



# BSix Brooke House Sixth Form College Policy Document

---

## Health and Safety Policy

Subject:	Health and Safety
Date of Approval:	12 December 2019
Effective Date:	1 January 2020
Review Date:	December 2020
Person Responsible:	Vice Principal Finance & Resources
Approved By:	Board of Corporation
For Action By:	All Staff, Students and Stakeholders
For Information To:	All Staff, Students and Stakeholders

The policy is divided into three parts:

- Part A;        General Statement of Intent – states our commitment to health, safety and welfare throughout our activities, to be signed by the Principal and Chair of the Corporation.
- Part B;        Roles and Responsibilities – Details the roles and responsibilities for implementing this policy.
- Part C;        Arrangements – details the arrangements in place to achieve our policy commitment throughout our activities.

This policy is supported by specific health and safety risk assessments, control procedures and safety management procedures outlining how the college manages specific health and safety issues and risks.

**A GENERAL STATEMENT OF INTENT**

- 1.1 The Corporation of BSix Brooke House Sixth Form College regards the management of health, safety and welfare within the college as a matter of foremost importance. It is the college's intention that all activities be carried out in accordance with the Health & Safety at Work Act 1974 and all other allied relevant legislation as appropriate and that all reasonably practicable measures will be taken to avoid risks to staff, students, visitors and any others who may be affected by our activities. The college undertakes to provide adequate financial and other resources for this purpose. It is the aim of the Corporation and management to promote a positive health and safety culture in the college and to maintain a process of continual
- 1.2 Management and supervisory staff have the responsibility for implementing this policy throughout the college and must ensure that health and safety considerations are always given priority in planning and day to day supervision of activities.
- 1.3 All staff, students, contractors and visitors are expected to cooperate with the college in carrying out this policy and must ensure their own activities are carried out, so far as is reasonably practicable, without risk to themselves or others.
- 1.4 The college will, so far as is reasonably practicable:
  - i) Maintain any place of work under its control in a condition that is safe and without risk to health.
  - ii) Undertake risk assessments of all work activities and provide adequate control measures.
  - iii) Maintain all plant and equipment in a safe condition.
  - iv) Establish and maintain safe working procedures.
  - v) Provide information, instruction, training and supervision at all levels necessary to ensure that staff and students are competent to supervise or undertake their work activities; that they are aware of any related hazards, and of the measures to be taken to protect against them.
  - vi) Provide the necessary organisation, expertise and resource, including communication, planning, monitoring, inspection and auditing procedures to ensure that there is effective management of health and safety throughout the college.
  - vii) Give adequate information on relevant hazards to any person whose health and safety might be affected by them.
  - viii) Provide and maintain adequate welfare systems.
  - ix) Provide, manage and maintain our workplaces, grounds and properties so that they are so far as reasonably practicable safe and risks to health are controlled.
  - x) Ensure that control measures and emergency procedures are in place, effective, properly used, monitored and maintained.
  - xi) advise and assist with the safety management system. This policy is supported by specific risk assessments and procedures as required. It is reviewed annually as a minimum and is available to all staff and students.
- 1.5 The Corporation is committed to this policy and its implementation.

**B ROLES AND RESPONSIBILITIES****1. Corporation**

- 1.1 The Board of Corporation will adopt the guidance provided in the HSE publication “Leading Health & Safety at Work”.
- 1.2 The Corporation will discharge this responsibility by ensuring that the Principal has in place adequate measures to manage Health & Safety within the
- 1.3 College and in particular by:-
  - i) approving the Health & Safety Policy, and any revisions when made,
  - ii) appointing a Governor to be the Health & Safety Champion, and
  - iii) receiving reports from the Principal as necessary, at least once per year.
- 1.4 The Principal will be the Board Member with specific responsibility for Health & Safety (as Health & Safety Director) in accordance with HSE guidance on directors’ responsibilities.
- 1.5 An Annual Health & Safety Report will normally be presented to the Corporation by the Vice Principal Finance & Resources in **July** and this will encompass accident and incident trends, monitoring and auditing information and the Health & Safety Plan for the following year.

**2. Health & Safety Committee**

- 2.1 The Health & Safety Committee has the function of assisting and advising the Principal on the measures taken to ensure the Health & Safety at work of the staff, students and visitors, and keeping these under review. It is a statutory body consisting of management and staff representatives. The Committee reports to the Principal.

**3. Chain of Responsibility**

- 3.1 The chain of responsibility for Health & Safety matters within the College will be the normal management structure.

**4. Principal**

- 4.1 The Principal is charged by the Corporation to ensure adequate management of Health & Safety within the College and to this effect the Principal allocates the task to the Vice Principal Finance & Resources.

**5. Vice Principal Finance & Resources**

- 5.1 The Vice Principal Finance & Resources is responsible to the Principal for the following:-
  - i) Chair the College’s Health & Safety Committee, which has the responsibility for devising and monitoring the Health & Safety Policy and related procedures.
  - ii) Ensuring the Board of Corporation receive regular reports on Health & Safety.
  - iii) Acting as a link between the broad strategic aims of the Board and the implementation of the College’s Health & Safety Policy.
  - iv) Ensuring that the College successfully manages Health & Safety.
  - v) Ensuring that, within the resources provided for the College, there are adequate staff, funds and materials to support the effective implementation of the Health & Safety Policy.

