicable, staff will be given balanced workloads over the year.
- All staff have a responsibility for their own health and safety at work and will be encouraged to discuss any problems related to stress with their Line Manager, the Personnel Manager or Union Safety Representative.
- If any member of staff is absent through work-related stress, an investigation will be carried out by the Personnel Manager to determine the possible cause(s).

Support

- Any member of staff who is suffering from stress can seek advice from their own GP or be referred to the Occupational Health Service through Human Resources.
- When a member of staff returns to work following a period of absence through illness caused by work-related stress, the Personnel Manager will personally manage the process in order to take all possible steps to prevent any recurrence of the illness.
- The Policy will be reviewed annually by the Health and Safety Committee to ensure that it is achieving its objectives.

Actions to be taken as an individual

If staff recognise that they are already suffering from stress or feel that they are finding it difficult to cope with their workload, then it is important to seek help as soon as possible. Initially they should discuss the situation with their line manager. If this is difficult or staff feel that it may be inappropriate they should seek support from colleagues, occupational health, or their GP. It is important to seek help as soon as possible. Do not delay. Whilst the College will make every effort to help individual employees often they will need to take the first step.

Factors unique to the individual

The college will support individuals, who for whatever reason, are less able to face pressure at work and work with them to avoid that pressure turning into stress. We will ensure that all employees are aware of the help that they can receive as individuals whilst at work or absent through stress related conditions. We will work with those who are absent through stress to plan their return to work in such a manner that minimises the risk to their well being.

Actions to be taken by the line manager

It is essential for the success of this policy for managers to play an active part in its implementation. Their responsibilities include:

- To monitor and evaluate work performance
- To provide help and support in line with this policy and where possible to take action that will help individuals overcome their problems before it has an adverse effect on their performance.
- To ensure that they undertake and also encourage their team to take advantage of any stress management and awareness training that may be available.
- To ensure that individuals who are suffering from stress are dealt with sympathetically and with understanding.
- To ensure that steps are taken to support those who are absent through stress and to assist them to plan their return to work when they are able to do so.
- To bear in mind the pressure that might be caused on the individuals concerned when making changes to the organisation of work and the design of jobs.

Benefits of implementing this policy

- Improved working culture.
- Greater openness about sources of pressure at work at all levels.
- Increased awareness in all staff of stress-related issues and the resources available to support them.
- Improved work-life balance for all employees.
- Consistent approach from all managers dealing with workplace stress.
- Early identification and management of stress-related problems.
- Overall reduction in stress-related ill health and subsequent absence.

POLICY AND PROCEDURE ON STRESS MANAGEMENT

Introduction

Work-related stress is 'the adverse reaction people have to excessive pressure or other types of demands placed on them'. It is not in itself an illness but can lead to problems with ill health. It is appreciated that members of staff react differently to pressure and demands placed upon them, even when conditions and workloads are identical. The College recognises its duty to manage stress in the workplace as part of its broader health and safety responsibilities, and is committed to promoting a safe, supportive environment and healthy working culture.

The Nature of Stress

The stress response is the in-built natural human response to situations that are challenging or threatening. It is commonly known as the "fight or flight" response. In effect there are changes to the hormone system that prepare the individual to either fight the threat or to flee the scene. In modern society both at work and at home these natural responses are often inappropriate and if they are prolonged then physical and emotional damage can be caused to the individual concerned.

Stress is not a sign of weakness; for life to be both enjoyable and stimulating individuals do need challenges – challenges that they feel they can cope with. Everyone is at times faced with challenges that they perceive they cannot cope with – and it is then that stress may be experienced.

Responsibilities

We recognise that as employers we have responsibilities under Health & Safety legislation to take specific care of the mental well being of our employees. We also recognise that employees also have a responsibility for their own safety in this area as they do for their physical safety. We on our part will work towards the minimisation of stressors within the workplace and we will work towards increasing employee awareness of stress and provide information and training to enable individuals to take care of themselves

Objectives

- To identify ways in which the College can recognise and minimise the occurrence of work-related stress.
- To develop strategies for managing work-related stress.
- To raise awareness of the causes and effects of work-related stress.
- To provide support for staff suffering from work-related stress.



WORK EXPERIENCE HEALTH AND SAFETY POLICY

1. New Work Experience Placements within reasonable travelling distance are visited by the Work Experience Co-ordinator in order to assess the premises for Health and Safety and to complete a Risk Assessment Form. For any placements not within this category, a Risk Assessment Form is sent for completion.
2. A Work Experience Environment Survey, which includes a section on Health and Safety, is sent to all new providers, together with a Risk Assessment Form, for completion and return prior to any placements.
3. Students are given a briefing, which includes Health and Safety, by the Work Experience Co-ordinator with a copy of the LSC "Be Safe" booklet. Tutors explain the guide to students before they go on Work Experience.
4. Each student is given a Health and Safety Company Induction Form to complete. Instructions on how to fill in this form are part of the briefing given to students prior to them undertaking Work Experience.
5. Any relevant details relating to the student's health, which may affect a Work Placement, are collected from the student on the student's Work Experience Application Form. Placements take into account any health issues and providers are informed in advance.
6. Subject tutors make one visit to each student on work experience during which time they check on the Health and Safety arrangements.

Stanmore College
September 2007

4. Levels of Authorisation

All visits which are within the UK, non-residential and not of an obviously hazardous nature, must be authorised by an academic staff manager. All visits that involve overseas travel, overnight stays or are potentially hazardous must be authorised by the appropriate Director of Faculty.

In all cases, a Risk Assessment must be carried out. One copy of the Risk Assessment should be attached to the Educational Visit/Activity Application Form, a second copy submitted to the Health and Safety Adviser and a third copy kept by the visit/activity leader for reference.

5. Parental Approval

A form is attached as Appendix 17H. This must be completed and signed by the Parent/Guardian for any student in the Sixth Form College or under 18 years of age in the Adult College at the date of the visit/activity.

Stanmore College
September 2007

EDUCATIONAL VISITS & OFF-SITE ACTIVITIES POLICY

1. Policy

The variety, scope and challenge of all educational visits and off-site activities require that health and safety must be the paramount consideration. All such activities are considered to be subject to this policy and the associated procedures with the exception of work experience placements, which are considered separately.

2. Introduction

The procedures contained herein are designed to help staff in the correct planning, preparation, authorisation and safe delivery of all off-site educational activities. It is not possible for one set of procedures or guidelines to ensure the total safety of all such visits and activities. Safe practices on activities off-site, as for normal classes, rely at all times on the use of sound judgment of staff working within their own experience. Staff are also required, however, to comply with the policy and procedure.

3. Addressing the Issues

- Identify a Visit/Activity Leader in the beginning.
- Prepare well in advance so that any problems can be addressed and resolved rather than having to cancel a visit.
- Carry out a Risk Assessment.
- Complete a Visit/Activity Application Form (Appendix 17G).
- Work to a checklist so that nothing gets overlooked.
- Consult colleagues who may have previous experience/tips.
- Make a list of what paperwork you need to have with you.
- Keep a log as you go summarising anything which would be of use to others in the future.

Copy of H&S Policy enclosed

Yes / Not Applicable

If you do not hold a current H&S Policy, please attach a written statement outlining the details of:

- Procedures to be followed in cases of emergency
- Procedures for the reporting and recording of accidents or dangerous occurrences
- First Aid provision
- Provision of appropriate protective clothing and equipment

3. Risk Assessment

The contractor is required to provide a risk assessment, carried out by a competent person, relating to the specific works or job to be undertaken. This document should include assessments relating to:

- Hazards
- Degree of risk
- Control measures employed
- Control of substances hazardous to health (COSHH)

Risk Assessment enclosed

Yes / No

If no risk assessment is enclosed it is possible that authority to commence works will be withheld by the College, and possibly result in the withdrawal of the contract in favour of an alternate contractor.

4. Declaration

I declare that I have read and understand the contents of the attached Stanmore College "Contractors' Code of Practice" and that I agree to observe the requirements and guidance contained therein whilst employed in the undertaking of work on the premises of Stanmore College.

Signed

Print name

Date

SAFETY IN COLLEGES: - CONTRACTORS CODE OF PRACTICE

CONTRACTORS' DECLARATION

Name of Company: _____

Name of Representative _____

1. Please give details of insurance held

Employer's Liability Insurance

Insurer _____

Policy No _____

Extent of cover _____

Expiry Date _____

Public Liability Insurance

Insurer _____

Policy No _____

Extent of cover _____

Expiry date _____

2. Health & Safety

Name of person responsible for the H&S policy for the company:

How are your H&S policies and safe working procedures conveyed to your work force?

owner/occupiers of these properties are met.

35 BUILDING SERVICES

No diversion of any of the existing services, other than those prescribed in the specification, may be effected without the written agreement of the Premises Manager. Any necessary temporary disconnection of services will be done at a time agreed between the Premises Manager and the Liaison Officer.

36 PRECAUTIONARY MEASURES WHEN SITE IS UNATTENDED

The Contractor has a responsibility to ensure that:

- All reasonably practicable precautions are taken to prevent unauthorised access.
- All plant and vehicles are immobilised.
- Hazardous substances, such as chemicals gas cylinders and flammables, are adequately secured and inaccessible.
- Gas and electricity supplies must be isolated, or if flood lighting is required, supplies are properly protected.
- Scaffolding ladders and hoists are protected as outlined in Sections 5, 6 & 7.
- All barriers and lighting necessary are provided by day and night for the protection of all persons.

37 DECLARATION

All contractors are required to complete the declaration on page 16, and to return it to:

Tristan Shanahan
Premises Manager
Stanmore College
Elm Park
Stanmore
Middlesex
HA7 4BQ

Any required documentation should be attached and returned with the declaration.

Tristan Shanahan
Premises Officer
Stanmore College
September 2007

Intake cupboards or WCs, etc. must not be used for storage. On completion the Contractor shall also properly clean floors, woodwork, steps, yards, clear out all gutters, drains and gullies and leave the whole work area in a clean, suitable condition for occupation.

Any works carried out above occupied areas must be suitably assessed and undertaken so as to prevent any risk to occupants. If this is not possible, arrangements must be made through the Premises Manager for the occupants to be relocated for the duration of the work.

32 PROTECTION OF PROPERTY

The Contractor must take all appropriate measures to ensure the stability of the buildings and adjoining properties that may be affected by the works, and provide all appropriate shoring, strutting, needling and other supports and precautions that are necessary to preserve the stability of these buildings. Protective measures must remain until all risk of damage or settlement has expired.

33 SITE CLEARANCE

The Contractor shall comply with the Control of Pollution Act and associated legislation. Waste, dust, dirt and other debris caused by the building operations or other work shall be cleared regularly as work progresses and placed in skips sited so as to cause the minimum of inconvenience to occupiers of the College premises.

The Contractor must ensure that there is no “bombing” of waste from upper storeys without the prior agreement of the Premises Manager and the erection of purpose-designed chutes. All necessary actions should be taken to ensure the safety of the College users throughout this process.

The Contractor shall take all reasonable steps to prevent water accumulation, which may present a hazard on site.

34 MINIMISING INTERFERENCE TO OCCUPIERS AND THE PUBLIC

The Contractor has a responsibility to ensure that:

- All works must be carried out so as to cause the minimum of interference to the occupiers, and other persons using the College premises.
- Works must be carried out in phases agreed with the Premises Manager at the pre-contract meeting.
- The Contractor shall take measures to minimise noise on site.
- All reasonable means must be used to avoid inconvenience to adjoining properties. Should it be necessary for plant, machinery or equipment to project over adjoining property, the Contractor shall obtain the prior written permission of the adjoining owner/occupier.
- If the work requires operatives to enter adjoining properties, written permission must be obtained by the Contractor who will ensure that any conditions imposed by the

- Additional fencing around higher elevations of scaffolding, i.e. near entrance railings.
- Horizontal chestnut fencing or boards can secure lower lifts.
- Additional patrols by Contractor or Premises staff.
- Where scaffold ties pass through open windows, these are to be secured and shuttering plywood sheeting screwed to the inside of the windows over the open areas, to the satisfaction of the Premises Manager.
- All Contractors' access must be adequately secured overnight.
- Scaffolding or other building works must not interfere with, or obstruct access to, any part of the intruder alarm systems, i.e. alarm wiring, sensor units, door contacts, control panels, strobe light units, etc.

