



# Health and Safety Policy and Procedure

It is the policy of Myerscough to take all reasonable and practicable steps to safeguard the health, safety and welfare of all employees and learners whilst at work and / or learning, and to protect all other persons against hazards to health or safety arising out of the College's activities, or while they are on College property

The Health and Safety at Work Act 1974 consolidates and gives statutory backing to various pieces of legislation. It recognises the responsibility of the employer and also the responsibility of employees themselves in looking after their own health and safety – both individually in complying with Safety Instructions and collectively through consultation with management.

The College will collect and use personal data to ensure the health, safety and welfare of its staff, students and others as necessary.

This policy applies to all employees, learners, visitors and others at all centres of the College.

The Health and Safety Policy is also intrinsically linked with the College's Safeguarding, Child Protection, Prevent, and Missing from Education Policy. The Health and Safety Advisor is a trained Designated Senior Person (DSP) and supports the Designated Senior Lead with disclosures and referrals.

## Policy Statement

Myerscough College Corporation is committed to achieving, so far as is reasonably practicable, the best standards of health, safety and welfare for its employees, learners, visitors and others who may be affected by the activities of the College and to fully meet its legal obligations and corporate responsibilities.

There is a management structure in place to implement the Health and Safety Policy. This structure includes a competent person who will work closely with the Heads of Area, and Senior Leadership Team and report quarterly to the Corporation in order to achieve implementation of this Policy.

All employees of the College have responsibility for their own health and safety under Section 7 and 8 of the Health & Safety at Work Act and should cooperate with the College as employer to achieve safe working practices.

Managers will consult employees on matters which may affect their health and safety.

This Health and Safety Policy document sets out the management of health, safety and welfare and outlines the arrangements made by the College to achieve the aims of the policy statement.

College Managers have responsibility for health and safety within their area. They are responsible for implementing a system to ensure that the Policy, and the arrangements made within it, are carried out.

This policy forms part of employees' Terms and Conditions of employment. Failure to comply may be treated as a disciplinary matter. The Policy Document will be revised from time to time to reflect changing needs and any changes, which may become necessary as a result of developing legislation, to ensure the policy remains relevant to the College activities.

### Myerscough College undertakes:

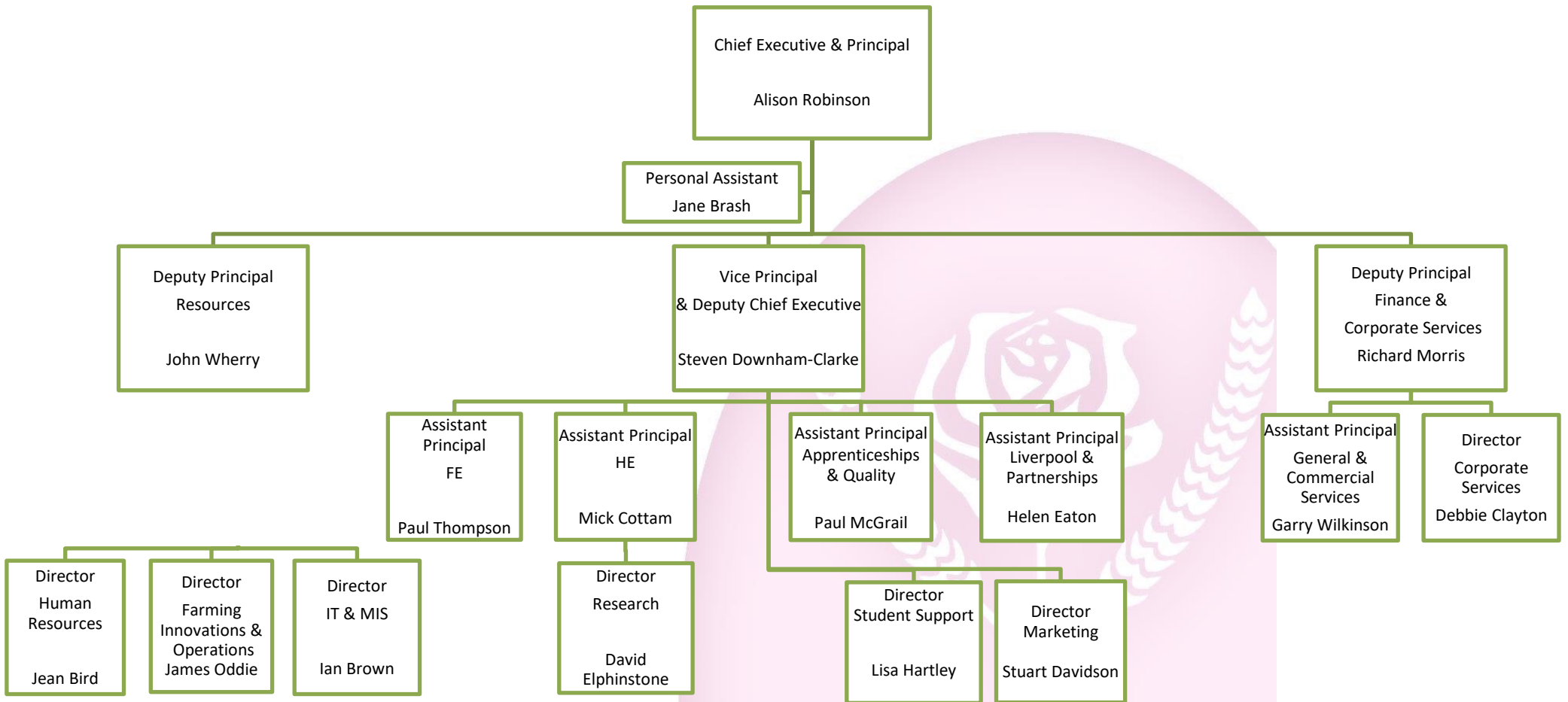
1. To bring the Health & Safety Policy document to the attention of all employees and ensure they fully understand their responsibilities as described in this Policy.
2. To provide adequate resources to ensure that proper provision can be made for health and safety and include prime consideration of health & safety in all forward planning.
3. To carry out risk assessments which will be periodically reviewed.
4. To ensure that systems of work will be implemented to minimise risk to health.
5. To ensure that arrangements for the use, handling, storage, disposal and transport of articles and substances at work involve minimal risk to health.
6. To provide all employees with such information, instruction, training and supervision as is necessary to secure their health and safety at work, and the safety of others who may be affected by their actions.

7. To provide, so far as is reasonably practicable, for all employees a safe place of work and learning with safe access and egress from it.
8. To provide and maintain all plant, machinery and equipment to ensure that it involves minimal risk to health and safety.
9. To provide adequate facilities and arrangements with regard to welfare for employees at work.
10. To report (where required) accidents and cases of ill health to the HSE and funding organisations and to carry out internal investigations to try to prevent them happening again.
11. To monitor activities to ensure that procedures in place are being implemented and agreed standards are maintained.
12. To safeguard the environment from the effects of the college's activities.
13. To maintain adequate control of employees from organisations contracted to work on College premises on behalf of the College.