**6. College Health & Safety Officer**

- 6.1 The College intends, once a sustainable number of students (funded as 16-18 year-olds), to appoint a Health and Safety Officer with the duties and responsibilities set out below. Until this appointment is made, the Vice Principal – Finance and Resources is responsible for ensuring that the tasks and responsibilities of that post are undertaken using alternative means such as: undertaking certain tasks his or herself, delegating aspects to other staff, engaging external services and by liaising with trade union representations tasked with Health and Safety in his or her role.
- 6.2 The Vice Principal Finance & Resources will be assisted in the above tasks on a day to day basis by the College Health and Safety Officer to whom they will delegate the necessary authority to obtain information and investigate working practices on their behalf.
- 6.3 The College Health and Safety Officer will hold a formal qualification in Health and Safety.
- 6.4 In particular the College Health and Safety Officer will:-
- i) Have delegated authority to require the immediate cessation of unsafe activities where he/she considers this essential. In such a case an immediate report will be made to the Vice Principal Finance & Resources for further action.
  - ii) Act as a focal point for day to day references on safety and will give advice or indicate sources of advice.
  - iii) Advise the Vice Principal Finance & Resources and other College managers on Health & Safety legislation and on matters appertaining to the formulation, review and effectiveness of all policies on Health & Safety.
  - iv) Have a specific responsibility for monitoring the effectiveness of Health & Safety in the College and reporting this to the Vice Principal, Finance & Resources.
  - v) Be responsible for co-ordinating the process of risk assessments to ensure all aspects of the College activities are included and reporting on a regular basis that these have been completed satisfactorily.
  - vi) Undertake inspections, surveys and audits to determine the effectiveness of College Health & Safety Policies.
  - vii) Ensure College Health & Safety procedures on controlling contractors are adhered to.
  - viii) Be responsible for central record keeping relating to all College Health & Safety matters and produce a termly report on accidents and incidents.
  - ix) Compile an annual report on accident statistics benchmarked against comparable performance.
  - x) Be responsible for the emergency equipment, including fire evacuation, and for the testing of these and ensuring appropriate training takes place.
  - xi) Assist the Vice Principal Finance & Resources in providing advice and support to personnel throughout the institution in relation to health and safety matters.
  - xii) Assist the Vice Principal Finance & Resources in furthering the development of a Health & Safety culture across the College.
  - xiii) Investigate accidents in the first instance.

**7. All Managers**

- 7.1 All managers have a general responsibility for the application of the College's policies and procedures in their own area of work and are responsible to their line manager for the effective management of Health & Safety and the application of safety measures and procedures within their area of work. To assist them with these responsibilities, and by mutual agreement, they may delegate safety matters to a member of the team. This delegation does not relieve the manager from their responsibility for Health & Safety within the team.
- 7.2 In particular every manager in the College:
- i) Has a responsibility for ensuring staff (and where appropriate, students) in their area of work understand and implement the College's policies and procedures.
  - ii) Has the responsibility for ensuring that a safe working and learning environment and maintained within their areas of control.
  - iii) Will establish and maintain safe working practices.
  - iv) Will resolve any Health & Safety problems any member of staff may refer to them and refer to the Vice Principal Finance & Resources any of these problems for which they cannot achieve a satisfactory solution within the resources available to them.
  - v) Will carry out and record regular safety inspections of their area of activities.
  - vi) Will ensure risk assessments are carried out as required.
  - vii) Will ensure the identification and provision of sufficient information, instruction, training and supervision to enable other employees (and where appropriate, students) to avoid hazards and contribute positively to their own Health & Safety at work.
  - viii) Will, where necessary, seek advice and guidance.
  - ix) Will propose to the Vice Principal Finance & Resources and Health & Safety Officer requirements for safety equipment and/or additions or improvements to plant, tools, equipment or machinery which are required for safety reasons, and which cannot be resourced from within their budget areas.
  - x) Will co-operate with Trades Union Safety Representatives in providing access, information and consultation as appropriate.
  - xi) Will, when acting as a Duty Manager, take responsibility for decisions on Health & Safety matters referred to them in a timely manner.
  - xii) Where the manager has responsibility for students' work experience he/she will ensure the appropriate Health & Safety checks are completed prior to the student commencing.
  - xiii) Will familiarise him/herself with emergency procedures and ensure that information is cascaded to all staff.
  - xiv) Will ensure that Personal Emergency Evacuation Plans ("PEEPs") are completed for staff and students who require assistance in the event that the building needs to be evacuated.