29 VEHICULAR ACCESS

The Contractor must take all appropriate precautions to avoid causing danger to any users of the premises arising from the movement of Contractors/Sub-Contractors' vehicles on the site. Where practicable, separate access to the site for Contractors shall be achieved via consultation with the Premises Manager (and Planning Supervisor if applicable).

Appropriate warning notices must be provided. An example may be as follows:

“THIS ENTRANCE IS FOR THE USE OF CONTRACTOR'S VEHICLES ONLY - NO ACCESS FOR ANY OTHER VEHICLE”

30 PUBLIC ACCESS

Areas remaining open to any users of the premises must be provided with proper walkways and access routes with, where appropriate, protective measures to ensure safety. Where scaffolding is erected over or adjacent to an entrance, suitable screens and overhead protective fans must be provided. The Contractor must not block access to roads, walkways or entrances to any users of the premises during the course of the works.

Excavations must be adequately tested, with suitable warning notices, in accordance with Section 15 of this document. Suitable barriers must be provided to stop vehicles negotiating too close to excavations or scaffolding.

31 INTERNAL ACCESS

The Contractor will maintain existing access or, if necessary, provide alternative access and ensure that work within lobbies, corridors and stair areas proceeds in a safe manner. Plant or materials must not obstruct corridors, staircases, intake cupboards, WCs, or emergency escape routes.

The Contractor must remove all rubbish, plant, tools and materials from areas used by the occupiers to a central storage point as work proceeds, and at the end of each working day.

- Under no circumstances may a person or persons ride in a hoist platform.
- The hoist motor and tower must be immobilised and effectively secured at ground level at the end of each working day.
- A competent person must inspect the hoist once a week and ensure that the necessary entry be made in the register (F91 Pt.).
- Test certificates must be provided before the hoist is used. Additional testing and certification is then required after every six months, or after substantial movement or repair.

26 ASBESTOS

The three main buildings, which were built in 1968 (Oak, Willow and Elm), are known to contain a presence of asbestos. The buildings are constructed around a steel frame that employs asbestos sheeting as a means of fire protection. This is a potential hazard when undertaking any work that is intrusive and could possibly disturb the material. Any contractor undertaking works of this nature is required to bear this fact in mind and ensure that utmost care is taken in the proximity of this material, and to ensure that it is not disturbed in any way. If this is disturbed in any way, the contractor must advise the Premises Manager immediately

All works involving the presence of asbestos must be in accordance with the Asbestos at Work Regulations and approved Code of Practice.

The Contractor must consult the Premises Manager regarding the location of known asbestos, and refer to the current Asbestos Survey Report.

If any material suspected of being or containing asbestos is discovered during the execution of the contract, the material should not be disturbed. The area should be immediately confined, and a suitably qualified asbestos removal engineer should be employed to assess the risk and, if necessary, remove the material in a controlled and safe fashion in accordance with the Asbestos at Work Regulations.

27 ELECTRICAL EQUIPMENT

All electrical equipment on site must be at or below 110 volts, unless alternative protection measures have been agreed with the Premises Manager

28 SECURITY

Perimeter fencing is not always singularly sufficient to prevent intruders gaining access. Alternative security measures may be necessary. This can be provided via a combination of methods and the following options should be considered:

- All windows adjacent to materials and tools should be secured at all times.

- It is the responsibility of the Contractor to inspect and sign the statutory registers within 7 days immediately prior to the use of the scaffold, and to obtain a hand-over certificate from the scaffolding contractor.
- All working platforms must be fully boarded and provided with guardrails, toe-boards and brick guards, together with extra sheeting or sealing during demolition or similar operations.
- Storage arrangements for scaffold tubes and fittings should be agreed prior to arrival on site.

24 LADDERS

Ladders must at all times:

- Be in a good condition and suitable for use. They should be checked before use for any damage, wear or faults.
- Be adequately tied, and access to them kept clear at all times.
- Be removed at the end of each working day.
- Not be painted or otherwise treated so as to conceal any defects.
- Be placed at any angle of 75 degrees (1:4) to the supporting structure.
- Be used on a firm level base and be of adequate length for the job, extending at least 1.07m above the landing place.

Both ladders and ropes must be secured out of reach of children and unauthorised persons.

25 HOISTS

The Contractor's site personnel must strictly supervise the control of any hoist employed in the work process on site

The same safe working practice procedures shall apply as for scaffolding (refer to section 23)

Hoists must comply with the Construction (lifting operations) Regulations 1961, specifically:

- Hoist tower must be adequately tied (at every lift) to the scaffolding and/or building as necessary.
- Hoist towers and motor areas must be adequately fenced.
- Gates must be kept closed at all times except when loading and unloading materials.
- Access ways must be kept clear at all times.
- Only competent trained persons may operate the hoist, from one position only with good visibility to all landings.

22 BARRIER FENCING AROUND SMALL WORKS OR SCAFFOLDING

Where ladders, scaffolds, cradles or towers are to be in position for less than one working day, a barrier of hazard warning tape or similar must be provided at a distance of 2 metres clear of the scaffold. During this period scaffolds, ladders, etc. must not be left unattended.

Where ladders, scaffolding, cradles or towers are erected and positioned for more than one working day, a barrier shall be provided to prevent unauthorised access to the structure. The barrier shall be sufficient to prevent access and be erected to a height of 2m from the base of the structure. This fencing or barrier must be of solid construction.

Where practical, fence barriers should be provided 2.0m from the perimeter of scaffolding. Where this cannot be achieved, the fencing should be fixed to the face of the scaffolding and, where appropriate, be fitted with an overhead protective fan canopy.

Fencing erected upon paved areas must be supported so as not to cause damage. The Contractor must maintain the safety arrangements and obtain all necessary licences.

Glazed roof lights or similar areas must be suitably protected from damage by falling objects throughout the duration of works.

Sensitive areas (i.e. toilets, changing rooms, showers, etc.) shall, where necessary, be screened prior to works.

23 GENERAL MATTERS RELATING TO SCAFFOLDING

Where scaffolding is required the following requirements apply:

- The Contractor has overall responsibility for the safe provision and erection of scaffolding, and may only use sub-contractors who are registered members of the National Association of Scaffolding Contractors.
- All scaffolds shall be suitably tied, and suitable care must be taken during erection and dismantling. Aluminium towers must be used in accordance with the PASMA Code of Practice (see section 5a)
- Scaffolds and perimeter/barrier fencing may only be erected or dismantled when the surrounding areas are free of occupants. Similar precautions are to be taken when mobile towers are moved. The Contractor must ensure that the Liaison Officer is advised prior to commencement of any movement or alterations to scaffolds/hoists etc. The Liaison Officer must consult with the Premises Manager (and Planning Supervisor if applicable) to agree periods during which these activities may be undertaken.
- Entrances and access routes in occupied premises should, where necessary, be provided with suitable overhead fan protection. All scaffold tubes must be arranged so that the operation of all doors is not obstructed.

Additional requirements will be necessary in wet or very dusty conditions. If natural or artificial lighting is obscured then alternative lighting must be provided. Scaffold tubes must not protrude into an access way. Caps must be provided to protect ends of tubes.

19 PROVISION OF SITE SUPERVISION

The Contractor should provide adequate site supervision via a competent General Foreman. The General Foreman shall give his/her entire time to the supervision of the works, receiving and acting promptly (where reasonable) upon all instructions issued by the Premises Manager or any person authorised to issue safety directions (i.e. a Planning Supervisor, if required).

The Contractor should provide protective headwear (to relevant British Standard) and, where necessary and appropriate, any other appropriate personal protective equipment for the use of all Stanmore College personnel visiting the site.

The Contractor must ensure that any particular/exceptional hazards are made known to such visitors and ensure that adequate precautions are taken.

Where works are carried out in areas that have been handed over for the sole use of the Contractor, all visitors to the site must report to the General Foreman before entering the works area.

20 SITE PERIMETER FENCING

Arrangements for fencing and perimeter protection will be agreed at the pre-contract meeting, and must be of the agreed standard irrespective of holiday periods.

Where work can be totally segregated from the building's normal function, it shall be enclosed by a fence at least two metres (2.0m) high, unless this is already achieved by a boundary wall or other adequate barrier. The Contractor must provide a secure compound, the site of which will be approved by the Premises Manager (and Planning Supervisor if applicable) at the pre-contract meeting. All materials and plant must be stored within the compound.

The Contractor will ensure that entrance gates are securely closed when not in use, and kept locked when the site is unattended. Fencing must be adapted as and when required during works, and be dismantled and removed upon completion.

21 SCAFFOLDING - ERECTING, PROTECTING AND DISMANTLING

All scaffolds must comply with:

- The Construction (Working Place) Regulations 1966.
- The BSI Code of Practice BS 5973: 1981 - Access and working scaffolds and special scaffold structures in steel.
- The BSI Code of Practice BS 5974: Temporary installed suspended scaffolds and access equipment.
- The Prefabricated Aluminium Scaffolding Manufacturers Association (PASMA) -Operators Code of Practice 1980.

Any amendment or substitution of these regulations must be taken into consideration at the time of works.

15 SMOKING, ALCOHOL AND DRUGS POLICY

Smoking is prohibited on the Stanmore College site. The unauthorised consumption of alcohol and illegal substances, including illegal drugs, is also prohibited within the site. Any person found to be under the influence of such substances will be removed.

16 EQUAL OPPORTUNITIES

Stanmore College is committed to the practice of Equal Opportunities, and fully expects any contractor employed upon the College site to observe the principles of Equal Opportunities. It is therefore the responsibility of the contractor to ensure that they, and anybody employed or sub-contracted by the contractor, do not behave in any way that could be deemed offensive on the grounds of age, sex, race, disability or sexual orientation.

17 SAFE WORKING PRACTICES

All Contractors must ensure that, in respect of all operations and tasks they undertake in SSFEC premises, safe working practices are adopted and practiced at all times.

The Management of Stanmore College reserve the right to require any Contractor and/or employee of any Contractor who, in the opinion of the Premises Manager or other senior person, fails to conduct their operation having proper regard to health and safety and this Code of Practice, to leave the site

PART B - Additional and special requirements relating to Building Work, Demolition of any kind or other contracting activities of a similar and/or high risk nature

18 APPOINTMENT OF CONTRACTOR'S LIAISON OFFICER

The Contractor must nominate a senior member of site staff, agreed with Stanmore College, to act as Liaison Officer. This person will maintain daily communication with the Premises Manager and site staff. The Contractor should introduce the Liaison Officer to the Premises Manager before commencement of works.

Part of the Liaison Officer's responsibility shall be to communicate with the Premises Manager regarding the timing and progress of work to ensure minimum disruption.

The Contractor should provide a written method statement in advance of undertaking specific work, as agreed prior to commencement. This will include demolition, asbestos operations, disruptive process, or alteration to main services or other facilities that cause interruption to the client's activities (such as erection of false or temporary support structures). In the event of any deviation from the method statement, no further work will be undertaken until mutual agreement has been reached as regards the amended method(s) employed.

- Dust must be dampened down and removed by industrial vacuum cleaner.
- Contaminated dustsheets must not be used elsewhere on the site.
- All debris from stripping is to be placed in sealed bags and disposed of. It must not be stored on site nor placed in College refuse disposal containers. Internal areas are to be suitably cleaned using industrial vacuum cleaner and then washed thoroughly. External areas are to be swept and all debris bagged for disposal. Debris is not to be swept or hosed into surface gulleys.