**Signed:**  
**Chief Executive and Principal**  
**Myerscough College**

**Date:**

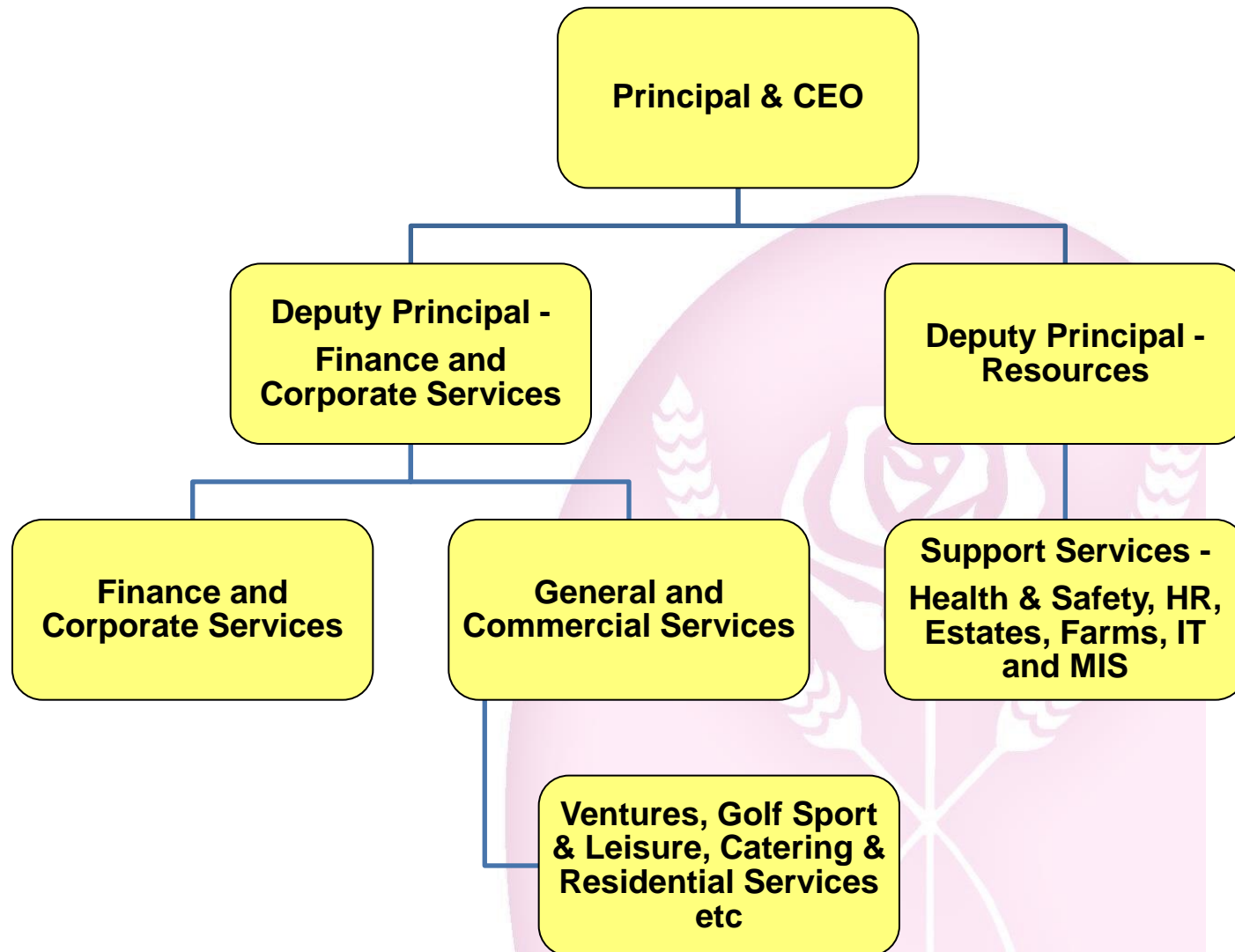




**FIGURE 1.3/2 SAFETY ARRANGEMENT CHART (SAFETY ADVISING GROUP)**



**FIGURE 1.3/3**  
**HEALTH & SAFETY STRUCTURE –**  
**NON TEACHING**



## Procedure

### Organisation and Management of Health and Safety Matters

In order to ensure the implementation of the General Policy statement the Corporation have made the following arrangements:

- the Deputy Principal - Resources is responsible as far as is reasonably practicable for the effective overall implementation of the Health and Safety Policy across the College
- the College Health & Safety Advisor is responsible as far as is reasonably practicable for advising employees on all matters regarding health and safety including legislation, risk analysis and safe systems of work
- Heads of Area will be responsible as far as is reasonably practicable for ensuring that working practices and systems within their area of responsibility do not give rise to risk to the health and safety of employees, learners and visitors
- all employees must take reasonable care for the health and safety of themselves and all other persons who might be affected by their acts of omissions at work.

### Functions and Duties

**The Principal shall:**

- establish and maintain an appropriate health and safety system within the College
- make recommendations to the Corporation with respect to health and safety policies, systems and rules
- budget for all health and safety matters within the College
- establish a College Health & Safety Committee with a clearly defined role in promoting health and safety.

**The Deputy Principal - Resources shall ensure that:**

- health and safety policies, rules and procedures are implemented across the College
- risk assessment surveys are undertaken and reviewed as necessary to maintain a complete and thorough assessment of all risks to health and safety and that safe systems of work for all employees and learners are in place across the College
- planned preventative maintenance schemes for plant and machinery are produced and implemented across the College
- all reported accidents recorded on the College Accident Report Form are investigated where necessary
- reports are made to the Health and Safety Executive, confirming any major injury, disease or dangerous occurrence as required by the Reporting of Injuries, Diseases, or Dangerous Occurrences Regulations 1995
- contractors work within the College Health and Safety procedures
- all health and safety aspects across the College are monitored through the Health and Safety Committee and regular liaison with the Health & Safety Advisor and College Managers
- there are adequate financial resources to satisfy the requirements of health and safety
- the health and safety training needs of the employees and learners are met.

**The Health & Safety Advisor shall:**

- maintain an awareness of all health and safety legislation that could affect the operation of health and safety within the College
- advise the Corporation, Principal, Vice Principal, Deputy Principals, Assistant Principals, Directors, Heads of Areas and all other managers on all aspects of health and safety within the College
- advise the Health and Safety Committee on all aspects of health and safety within the College
- establish and maintain appropriate reference material with respect to health and safety
- ensure that appropriate risk assessments are carried out and reviewed periodically
- assist in the induction of new employees and the training of present employees with respect to health and safety
- review and monitor all aspects of health and safety including training within the College
- assist in the production of health and safety information for employees and learners
- review and produce forms necessary for the management and control of health and safety within the College
- maintain records of all reported accidents and advise the Deputy Principal - Recourses/relevant Manager when the incident requires further investigation and/or action
- ensure all accidents which are required to be reported under RIDDOR and to the appropriate funding organisations are dealt with appropriately
- liaise with outside agencies able to offer expert advice on health and safety matters
- produce a quarterly report for the Corporation
- assist Line Managers and those managing sections in fulfilling their statutory obligations.