**8. Heads of curriculum departments**

- 8.1 Heads are responsible for ensuring that the Health & Safety Policy is implemented in their curriculum areas and as such for ensuring that learners, staff and visitors under their control are not exposed to unnecessary risks to their Health & Safety. Where they are made directly aware of risks they must ensure that these are rectified by those responsible, so far as reasonably practicable.
- 8.2 In addition to the duties outlined in Section 2.8 above, these duties include the following:
- i) Arranging for the preparation of procedures covering special risks in their areas;
  - ii) Establishing that all equipment, plant and substances used are suitable for the task and are kept in good condition. This includes the regular maintenance and servicing of equipment; reporting any defects which cannot be rectified, taking the equipment or materials out of service where necessary; to ensure compliance with specific STC policies/ arrangements;
  - iii) Arranging for safe storage, handling, transportation and stacking of materials and substances;
  - iv) Providing adequate information, instruction, training and supervision to ensure that work is conducted safely and without risks to health; monitoring compliance and competence of staff through the staff performance review process.
  - v) Ensuring appropriate induction training and mentoring of new starters, work experience students and casual/part time staff regarding hazards, associated risks and controls for safe work;
  - vi) Taking immediate and appropriate steps to investigate and rectify any risks (or perceived risks) to Health & Safety arising from the College operation, preparation and learning activities;
  - vii) Establishing and enforcing housekeeping procedures;
  - viii) Bringing to the prompt attention of appropriate staff any Health & Safety issue that requires attention.

**9. Premises Manager**

- 9.1 In addition to the general duties of managers the Premises Manager is responsible for ensuring:
- i) Safe access and egress on all sites;
  - ii) Buildings and support services are adequately maintained;
  - iii) Plans and systems of electrical and gas supplies are maintained;
  - iv) Portable Appliance testing is organized for all business support services in line with legislation and College procedures;
  - v) All fire alarms, extinguishers, emergency lights, doors and emergency exits are inspected, tested and maintained in accordance with legislation, Fire Officer requirements and College procedures;
  - vi) Water supplies are maintained in accordance with the Legionnaires' Disease approved code of practice; and
  - vii) All contractors adhere to college procedures as required.

**10. HR and Finance**

- 10.1 Staff development and training in Health & Safety matters will be the responsibility of the HR and Payroll Officer who will provide for the identified needs through the programme of induction and staff development. The Vice Principal Finance & Resources will liaise with the HR and Payroll Officer in identifying these needs.
- 10.2 The HR and Finance department will also be responsible for issuing all new staff, both full-time and part-time, with a copy of the College Health & Safety Policy and with pre-employment Health & Safety information and for ensuring that Health & Safety responsibilities are referenced in all job descriptions.

**11. Vice Principal – Student Services**

- 11.1 The College acknowledges the additional exposure to risk of students operating within a workplace environment, and accordingly delegates responsibility for setting up, managing, and monitoring Health & Safety systems and procedures for all Work Based Learners to the Vice Principal – Student Services. In particular they will be responsible for:
- i) Arranging for a Health & Safety check of an employer's workplace to be undertaken prior to a student being registered.
  - ii) Ensuring a Health & Safety induction is undertaken with the student at the work environment within two months of the student's enrolment.
  - iii) Ensuring Health & Safety reviews are undertaken with the student at the work environment at intervals appropriate to the risk category of the employment type.
  - iv) Maintaining full and complete records of the above activities. Submitting termly reports to the College Health & Safety Committee setting out all issues related to the Health & Safety of Work Based Learners.

**12. All Staff**

- 12.1 All staff are expected:
- i) To be conversant with the fire, bomb scare, evacuation and first-aid emergency procedures and apply them as required.
  - ii) To know the special safety measures to be adopted in their own area of work and to ensure they are applied.
  - iii) To be conversant with and to comply with all College policies and procedures currently adopted.
  - iv) To follow safe working procedures personally.
  - v) To call for protective clothing, guards, special safe working procedures etc, where necessary in relation to any activity being carried out.
  - vi) Not to carry out activities for which risk assessments are necessary unless these have been made and are readily available.
  - vii) To ensure that all portable electrical equipment is visually checked before use.
  - viii) To bring to the attention of the appropriate line manager concerns over matters affecting Health & Safety including maintenance of a safe working and learning environment.
  - ix) To exercise good standards of housekeeping and cleanliness consistent with Health & Safety.



- x) To use and not willfully misuse, neglect or interfere with things provided for their own safety and/or the safety of others.
- xi) To co-operate with other employees in promoting improved safety measures in the College and to comply with instructions given by their line managers in relation to Health & Safety.
- xii) To co-operate with the appointed safety representatives and any enforcement officer of the Health & Safety Executive or the Public Health Authority.
- xiii) Not, under any circumstances, to carry out operations which could cause danger to themselves or affect the safety of other persons.
- xiv) Not to undertake any hazardous job for which they have not been trained.
- xv) To report to their line manager any hazard and to take immediate action, where this is reasonably practicable, to render the hazard safe.
- xvi) To report to the College Health & Safety Officer, via their line manager, any new substance hazardous to health before such substance is acquired or produced.
- xvii) To take direct action or immediately to report to higher authority any unsafe situation which they recognise concerning students or visitors within the premises.
- xviii) To assist with the process of risk assessments as appropriate. To attend safety training when required to do so and to diligently follow the training programme.