11 NOISE

The Contractor must adhere to the requirements of the Noise at Work Regulations and should use the most effective noise reduction measures available. Plant likely to cause disturbance may only be used within the periods previously agreed with the Premises Manager.

12 WORK EQUIPMENT

All Machinery and other Work Equipment brought onto the site must comply with the Provision and Use of Work Equipment Regulations (PUWER) 98

All work equipment used on site must be operated in a safe manner by trained and authorised persons.

All safeguards must be in place before machinery is operated or used.

The loan of work equipment (including) tools by the College should be avoided unless this forms part of the original contractual arrangement.

Tools, materials and equipment should not be left unattended at any time, especially where other College users may have access to them.

13 ELECTRICAL SAFETY

All electrical equipment used by contractors must be regularly inspected and maintained in a safe condition and properly stored. Any portable electrical apparatus must be covered by a current certificate of test.

Only those persons who are authorised and competent to do so shall be permitted to work on any electrical installations or equipment.

14 PERSONAL PROTECTIVE EQUIPMENT

Personal protective equipment shall be provided by the contractor where the legal requirement or risk assessment shows that it is necessary for specific tasks or general operations. Where it is provided it must be worn.

9 PROVISION OF WARNING NOTICES

The Contractor must provide suitable signs to warn persons of dangerous operations, plant and chemicals, and of freshly applied materials. All safety signs must conform to the Safety Signs Regulations.

10 CONTROL OF HAZARDOUS SUBSTANCES (INCLUDING SOLVENTS, PAINTS, AND CORROSIVES ETC.)

The Contractor must provide the Premises Manager with copies of any appropriate COSHH assessments regarding substances or processes to be used on site that may present a risk to the health and safety of persons using the premises.

The assessments must include details of the substances or processes to be utilised, and the precautions and protective measures that the Contractor intends to undertake. Such information shall be provided at least 14 days prior to works, or immediately if a dangerous substance, i.e. asbestos, is discovered unexpectedly during the work.

The Contractor shall ensure that all substances and materials are stored safely and used in accordance with Health & Safety guidelines.

Suitable precautions must be taken where work is likely to create excessive dust, e.g. sealing, totally enclosing, damping down, and employing local dust extraction plant.

The Premises Manager must be consulted prior to commencement of works so that additional cleaning provisions can be arranged if necessary.

Painting and decoration

Most painting contracts incur some stripping of internal/external paint. Specifications allow either chemical or heat stripping externally, but prohibit heat stripping/burning off internally. Dry rubbing down of known lead paint is also prohibited.

The safety precautions required for stripping and rubbing down of all internal and external paintwork throughout the building are as follows:

- Where premises are occupied during stripping of paint, the Premises Manager should be advised in advance of these operations taking place.
- During stripping of paint, dustsheets must be placed beneath the work area, whether burning, scraping, rubbing down or chemical means removes it. Plastic sheets must not be used when burning is carried out.
- Cleaning of the floors and paths beneath stripped areas must take place regularly while work is in progress. Cleaning should always be done immediately before any known use of the area, i.e. breaks, lunchtime, end of day etc. This would not be applicable if the area into which stripped material or dust is allowed to fall is fenced off.
- All rubbing down must be carried out using a wet abrasive.

4 REPORTING OF ACCIDENTS AND DANGEROUS OCCURRENCES

The Contractor must make adequate arrangements for reporting accidents and dangerous occurrences as required by the Reporting of Injuries Diseases & Dangerous Occurrence Regulations

Reports of all accidents, dangerous occurrences and near miss incidents and any hazard observed should be reported immediately to the College's Premises Manager or in his absence to a senior member of the College management.

5 SITE SECURITY

All Contractors shall observe any notice or instruction concerning site security.

Site property must not be removed without permission from the Premises Manager.

6 FIRE PRECAUTIONS

The Contractor must ensure that all fire escape routes are kept clear and maintained at all times

The Fire Precautions (Workplace) Regulations 1997 and the Regulatory Reform (Fire Safety) Order 2005, as amended, also work in conjunction with MHSWR and require employers to include fire risks in their general risk assessments for the workplace.

All combustible materials must be appropriately stored in agreed areas.

Any unnecessary build up of combustible materials must be avoided. Flammable liquids or compressed gases, etc. may only be kept in the building in such quantities required for the immediate work. The Contractor must provide suitable and sufficient fire extinguishers.

All Contractors must leave the site clean and tidy upon completion of any works, removing all waste, materials, tools and equipment.

7 FIRE EVACUATION PROCEDURE

All contractors working on site should be aware of the nearest Fire Alarm call point to their working area. In the event of you discovering a fire, you should activate the alarm at the nearest call point and proceed to evacuate the building in accordance with the instructions displayed locally, assembling at the assembly point relevant to your working area.

If the Fire Alarm is triggered from any other source, please evacuate the building immediately and proceed to the assembly point relevant to your work area, as shown on the local evacuation instructions.

8 FIRST AID PROCEDURE

In the event of First Aid being required, the duty First Aid officer can be contacted by mobile telephone on 07948 355158, or from an internal College telephone on extension 888.

PART A. GENERAL REQUIREMENTS FOR ALL CONTRACTORS

1 LEGAL DUTIES

Anyone entering the premises for the purposes of carrying out general or specialised work for the client, owner or occupier must be regarded as the “Contractor”, who has responsibility, and whom responsibility is owed to, with regard to Health and Safety issues. The same measure of responsibility must be applicable to all contractors employed on the premises, such as caterers, window cleaners, agency staff, equipment repair technicians, and other service providers.

All contractors working in or on Stanmore College premises must ensure, so far as is reasonably practicable, the health, safety and welfare of all persons who may be affected by their work. This includes staff, students, visitors and any other contractors present on site.

The Contractor must agree to abide by all the provisions of the College’s Health and Safety Policy and in particular must observe the site operating and safety rules. If any part of the work is sub-contracted, the Contractor must ensure the sub-contractor’s awareness of all safety requirements.

Any company, including contractors, employing five or more persons is required under section 2(3) of the Health and Safety at Work Act 1974 to prepare and bring to the notice of all employees a written statement of their general policy with respect to the health and safety at work of their employees.

The Management of Health & Safety at Work Regulations 1999 (MHSWR) impose a specific duty upon employers to carry out *suitable and sufficient* assessment of all risks to the health and safety of employees and others, arising at or from a work activity. This requirement applies to all Contractors working on Stanmore College premises

2 IDENTITY BADGES

All contractors must, at all times, wear an identity badge when working on the premises of Stanmore College. This can be obtained from the Premises Department upon commencement of work.

It is also necessary to register your vehicle details with the Reception desk so that the College knows that your vehicle is authorized to park on the premises.

3 SITE TRANSPORT SAFETY

All vehicles shall be driven having regard to the site speed limits and controls in place within the site. Any Contractor’s vehicle shall be in good condition and comply with the relevant Road Traffic Regulations.

The delivery and storage of goods and equipment etc must be agreed with the site management, where necessary and appropriate, confirmed in advance, and shall be undertaken in a safe manner.

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STANMORE COLLEGE FURTHER EDUCATION CORPORATION

CONTRACTORS' CODE OF PRACTICE

Stanmore College and its Board of Governors has a general duty, so far as is reasonably practicable, to ensure the health, safety and welfare of all users of the College premises and grounds.

This Local Code of Practice is provided as authoritative guidance, and determines the minimum standards/precautions that the College expects from contractors carrying out works on the premises.

This Code is in two parts. PART A applies to all Contractors while PART B concerns additional and special requirements relating to Building Work or other contracting activities of a similar and/or high risk nature.

This document will be provided in booklet form to contractors and any agent acting on behalf of Stanmore College. Contractors are required to complete and sign the "Declaration" (see page 16).

LEGISLATION

Failure to manage contractors has wide implications under the Health and Safety at Work Act 1974, where Sections 2, 3, and 4 can be applied to occupiers and contractors, dependant upon the circumstances. Similarly, civil claims for damages can be made against occupiers as well as contractors.

Other legislation also has implications upon contractors and building work, including:

- The Construction (Health & Safety) & Welfare Regulations 1996
- The Construction (Head Protection) Regulations 1989
- The Construction (Design and Management Regulations) 1994
- The Health & Safety (Safety Signs & Signals) Regulations 1996.
- The Control of Substances Hazardous to Health Regulations 1999
- The Management of Health & Safety Regulations 1999.
- The 16th Edition Institution of Electrical Engineers Regulations.
- The Electricity at Work Regulations 1989.
- Control of Asbestos Regulations 2006
- Noise at Work Regulations 1989.
- The Provision and Use of Work Equipment Regulations 1999
- The Manual Handling Operations Regulations 1992
- The Workplace (Health, Safety and Welfare) Regulations 1992.
- The Personal Protective Equipment at Work Regulations 1992
- The Lifting Operations and Lifting Equipment Regulations 1998



ZURICH MUNICIPAL

Certificate of Employers' Liability Insurance(a)

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 2008 (the Regulations), a copy of this certificate must be displayed at all places where you employ persons covered by the policy or an electronic copy of the certificate must be retained and be reasonably accessible to each employee to whom it relates).

Policy No. NHE-01CB60-0013

1. Name of policyholder Stanmore College Further Education

2. Date of commencement of insurance policy 01 August 2009

3. Date of expiry of insurance policy 31 July 2010

We hereby certify that subject to paragraph 2:

1. The policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney (b)
2. (a) the minimum amount of cover provided by this policy is no less than £5 million (c)

Signed on behalf of Zurich Insurance plc (Authorised Insurer).

Signature

Guy Munnoch

Chief Executive Officer Zurich Insurance plc, UK Branch.

Zurich Insurance plc
A public limited company
incorporated in Ireland
Registration No. 13460 Registered
Office Zurich House, Ballsbridge
Park, Dublin 4 Ireland.
UK branch registered in England
and Wales Registration No.
. BR 7985
UK Branch Head Office
The Zurich Centre, 3000 Parkway,
Whiteley, Fareham, Hampshire
PO15 7JZ

Notes

- (a) Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.
- (b) Specify applicable law as provided for in regulation 4(6) of the Regulations.
- (c) See regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.

Authorised and regulated by
the British Financial Regulator and
regulated by the Financial Services
Authority for the conduct of UK
business

WELFARE & HYGIENE

- risk of food poisoning
- hygiene issues, including infectious conditions
- exposure to contaminated water, i.e. Legionella and Weil's disease

OTHER GENERAL HAZARDS

- collision with vehicles in the car park, either when on foot or when driving
- occupational stress – see associated Stanmore College policy
- specific hazards associated with young people, special needs, disabled and new / expectant mothers
- off-site visits, including hazards associated with travelling and transportation, assembly arrangements and general codes of safety while on visits
- awareness of specific conditions of students and staff, such as food allergies, sensitivity to sunlight, insect bites etc.

Premises Department
Stanmore College
September 2007

RADIATION

- possible sources: photocopiers, welding equipment, microwave ovens, radio transmitting equipment, prolonged exposure to direct sunlight.