**The Heads of Area and Other Managers shall:**

- ensure that health and safety policies, rules and procedures are issued to and understood and observed by all learners and employees, for which they are responsible
- ensure that risk assessments are carried out and reviewed as necessary and that safe systems of work for employees and learners are produced and monitored within their area of responsibility
- ensure that planned preventative maintenance systems for plant and machinery are produced and maintenance undertaken according to schedules within their area of responsibility
- ensure all incidents/accidents and dangerous occurrences are reported to the Health & Safety Advisor on the appropriate form without delay
- co-operate in the investigation of all incidents/accidents reported to them and agree with the Health & Safety Advisor on appropriate action to improve working practices
- ensure that appropriate action is taken when a hazardous situation is reported, which is within their area of responsibility and is reported to the Health & Safety Advisor
- monitor and ensure the effectiveness of health and safety training of learners on courses within their area of responsibility.
- draw to the attention of the College's Health & Safety Advisor any deficiencies which are noticed in the provision of fire fighting and other safety equipment
- ensure that appropriate funds are available for health and safety needs within the area from their allocated budget.



- take particular care in ensuring that storage, transportation, use and disposal flammable liquids, poisons and other hazardous materials will be so arranged as to meet at least the minimum of all compulsory standards and to ensure that risks to health and safety have been eliminated controlled as far as is reasonably practicable.
- co-operate in maintaining working environments which are, as far as reasonably practicable, safe and free from risks to health by completing a termly workplace check. Where matters affecting the health and safety are outside his/her experience or knowledge (e.g. structural safety of buildings and adequate provision of fire-fighting equipment and first aid requisites) advice should be sought from the Health & Safety Advisor.
- notify the College Health and Safety Advisor of any proposed or impending changes affecting safety, health and welfare.
- with regards to personal protective equipment (PPE),
  - ❖ to ensure that necessary personal protective equipment is available
  - ❖ storage facilities are provided
  - ❖ that maintenance procedures are in place
  - ❖ all records are updated
- ensure that any employees or learners that have physical, sensory, health impairment (eg epilepsy, asthma), emotional and behavioural difficulties are as far as reasonably practicable, safe in the work environment. This will be achieved through specific individual risk assessments. To also ensure (as appropriate), that a personal emergency evacuation plan (PEEPs) is completed for an employee or learner and this is communicated to all that would need knowledge of this with regards to building, location and evacuation.
- identify employees development requirements with reference to health and safety

**Farm Director shall:**

- Ensure that employees are briefed on all aspects of health and safety relating to their working environments and that they have been trained appropriately, with a record kept of their induction and on-going training.
- Ensure all employees and visitors to the farm including learners are informed of the emergency procedures
- Conduct termly inspections of areas of responsibilities.
- Budget for safety equipment.
- Notify the college Health & Safety Advisor of any proposed or impending changes of building usage
- Instigate and ensure that safety procedures are developed and adhered to for operation carried out within this area.
- Undertake risk assessments relating to this area of work including, work equipment and activities, manual handling, noise and COSHH assessments, together with the necessary documentation, taking appropriate action where necessary.
- Ensure all near miss and accidents are recorded on an Accident Report Form and forwarded to the College Health and Safety Advisor
- Ensure equipment including personal protective equipment (PPE) is maintained in a safe condition.
- Ensure application and storage of chemicals is carried out in a safe manner according to risk assessment and relevant legislation

- ensure that any employees or learners that have physical, sensory, health impairment (eg epilepsy, asthma), emotional and behavioural difficulties are as far as reasonably practicable, safe in the work environment. This will be achieved through specific individual risk assessments. To also ensure (as appropriate), that a personal emergency evacuation plan (PEEPs) is completed for an employee or learner and this is communicated to all that would need knowledge of this with regards to building, location and evacuation.
- Ensure that all first aid equipment and boxes are checked on a regular basis by a nominated employee.

**Residential Support Manager shall:**

- Ensure that employees are briefed on all aspects of health and safety relating to their working environments and that they have been trained appropriately, with a record kept of their induction and on-going training.
- organise and conduct a minimum of one practice of the emergency evacuation procedure for each hall of residence each term.
- be responsible for the day to day management of safety issues relating to residential learners
- issue appropriate disciplinary action where it is shown that learners have tampered with any equipment provided in the interest of employees and learner safety informing the Health & Safety Advisor of actions taken.
- provide first aid support
- ensure due consideration is taken for the safety of employees and learners (in residential accommodation), who have physical, sensory, health impairment (eg epilepsy, asthma), or a mental disability, and a personal emergency evacuation plan (PEEPs) (as appropriate), is developed with the employees or learner and communicated to other employees that would need to know and copied to the Health and Safety Advisor
- undertake risk assessments relating to the area of work
- ensure all near miss and accidents are recorded on an Accident Report Form and forwarded to the College Health and Safety Advisor

**All Employees shall:**

- ensure the health and safety of themselves and others who are affected by their actions
- ensure that they are familiar with all College health and safety procedures relevant to their designated role in the College
- assist their Heads of Area/Line Manager in ensuring that health and safety policies, rules and procedures relevant to their work are issued, understood and implemented
- carry out risk assessment and the production and implementation of safe systems of work for employees and learners within their recognised area of work, as requested by their Head of Area/Line Manager
- co-operate with their Head of Area/Line Manager to ensure that a system for planned, preventative maintenance is established for plant and machinery within their recognised area of work and that maintenance is carried out in accordance with that plan
- co-operate with their Head of Area/Line Manager and the Health & Safety Advisor in the investigation of serious incidents and in the implementation of agreed action
- ensure that when personal protective equipment is specified they wear it properly and that appropriate care is taken with it, such that it performs its purpose adequately and is not wilfully or neglectfully damaged
- comply with any rules and procedures made or presented under or in accordance with the Health and Safety at Work Act 1974, or other safety legislation and the College's health and safety policies

- co-operate with the College and its management so as to enable them to carry out their own responsibilities and particularly co-operate by complying with any safety instructions issued
- take due care for their own safety and that of colleagues by reporting any defects, unsafe practices or conditions without delay to their immediate supervisor/Line Manager.
- employees must also provide notice of 3 months if qualifications relating to Health and Safety provision are due to expire, e.g. First Aid.

**Learners should be assumed to be untrained in all matters of safety.**

Teaching and, where appropriate, support employees, have therefore a duty to inform and instruct learners, as far as is reasonably practicable, in all matters necessary to ensure their health and safety while working in classrooms, laboratories, workshops or in the field.

Potentially hazardous equipment should not be used by learners unless adequately trained and safe systems of work and protective devices are in operation. A competent employee should be in attendance when this equipment is in use.

Written risk assessments should be given and explained to learners in their practical work and must draw attention to potential hazards of the materials and equipment used.

**As far as is reasonably practicable, no substance or procedure should be introduced into the practical work of learners unless the hazards associated within it have been fully controlled, considered and explained to such learners.**

All learners have a duty to conduct themselves with due regard for the health and safety of themselves and others who may be affected by their acts or omissions. As such all learners must ensure:

- they behave in a responsible manner and show appropriate regard for their own health and safety and others who may be affected by their actions;
- they report all accidents, potential hazards, defects in equipment, facilities and any near misses to their lecturer;
- that when personal protective equipment is specified they wear it properly and that appropriate care is taken with it, such that it performs its purpose adequately and is not wilfully or neglectfully damaged;
- all apparatus, tools and equipment provided are used in the prescribed manner such that they are not damaged or misused and thus cause NO danger to current or future users. Any defects should be reported to the lecturer who shall take whatever action is considered appropriate;
- they do not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety and welfare;
- they attend training sessions arranged to increase awareness of health and safety issues.