**13. Teaching Staff**

- 13.1 The safety of students in lecture rooms, laboratories, studios, workshops and other such areas is the responsibility of the class tutor, or alternatively the tutor under whose control the students, if unaccompanied have been given access to the area concerned.
- 13.2 If, for any reason, (e.g. the condition or location of equipment or the physical state of the room) a tutor considers they cannot accept this responsibility, they should discuss the matter with their line manager before allowing practical work to take place or access to be given.
- 13.3 If a tutor will not physically be present with the students under their control at the time in question, they must have reasonably practicable grounds to believe the students will be safe, having regard to the type of student and the activities they are engaged upon.
- 13.4 In addition to the responsibilities listed for All Staff, a tutor is expected:
  - i) To exercise effective supervision of students.
  - ii) To ensure students follow evacuation procedures when required.
  - iii) To ensure that PEEPs forms are accurately completed in a timely manner and returned to the Health & Safety Officer.
  - iv) To ensure a First Aider is called when necessary.
  - v) To know the special safety measures to be adopted in their own specialist teaching areas, and to ensure they are applied by students, including adherence to any relevant College's policies and procedures.
  - vi) To give clear instructions and warnings to students as often as is necessary (notices, posters and hand-outs are not enough).
  - vii) To integrate all relevant aspects of safety into the teaching process and, if necessary, give special lessons on safety at the beginning and throughout a course or programme.

- viii) To ensure students use protective clothing, guards, special safe working procedures etc., where necessary in relation to any activity being carried out.
- ix) These rules also apply to students who are carrying out teaching practice under the auspices of the College, and they must be made aware of their responsibilities by the relevant line manager.

**14. Technicians**

- 14.1 Technicians are responsible to their line manager for maintaining Health & Safety standards within their area of work and for supporting teaching staff in their Health & Safety responsibilities.
- 14.2 In addition to the responsibilities listed for All Staff, Technicians (when defined in their job description or stipulated as a specific duty) are expected to ensure the following as it relates to their area of work:
  - i) That up to date inventories are kept of substances hazardous to health. That all portable electrical equipment has been tested according to College policy.
  - ii) That all equipment is maintained in a safe condition and that guards etc. are in place.
  - iii) That, under instruction from teaching staff, they assist in exercising adequate control over students within their work area in order to ensure safe working practices.

**15. Students**

- 15.1 All students will be informed of College requirements with regards to Health & Safety and are expected specifically:
  - i) To exercise personal responsibilities for the safety of themselves and their classmates.
  - ii) To observe standards of dress consistent with safety and hygiene.
  - iii) To observe the instructions of staff in relation to safety and particularly in the use of tools machines and apparatus.
  - iv) To observe all the safety rules of the College and in particular the instructions of staff given in an emergency.
  - v) To use and not willfully to misuse, neglect or interfere with things provided for their safety or the safety of others.
  - vi) To comply with College policies and procedures.

**16. Visitors**

- 16.1 All visitors must adhere to the College's Health & Safety procedures and will be provided with written guidance on their arrival.

**17. Contractors**

- 17.1 Contractors will be instructed in relevant College Health & Safety procedures by the Head of Estates and are required to provide, in advance, any documentation requested, such as "methods of work" statements.

**C ARRANGEMENTS****1. Accident and Near-Miss Reporting**

- 1.1 All accidents and incidents, including near-misses are reported to enable suitable investigations to be carried out in order to reduce the likelihood of recurrence. We will also comply with the Reporting of Injuries and Dangerous Occurrences Regulations 1995 (RIDDOR)

***Paperwork***

- 1.2 The following paperwork is used to report incidents:
- 1.3 Accident book. The accident book is kept in the first-aid room.
- 1.4 BSix Brooke House Sixth Form College accident /near-miss report form. The incident form is available in the first-aid kits and on the College server.
- 1.5 RIDDOR. If reports are required these are made on line by the Premises Manager. The report form is emailed to the College following submission to the Incident Centre

***Incidents involving employees***

- 1.6 Any employee who sustains an injury while carrying out their duties on behalf of the Sixth Form College, Brooke House must report the incident to their immediate supervisor before leaving the premises. If necessary, the senior person at the scene will make a judgement about the severity of the incident and the requirement for first-aid treatment. After the scene of the accident is made safe and the necessary treatment has been provided, the injured person's supervisor is to complete the incident form. The form is then to be forwarded to the Premises Manager who will circulate it to relevant members of the senior management team.
- 1.7 The first-aider is to complete the accident book entry. The completed entry is then to be given to Human Resources.
- 1.8 Accident / incident report forms must NOT be left in the first-aid rooms.

***Incidents involving students***

- 1.9 Accidents involving students will be reported by the teacher in charge at the time of the accident. If necessary, first-aid will be provided. The accident book and incident form are then to be completed as above.

***Incidents involving other user of the Sixth Form College Brooke House***

- 1.10 Contractors working in the College are required to report accidents to the Premises Manager. Other visitors may wish to report an accident or require first-aid treatment. Any member of staff approached by a visitor is to summon first-aid assistance as required and complete the accident report form. First-aid assistance can be obtained by contacting the central security (reception) desk.