DISPLAY SCREEN EQUIPMENT (DSE)

- workstation not compliant with Display Screen Regulations
- possibility of repetitive strain injuries or similar work related upper limb disorders

EYE INJURIES

- possibility of being struck by foreign bodies, i.e. wood chips, metal swarf or airborne clay particles
- eye strain from prolonged use of DSE
- resulting from poor lighting level or glare

ELECTRICITY

- possibility of contact with any live source or exposed conductor resulting in electric shock
- possibility of fire causation

HANDLING ISSUES

- potential injuries from manual handling of loads
- distances and areas, possible trip hazards and lifting heights

ENVIRONMENT & SUBSTANCE

- contact with toxic, corrosive, irritant, poisonous, carcinogenic or flammable substance
- inhalation of toxic fumes, vapours and gases
- ingestion of any hazardous substance

HOT SURFACES

- burns from pottery kilns, brazing hearths, hot liquids or lighting equipment

EXPLOSION

- possible result when using flammable gas, i.e. LPG

PRESSURE SYSTEMS

- explosion or bursting of any compressed air system

HAZARD IDENTIFICATION

Guidance on identification of hazards

A “hazard” can generally be described as “a way or means by which a person could come to harm”. Essentially, a hazard could result from, or be associated with, any of the following causes:

FALLS

- of an individual from a height
- of a person on the same level, i.e. trips
- while gaining access to a different level, i.e. from a ladder or stairs
- slipping on a wet or slippery surface

BEING STRUCK / CRUSHED BY

- a moving item or vehicle, i.e. a trolley
- displaced goods, i.e. photocopier paper or any stacked packages
- other individuals, i.e. collision in a corridor
- doors opening outwards

MACHINERY

- being struck by a moving part of a machine
- being entangled and drawn into a moving part of a machine
- being struck by any materials being ejected by a machine
- making contact with any rotating or revolving blade attached to a machine, i.e. a pillar drill or rotating saw blade
- laceration resulting from contact with a sharp object or blade

NOISE

- being subjected to any source of excessive noise that could result in an acute or chronic condition such as threshold shift (a shift in the threshold of hearing, meaning that only sounds louder than a certain level will be heard), tinnitus or noise-induced hearing loss
- being unable to hear or understand instructions and / or warnings

FIRE

- flammable materials requiring correct storage and control methods
- poor means of escape, fire fighting equipment or alarm systems

More than that, Risk Assessment helps to establish and maintain effective health and safety standards and hence **reduce the risk of an accident, ill health and/or a near miss occurring.**

By requiring those in managerial control of the activities that give rise to the risks to be responsible for the completion of the risk assessments it gives such managers a greater sense of **ownership** of them and hence increases their awareness of health and safety issues. Additionally, it is more likely that the risks and control measures will be identified and put into effect.

The **administration** of the Risk Assessment system will be through the Health and Safety Adviser. Copies of the Risk Assessments will be held by him/her and in the department concerned. They should be available to those working in the relevant department or section to read. Indeed such persons should, where appropriate, be involved in, or consulted during the course of the Assessment. In all cases, those whose health and safety might be affected by the risk should be familiar with the steps that are taken to control it.

All Risk Assessments should **be reviewed** :-

- i) whenever the circumstances relating to the activity have changed,
- ii) where experience shows that the existing assessment might not be adequate,
- iii) within a time specified by the specific Risk Assessment,
- iv) in any event, annually.

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might be expressed in generic terms. It is important, however, that you do record those control measures which are being taken specifically to control the risk.

The most important question to be answered in the whole process is, in relation to each hazard, **whether the existing control measures are sufficient** having regard to the nature of the hazard, the persons exposed to it and the degree of the risk. In making your judgement you should also take into account what is the norm or standard which is expected; whether, as far as you are aware, the law is being complied with; and if there is any guidance or information that is relevant.

In making your judgement you can only be expected to make a decision based on your experience, commonsense and an honest approach to the issue. Don't be unduly influenced by the consequences of your decision. If you believe that something more should be done or, conversely, that the controls are sufficient, then you should say so by recording "**NOT OK**" or "**OK**" as appropriate.

Step 5. The Action Plan

If you have recorded "**OK**" against each of the hazards, you need simply to sign the form and pass it on to your Line Manager.

Where you have recorded that the control of a hazard is **NOT OK** you should then complete Part 'D'. by recording what further control measures should be taken by when and by whom. You may well need to consult with other people but try to be as specific as you can.

It is your responsibility **to ensure that remedial action is taken**. The worst outcome of the risk assessment process is if remedial action is identified and agreed and yet left undone!

Staff who complete Risk Assessments are not solely responsible in law for them. Once completed, passed on and accepted they become the property of Stanmore College and, therefore, part of the College's response to its legal obligations.

And Finally: -

A risk assessment is part of a **stand back review** showing how the risks resulting from operating Stanmore College are controlled. It is not intended to be a means of identifying every single defect or to be seen as a form of inspection. In fact an inspection is a control measure. If a Risk Assessment reveals a number of defects or failures to follow established procedures, then its contribution should be to identify further measures or systems e.g. supervision, Codes of Practice etc. to avoid such defects or failures recurring.

Risk Assessments enable the Board of Governors, the Principal and other managers to demonstrate and describe what steps are being taken to manage Health and Safety in relation to all Corporation activities.

virtually unscathed? The outcome could depend on the type of stairs or who uses them. You simply have to make a responsible judgement.

The next question is equally imprecise, namely, **how likely is it that an accident or case of ill health will actually occur?** There are 5 choices offered:

- Fr. Frequently /almost inevitable some day
- Pr. Probable – not surprised
- Ps Possible - could occur some time
- R Remote – unlikely but conceivable
- U Unlikely to the extent that it is not worth worrying about

Here the existence of control measures which are currently in operation must be taken into account. It is well worth jotting them down or completing step 4 first since the two elements are interrelated. Not only should you identify the measures which are being taken but also whether those **measures are still being maintained and applied.** The risk assessment process provides a good opportunity to compare intent with reality!

Having decided what the likely outcome might be, and the chance of an accident or ill-health happening, you can then proceed to make an **overall assessment or risk** rating based on an A- E scale using the table provided.

In this system the **risk rating does not determine the action** i.e. to cease activity – take urgent action – ignore etc. It simply indicates that the activity involves the taking of risk to a higher or lower degree. Importantly though it shows where the real potential for serious harm exists and compares one risk with another.

In practice it means that for ratings above “C” you should review your control measures very carefully to make sure that you are doing as much as you reasonably can to reduce the risk. Where you can do no more, such a rating will invariably show the importance of measures such as training, instruction, supervision and safe working practices and hence cause you to ensure that full compliance is maintained.

Conversely, where the rating is below D it suggests that significant expenditure or efforts to reduce the risk further are not really justified.

**The evaluation of the risk is subjective and,
therefore, is an indicator, no more than that.**

Step 4. Existing Control Measures

It is important to identify and **record what is actually being done now to control the risk** arising from the activity. You will have had to think about the control measures when determining the risk rating (Step 3).

It is also likely that many of **the control measures are common** for several of the hazards and therefore your entry in Part C of the form

A common list of hazards has been identified for use in preparing your risk assessment, which is included at **Appendix 7b**. For any given activity, therefore, you should consult the list and decide what hazards apply to the activity and enter them on the form. It is obviously not necessary to list those hazards that do not apply.

It is most important when identifying a hazard that you **ignore the control measures currently being taken**. A dangerous moving part of machinery is still a hazard whether or not it is guarded because it has the potential to cause harm. The risk of harm actually being done will, of course, depend on the control measures (see step 3), but you must not short circuit the risk assessment process by deciding at the outset that the hazard does not exist when clearly it does.

You do not need to deal with those hazards which are being dealt with within a “General Site Topic” or which are covered by a specific regulation assessment. However, if the **hazard is particularly relevant to the activity** you are assessing then the hazard must also be considered i.e. the risk of “fire” as part of the process, or risk of an electric shock from the electrical wiring / controls on the machine itself.

It is also important to try to identify **who is likely to be at risk** or to be harmed as a consequence of the existence of the hazard. The risk assessment form includes categories of persons likely to be at risk. Sometimes it will not be possible or necessary to make a distinction in which case “all” is the appropriate entry to use.

Step 3. Evaluating The Risk

It is useful to decide the significance of the risk of harm actually arising - the **Risk Rating**. This could well affect the extent and maintenance of the control measures which you decide are necessary.

It is important to take into account the **actual conditions** that exist and the **control measures** currently being taken in evaluating the risk.

Essentially there are two factors that determine the risk; the likely **outcome** – injury or ill health - and the **chance** that what you fear might happen will actually do so.

Dealing first with the **likely outcome**, there are four categories shown on the form and these are based on the definitions used in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) namely; Fatal, Major or Minor injury or Ill-health and Dangerous Occurrences.

When deciding what is **the likely outcome** you should be realistic. Take, for example, a person falling down a flight of stairs. It could prove fatal, result in a major injury, or just amount to a case of bruising and minor shock. Here, in particular, common sense should prevail and a good test is to ask yourself if, over a period, ten people were to fall down the stairs, how many of them would be taken to hospital with serious injury compared with the number who would walk away

Step 1. Deciding What Is To Be Assessed

Assessors (Academic staff managers and support staff managers) should start by focusing on activities which take place in the areas under their control.

A separate Risk Assessment form should be used for each “**activity**”.

An “**activity**” in this context is best described as a “block of work”, or a “process” or a “distinct part of the curriculum being taught”.

In the Performing Arts Department, for example, the work undertaken could be divided into a number of separate activities such as:

- Basic classroom drama teaching at ground floor level.
- Classroom teaching using scenery, different levels etc.
- Assembling and erecting scenery
- Making costumes, scenery and models etc
- Assembling and using the lighting.
- Erecting, using and dismantling the mobile tower platform.
- Public performances.

There may be a tendency to subdivide such activities into separate parts or distinct tasks. This should be resisted since experience shows that this can lead to a great deal of duplication and excessive amount of form filling without increasing the real benefits of the assessment process.

It can be seen from the above example that each separate activity listed presents a different character of risk. It is also the case that once an assessor gains more experience with the process he or she will feel more confident about the identification of the “activities”.

A key test in deciding if the “activities” have been properly selected is to ask, in relation to any accident or incident that you could **imagine** occurring, if the thing that the injured person was supposedly doing at the time etc. was covered by, or was part of, one of the “activities” that you have identified.

Step 2. Identifying The Hazards And Who's At Risk

You only need to identify the “significant” hazards. This means that you do not have to include those that are trivial, really remote, would only inflict minimal harm or where the consequence is not directly related to the activity itself i.e. bad treatment of the injury etc.

For each activity decide what hazards apply to it. In this context a hazard is best described as **a way that a person can be harmed**. A machine, for example, is not a hazard although the use of the machine may well give rise to a number of hazards or ways that a person can be harmed.

A GUIDE TO RISK ASSESSMENT

The Risk Assessment system adopted by Stanmore College is primarily based on the assessment of risk arising from the **activities** undertaken by, or on behalf of, the College both within and outside the premises which could expose staff, students, visitors and others to risk to their health and safety.

A number of activities have been identified, which can be described as **General Site Topics**, which will be assessed over Stanmore College as a whole. These include:

- General Fire Risks
- Site Transport
- Fixed Electrical Installation
- Site Housekeeping
- Contractors
- Maintenance
- Welfare and Hygiene
- Standard Classroom Teaching (inc. IT)

In addition, some hazards are subject to specific regulations which call for a risk assessment. In general the risks arising from such hazards will be primarily assessed in accordance with the relevant regulations and not as part of the general Risk Assessments required by Regulation 3 of the Management of Health and Safety at Work Regulations.

The risks arising from other Stanmore College activities will be assessed on a departmental/area basis as a means of delegating, but not discharging, the responsibility for ensuring that adequate risk assessments are undertaken and reviewed as necessary.

The following "**Five Steps to Risk Assessment**" approach should be taken when carrying out any risk assessment:

department/area with a copy being supplied to the Health & Safety Adviser in all cases.

- 8 Academic staff managers and support staff managers are responsible for ensuring that all control measures identified through Risk Assessments are carried out and that each assessment is reviewed and, if necessary, amended on an annual basis (or sooner if circumstances dictate).
- 9 The Deputy Principal will provide an annual report on Risk Assessments to the Health and Safety Committee.
- 10 **A Guide to Risk Assessment** appears as Appendix 7a and explains in detail how to carry out risk assessments. **Hazard Identification** appears as Appendix 7b. **A** blank Risk Assessment Record Form along with a brief guide on completing the form and The Risk Matrix table is included in the H&S Forms section.