All persons who are not employees of the College but use the College's properties as a place of work or use plant and substances provided for their use and:

- persons who by notice of a contract or tenancy with obligations for maintenance and repair;
- persons having control of premises or equipment in connection with carrying out a trade, business or other undertaking (whether for profit or not);
- have a similar duty of care, which includes the premises, and means of access/egress and any plant, equipment or substance used.

It is the duty of any person who **designs, manufacturers, imports or supplies** any article for use at work:

- to ensure so far as is reasonably practicable that the article is so designed and constructed as to be safe and without risk to health when properly used;
- to carry out or arrange for such testing and examination as may be necessary for the performance of the duty imposed in (i) to be demonstrated/verified;
- to provide adequate information about the use for which an article is designed and tested and about any conditions necessary to ensure that, when put to use, it will be safe and without risk to health.

### **Composition, Role and Functions of the Health & Safety Committee**

The College Health & Safety Committee will consist of:

- Deputy Principal - Resources - responsible for safety, who will chair the meeting
- Health & Safety Advisor
- Assistant Principal General & Commercial Services
- Senior First Aider
- Assistant Principal - HE
- Academic Employees – nominated by the Principal
- Support Employees – nominated by the Principal
- Student Liaison Officer

The Committee will meet once a term at a date proposed by the Deputy Principal of Resources', who will chair the meeting.

1. *The role of the Health & Safety Committee is:*

- a) to review and monitor the College Health & Safety policy and its implementation and to ensure proper attention to all current legislation and other advice and guidance
- b) to fulfil the requirements of current legislation relating to safety committees and safety representatives.

2. *The functions of the Health & Safety Committee are:*

- a) to be the College's recognised forum for the development and review of health, safety and welfare
- b) to review and recommend additions or modifications to the College Health & Safety Policy, Area Safety Policies and individual Codes of Safe Working

- c) to monitor progress with the recommendations contained within safety audit reports
- d) to receive details of new legislation and other information that may affect College activities
- e) to make recommendations through the Chair, to the Principal and Chief Executive on items requiring action.

The Chair of the Health & Safety Committee may invite 'experts' to attend meetings as occasions demand.

Minutes will be produced and circulated by Estates.

## **Arrangements for Health and Safety**

### **1.1 Accident and Incident Reporting**

Myerscough College has a legal duty to report certain types of accidents, injuries and dangerous occurrences arising out of work activity to the relevant enforcing authority. The College also has a responsibility to investigate and keep a record of all accidents causing injury, dangerous occurrences, near misses and occurrences of disease or ill health where they arise out of the work of the College.

The College positively encourages employees, learners, visitors and others associated with the College to report accidents/incidents to learn from the outcomes.

Procedures for this can be found on the intranet link below:

<http://staff/Pages/Health-and-Safety-Documents>

### **1.2 Active Health & Safety Auditing**

The College will carry out active Health and Safety auditing on a risk targeted approach and provide a general management appraisal of work conditions and health and safety practices within a particular team, area or department.

The College will monitor the implementation, compliance and performance of the College's health and safety provision by team, area or department.

The College will provide information on health and safety strengths and weaknesses for the Self-Assessment Report (SAR) and Development Plan.

Procedures for this can be found on the intranet link below:

<http://staff/Pages/Health-and-Safety-Documents>

### **1.3 Action in the Event of an Emergency**

A major incident may occur at any time day or night and cause significant loss with prolonged interruption to the business of the College. It is vital that the college is prepared and can respond at short notice providing a co-ordinated range of emergency, short term and long term measures.

The Emergency Plan sets out a series of responsive measures aimed at:

- Preventing or limiting the loss of life or injury
- Minimising or limiting the damage to buildings and assets
- Returning to full operational activities as soon as possible.

The Emergency Plan can be activated at any stage when an incident is likely to have a direct or indirect impact on the ability of the college to operate effectively.

The objective of the Emergency Plan is to co-ordinate the response of all departments within Myerscough College in the event of a major incident and to ensure business critical functions are reinstated as soon as possible.

The decision to implement the Emergency Plan must be made by the Principal, Vice Principal or Deputy Principals. The plan sets out guidelines to enable College employees to respond quickly and cope effectively with an emergency situation. The Emergency Plan may be implemented either in whole or in part depending upon the severity of the incident.

This Plan is held with Key employees only, due to the personal information contained in the plan.

#### **1.4 Administering Medicine**

It may be necessary for a learner while they are attending Myerscough College to take prescribed medication to enable them to participate in learning. The taking of medication may be short term or long term. We seek to make reasonable adjustments to ensure that no learner is discriminated against because of their medical need whether this is due to a disability or not.

Procedures for this can be found on the intranet link below:

<http://staff/Pages/Health-and-Safety-Documents>

#### **1.5 Animals on Campus**

Employees must not bring their pets to work with them, unless arrangements have been made to keep the animals in kennels at the college or they have been authorised for educational purposes, and guide/support animals and have had the necessary risk assessments/tests carried out.

#### **1.6 Asbestos**

The College has responsibilities under the Health and Safety at Work Act 1974 and the Control of Asbestos at Work Regulations 2012. The College will comply with all Approved Codes of Practice and Guidance issued by the Health and Safety Executive in respect of the exposure of its employees and others to asbestos at the College.

There is no legal requirement to remove asbestos where it does not constitute a significant risk to health. The ultimate aim is to remove asbestos, where practicable, from all buildings, plant and equipment owned by the College. Normally, asbestos will be removed as part of refurbishment or demolition.

Procedures for this can be found on the intranet link below:

<http://staff/Pages/Health-and-Safety-Documents>

#### **1.7 Children (who are not learners)**

As a rule children of employees/learners are not allowed on College premises however if it is unavoidable for a short period of time i.e. calling in to pick up work, they are responsible for supervising them during their time on site and ensuring that they remain safe and do not endanger themselves or others. Children of employees and learners must not be allowed in practical areas and are not allowed on College organised visits/trips. The nursery facilities are available for the children of employees and learners.

## 1.8 Codes of Safe Working Practice

Each area of the College has Health and Safety requirements that are particular for that area. This is due to the fact that hazards differ from area to area. Consequently, each area should have, if deemed necessary, produced its own unique "Code of Safe Working Practice". The instructions contained in the Codes include references to any statutory or non-statutory regulations and should be used to supplement the instructions and information contained in this document.

## 1.9 Contractors

Myerscough College will ensure that all works undertaken by contractors for or on its behalf are carried out in such a manner as to avoid, reduce, or control, all foreseeable risks to health and safety to an acceptable level.