***Near-miss Reporting***

- 1.11 Any employee or student who observes an incident that could have resulted in an injury or damage is to report the incident to their supervisor or teacher. The supervisor or teacher should then complete the appropriate sections of the accident report form. The form should then be circulated to the Senior Management Team and Premises Manager.

***Incident Investigation***

- 1.12 Any member of staff who will be involved in accident investigation will receive appropriate training.
- 1.13 The purpose of any investigation is to establish the root cause of the incident to enable appropriate actions to be taken to minimise the likelihood of a recurrence. The investigation should not apportion blame.
- 1.14 The depth of any investigation will vary according to the type of incident and degree of injury or damage.
- 1.15 The scope of the investigation should include the following:
- i) Events prior to the incident
  - ii) The circumstances surrounding the incident
  - iii) Name(s) of injured person(s) and others who witnessed the incident
  - iv) Comparison with College procedures.
  - v) Conclusion
  - vi) Recommendations to prevent recurrence.

**2. Asbestos**

- 2.1 An asbestos survey report is held on file and maintained by the Premises Manager. All known asbestos on site has been labelled.
- 2.2 The condition of the asbestos is to be examined by the Premises Manager annually. Any damage to the asbestos-containing-material is to be inspected by the approved asbestos surveyor and any corrective actions that are recommended will be completed.
- 2.3 All contractors who are required to work in the vicinity of asbestos containing materials are to be briefed by the Premises Manager before they commence work.
- 2.4 The asbestos survey will be handed to all contractors when they are quoting for work and reminded to include consideration of asbestos-containing materials in their costings and work procedures.

**3. Contractors**

- 3.1 All contractors who wish to quote for work to be carried out at the College will be required to complete and submit the College contractors' questionnaire for approval by the Premises Manager.
- 3.2 Contractors who have not satisfactorily completed the questionnaire will not be permitted to undertake work at the College.
- 3.3 Contractors will be required to submit method statements and risk assessments for approval by the Premises Manager before an official order can be placed for the work to commence.
- 3.4 All contractors are required to park their vehicle in the designated parking bay and then sign in at reception.
- 3.5 Contractors will be given an appropriate site induction covering emergency procedures and known hazards in the areas where the work is to be carried out. If deemed necessary, the Premises Manager will arrange for contractors to be escorted.
- 3.6 Contractors must provide their own tools and equipment and are responsible for maintaining their work equipment in safe condition and in safe areas. Plant and equipment

is only to be stored in areas specified by the Premises Manager.

- 3.7 All waste that is produced by contractors must be stored in suitable containers, in a safe location, and removed from site by the contractor.
- 3.8 All accidents and incidents are to be reported to the Premises Manager at the earliest opportunity

#### **4. Display screen equipment**

- 4.1 There are two categories of worker under this legislation: users and operators.
- 4.2 Any staff members who use display screen equipment (DSE) as a part of their employment will be deemed a user of DSE. Temporary and other contract workers will not be deemed users of this equipment and will come under the category of operator. The main difference between these two categories of worker relates to provision of eye tests by the College.

##### ***Assessment***

- 4.3 All workstations will be assessed to ensure the equipment and furniture is in line with current standards and are suitable.
- 4.4 To achieve this, all users must complete a self-assessment assessment and submit this to Human Resources. The self-assessment document can be obtained from Human Resources (a copy of the College's self-assessment form is contained In Appendix 2 at the back of this policy.
- 4.5 Managers must ensure that all staff have completed an assessment, and that any actions identified are followed up. Advice and support on issues arising can be obtained from Human Resources.

##### ***Eye tests***

- 4.6 There is no evidence that work with Visual Display Units (VDU) will damage the eyes or eyesight, but if you have an existing eyesight problem you may become more aware of it.
- 4.7 The Health and Safety (Display Screen Equipment) Regulations 1992 require employers to provide employees who are identified as "users" of Display Screen Equipment to have an appropriate eyesight test on request.
- 4.8 A user is someone employed by the college and meets the following criteria:
  - i) The employee uses display screen equipment on most days for a total of more than three hours.
  - ii) The employee uses display screen equipment for periods of an hour or more at a time.
  - iii) The job cannot be done effectively or at all without display screen equipment.
  - iv) The employee has no discretion over whether to use display screen equipment.
  - v) The job requires significant relevant training or particular skills.
- 4.9 Note: Temporary workers and contractors are not deemed "users" of VDUs. Instead they come under the definition within the regulation of "operators" and as such they do not have the entitlement to have their eye tests paid for by the College, or for the College to make a contribution towards any corrective lenses for VDU work.
- 4.10 It is for Human Resources and the Line Manager to determine which staff members fall under the definition of "user".
- 4.11 Anyone who is a user will be entitled to request an eye test that is paid for by the College:
  - i) Upon recruitment within the College