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RISK ASSESSMENT OVERVIEW

- 1 All organisations with more than 5 employees have a statutory obligation to undertake risk assessments.
- 2 A “risk” is the chance, great or small, that someone could be harmed by a hazard.
- 3 A “hazard” is any way or means by which a person can come to harm
- 4 Stanmore College is required to: -
 - i) Identify any hazards that may reasonably result in significant harm to any person or persons under normal conditions on Stanmore College premises.
 - ii) Identify the person or persons who could be harmed by the hazard.
 - iii) Assess the level of risk by reference to the “Guide to Risk Assessment”.
 - iv) Identify appropriate control measures by which the risk can be reduced to the lowest degree possible.
 - v) Ensure that these control measures are implemented and procedures observed.
 - vi) Ensure awareness of all users of Stanmore College premises with regard to risk assessment and control measures employed.
 - vii) Carry out individual risk assessments specifically for any staff or student with a disability or who is pregnant or a new mother.
 - viii) Discuss particular needs arising from vii) with the individual concerned.
- 5 Stanmore College undertakes specialised forms of risk and hazard assessment in the form of COSHH assessments, Manual Handling assessments, Fire Risk assessments and implementation of the Display Screen Equipment Regulations,
- 6 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.
- 7 Completed assessments should be signed by the manager and then counter-signed by the Line Manager. The Risk Assessment form should be retained within the

6. Assessments should be produced by following the steps outlined below.

6.1 **Identification**

6.1.1 Identify the existence of any potentially hazardous substance.

6.1.2 Identify who is responsible for carrying out the assessment.

6.2 **Information**

6.2.1 Identify the substance.

6.2.2 Consider information from supplier safety data.

6.2.3 Identify potential hazards, who could be exposed and how.

6.3 **Evaluation**

6.3.1 Evaluate the risk to health of individuals or groups.

6.3.2 Evaluate the chance and potential duration of exposure to risk.

6.4 **Decision**

6.4.1 Decide what needs to be done to control or prevent exposure to risk.

6.4.2 Inform and instruct staff and students accordingly.

6.5 **Recording**

6.5.1 Record the assessment on the COSHH Assessment Form.

6.5.2 Give a copy of the assessment to the Premises Manager.

6.6 **Review**

6.6.1 Monitor the implementation of control measures.

6.6.2 Ensure that assessments are regularly reviewed and updated at least every two years.

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CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

1. The Corporation is required to undertake assessments of substances which are "hazardous to health" under the Control of Substances Hazardous to Health Regulations 1994.
2. Under the Regulations the Corporation is required to:-
 - i) Assess the risk to health arising from work undertaken by staff or student.
 - ii) Introduce appropriate measures to prevent or control risks.
 - iii) Ensure that control measures are used, equipment properly maintained and procedures observed.
 - iv) Inform, instruct and train staff and students about risks and the precautions to be taken.
3. Line Managers are responsible for ensuring that assessments are undertaken
4. As a general guide managers should ensure the production of assessments covering activities in the following areas: -

Grounds	- e.g. maintenance
Buildings	- e.g. cleaning, maintenance, decoration & construction
Equipment	- e.g. maintenance & repair
Specialist Teaching Areas	- e.g. Science Laboratories, Workshops, Art Rooms, Performing Arts areas,

and consider the need to produce assessments covering activities in general teaching areas.
5. The assessments should normally be carried out by the specialist staff-teaching or support operating within the particular area where the risk is present.

- 4.3 If it appears that a breach of Stanmore College rules has taken place, the names of those involved and details of the incident must be reported immediately to the appropriate Director of Studies who will then implement the Disciplinary Code of Practice.
- 4.4 Participants in any kind of incident who are not official visitors or Stanmore College students, or are unable to provide proof that they are students, should be asked to leave the site. If they decline to do so the police should be called.
- 4.5 If, having elected to intervene in a situation, a member of staff finds the situation deteriorates and becomes unmanageable, support in the first instance should be sought from colleagues and/or college management, or if serious, by telephoning the police.

5. INCIDENT INVESTIGATION

- i) Arrange for first aid when any injury is apparent or claimed by any of the individuals concerned. Lists of first aiders are displayed in various parts of the Stanmore College site. If in doubt, contact Reception.
- ii) Attempt to calm the situation.
- iii) Seek assistance as soon as possible. In an emergency situation this should be the nearest member of staff. If there is no immediate urgency, advise the Reception staff to contact the Principal's office.
- iv) Identify individuals involved and their tutor groups.
- v) If the Health and Safety of any member of the SCFEC community has been put at risk by the conduct of a student, that student should be sent home after the parents have been contacted. Parents must always be informed of any such action. The student must remain at home, with suitable academic support, until investigations have been carried out and an interview with the student and parent(s) can be arranged.
- vi) Take statements from those directly involved and the chief witnesses. Statements should be as full and descriptive as possible – 2 or 3 lines are not sufficient. They should be handwritten, dated, signed by the author and countersigned by a member of staff.
- vii) The statements should be passed to the Director of Studies who should determine whether the particular case requires their personal attention or could be given to another appropriate member of staff to investigate.
- viii) Ensure that an Incident Report Form is completed and passed to the Premises Manager.

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INCIDENT REPORTING PROCEDURE

1. INTRODUCTION

- 1.1 It is expected that all staff and students will be vigilant and report any circumstances which arouse concern to their line manager or lecturer
- 1.2. All staff and students are encouraged to report any concerns they may have regarding issues of personal safety and security.
- 1.3. Any incidents that arouse concern for the security of the Stanmore College site or its occupants should be reported to the Premises Manager for inclusion in the College Watch log.
- 1.4 All new members of staff will receive training in dealing with potentially aggressive incidents.

2. VISITORS

- 2.1 Students are not permitted to invite visitors on to the Stanmore College site.
- 2.2 All visitors must report to Reception and record their presence on site. Reception staff will then contact staff or students as appropriate, and provide visitors with tokens for the car park exit barrier.

3. PERSONAL SECURITY

- 3.1 No member of staff should put his/her safety or that of other site users at risk at any time.
- 3.2 No member of staff or student should risk being assaulted. An individual whose personal safety is threatened should move away from the situation and seek assistance.
- 3.3 **ALL** staff and students are entitled to call the police if it is their view that a situation warrants such action. If the police are called, line managers or lecturers should be informed as appropriate and, in addition, the Executive Support Team (extensions 242, 244, 245)

4. GUIDELINES FOR STAFF

- 4.1 All members of staff should report circumstances which arouse cause for concern to their line manager.
- 4.2 If a member of staff decides to intervene in a situation he/she should seek to establish the facts in a polite manner and invite the participants to identify themselves.

- 7 It is essential that all disposable gloves, wipes, aprons, and cleaning cloths disposed of, do not touch the operator's skin. Gloves must be removed by peeling them off from the cuff so that the outside is turned inside along with any possible contamination, in accordance with training guidelines.

- 8 Any splashes of body fluid must be washed with soap and water with cloths or paper towels and disposed of as in 4 or 6 above.

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If you require the attention of a trained First Aider, dial 888 from any internal telephone extension, or call [07948 355158](tel:07948355158) from an external line or mobile telephone. This will connect you to the Duty First Aider who will attend immediately.

The college operates a duty First Aid rota, and each day one member of staff will be allocated the role of first response with a second member of staff acting in the support role in the event that the Duty First Aider is not available. The Duty First Aider rota board is displayed in the main Reception area, Oak Building.

FIRST AID PROVISION : CODE OF SAFE WORKING PRACTICE

- 1 A uniform hygiene control system will be used for the treatment of any injuries where body fluids are expelled so as to prevent them entering the blood stream of the First Aider.
- 2 Any incidence where a First Aider is dealing with body fluids, the First Aider will use disposable gloves and will not attempt any first aid treatment if they have an open cut or sore of their own. Personal open sores/cuts on the First Aider must be covered with waterproof dressings.
- 3 Before and after applying any first aid treatment, the First Aider should wash his/her hands with soap under fresh running water or with wipes provided, where running water is not available.
- 4 Disposable gloves and wipes are available in designated first aid boxes. After use the gloves, wipes or any other items for disposal should be placed in a polythene bag, which in turn should be wrapped in a second bag and sealed to await disposal. Glass must not be placed in any of these bags and must be wrapped separately.
- 5 The First Aider should then wash his/her hands with hot soapy water.
- 6 Any paper towels, if few in number, used in such a situation may safely be disposed of down the toilet. Any solid or larger quantity of paper towels should be bagged and disposed of as in 4 above.

FIRST AID

First Aid boxes can be found in the following locations:

Oak Building	First Aid Room (adjacent to Oak 20) 4 – Student Services 22 – Gym Office (inc. spill pack) 30 – Main Reception / General Office 34 – Premises Office 36 – Main Hall 114 – Executive Support Team (to be used in a fire drill)
Elm Building	102 – Learning Centre Main Issues Desk
Willow Building	12 – Science Prep. Room (inc. Eye Station) 14 – Physics Lab (inc. Eye Station) 32 – Photography 34 – Dark Room (inc. Eye Station) 40 – Textiles (inc. Eye Station) 42 – Metal & Woodwork Workshop (inc. Eye Station) 102/104/108 – Art Rooms 106 – Art Staff Office (inc. Eye Station)
Larch Building	20 – Food Studies 106 – Media Suite
Maple Building	4 – Performing Arts / Art Staff Workroom
PATW	Performing Arts Theatre Workshop

- 5.3** In the event of the unplanned absence of a duty first aider ie through sickness or other reason, s/he should inform the Health and Safety Adviser so that alternative arrangements can be made
- 5.4** First aiders must complete the first aid register providing details of treatment given and to whom.
- 5.5** In the event of a sixth form student needing to go to hospital or home following the attendance of a first aider in any situation, the arrangements listed below will apply:
- either the first aider or other staff member nominated by the most senior member of staff involved in the incident/accident will accompany the student in the taxi or ambulance and remain with them until a parent or other appropriate person arrives
 - the first aider will ensure that contact is made with the students' parents or other appropriate person
 - the first aider will ensure that the student is recorded as having left the site.
- 5.6** In the event of an adult student needing to go to hospital following the attendance of a first aider in any situation, appropriate arrangements will be made to contact a relative or friend.
- 5.7** Any issues arising from a first aider's attendance at an accident/incident should, in the first instance, be referred to the Health and Safety Adviser.

David Knowles
Stanmore College
September 2007

FIRST AID POLICY AND PROCEDURE

1. Introduction

This document sets out the policy for providing first aid in the College and describes the administrative arrangements in place to support the policy. It should be read in conjunction with the College's Health and Safety Policy.

2. Purpose of the Policy

The College's first aid policy aims to ensure that:

- a qualified first aider is available at all times when the College is operational
- a suitable first aid room is available on the Elm Park site at all times when the College is operational
- first aid equipment and materials are available as needed
- anyone requiring first aid is able to access it.

3. Links to other college policies

- Health and Safety Policy

4. Policy Details

- 4.1** First aid will be delivered by a team of qualified and currently certificated staff.
- 4.2** There will be a nominated duty first aider, with other first aiders available in reserve, each day the College is operating.
- 4.3** The Health and Safety Adviser will ensure that a first aid room is maintained and kept adequately stocked with appropriate materials at all times.
- 4.4** First aid boxes, located throughout the College, will be kept adequately stocked at all times.
- 4.5** First aiders will be given information on any ongoing medical conditions which students have declared.
- 4.6** Meetings of first aiders will be convened by the Health and Safety Adviser on a termly basis to provide a forum for discussion.
- 4.7** First aiders will receive an allowance to recognise their contribution to the safety and welfare of site users.

5. Responsibilities of First Aiders

- 5.1** First aiders are required to respond to calls for the provision of first aid.
- 5.2** In the event of the planned absence of a duty first aider, s/he must arrange cover and notify the Health and Safety Adviser.