To achieve the above aims, the College will ensure that:

- It only engages suitably competent, financially viable contractors to undertake works on its behalf;
- All contractors are provided with the necessary information and instruction to undertake their works in accordance with the objectives of this policy;
- Suitable asbestos information is provided to all relevant contractors to enable them to plan and undertake their works without risk of exposure to asbestos fibres;
- Suitable and sufficient procedures are in place to gain effective communication, co-operation and co-ordination of all contractor works;
- All contractors are visibly identifiable to other members of the College;
- Contractors are only permitted to commence works once they have properly planned their works and put appropriate measures in to manage and deliver the works effectively with regards to health and safety, and quality of product;
- Where works are undertaken directly for the College, that the contractor is supervised by a competent representative of the College and that this supervision is in accordance with this policy and related procedures;
- Where contractors are engaged to carry out high-risk works, then those works shall be subject to a Permit-to-Work;
- Permits-to-Work are only issued by suitably competent persons (Authorised Persons);
- Contractor performance is reviewed / audited on project completion.

Procedures for this can be found on the intranet link below:

<http://staff/Pages/Health-and-Safety-Documents>

## 1.10 Disabled Persons(incl. PEEPs)

The College has a Disability Equality Scheme and aims to provide full and fair opportunity for employment for all applicants and to ensure, through training and practical assistance where required, their continued employment and promotion. Employees who become disabled will be accorded every reasonable opportunity for maintaining their position or for retraining if appropriate.

The College's health and safety policy has been prepared to ensure a safe and healthy environment for all employees and learners. It recognises that those employees who require extra equipment, facility or assistance, both routinely and in an emergency, will have such needs met were reasonably practicable.

Any person who may require assistance in an emergency evacuation should have a personal emergency evacuation plan. A Personal Emergency Evacuation Plan (PEEP) is a means by which arrangements are made to ensure that an individual's physical or mental abilities or other circumstances do not prevent this from happening. It is the policy of Myerscough College to generate a PEEP for every employee or learner with a disability (temporary or otherwise), where this may affect their ability to respond to an emergency. The PEEP shall set out the adjustments necessary for maintaining their personal safety

Procedures for this can be found on the intranet link below:

<http://staff/Pages/Health-and-Safety-Documents>

Personal Emergency Evacuation Plans can be found on the internet link below:

<http://staff/Pages/risk-assessments>

### 1.11 **Display Screen Equipment (DSE)**

The Health and Safety (Display Screen Equipment) Regulations 1992 apply to work with DSE.

Display screen operators may suffer from postural difficulties and visual fatigue, in addition to other hazards of the workplace, such as tripping over cables or carpets, lifting injuries, picking up boxes of paper etc. Although DSE' so produce some radiation, the levels produced are no more than those from the environment in many areas.

Postural hazards result from poor ergonomics and working environment. The following may produce fatigue-related conditions:

- Sitting in an immobile position for long periods.
- High rates of repetitive finger movements, with the wrists bent.
- Poor circulation to the legs.
- Pressure from the seat/chair upon the thighs.

Visual fatigue may result from the following:

- Poor screen display, such as low contrast or flickering.
- High levels of ambient light compared to the screen display.
- Reflections or glare.

These can produce eyestrain, headaches or other related symptoms.

The College aims to provide a working environment that is both comfortable and maximises the effectiveness of employees. Although the Regulations only apply to DSE users or operators (an operator is a self-employed DSE user), we will try to apply the principles to all DSE workstations regardless of the category of user.

Procedures for this can be found on the intranet link below:

<http://staff/Pages/Health-and-Safety-Documents>

### 1.12 **Disposal of Unwanted Substances**

The College Estates Team is responsible for the safe disposal of any unwanted chemicals or other hazardous materials in accordance with the Hazardous Waste Regulations 2005 and the Hazardous Waste (England and Wales) (Amendment) Regulations 2016. Arrangements regarding this facility can be obtained from Estates ext. 2217/2267



### 1.13 Drugs or Alcohol

Non-prescribed drugs or alcohol are not to be brought on to College premises except where authorisation for the former has been obtained. Further details can be obtained from the College Drug and Alcohol policies. Separate policies exist for learners and employees Policy and Procedures for this can be found on the intranet link below:

[http://staff/Documents/Drugs, Alcohol and Other Intoxicating Substances –  
\\_Policy and Procedure](http://staff/Documents/Drugs,_Alcohol_and_Other_Intoxicating_Substances_-_Policy_and_Procedure)

### 1.14 Emergency Services

In the event of an emergency, please contact the emergency services and reception immediately the postcodes you should use are:

Sports Pitches & Residential: PR3 ORS

Main College Entrance and Equine: PR3 ORY

Plant Centre, Skills Centre, Animal Academy, Vet Nursing, Agricultural Engineering and Rural Skills Building: PR3 ORT

Procedures are in place for the event of an air ambulance attending college.

Procedures for this can be found on the intranet link below:

<http://staff/Pages/Health-and-Safety-Documents>

### 1.15 Environment

The College is committed to ensuring a comfortable working environment for all employees and learners. The college will do all that is reasonably practicable to ensure that the temperature is suitable; there is adequate ventilation and space and sufficient lighting throughout our premises.

Where reasonable, we will adapt the premises and facilities to those employees/learners with disabilities.

It is our policy to meet the health and safety requirements of the law and to provide a working environment that is both comfortable and that maximises the effectiveness of employees.

In order to achieve this, we will put in place arrangements for the assessment of risks from the working environment and provide, maintain and monitor appropriate control measures to minimise the risks identified.

### 1.16 Equipment

Items of equipment, which may contain inherently dangerous parts or be recognised as having particular hazards but are not owned by the College, are only allowed onto College premises if it can be shown, to the satisfaction of the Health and Safety Advisor or the Maintenance Manager that they are maintained and can be operated in a safe working condition.

Additional note: Zurich are the chosen insurance provider for Myerscough College and as such may request certain pieces of equipment are not permitted onto site or require a more comprehensive level of cover to protect against use/misuse/damage etc. Please forward

any enquiries to the College Health and Safety Advisor or the Maintenance Manager. This additional requirement extends to College owned equipment, equipment not owned by the College, leased equipment (which should have its own cover from the lender but the College may also need to cover) and any equipment brought in where a hire facility is offered. Employees or Learners should not 'borrow' any college equipment for personal use, unless this has been agreed in advance by Senior Management.

#### 1.17 **Evening Classes/Events**

There are occasions when employees, learners and visitors may be in attendance during the evening and/or at weekends and may require the use of plant, equipment or materials provided by the College in particular areas. It is possible in these circumstances that the learners will not be entirely familiar with their use. It is particularly important, therefore, that employees in charge of such courses/events ensure that sufficient information, instruction, supervision and training are given, and that procedure are followed in the event of any emergency.

#### 1.18 **Fire**

The College is committed to taking all reasonably practicable steps to ensure the health safety and welfare of employees, learners and other persons who may be affected by its activities. Under The Regulatory Reform (Fire Safety) Order 2005 (The Order), the College will:

- Reduce the risk of an outbreak of fire
- Reduce the risk of the spread of fire
- Provides a means of escape
- Demonstrate preventative action
- Maintain documentation and records in respect of fire safety management.

All employees as part of their induction will receive online Fire Awareness training and annually thereafter.

Procedures for this can be found on the intranet link below:

<http://staff/Pages/Health-and-Safety-Documents>

#### 1.19 **First Aid and Hospitalisation**

The Health and Safety (First Aid) Regulations 1981 set out the essential aspects of first aid, which the College, as an employer, must provide.