- ii) Thereafter every two years
  - iii) If someone is experiencing difficulties with headaches and eyesight issues in the interim period, they may request an eye test and this may be paid for at the discretion of the College, depending on the merit of each request.
- 4.12 Employees who are defined users and wish to have an eye test must follow the procedure below:
- i) Contact Human Resources in writing (letter or email) to request an eye test. Confirmation will be given also by email or letter as soon as practical after receipt of the request. If an employee has an eye test and requires reimbursement without obtaining prior authorisation from the College, they will not be entitled to reimbursement.
  - ii) You must visit a qualified optician.
  - iii) Obtain a receipt for your eye test.
  - iv) Bring the receipt to Human Resources who will arrange for reimbursement.
  - v) The College will pay for reasonable eye test expenses, provided a receipt is produced, of up to £20. If eye testing is required that costs more than this, the College will consider each case on its own merits.
- 4.13 The cost of an eyesight test and special spectacles under the regulations is at the expense of the College and will be provided by the employee's own optician.
- 4.14 Should special spectacles be prescribed, the college reserves the right for the Occupational Health Service to see the employee and review the result of the eye test. In other words the requirement does not apply where normal prescribed glasses or contact lenses will suffice. To be eligible for this payment, the employees must bring written evidence (i.e. confirmation from the Optician) that the lenses are specifically for intermediate distance (i.e. VDU work) only, and not for short-sightedness or long-sighted correction.
- 4.15 The liability for costs is restricted to the payment of the costs of basic spectacles including the frames i.e. of a type and quality adequate for function. If the employee wishes to choose more costly spectacles the employee will be liable for the extra cost involved. The amount that the College will reimburse is limited to £70.
- 4.16 Anyone who uses DSE at our College (users and operators) will be entitled to receive information on:
- i) Typical hazards to look for when using DSE
  - ii) How to adjust their workstation to suit them
  - iii) College arrangements for eye tests and glasses
  - iv) How and to whom to report problems.
- 4.17 The information guidance sheet attached to this policy should be handed to all personnel. It is the manager's responsibility to ensure this happens.
- 4.18 Anyone who feels they are suffering from symptoms of discomfort as a result of working with computers should report immediately their concerns to Human Resources. This will be followed up by a full workstation assessment and investigation, and any problems identified will be addressed.
- 4.19 Where someone feels they are suffering ill-health conditions as a result of their DSE, this will be fully investigated by Human Resources, who may appoint medical and other specialists, as necessary. Staff who report such problems will be expected to fully co-

operate with requests for medical information and for attending any further consultation or treatments recommended.

**Guidance for users****4.20 The Screen**

- i) Adjust the contrast between the characters and the background to suit ambient conditions.
- ii) Swivel and tilt the screen to suit individual needs.
- iii) Identify appropriate screen height.
- iv) Position the screen to avoid reflection and glare.

**4.21 The Keyboard**

- i) Tilt the keyboard to find a comfortable position.
- ii) Allow space between the front of the keyboard and the edge of the work surface to give hand/arm support.

**4.22 The Work Surface**

- i) Make sure that it is large enough to easily accommodate the equipment.
- ii) Adjust the document holder to a comfortable working position and make sure it is stable to avoid excessive head/eye movement.

**4.23 The Chair**

- i) Should be stable but allow easy freedom of movement.
- ii) Adjust the height of the seat and the height of the tilt of the back to give a comfortable seating position.
- iii) Ensure that lighting is adequate for the combination of screen work and non-screen tasks.
- iv) Ensure that there is enough space to change position and vary movements.
- v) Take regular breaks from display screen work.

**5. Electricity at work**

- 5.1 Installation and maintenance of electrical equipment and systems should only be carried out by authorised, competent people ensuring that the risk of injury associated with electricity at work is minimised.
- 5.2 All electrical work will be carried out by qualified electricians who have been approved by the Premises Manager. Electricians will be working to the current edition of the IEE Regulations.
- 5.3 The fixed wiring installation will be inspected at least every five years. The inspection will be carried out by an authorised contractor. Records of the inspection will be held by the Premises Manager.
- 5.4 Additions to and modifications of the electrical installation will be certified by the approved electrician and records will be maintained by the Premises Manager.
- 5.5 The Premises Manager will maintain a register of all portable electrical appliances used on the premises. These will be tested bi-annually by an authorised contractor. Each appliance will be labelled indicating the test date.
- 5.6 Staff and students are not permitted to use personal mains powered electrical equipment

unless authorised by the Premises Manager.

**6. Fire**

- 6.1 The risk of injury and damage resulting from fire should be minimised.
- 6.2 The Premises Manager is responsible for ensuring that a fire risk assessment is carried out and held on file. The fire risk assessment is to be reviewed annually or more frequently if the premises change significantly.
- 6.3 The fire alarm system will be maintained in accordance with BS 5839.
- 6.4 Emergency lighting will be maintained in accordance with BS 5266.
- 6.5 All staff will be provided with fire safety and awareness training at induction followed by annual refresher training. Staff are to ensure that they are fully conversant with the fire and evacuation procedures.
- 6.6 Evacuation drills will be carried out once per term.
- 6.7 Fire action notices will be displayed at all call points, in every classroom and in staff rooms. The fire action notices will include a plan showing the location and the route to the fire exits.
- 6.8 The College will nominate a suitable number of fire marshals to assist in the event of a fire evacuation. The Premises Manager will ensure that the list of fire marshals is maintained and that replacements are nominated and trained whenever necessary.
- 6.9 The fire evacuation procedures should be updated on a regular basis and made available to staff, students and visitors.
- 6.10 Details of any students or staff with limited mobility, special needs or who are wheelchair users must be given to the Premises Manager so that a personal evacuation plan can be devised in liaison with the relevant Department Head and student. It is the Department Head's responsibility to ensure that a Personal Evacuation Plan is completed and practiced.