- 4.2 Stanmore College will offer alternative duties to the member of staff if the risks cannot be avoided.
- 4.3 If alternative duties are not available, Stanmore College will give the member of staff paid leave for as long as necessary to protect her health and safety or that of her child.
- 5. Expectant Mothers, Action Required:**
- 5.1 On receipt of notification, the Personnel Manager will arrange for a special risk assessment to be completed (see Appendix 17J).
- 5.2 The risk assessment will be completed by the expectant mother in conjunction with their line manager and the Personnel Manager, not later than 10 working days from notification.
- 5.3 The Action Plan arising from the risk assessment will be discussed with the student/member of staff and the Personnel Manager, who will subsequently ensure implementation of the plan.

6. New Mothers, Action Required:

The Personnel Manager or relevant Programme Leader will check whether the returning new mother is breast-feeding and if the Action Plan needs to be continued or amended.

T Shanahan
Premises Manager
September 2007



POLICY AND PROCEDURE FOR NEW AND EXPECTANT MOTHERS

1. Introduction

- 1.1 Stanmore College is required to assess the risks to all its staff and students, including new and expectant mothers, and to do what is reasonably practicable to control those risks.
- 1.2 Exposure risks for hazardous substances and situations are set at levels that should not put at risk anyone who is pregnant or breast-feeding.
- 1.3 The member of staff or student must notify Stanmore College of her pregnancy as soon as reasonable, so that safety can be assessed.
- 1.4 The member of staff or student has the duty to co-operate with Stanmore College in minimising the risks to which she is exposed.

2. Definition of expectant and new mothers

A woman who is pregnant or has given birth within the previous six months, or who is breast-feeding.

3. Summary of Requirements of both the College and the Employee/Student

- 3.1 The member of staff or student must notify, in writing, the Personnel Manager or Programme Leader about her pregnancy as soon as possible. Without such notification Stanmore College is unable to carry out its responsibilities. Confidentiality will be observed if requested.
- 3.2 The Personnel Manager will, in partnership with the member of staff concerned, complete the Risk Assessment Form on notification of pregnancy. This will be reviewed, and amended if appropriate (i.e. if breast-feeding) upon the return of the new mother.

4. Options open to resolve identified risks

- 4.1 Stanmore College is required to identify potential risks and to minimise the exposure to those risks to within prescribed safe levels for expectant and new mothers.

use fire-fighting equipment to attempt to tackle any fire; this should be left to the trained Emergency Services.

- Upon hearing the alarm, all staff and students must leave the building by the shortest route in relation to their location, swiftly and without panic, proceeding to the Assembly Point without stopping at any point along the way. The staff member should be the last person to leave the room and should ensure that nobody is left behind and the door is closed but **NOT** locked.
- Any mobility-impaired student on an upper floor should be placed initially at the designated Refuge Point, clearly marked in the area. This is only a very temporary measure to allow for the bulk of staff and students to clear the stairway. Once the stairway is cleared, the student will be asked to transfer into an evacuation chair by a trained person, who will then move the student via the nearest stairway to a safe area outside the building and then on to the Assembly Point if possible.
- **It is essential that staff check rooms and toilets as they pass to ensure that evacuation is as complete as possible. These checks, no matter if they are duplicated, should be reported to the most senior member of staff at the designated Assembly Point for the area concerned. This should be no more than a swift glance, and should not delay the individual's evacuation from the building**
- Upon hearing the alarm, the Site Supervisor and his team will locate the source by reference to the control panel in Student Services, Oak 4. They will then go to the area concerned to ascertain whether the alarm is genuine or a false alarm. If it is genuine, the Site Supervisor will instruct Reception to call the Fire Brigade immediately.
- The Site Supervisor and his team will then:
 - Raise all entry and exit barriers to the site
 - Bring all lifts to the ground floor and seal them, if it is safe to do so. **LIFTS MUST NOT BE USED DURING FIRE EVACUATIONS.**
 - Go to the appropriate site entrance to await and direct the Fire Brigade.
- Upon the arrival of the Fire Brigade, the Deputy Principal or Duty Manager will give the Chief Fire Officer (or equivalent) the most accurate assessment possible of building clearance.
- The Deputy Principal or Duty Manager, on the advice of the Chief Fire Officer (or equivalent), will inform staff and students when it is safe to return to the buildings.

Fire Evacuation Procedure

1 Introduction

- There will be a Fire Evacuation Notice in every room, and adjacent to every fire alarm call point. This will clearly explain the procedures and will show the location of the Assembly Point.
- Staff should ensure that all students are familiar with the fire evacuation procedures, initially through the student induction programme.
- Misuse of the fire alarm or other fire fighting equipment by students is a serious breach of Stanmore College rules, and may lead to exclusion.
- Stanmore College will ensure that there will be staff trained in the use of evacuation chairs available on the College premises at all times
- Any mobility-impaired student on an upper storey of the College buildings will, in the event of the fire alarm sounding, be evacuated by use of an evacuation chair. Every student consenting to evacuation on this basis should ensure that a completed consent form is logged with Student Services. Any students not consenting to evacuation in this way will not be permitted access to any level above ground floor, and the College will ensure that, where practicable, all resources are readily available at ground floor level.
- Students with mobility impairment, who are unable to transfer themselves unassisted into an evacuation chair, cannot be given access to any level above the ground floor of any College location.

2 Procedure In The Event Of An Outbreak Of Fire

- Any member of staff in a room or area in which a fire breaks out should immediately activate the nearest fire alarm call point, or instruct somebody else to do so without delay.
- The member of staff raising the alarm should also communicate the location of the fire to the Main Switchboard (dial 0).
- Fire fighting equipment is provided primarily to assist the safe evacuation of all personnel from a building, i.e. to counter any burning obstruction preventing escape from the area. Staff are advised not to

PART 5 - LIST OF APPENDICES

	Title	Para No
1.	Health & Safety Management Structure	2.0
2.	Fire Procedures	3.31
3.	Policy & Procedure for New and Expectant Mothers	3.25
4.	First Aid	3.13
5.	Incident Reporting Procedure	3.16
6.	Control of Substances Hazardous to Health (COSHH)	3.20
7.	Risk Assessment	3.2
8.	Insurance	3.8
9.	Contractors' Code of Practice	3.10
10.	Educational Visits & Off Site Activities Policy	3.11
11.	Work Experience Policy & Procedure	3.11
12.	Stress	3.17
13.	Bomb Alert Procedure	3.31
14.	Mental Health Policy & Procedure	3.28.5
15.	Special Events Risk Assessment	3.24.1
16.	List of Forms	3.4.1.4

3.36.1 A survey to identify the presence of asbestos on the site has been undertaken. A copy of the survey results, known as the Asbestos Register, is held by the Premises Manager, whose responsibility it is to amend and revise the Register as and when required.

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

3.36.2.1 No material containing asbestos will be disturbed or removed other than by licensed contractors and under the strictest of control measures.

3.36.2.2 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.

3.36.2.3 Anyone discovering asbestos during the course of their work should immediately notify the Premises Manager who will advise accordingly and take appropriate action.

3.37 Legionella

3.37.1 Arrangements have been made for tests to be carried out on water storage vessels etc to detect for the presence of this harmful virus. Any remedial work shown by such a test to be necessary will be carried out and duly certified by an approved contractor.

PART 4 - APPROVED CODES OF PRACTICE

- 4.1 Codes of Safe Working Practice have been approved by the Health & Safety Committee.
- 4.2 Copies of the codes are displayed in relevant areas of the Corporation buildings.

3.33.4 Access platforms, ladders and steps are the responsibility of the Premises Manager 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.

3.34 Highly Flammable Liquids, Gasses and Flammable Materials

3.34.1 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.

3.34.2 The use of such substances shall, where relevant be subject to the procedures covered by COSHH and the Fire Regulations.

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

3.34.4 Cylinders of liquefied Petroleum Gas, including empty cylinders, shall only be used in specified workshops and shall be stored in a safe place.

3.34.5 Flammable 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.

3.35 Electrical Installation and Equipment

3.35.1 The fixed electrical installation is to a high standard and is properly maintained and inspected by a competent electrical engineering company. The Premises Manager is responsible for ensuring that the system is safe and properly protected.

3.35.2 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.

3.35.3 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.

3.36 Asbestos

- 3.30.4 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.
- 3.30.5 The buildings are maintained and kept clean by a combination of College staff and outside contractors. The Premises Manager has the responsibility for managing this aspect of the health, safety and welfare arrangements.

3.31 Fire and Emergency Procedures

- 3.31.1 The procedure to follow in the event of a fire is set out in **Appendix 2**.
- 3.31.2 All staff and students must be familiar with the procedures for evacuation in the event of a fire.
- 3.31.3 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.
- 3.31.4 The Emergency (Bomb Alert) Procedure is set out in **Appendix 13**.
- 3.31.5 First Risk Assessments must be carried out for all areas of Stanmore College premises by the Premises Manager (**Appendix 16**).

3.32 Safe Transport on the Elm Park Site

- 3.32.1 The College operates a one-way traffic system and seeks to keep separate, as far as is practical, pedestrians from vehicles.
- 3.32.2 A speed limit is in force and staff and students are expected to observe it at all times.
- 3.32.3 The potential dangers associated with vehicles on the site are covered by a risk assessment

3.33 Plant and Work Equipment

- 3.33.1 All items of plant e.g. lifting equipment, air compressors, lifts, dust and fume extraction equipment etc are under the control of the Premises Manager who is responsible for ensuring that they are properly identified, maintained, serviced, inspected and subject to any relevant statutory examination as necessary.
- 3.33.2 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).
- 3.33.3 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. Particular care must be taken concerning the use of work equipment by students.

- 3.28.1 The College's activities can 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.
- 3.28.2 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.
- 3.28.3 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.
- 3.28.4 Records will be kept of staff members who are regularly exposed to such harmful substances. Normal employment records will suffice for this purpose.
- 3.28.5 The College has devised and operates a Mental Health Policy & Procedure, a copy of which can be seen at **Appendix 14**

F. Specific Arrangements for Health and Safety

3.29 Health and Safety Hazards

- 3.29.1 Any employee finding or being aware of an alleged health and safety hazard must immediately report the hazard to the Premises Manager, or senior staff member responsible for the area concerned who will ensure that all necessary action is undertaken.
- 3.29.2 Precautions must be taken to prevent persons from having access to the hazard. The member of staff should also inform the appropriate union safety representative or RES.

3.30 Housekeeping, Welfare and Hygiene

- 3.30.1 Arrangements are made for the premises to be regularly cleaned and for the safe collection and disposal of rubbish and waste materials.
- 3.30.2 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.
- 3.30.3 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.

- 3.24.1 Within an academic year, the College will hold a number of one off 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 (**see Appendix 16**)
- 3.24.2 Particular attention will be given to the issue of management control and supervision, fire matters, security, and the presence of young children and members of the public at such events who might not be familiar with the premises etc.

3.25 New and Expectant Mothers

- 3.25.1 Regulation 18 of the Management of Health and Safety at Work Regulations 1999 imposes special requirements concerning new or expectant mothers.
- 3.25.2 Whilst the College's responsibilities only relate to a mother or expectant mother, whether she be a student or member of staff, who has notified the College in writing that she is pregnant, has given birth within the previous six months or is breastfeeding, it will nevertheless, through its recruitment and administrative procedures seek to identify such persons and acquaint them with the Regulations.
- 3.25.3 Upon such notification Stanmore College will implement its procedure, including a special risk assessment, as set out in **Appendix 3**.

3.26 Smoking Policy

- 3.26.1 Smoking is only permitted in one specific area on the Elm Park site
- 3.26.2 Persons seen smoking elsewhere on the site should be reported to the appropriate manager who will take the necessary action.