The College recognises our legal duty to make sufficient provision for first aid to employees, including those travelling or working away from our premises. We will assess risks to employees and make appropriate first aid arrangements to deal with the risks. We will reassess the first aid provisions annually, or whenever there is a relevant change in the workforce or the hazards to which they are exposed. When there have been significant changes, we will revise our arrangements accordingly.

Additionally, we will ensure that contractors on our premises either have sufficient first aid provision, or if their work involves no special risks, the contract may include their use of our facilities, by agreement.

Employees must provide 3 months' notice if first aid qualification is due to expire to ensure re qualification is taken within the timescales allowed.

Procedures for this can be found on the intranet link below:

<http://staff/Pages/Health-and-Safety-Documents>

#### 1.20 **Fitness to Work/Study**

The College has a responsibility in relation to the wellbeing of employees and learners who are displaying visible signs of illness, mental health difficulties, psychological, personality or emotional disorders which may have a profoundly disturbing impact on the functioning of individual employees/learners and on the wellbeing of others around them.

The College intends to promote positive attitudes to employees/learners with impairments and indicates the commitment of the College to maintaining learners'/employee's wellbeing. The College has a duty of care to respond appropriately to situations where there are substantial concerns relating to a learner's mental and / or physical functioning and the impact upon the individual and / or other members of the College community.

Procedures for this can be found on the intranet link below:

<http://staff/Pages/Health-and-Safety-Documents>

#### 1.21 **Housekeeping**

All working areas must be kept clean and tidy to minimise the risk of fire and tripping/slipping accidents. Drinks and foodstuffs etc. should only be consumed in the dining areas and should not be carried across the College campus unless in a covered container.

Except when special arrangements are made, an individual creating any hazard must restore the situation when the work has been completed or at the end of the activity, whichever is sooner. Excess materials that are toxic or a fire hazard must be returned to a storage area as soon as possible. Under no circumstances should flammable materials be stored in unauthorised areas particularly under stairs.

#### 1.22 **Handling a Sudden Death**

The College will handle any death on College premises in a professional manner ensuring that the police and ambulance services are notified and the family of the deceased is dealt with sensitively following formal notification by the police.

Procedures for this can be found on the intranet link below:

<http://staff/Pages/Health-and-Safety-Documents>

#### 1.23 **Home Visits for Provision of Pastoral Student Support**

The College works to support its learners in varied and diverse ways. Home visiting provides valuable opportunities to reach out to enrolled students who need extra support, this could be due to illness, personal difficulties that are preventing them from attending – e.g. young carer, family problems etc. Some home visits can be initiated due to lack of attendance and not responding to emails/telephone calls etc.

Visits can be used to address concerns about missed sessions, to motivate the students to improve their performance and to become aware of any issues, which may have an impact on them. Home visits should be considered in line with other communication channels.

Staff undertaking home visits are required to follow safe working practices when off-site and to undertake every possible measure to ensure their own safety and that of the students. Each home visit should be purposeful, efficient and effective and be authorised and approved by Line Managers. Risk assessments should be carried out prior to any home visit, with ongoing risk assessments taking place throughout the duration.

#### **1.24 Induction of New Employees**

The requirement for Health and Safety training to new employees is highlighted in general induction training which includes an overview of the management of health & safety within College. It is essential that all employees are aware of the safety culture of the College, operate safe systems of working and follow College procedures. Information regarding health and safety will be provided to all employees, including full and part-time, temporary and casual employees to enable them to work safely. It is the duty of Human Resources and the Health and Safety Advisor to ensure that this training is provided to a suitable level and within an acceptable timescale.

#### **1.25 Insurance**

The College has appropriate building, contents, vehicle, public and employers liability insurance. Any College equipment that is taken off-site should be identified and the individual's manager should be informed before the event.

The College does not have any insurance to cover the use of employee's vehicles that are not owned by the College. Anyone who uses their own vehicle for College business, including travel between Centres, must arrange for their own insurance to cover this type of use.

#### **1.26 Learners on Work Experience/Placement**

All reasonable steps will be taken by the College to secure the health and safety of learners on work experience/placement.

#### **1.27 Learner Searches**

It is a criminal offence to bring knives, offensive weapons or drugs onto College premises. The College has a legal duty to protect all of the College community. Measures in the Apprenticeship, Skills, Children and Learning Act 2009, which came into effect on 1 September 2010, expand the powers to search and specifies a further list of items that can be searched for in a further education college, referred to as 'prohibited items'.

Colleges have the power to carry out non-consensual searches of learners within the procedure laid down below. The new guidance covers the power of Colleges to screen learners for weapons and prohibited items without suspicion and the statutory power to search learners without consent when there are reasonable grounds for suspecting that the learner has a prohibited item on them. The disciplinary process would then be followed and the police involved if necessary.

Procedures for this can be found on the intranet link below:

<http://staff/Pages/Health-and-Safety-Documents>

### 1.28 **Lifting and Handling**

The College undertakes to comply with the Manual Handling Operations Regulations 1992 (as amended) and any future statutory requirements made in relation to Manual Handling.

All employees as part of their induction will receive online Manual Handling Training.

Procedures for this can be found on the intranet link below:

<http://staff/Pages/Health-and-Safety-Documents>

### 1.29 **Lone Working**

Working alone is not illegal but can bring additional risks to a work activity. Leaflets for Managers and employees are available from the Health and Safety Advisor.

Procedures for this can be found on the intranet link below:

<http://staff/Pages/Health-and-Safety-Documents>

### 1.30 **Machinery and Equipment**

The College takes all reasonable steps to ensure the safety of all persons who are working on or near machinery. Should employees have any problems relating to machine safety they should immediately inform a responsible person (usually a line manager) so that steps can be taken to remedy the situation promptly.

All persons who use work equipment will have available adequate health and safety information and, where appropriate, written instructions relating to the use of the equipment. Employees who have not been authorised or who are not competent to do so should not use any equipment or machinery.

### 1.31 **Mobile Phones**

The following points of advice and guidance may help the mobile phone user (when driving):

- Using a mobile phone including hands free, is prohibited whilst driving college vehicles or your own vehicle if being used for college business, calls must only be taken/made when the vehicle is stationary and the engine stopped.
- When calling another mobile phone user, always ask whether it is safe to speak.
- Encourage colleagues to consider your safety first and to place non-urgent calls to an answering service or to take messages on your behalf rather than giving your number to a third party.

### 1.32 **Noise Control**

Noise may interfere with working efficiency by being an annoyance and causing stress; it may directly cause accidents by hindering communication; and it can cause damage to hearing. The risk of damage depends on the dose of sound energy received over a period of time. A temporary loss of hearing lasting from a few seconds to a few days may result from exposure to intense noise for a short time.

Regular exposure to high noise levels over a long period is much more serious and may result in the destruction of certain inner ear structures and a loss of hearing which is incurable. Indications that someone is developing hearing loss may include:

- an inability to hear high-pitched or soft sounds
- trouble understanding conversation in a crowded room
- ringing or whistling in the ears (tinnitus)

Hearing loss is not always caused by exposure to noise at work; it is part of the normal ageing process and can also be caused by disease. It is the aim of the College to put in place measures to protect employees and others who may be exposed from the risks of noise-induced hearing loss and to comply with the Control of Noise at Work Regulations 2005, the Management of Health and Safety Regulations 1999 and the Health and Safety at Work etc Act 1974.