**7. First aid**

- 7.1 The College will provide first-aid kits, qualified first-aiders, appointed persons and a first-aid room to ensure that any injuries that occur at the College are treated efficiently and appropriately.
- 7.2 The names of the first-aiders are listed on notices that are displayed in all staff offices, preparation rooms and other common areas. A full list is also available at reception.
- 7.3 The Premises Manager is responsible for ensuring that there are sufficient trained first-aiders on site at any time. He is also responsible for the accuracy of the first-aider lists.



7.4 The first-aid kits are located in:

- i) First-aid room
- ii) Kitchen
- iii) Central College office
- iv) 1st floor staff room
- v) 2nd floor staff room
- vi) Mathematics staff room
- vii) Arts and business staff room
- viii) Science preparation room
- ix) Hair and beauty /salon
- x) Student services
- xi) Fitness suite

7.5 If first-aid assistance is required you are to ring reception on 157. The duty receptionist will then bleep a first-aider. On hearing their bleep the first-aider is required to call reception for instructions. This ensures that the first-aider is despatched to the incident without delay.

7.6 The Premises Manager is to instruct the first-aiders regarding the location and completion of the accident book and what to do with completed entries.

## **8. Gas safety**

8.1 The College will:

- i) Ensure that gas installations and appliances are designed and installed by qualified and competent persons in accordance with the Gas Safety (Installation and Use) Regulations 1998.
- ii) The Premises Manager will ensure that only competent people are employed to install, maintain and examine gas appliances.
- iii) The Premises Manager will arrange for all gas appliances to be the subject of an annual gas safety inspection.

8.2 Records of annual inspections will be held by the Premises Manager

## **9. Hazardous substances**

9.1 The College will compile and maintain a register of all hazardous substances used in the College. The Premises Manager will require each department to provide a list of all substances used and will arrange for the material safety data sheets to be provided by the suppliers.

9.2 No substances are to be used at the College unless they are included on the register. It is the responsibility of each Department Head to ensure that checks are made to confirm that only permitted substances are being used in their area of authority.

9.3 The Premises Manager will assess the risk to health from the use transport storage and disposal of the substances listed in the register. Copies of the risk assessments will be held in the department where the substances are used.

9.4 The College will provide staff with appropriate training in the use of the substances.

9.5 Where local exhaust ventilation is provided it will be maintained and examined by a competent person every 14 months. The Premises Manager will keep records of maintenance and examination.

## **10. Housekeeping**

- 10.1 Premises should be maintained in a clean and tidy condition at all times.
- 10.2 This will be achieved inter alia by ensuring that:
- i) Suitable bins will be provided throughout the premises.
  - ii) Cleaning contractors will be employed to clean the premises on a daily basis.
  - iii) Adequate storage facilities will be provided.
  - iv) Equipment, paperwork etc will be put away when not in use.
- 10.3 The quality of the cleaning and general housekeeping will be monitored by the Premises Manager.

**11. Information**

- 11.1 The College will take reasonable steps to inform staff, students and visitors of matters pertaining to Health & Safety legislation and College procedures.
- 11.2 The following information will be displayed, as appropriate, on noticeboards around the College.
- i) Health and Safety Law poster
  - ii) Copy of the Employers' Liability Insurance Certificate
  - iii) Names and contact details of the first-aiders
  - iv) Names of the fire marshals
  - v) Copies of the health and safety committee minutes

**12. Lifting equipment**

- 12.1 The College will comply with the relevant legislation (Lifting Operations and Lifting Equipment Regulations 1998).
- 12.2 Periodic thorough examinations will be carried out on all lifting equipment. The inspections will be carried out by competent people appointed by the Premises Manager.
- 12.3 All lifting equipment will be maintained in accordance with the manufacturers specification.
- 12.4 Records of maintenance, inspection and examination will be held and maintained by the Premises Manager

**13. Lone working**

- 13.1 Staff who are required to work alone will make arrangements to contact reception at regular intervals

**14. Manual handling**

- 14.1 The College will comply with the relevant legislation (Health and Safety Manual Handling Regulations 1992).
- 14.2 The College will ensure that:
- i) Manual handling assessments are carried out where relevant and records are kept.
  - ii) Employees are properly supervised.
  - iii) Adequate information and training is provided to persons carrying out manual handling activities.
  - iv) Any injuries or incidents relating to manual handling are investigated, with remedial action taken.

- v) Employees adhere to safe systems of work.
- vi) Safety arrangements for manual handling operations are regularly monitored and reviewed.
- vii) Employees undertaking manual handling activities are suitably screened for reasons of health and safety, before undertaking the work.
- viii) Special arrangements are made, where necessary, for individuals with health conditions that could be adversely affected by manual handling operations.