3.27 Reporting Defects (Internal Maintenance Request Form)

- 3.27.1 The College operates a "defect reporting" procedure through the Premises Department. Staff are required to submit written requests for maintenance work either by use of the Internal Maintenance Request Form (**see Appendix 16**) or by using the Stanmore College internal email system.
- 3.27.2 The system makes a distinction between routine maintenance, repair, replacement and Health and Safety, the latter receiving priority, based on the perceived risk.
- 3.27.3 Staff should be familiar with the system and use it in a responsible and professional manner.

3.28 Health Surveillance

3.20 Control of Substances Hazardous to Health (COSHH)

3.20.1 The College undertakes assessments as required by the Control of Substances Hazardous to Health Regulations. Copies of the assessments are kept available in the Departments to which they refer and by the Health and Safety Adviser. **(see Appendix 16)**

3.20.2 Details of the appropriate procedures are given in **Appendix 6**.

3.21 Noise at Work Regulations

3.21.1 Other than transient activities or occasional work by Contractors, the only area where noise is generated above the first action level, i.e. noise is intrusive (@80dB) but normal conversation is possible, is in relation to the Art & Design Workshop (W42). In that regard all relevant practical steps are taken to reduce emission of noise and the wearing of hearing protection is mandatory.

3.22 Display Screen Equipment (VDU)

3.22.1 The College undertakes assessments required by the Health & Safety (Display Screen Equipment) Regulations 1992. The Health and Safety Adviser is responsible for ensuring that these assessments are carried out **(see Appendix 16)**.

3.22.2 Copies of the assessments are kept within the departments to which they refer and by the Health and Safety Adviser.

3.23 Security

3.23.1 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.

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

3.23.3 A number of caretakers are employed during College opening hours and a schedule of registered key holders is in place to deal with out of hours security and incidents.

3.23.4 The Elm Park site is covered by a 10 camera CCTV system, recording to a digital multi-channel system

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

3.24 Special Events

3.15 Substance Abuse

- 3.15.1 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.
- 3.15.2 Students and staff 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.
- 3.15.3 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.

3.16 Incident Reporting

- 3.16.1 The College will not tolerate violence, either implied or actual, to staff and / or students whatever the provocation.
- 3.16.2 See **Appendix 5** for details of the Stanmore College Code of Conduct and procedures for dealing with violence and/or aggressive incidents.

3.17 Stress

- 3.17.1 Stanmore College acknowledges that the risk of stress should be assessed and controlled, as far as is reasonably practicable, like any other risk.
- 3.17.2 Stanmore College has therefore developed a Policy and Procedure in response to its legal and moral responsibilities towards its staff (**Appendix 12**)

3.18 Personal Protective Equipment (PPE)

- 3.18.1 PPE will be provided for staff and students where specific regulations and/or the risk assessments require it to be provided and used/worn.
- 3.18.2 Employees and students must make proper use of the clothing or equipment provided, and report any defects immediately to their line manager or lecturer.

3.19 Manual Handling

- 3.19.1 The College provides training to all new staff members in accordance with the requirements of the Manual Handling Regulations 1992.

3.11.1.2 Such visits will only be authorised if a suitable and sufficient risk assessment has been carried out.

3.11.1.3 Records of such authorisations (see **Appendix 16**) shall be kept.

3.11.1.4 Parental Consent will need to be obtained for all students under the age of 18 years. (see **Appendix 16**)

3.11.2 Work experience

3.11.2.1 The Director of Student Services controls and co-ordinates all Student Work Experience activities. (**Appendix 11**), all of which will be undertaken in accordance with the requirements of the Learning & Skills Council's "Safe Learner Concept" Health & Safety Procurement Standards.

3.12 Visitors

3.12.1 All visitors to Stanmore College are required to report to Reception upon arrival. To the extent that it is practicable, all visitors will be directed to the staff member and/or department concerned with the visit.

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

3.13 First Aid

3.13.1 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

3.13.2 For detailed arrangements see **Appendix 4**.

3.14 Safety of Persons with Disabilities

3.14.1 Stanmore College actively encourages and supports the inclusion of persons with disabilities but recognises that special safety considerations need to be addressed.

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

3.14.3 For matters relating to the evacuation of any student with a disability, see **Appendix 2**.

- 3.7.6 The Health and Safety Committee provides a forum for the communication of, and consultation on, issues relating to health and safety and the minutes of its meetings are widely circulated.

3.8 Insurance

- 3.8.1 The College has arranged, and will continue to provide, Compulsory Employers Liability Insurance. One copy of the current Certificate of Insurance is displayed in the General Office and the original is kept by the Deputy Principal. **(Appendix 8)**

3.9 Authorisation

- 3.9.1 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 and a record of such authorisation kept **(see Appendix 16)** and where appropriate posted in the relevant department.
- 3.9.2 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.
- 3.9.3 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.

3.10 Contractors

- 3.10.1 The College has developed its own Approved Code of Practice for Contractors working on the Premises (see **Appendix 9**), a copy of which is issued to all contractors in advance of commencement of work on any Stanmore College site.
- 3.10.2 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.
- 3.10.3 Contractors working on the premises will be advised to observe all relevant health and safety rules.

3.11 External Visits by Students and Staff

3.11.1 Educational Visits.

- 3.11.1.1** 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 Head of Department **(see Appendix 10)**.

3.5 Health and Safety Plan

3.5.1 As an integral part of its management of health and safety a “College Health and Safety Plan” will be produced as follows:

3.5.1.1 Following any audit or major inspection, which indicates that significant action is required.

3.5.1.2 Where, as a result of significant changes to the College in terms of its buildings, activities, staffing etc. the needs of Health and Safety requires special consideration and detailed planning.

3.6 Supervision of Health and Safety

3.6.1 All members of staff have a responsibility for the supervision of Health and Safety. Line Managers have a particular responsibility in this respect not only in the actual practice of supervision but in determining the degree and level of supervision that is necessary. In this context, supervision does not mean direct one to one supervision but providing sufficient oversight and monitoring of the actions, work and activities undertaken to ensure that Stanmore College rules, procedures and Codes of Practice etc are followed.

3.7 Information, Consultation and Documentation (Records)

3.7.1 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.

3.7.2 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.

3.7.3 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.

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

3.7.5 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.

3.2 Risk Assessment

- 3.2.1 The College relies heavily on the completion of Risk Assessments as a major component in its management of health and safety.
- 3.2.2 The responsibility for ensuring the completion of Risk Assessments lies with the Deputy Principal.
- 3.2.3 Details of the Risk Assessment system are given in **Appendix 7**.

3.3 Accident etc. Reporting and Investigation

- 3.3.1 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.
- 3.3.2 Accidents, diseases, injuries and dangerous occurrence reports, required under the terms of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, will be completed by the Premises Manager and submitted to the relevant enforcing authorities.

3.4 Inspection, Monitoring and Reviewing the College's Health and Safety Performance

- 3.4.1 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:
 - 3.4.1.1 At the most senior level by an annual assessment undertaken by the Deputy 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 and an inspection of the premises to check compliance with this Health and Safety Policy including associated Codes of Practice.
 - 3.4.1.2 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.
 - 3.4.1.3 Additionally by flexible and ad-hoc reactive arrangements identified and initiated by events or external examinations, inspections, complaints, accidents, etc.
 - 3.4.1.4 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 defect reporting system (**see Appendix 16**).

Any other persons/experts on an ad/hoc basis or to deal with particular issues

2.20.4 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

E General Arrangements for Health and Safety

3.1 Health and Safety Training

3.1.1 The Deputy Principal has responsibility for ensuring the adequate health and safety training of Stanmore College staff

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

3.1.2.1 A copy and explanation of the Health and Safety Policy

3.1.2.2 Fire procedures including evacuation

3.1.2.3 First aid arrangements

3.1.2.4 Defect reporting

3.1.2.5 Accident, disease, injuries and dangerous occurrence reporting

3.1.2.6 Smoking policy

3.1.2.7 Car parking and traffic rules

3.1.2.8 Welfare arrangements

3.1.3 Appropriate health and safety training thereafter will be made available through the staff development programme. 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.

3.1.4 Health and Safety training relative to the staff member's job and/or role will be identified and delivered through his or her line management chain.

3.1.5 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.

3.1.6 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 undertaken through Student Services.

- iii) Providing advice on Health and Safety matters.
- iv) Ensuring that all accidents and dangerous occurrences are investigated and appropriate records maintained.

D. The Health and Safety Committee

2.20 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.

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

- i) To facilitate communication between management and staff on Health and Safety issues.
- ii) To receive reports on Health and Safety monitoring exercises.
- iii) To consider revisions, amendments or additions to the Policy, Procedures and Codes of Practice.
- iv) To review the risk assessment process at least annually in terms of completion of assessments and their quality.
- v) To review reports of accidents, diseases, injuries and dangerous occurrences and complaints related to health and safety.
- vi) To receive and consider as appropriate external reports e.g. health and safety audits.

2.20.2 The Committee shall meet at least once each term.

2.20.3 The membership of the Committee shall be:

Deputy Principal (Chair)
 Premises Manager / Health and Safety Adviser
 Personnel Manager
 Lecturing Staff member nominated by UCU
 Support Staff member nominated by UNISON
 Lecturing Staff RES
 Support Staff RES
 Director of Sixth Form
 Director of Faculty of Arts and Sciences
 Director of Faculty of Health and Beauty
 Director of Faculty of Business and Sport
 Director of Faculty of Language and Humanities
 Representative of the curriculum management team

concern and inform the Deputy Principal. The Deputy Principal shall be empowered to instruct the contractor to cease working.

- iii) Reporting, investigating and maintaining appropriate records in respect of all accidents, and near misses.

2.19.2 **The Director of Information Services & Information Technology** shall be responsible to the Vice-Principal (Finance & Information Services) for:

- i) All Health and Safety matters concerning IT and audiovisual equipment or machinery used by staff and students.
- ii) The provision of advice on safe working practices with regard to IT and audiovisual equipment for staff at all levels.

2.19.3 **The Director of Student Services** shall be responsible to the Deputy Principal for:

- i) The management of work experience arrangements
- ii) The provision of appropriate individual risk assessments for students and members of staff with disabilities
- iii) The implementation of strategies pertaining to each individual with a disability.

2.19.4 **The Personnel Manager** shall be a member of the College Health and Safety Committee and responsible to the Deputy Principal for:

- i) Identifying the Health and Safety in-service training requirements of all members of staff in conjunction with the H&S Adviser
- ii) Arranging Health and Safety Induction for all new members of staff.
- iii) Providing appropriate in-service training opportunities in Health and Safety, for staff at all levels within the College.
- iv) Maintaining appropriate records of the Health and Safety training provided for staff.
- v) Undertaking Risk Assessments within his/her area of responsibility.

2.19.5 **The Health and Safety Adviser** shall act as an administrator and co-ordinator of Health and Safety within the College. He/she shall be responsible to the Deputy Principal for:

- i) Implementation, development and monitoring of the Health and Safety Policy.
- ii) Delivering staff training on Health and Safety and identifying the health & safety in-service training requirements of all members of staff in conjunction with the Personnel Manager

- 2.17 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).
- 2.18 Students must conduct themselves in an orderly, safe and responsible manner and comply with the rules, procedures and working practices that have been established. They have a duty not to interfere with or misuse anything provided for health, safety and welfare and must not knowingly put at risk any other site users.

In particular:

2.18.1 They shall not partake in the consumption of any illegal substances.

2.18.2 They shall not consume alcohol on the premises.

2.18.3 They shall not enter any Stanmore College site under the influence of alcohol or drugs.

2.18.4 They shall be permitted to smoke only within any area provided specifically for the purpose.

2.18.5 They shall not bring any dangerous implement or equipment onto Stanmore College sites

2.18.6 They shall report to their lecturer any accident or incident that involves them.

2.18.7 They shall report any material defect or concern that they have with regard to their own health and safety and that of other people.

2.18.8 If they have a disability (including mental health issues), co-operate with any procedure or arrangements established through individual risk assessment.