Procedures for this can be found on the intranet link below:

<http://staff/Pages/Health-and-Safety-Documents>

### 1.33 Off Campus Visits

An educational trip or visit enriches the college curriculum and, in some cases; it is an essential requirement of the courses. Numerous of college trips and visits take place every year, the vast majority safely and without incident. However, we are all aware that very occasionally things can and do go wrong. It is therefore very important that all trips and visits are properly planned and organised and that all employees involved with college trips and visits take all reasonable steps to ensure that risks are minimised.

Procedures for this can be found on the intranet link below:

<http://staff/Pages/Health-and-Safety-Documents>

### 1.34 Outdoor and Peripatetic Workers

Where employees are required to work outdoors or at locations away from their normal base, the College will ensure that, so far as reasonably practicable, all steps are taken to ensure their safety and health.

It is the duty of the employee to carry out the activities in the way which the risk assessment has shown to be best, to control the risk and to comply with any safe systems of work and standard operating procedures. Where there is any doubt about the employee's ability to work to these agreed methods, owing to the nature of the particular location of the activity, work should not commence until the situation has been reported to, and reviewed by the Health & Safety Advisor and Line Manager, and a specific system of work has been prepared.

### 1.35 Permits to Work

As part of the duties under the Health and Safety at Work Act 1974, the College has permits to work for the following work activities:

Hot work: this includes on site welding, cutting and grinding, hot tar work and paint stripping.  
Entry or working in confined spaces  
Major electrical work  
Roof work or other work at height

The permit to work system applies to all work carried out on College sites, and to all employees, visitors or contractors. The person responsible for implementing this procedure is the Maintenance Manager.

Procedures for this can be found on the intranet link below:

<http://staff/Pages/Health-and-Safety-Documents>

### 1.36 **Portable Electrical Appliances**

All portable electrical appliances on campus and at its centres, including all such equipment owned by employees or Learners, with the sole exception of appliances brought in to residential accommodation by occupants for personal use, will be subjected to regular testing. Portable electrical appliances brought into residential accommodation remain the responsibility of the owner, however at the beginning of the new academic year Learners will have the opportunity to have their equipment tested in line with College procedure. The person responsible for implementing this procedure is the Maintenance Manager.

### 1.37 **Pregnancy**

- All female employees are to be informed of this policy on recruitment.
- If an employee of the College is either pregnant or a 'new' mother (that is a woman who has given birth within the last six months or who is breast feeding) she is, by law, required to advise her line manager in writing. This enables the College to take steps to eliminate or reduce any risks.
- This policy applies to all employees who have advised their manager, in writing, that they are pregnant or a 'new' mother.
- On receipt of a formal notification of pregnancy, recent birth or breast-feeding, the line manager will review the risk assessments relevant to that person's work.
- For any risks to which the pregnant or new mother is potentially exposed, and which represents an additional risk because of the pregnancy, recent birth or breast-feeding, efforts will be made to reduce the risks. Particular note will be made of any representations made by the woman's medical advisors.
- Following action to reduce the risks, they will be reassessed. If they remain significant, the pregnant or new mother will be reassigned to other work for which the risks have been assessed as not significant.
- If it is not possible to reassign the worker to low risk work, she will be placed on paid leave until either she ceases to be a pregnant or new mother, or suitable alternative work may be found.

### 1.38 **Protective Clothing & Equipment**

Employees and Learners are required to wear appropriate clothing for the areas in which they work and to ensure that appropriate protective clothing is used, where identified as a requirement by risk assessment. It should be noted that protective clothing should be used when all other attempts to remove or reduce the hazards and risks have proved unsatisfactory.

It is the responsibility of Line Manager/Heads of Area to ensure that employees are provided with, and wear, protective clothing where it is necessary, and for employees to ensure that learners provide or have access to and wear protective clothing as appropriate.

Because of potential allergies to latex, protective equipment (e.g. gloves) made from or containing latex will not be used in College. Gloves made from alternative materials are to be used.

### 1.39 Risk Assessment

In addition to the assessment of specific hazards, Regulation 3 of the Management of Health and Safety at Work Regulations 1999 (MHSWR) requires that a formal risk assessment is carried out to determine the risks associated with general working locations and activities. The Health & Safety Advisor/Heads of Area/Line Manager's will undertake the duty of ensuring that risk assessments are completed, acted upon and reviewed as necessary. All risk assessments will be reviewed over the summer to be in place for the start of the new academic year in September, training will be offered to employees that are required to carry out risk assessments.

<http://staff/Pages/risk-assessments>

### 1.40 Roadways and Parking Areas

Roadways, footpaths and parking areas will be kept free from obstructions and holes. Where temporary obstruction is unavoidable, a substantial barrier at least 1.2 metres high must be provided to enable the hazard to be seen from inside a car. Barriers and speed humps will be well illuminated when the College is in operation at night. Drivers must comply with the Parking Regulations of the College, particularly the requirement to keep access clear for Emergency Services and goods vehicles. The maximum speed on all College premises is 10mph

### 1.41 Slips Trips and Falls

Slips and trips are the single most common cause of injuries in the workplace. Slips and trips also account for over half of all reported injuries to the public, 95% of reportable major slips result in broken bones. It is therefore important that the college puts in place management systems to eliminate or minimize risks from slips and trips. This risk must also be considered during planning, construction and refurbishment or any changes of use within buildings.

The College will:

- Provide a safe working environment for employees, learners and visitors which is free from slip and trip hazards, so far as reasonably practicable.
- Adequately control or reduce the slips and trips, by a combination of a safe environment and safe behaviour.
- Ensure that appropriate risk assessments and risk reduction methods are in place.
- Encourage all employees and learner to take personal action to reduce the risk of slips and trips as far as possible.
- Ensure there is an effective response to changing conditions such as weather and the environment e.g. during construction works or refurbishment.
- Ensure the college premises are designed and maintained to minimise the risk of slips and trips.



#### 1.42 **Smoking**

Smoking, of any form (including the use of electronic cigarettes) is not permitted in any area of the College, including College vehicles, except for the smoking shelters

#### 1.43 **Stress**

The College, as an employer, places a high value on maintaining a healthy and safe working environment for all its employees. The college also recognises the statutory requirements and responsibilities of the Health and Safety at Work Act 1974, the Management of Health and Safety Regulations 1999 and other relevant Legislation, Regulations, Guidance and Codes of Practice. It is recognised that work related stress is a Health and Safety issue and that risks to health can be minimised by the implementation of good management procedures. The college believes it to be unethical that employees should be injured by their work and that reasonable arrangements must be in place to prevent accidents and ill health occurring.