14.3 All staff who are required to undertake manual handling risk assessments will be provided with training.

### **15. Personal protective equipment**

15.1 The requirement for personal protective equipment will be identified in general risk assessments.

15.2 When it is found to be necessary to issue PPE individual items will be assessed to ensure that they are suitable for the application.

15.3 When it is necessary to issue PPE records of issue will be maintained by the Premises Manager.

15.4 Staff who are issued with PPE are to examine it before each use, and to report any faults immediately to their supervisor / tutor. Faulty PPE will be replaced by the College.

### **16. Risk assessments**

16.1 The College will identify the assessments that are required by analysing the activities carried out in each department.

16.2 Department heads are responsible for identifying the assessments that are required in their department and for documenting and reviewing the assessments. Any assessments must be recorded on the College risk assessment template, which is included in Appendix 3 to this Policy.

16.3 The Premises Manager will maintain the register of risk assessments that have been carried out.

16.4 Significant findings of the risk assessments will be brought to the attention of the people who are at risk.

16.5 Generally, risk assessments will be documented on the Risk Assessment Form, Appendix 3. However, science laboratories will use documentation specific to them, i.e CLEAPPS or similar.

16.6 The College uses the Five Steps to Risk Assessment detailed in the Health and Safety Executive publication INDG163.

- i) Step 1                      Look for the hazards
- ii) Step 2                     Decide who may be harmed
- iii) Step 3                    Evaluate the risks and decide upon precautions
- iv) Step 4                    Record your findings and implement them
- v) Step 5                     Review your assessment and update if necessary

- 16.7 All staff who are required to carry out risk assessments will be provided with appropriate training.
- 16.8 Individual assessments are required for pregnant workers, young workers and temporary workers. It is the Department Head's responsibility to ensure that these are undertaken or arranged. Further support and guidance can be obtained from Human Resources.
- 16.9 Department Heads are required to have a system in place which ensures that their assessments are regularly reviewed. The maximum review period is annual for any assessment.

**17. Stress**

- 17.1 The College intends to take all practicable steps to reduce or eliminate stress caused by the work or the working environment. We aim to provide an environment where stress can be identified at an early stage and appropriate changes made to reduce the levels of stress.
- 17.2 Where managers receive a report of staff who appear to be showing signs of stress or reports to you that they are feeling the effects of stress they should contact Human Resources as soon as possible to arrange for an assessment. This will be dealt with in confidence.
- 17.3 Where staff feel that their work is causing unacceptable levels of stress, they should report this to either their manager or Human Resources as soon as possible. An assessment (or investigation, if appropriate) will be arranged immediately, in confidence.
- 17.4 Reasonable measures to reduce any occupational stressors identified in the assessment will be reviewed and taken. Where relevant, a rehabilitation programme will also be arranged for the individual to enable them to return to work.
- 17.5 Managers will be provided with training to enable them to recognise stress and the causes of stress.

**18. College vehicles**

- 18.1 The Minibus must be maintained at service intervals specified by the manufacturers. Maintenance should only be undertaken by an authorised garage.
- 18.2 Only authorised staff are permitted to drive the College vehicles. Authorised drivers will be required to produce their driving licence for inspection every 12 months.
- 18.3 Driving licence checks will be carried out by Human Resources, who will also maintain records. Authorised drivers are required to report any changes in the driving licence, i.e. penalty points, to Human Resources.
- 18.4 It is the responsibility of the driver to carry out pre-use checks before every journey.

**19. Welfare**

- 19.1 The College will provide and maintain suitable facilities for its staff and students.
- 19.2 The temperature, humidity and lighting will be maintained in all areas of the College. Where possible this will be by natural means supplemented by artificial means when necessary.
- 19.3 There will be adequate provision of sanitary facilities and washing facilities for staff and students.
- 19.4 Where necessary, lockers will be provided.
- 19.5 Drinking water is provided throughout the College.
- 19.6 Staff and students should have access to a rest area in which to take breaks.

19.7 Smoking is not allowed anywhere inside the College premises.

**20. Working at height**

20.1 Working at height is recognised as introducing additional risk and includes the use of step-ladders, kick stools etc.

- i) All staff must be aware of the risks involved when working at height.
- ii) Use a kick stool rather than a step-ladder whenever possible.
- iii) Ensure that the step-ladders/kick stools used are suitable for the job in hand.
- iv) Wear appropriate footwear at all times.
- v) Inform your manager if you discover step-ladders/kick stools that are not safe for use.

20.2 For maintenance activities the Premises Manager will review work at height activities required and advise relevant contractors of the risks accordingly. Contractors will be required to complete their own assessments and liaise with the Premises Manager on safe work procedures. Ladders should not be considered as a first option.

20.3 Roof work may only be completed under a Permit to Work system.

## Health & Safety policy

### APPROVAL

This Policy has been approved by the Principal and by the Board of Corporation of BSix Brooke House Sixth Form College.

.....  
Kevin Watson  
Principal & Chief Executive  
11 December 2019