2.18.9 If they are pregnant, co-operate with any procedure or arrangements established through individual risk assessment.

2.19 Additional and Specific Health and Safety Duties and Responsibilities for Particular Post Holders

2.19.1 **The Premises Manager** shall be a member of the Health & Safety Committee and responsible to the Deputy Principal for:

- i) 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.
- ii) Oversight of all contractors and their staff employed on any Stanmore College site. Where a contractor undertaking work on any Stanmore College site is doing so in a manner thought to be hazardous by the Premises Manager, he or she shall inform the supervising officer of his/her

C Duties and Responsibilities of All Employees and Students

2.13 All members of staff should note the following extracts from Sections 7 and 8 of the Health and Safety at Work Act 1974.

2.13.1 Section 7: It shall be the duty of every employee while at work:

- i) To take reasonable care of the health and safety of themselves and of any other persons who may be affected by their acts or omissions at work.
- ii) As regards any duty or requirement imposed on their employer, or any other person by or under any of the relevant statutory provisions, to co-operate with them so far as is necessary to enable that duty or requirement to be performed or complied with.

2.13.2 Section 8: No person shall intentionally, or recklessly, interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

2.14 All members of staff should also note the following extracts from the Management of Health and Safety at Work Regulations 1999:

2.14.1 All employees shall use any machinery, equipment, dangerous substance, transport equipment, means of production or safety device provided to them by their employer in accordance both with any training in the use of the equipment concerned which has been received by them and the instructions respecting that use which have been provided to them by the said employer in compliance with the requirements and prohibitions imposed upon that employer by or under the relevant statutory provisions.

2.14.2 All employees shall inform their employer through their line manager or other employee with specific responsibility for health and safety:

- i) Of any work situation which she/he reasonably considers represents a serious and immediate danger to health and safety, and
- ii) Of any matter that she/he reasonably considers represents a shortcoming in the employer's protection arrangements for health and safety insofar that the issue concerned either affects the health and safety of that employee or arises out of or in connection with his/her own activities at work.

2.15 In the interests of themselves and others, staff are required to observe safe working methods and comply with relevant health, safety and welfare regulations. College procedures and Codes of Practice will be formulated in full consultation with safety representatives, and although these will not have legal status, they will be regarded as the standards to be observed by employees. Action under the College disciplinary procedure may be taken against staff disregarding instructions, regulations or Codes of Practice.

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

B Duties and Responsibilities of Programme Co-ordinators, Lecturers and Learning Support Staff

2.12 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

- 2.12.1 The health and safety of students in their charge, whether on Stanmore College premises or on an organised visit.
- 2.12.2 Ensuring that students are informed of the risks to their health and safety together with the control measures that must be taken to prevent/minimise those risks.
- 2.12.3 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.
- 2.12.4 The safe use of equipment and materials according to the appropriate Codes of Practice.
 - i) Ensuring that any necessary personal protective equipment provided by the College is worn or used.
 - ii) 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.
 - iii) 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.
 - iv) Assisting in the maintenance of good housekeeping standards at all times.
 - v) Setting a good example to students by following all Stanmore College rules and procedures.
- 2.12.5 Reporting any health and safety defect, accident, dangerous incident/ near miss to their Line Manager.
- 2.12.6 Completing and/or assisting in the completion of risk assessments for activities under their control.
- 2.12.7 Where appropriate, inspecting their working areas periodically and reporting promptly any hazard or health and safety concerns or problems to their Line Manager.

- 2.10.12 That the College's Rules, procedures and Codes of Practice are followed.
- 2.10.13 That any identified defect or health and safety improvement is effectively dealt with, having regard to the degree and nature of the risks involved.
- 2.10.14 That any accident and incidents, including near misses, are properly reported and investigated in accordance with College procedures.
- 2.10.15 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.
- 2.10.16 That they assist in the development of any relevant College Health and Safety Plan, in particular regarding elements relating to their own areas.

Directors of Faculty, Director of Sixth Form, Year Heads & Heads of Department

- 2.11 Responsible through the Vice-Principal (Curriculum) for all Health and Safety matters within the teaching staff and student areas under their control. These responsibilities shall include:
 - 2.11.1 The effective delegation of Health and Safety responsibilities.
 - 2.11.2 The establishment of Health and Safety procedures specific to their areas.
 - 2.11.3 The communication of Health and Safety information, including relevant Codes of Practice to staff and students.
 - 2.11.4 Monitoring working practices of both staff and students within the programme area.
 - 2.11.5 The management 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 Premises Manager
 - 2.11.6 Undertaking, monitoring and reviewing Risk Assessments.
 - 2.11.7 Assisting the Health and Safety Adviser in the investigation of any accident or dangerous occurrence within their area of responsibility.
 - 2.11.8 Ensuring the Risk Assessments are carried out for all educational or other external visits by members of staff or students.
 - 2.11.9 Ensuring that lecturing, technician and learning support staff, or others with direct supervision responsibilities, are aware of students with disabilities and their requirements.

Vice Principals

- 2.7 Responsible, through the Deputy Principal, to the Principal for the adoption and implementation of this Health and Safety Policy within the areas of their control and for the health and safety of their staff, and of students and visitors.
- 2.8 Expected to lead by example.
- 2.9 Required to monitor the performance of their managers to ensure that they achieve and maintain acceptable levels of health and safety within their areas of responsibility.
- 2.10 Responsible for ensuring (so far as is reasonably practicable and to the extent that they are in control of such matters):
 - 2.10.1 The effective delegation within their areas of Health and Safety responsibilities.
 - 2.10.2 The establishment of specific Health and Safety procedures.
 - 2.10.3 The effective communication of Health and Safety information, including relevant Codes of Practice to staff and students.
 - 2.10.4 The monitoring of working practices of both staff and students within their respective areas.
 - 2.10.5 The management of safe working conditions in all areas within their current responsibilities (It is accepted that in practical terms this responsibility may be discharged in conjunction with the Premises Manager or the Director of Information Services as appropriate).
 - 2.10.6 The monitoring and reporting on the implementation of Health and Safety policies.
 - 2.10.7 That they, and their staff, are adequately trained in Health and Safety, and that their staff are familiar with the Health and Safety Policy and procedures.
 - 2.10.8 That effective risk assessments are undertaken and reviewed as necessary.
 - 2.10.9 That an individual risk assessment is carried out specifically for each student or staff member with a disability including, where necessary, completion of a Medical History form.
 - 2.10.10 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.
 - 2.10.11 The effective supervision, instruction and training of their staff and students on all aspects of their work that concern the health and safety of themselves and others who might be affected by their activities.

- 2.4.6 Health and Safety information is communicated to all members of staff.
- 2.4.7 Visiting contractors and workmen do not put themselves, staff, students or the general public at risk, and maintain safe working methods in respect of any premises, plant, vehicles or machinery under their control.
- 2.4.8 Risk assessments for all Stanmore College activities, within and outside its premises are carried out and appropriate action is taken to remedy defects or omissions etc.
- 2.4.9 Appropriate arrangements are made for such health surveillance deemed necessary and identified as a result of any risk assessment.

Deputy Principal

- 2.5 Responsible to the Principal for the adoption and implementation of this Health and Safety Policy within the areas of his control and for the health and safety of his staff and of students and visitors.
- 2.6 As part of his responsibilities as a member of the Senior Management Team, the Deputy Principal acts as the Principal's representative in all aspects of Health and Safety management. In particular, the Deputy Principal shall be functionally responsible for:
 - 2.6.1 Providing advice to the Principal on Health and Safety matters.
 - 2.6.2 The periodic review and revision as necessary of the Policy.
 - 2.6.3 Oversight and monitoring of the implementation of the Health and Safety Policy, Procedures and Codes of Practice.
 - 2.6.4 Arranging regular Health and Safety Tours of Inspection covering all areas of the Stanmore College sites.
 - 2.6.5 Representing the Principal as Chair of the Health and Safety Committee.
 - 2.6.6 Ensuring the maintenance of Health and Safety records.
 - 2.6.7 Ensuring that Health and Safety information is circulated as appropriate to members of staff.
 - 2.6.8 Developing a Health and Safety Plan for the College in conjunction with the Senior Management Team and College Managers as necessary.

PART 2 - POLICY IMPLEMENTATION

(See Health & Safety Management Structure, Appendix 1)

A Duties and Responsibilities of Managers

Principal

- 2.1 The Principal is responsible to the Board of Governors for ensuring compliance with Health and Safety requirements and she is the appointed Health and Safety Director.
- 2.2 All Managers have responsibility for the Health and Safety of staff and students under their control.
- 2.3 The Principal shall pay particular attention to the duties placed upon the Board of Governors as the employer to provide and maintain the following:
 - 2.3.1 Plant, equipment and systems of work that are safe and without risks to health.
 - 2.3.2 Safe arrangements for the use, handling, storage and transport of articles and substances.
 - 2.3.3 Sufficient information, including instruction, training and supervision, to enable all employees to avoid hazards and contribute positively to their own safety and health at work.
 - 2.3.4 A safe and healthy place to work.
 - 2.3.5 Safe access to and egress from Stanmore College sites.
 - 2.3.6 Adequate welfare facilities.
 - 2.3.7 Adequate facilities for communication between management and safety representatives, including the Health and Safety Committee.
- 2.4 In discharging these responsibilities the Principal shall ensure that:
 - 2.4.1 The resources necessary to discharge the Board of Governors' obligations as employer are identified and drawn to the attention of Governors.
 - 2.4.2 All accident and near-miss occurrences are investigated and the necessary action to prevent a recurrence initiated.
 - 2.4.3 Appropriate Health and Safety records are maintained.
 - 2.4.4 Safety discipline is maintained throughout Stanmore College.
 - 2.4.5 Appropriate Health and Safety training is identified and provided for all members of staff.

- 1.8 The Policy is available on the Stanmore College intranet and reference copies can be found in the Learning Centre and Human Resources Department
- 1.9 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.
- 1.10 Appropriate arrangements will be made for joint consultation on, and participation in, measures for the promotion of health, safety and welfare within the College.
- 1.11 Whilst the primary responsibility for achieving and maintaining adequate levels of health and safety within the College rests with management, arrangements have been made to assist them by the appointment of a Health and Safety Adviser and through the Health and Safety Committee.
- 1.12 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.
- 1.13 The Board of Governors will, as appropriate, consult and secure 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. These could include the Association of Colleges, fire officers, surveyors, occupational health practitioners, plant examiners, environmental monitors, etc.
- 1.14 The Board of Governors and the Principal will seek and expect the support of any person within the College necessary to achieve the objectives of this Health and Safety Policy.
- 1.15 The promotion of the Policy is a mutual objective for both the Board of Governors and its employees.

Signed *Dated*

For and on behalf of the Board of Governors

Signed *Dated*

Principal

Approved by the Board of Governors at its meeting on

STANMORE COLLEGE

HEALTH AND SAFETY POLICY

INTRODUCTION

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.

PART 1 - STATEMENT OF GENERAL POLICY

- 1.1 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 is reasonably practicable, the Health, Safety and Welfare of all staff employed by Stanmore College, students and visitors to the Stanmore College sites.
- 1.2 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.
- 1.3 This Health and Safety Policy ("the Policy") has been approved by the Board of Governors.
- 1.4 The Policy shall be reviewed as often as the Board of Governors shall determine, and at least annually in accordance with the requirements of HASAWA 1974.
- 1.5 The Policy shall apply at all times to all persons employed by the College at any site upon which it operates.
- 1.6 Staff are responsible for drawing relevant sections of the Policy, its Procedures and Codes of Practice to the attention of students and visitors to Stanmore College sites and ensuring their compliance with its requirements.
- 1.7 A copy of the Policy and relevant appendices shall be given to all existing staff and to new College employees upon taking up appointment. They shall be required to sign an acknowledgement of receipt.

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