The college aims to

- maximise the physical and psychological health and well-being of all employees.
- encourage employees and managers to be proactive in the identification of opportunities to enhance employee well-being in the working environment.
- promote a healthy and safe environment which embraces a culture of trust, cooperation and mutual respect and within which all employees treat each other with dignity.
- develop a culture that is supportive and non-judgmental of people with mental health problems.
- provide timely, effective and appropriate assistance for employees in managing stress in themselves and in others. In particular, to encourage better individual recognition and management of personal health issues, which is particularly important for issues of mental well-being where stress can be a response to a number of factors.
- reduce and if possible control risks to mental health in relation to work.
- recognise that the best interests of the College can be met when a match between the aspirations, ambitions and demands of the College and those of its employees are achieved.
- recognise that action to prevent stress is far more effective than dealing with it after it has arisen.
- manage problems that do occur and provide a confidential referral service.
- manage the return to work of those who have had stress related problems.
- 

Stress is what we experience when we feel we cannot cope with the pressures placed on us. We all vary in our capacity to cope with different levels or types of stress. Working life inevitably involves periods of high demand, deadlines and pressure. Responding effectively to this kind of pressure can lead to job satisfaction and motivation. However when pressure reaches a level we cannot cope with, we may experience negative stress. Stress can arise from a range of other factors, which can include issues in our personal lives such as bereavement, relationship or family problems and financial difficulties. These factors often make people more vulnerable to stress at work.

The effects of stress, particularly when chronic, are now regarded as having a significant impact on the overall physical and psychological well-being of individuals.

The College wishes to maintain a management culture which takes account of individual circumstances and personal levels of stress tolerance and ensures that all employees are encouraged and supported to give their best at all times without experiencing the harmful effects of stress caused by a combination of work and personal circumstances. Information is available to all managers on the causes, symptoms and how to manage stress.

Procedures/ Risk Assessments for this can be found on the intranet links below:

<http://staff/Pages/Health-and-Safety-Documents>

<http://staff/Pages/risk-assessments>

#### 1.44 **Transporting of Fuel**

The transport of petrol should be done so in a college vehicle, which is roadworthy and has a separate storage area. The containers should be steel, green and be marked with the "flammable" diamond and with the UN number for petrol (UN 1203).

Up to 333 litres may be carried as a "small load" which means that only general training needs to be given to the driver and that the vehicle only needs to carry 1 2kg fire extinguisher.

#### 1.45 **Vehicles of the College**

College vehicles are controlled by, and operated through the Estates Team. Any employee using a College vehicle, or a vehicle hired by the College is required to provide certain log details and complete specific safety checks before the vehicle is used

Procedures for this can be found on the intranet link below:

<http://staff/Pages/Health-and-Safety-Documents>

#### 1.46 **Visitors and Members of the Public**

The College recognises its responsibility for the health and safety of all persons who visit the premises and provides insurance in the form of public liability insurance cover. It is essential that all visitors report to the relevant reception area whether on main campus or at its centres on arrival for safety and security reasons. Visitors will be issued with a visitor's pass, which must be worn at all times whilst on site. Visitors will also be required to observe the health and safety requirements of the College.

The Preston Campus is an open site and it is common practice for members of the public to make use of our facilities. This use would include, but is not restricted to, gym membership, golf course, Plant Centre, attendance at organised third party events etc. Each area has systems in place to control risks to visitors, such as membership cards for the gym, visitor passes for main college.

The College is committed to ensuring the safety of these visitors/members of the public and as such, the same levels of health and safety control, as identified in this policy, are applied to these categories of campus users.

#### 1.47 **Welfare Facilities**

The College recognises the need to provide a safe working environment and that this includes the provision of sufficient washing and sanitary conveniences, this includes adapted facilities that are deemed necessary and cover protected characteristics, in appropriate places across college.

#### 1.48 **Waste Disposal**

This College is committed to ensuring the health, safety and welfare of its employees and of others who may be affected by the waste materials, which result from our work. The policy is to arrange for the disposal of all waste products regularly, safely and in accordance with statutory requirements, notably the Hazardous Waste (England & Wales) Regulations 2005. The person responsible for the implementation of this policy is the Maintenance Manager.

#### 1.49 **Working at Heights**

Any work carried out above floor or ground level is potentially dangerous and is subject to the Working at Height Regulations 2005. If work at height is unavoidable, the correct access equipment should be used. The use of tables or chairs, etc. is not acceptable. Where ladders or stepladders are used, a visual inspection should be carried out before use to ensure the safety of the equipment, which should then only be placed on a firm, level non-slippery surface. If this latter requirement cannot be complied with, the ladder should be tied or "footed" by a second person during use. Ladders and step ladders of the College should be registered with Estates and inspected on a regular basis by the Maintenance manager.

#### 1.50 **Working Time**

The College complies with the requirements of the Working Time Regulations 1998, and any subsequent amendments. Further information regarding this can be obtained from the Human Resources Team.

#### 1.51 **Young Persons**

All work undertaken within the organisation is subject to risk assessment and suitable preventative and protective measures are to be put in place. As young persons (under 18 years of age) are acknowledged as being at particular risk, an additional and specific effort is required to ensure that their work is subject to adequate risk assessment.

Where work has already been subject to a formal risk assessment for adult employees, it is sufficient to review the risk assessment taking care to ensure that the specific vulnerability of young persons is taken into account.

Where children (under the age of 16 years) work within the organisation, typically for work experience, their activities shall be agreed in advance of commencement and subject to a risk assessment and/or review of the existing risk assessments. A summary statement of the work, any risks and appropriate precautions shall be completed and made available to parents, guardians, schools etc. as appropriate.

## **Documents Associated with this Policy:**

Accident and Incident Reporting Procedure  
Active Health & Safety Monitoring Procedure  
Administering Medicine Procedure  
Air Ambulance Procedure  
Animals on Campus  
Asbestos Procedure  
Contractors Procedure  
Emergency Plan  
Personal Emergency Evacuation Plan (PEEPS)  
Display Screen Equipment (DSE) Procedure  
Drugs or alcohol Policy  
Fire Procedure  
First Aid and Hospitalisation Procedure  
Fitness to Work/Study Procedure  
Handling a Sudden Death Procedure  
Learners on Work Experience/Placement Procedure  
Learner Searches Procedure  
Lifting and Handling Procedure  
Lone Working Procedure  
Noise Control Procedure  
Off Campus Visits Procedure  
Permits to work Procedure  
Risk Assessment Procedure  
Stress Procedure  
Vehicles of the College Procedure



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Quality Assurance			
This Policy and Procedure maps to the following external quality assurance frameworks			
Framework		Framework Section Reference(s)	
Education Inspection Framework			
MATRIX			
QAA			
QIA			
SFA			

### **All Myerscough College Policies are subject to screening for Equality Impact Assessment**

Equality Impact Assessments are carried out to see whether the policy has, or is likely to have, a negative impact on grounds of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, marriage or civil partnership, sex or sexual orientation.

Myerscough College not only fulfils its legal position in relation to current and future equality legislation, but additionally goes beyond compliance in providing and promoting “Opportunities for all to succeed”, free from any aspect of discrimination, harassment or victimisation.

All staff have a duty of care to look after the interests of and support their colleagues. This policy takes account of our commitment to eliminating discrimination, identifying and removing barriers and providing equal opportunities for our learners, staff and visitors to ensure that no one feels excluded or disadvantaged.

### **Safeguarding, Child Protection, Prevent and Missing from Education**

All staff have a responsibility to support and promote the College’s commitment to providing a safe environment for students, staff and visitors. Additionally, all staff have a responsibility to report any safeguarding or Prevent issues to the Designated Senior Lead for Safeguarding and Prevent.