

POLICY DOCUMENT

**Statement of best practice endorsed by
Conference of Colleges Meeting in May 1999**

**Health and safety At Work etc. Act 1974
Management of Health and Safety Regulations 1999**

OBLIGATIONS OF COLLEGE GOVERNING BODIES

Obligations are imposed upon the governing bodies of colleges, partly by virtue of their status as employers. The Health and Safety at Work etc. Act 1974 and related legislation (relevant statutory provisions) impose general and specific

The above deals with an institution's obligations under relevant criminal law. Requirements under civil law are based on the duty of care owed to those affected by the institution's activities.

Among the regulations currently relevant to health and safety are:

The Management of Health and safety at Work Regulations 1999

The Workplace (Health, Safety and Welfare) Regulations 1992

HEALTH AND SAFETY POLICY AND PROCEDURES

INTRODUCTION

1. The Health and Safety at Work etc. Act 1974, along with other Regulations, contains the most important provisions for business, their organisations and employees.
2. The general objectives within the scope of the above act and regulations are:
 - a. To secure the health, safety and welfare of employees at work.
 - b. To protect people other than employees at work against risks to their health and safety arising out of work activities.
 - c. To control the keeping and use of explosive or highly flammable or otherwise dangerous substances and generally prevent people from unlawfully having and using such substances.
 - d. To control the release into the atmosphere of noxious or offensive substances from premises, which also may come within the scope of the environmental protection legislation.
 - e. To identify hazards in the workplace and carry out risk assessments and introduce such control measures as necessary.
3. The Health and Safety at Work etc. Act 1974 places general duties on:
 - a. the employer.
 - b. the self-employed (e.g. contractors).
 - c. the manufacturers, suppliers, designers and importers of articles and substances for use at work.
 - d. the people in control of premises and all people at work.

- 4 The scope of the legislation is comprehensive and is designed to encourage employers and employees to take a wide-ranging view of their role and responsibilities. Some duties imposed by the legislation are absolute and must be complied with and this health and safety policy and procedures manual has been designed to meet all the legal requirements and obligations.

HEALTH & SAFETY POLICY

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Section C – Health & Safety Policy Statement

Health & Safety Policy Statement

The Governing Body regards health and safety matters to be a priority and an integral part of all its activities including the maintenance of quality and standards.

The Governing Body considers health and safety to be a management responsibility equal to that of any other function. It is, therefore, the policy of the College to provide and maintain a working and educational environment that is, so far as is reasonably practicable, safe and without risks to health, adequate as

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Signed Date

Position

Section D - Distribution List

1. The Warden
2. The Governing Body [copy located with Warden's PA]
3. The Senior Tutor
4. The Dean
5. The Bursar
6. The Home Bursar
7. The Accountant
8. The Tutor for Admissions
9. The IT Officer
10. The Catering Manager
11. The Head Chef
12. The Food Service Manager
13. The SCR Butler
14. The Head Porter
15. The Caretaker, The Weston Buildings
16. The Academic Administrator
17. The Clerk of Works.
18. The Land Agent
19. The Deputy Clerk of Works
20. The Librarian
21. The Accommodation Manager
22. The Domestic Manager
23. The College Nurse
24. The Development Director
25. The Development Officer
26. The Beer Cellar Manager
27. The JCR Steward
28. The Groundsmen
29. The Boatman.
30. Additional Copy [to be held in office of the Assistant to the Home Bursar]

Section E - Organisation and Responsibilities

1. Governing Body
2. Health and Safety Manager (The Home Bursar)
3. Health and Safety Officer - maintenance (The Clerk of Works)
4. Health and Safety Officer – catering (The Catering Manager)
4. Heads of Section
5. HR Officer (Recording and reporting reportable accidents)
6. College Nurse (First Aid)
7. Staff

E1 Responsibilities - The Governing Body

1.1 The Governing Body takes ultimate responsibility for health and safety and for ensuring that this policy is for the benefit of its employees and others who are affected by implemented College activities.

1.2 The Governing Body requires an annual report on health and safety, in the form of the notes of the meeting of the Health and Safety Consultative Group. The report should cover the following for the previous twelve months:

A list of all reportable accidents and diseases to employees, students or others affected by the college's activities.

Any improvement or prohibition notices served on the College by HSE Inspectors for any matters relating to health and safety.

Any prosecutions taken out against the College by any of the enforcing authorities.

Any major incidents such as a fire or other event of significance affecting employees, students or others

Any significant failings in health and safety reported by the Health and Safety Manager, heads of section, enforcement officer, insurance company representative or health and safety advisor.

1.3 The Governing Body accepts responsibility for ensuring that the College allocates sufficient resources in terms of staff training and funds to fulfil its legal obligations and the standards set out in this policy.

E3i Responsibilities - Health & Safety Officer (HSO) The Clerk of Works

One of the two HSOs will be the Clerk of Works who will, with the heads of relevant sections, oversee health and safety relating to the estate on a day-to-day basis. The HSO will be assisted by the Deputy Clerk of Works and Heads of department to whom they may formally delegate specific health and safety tasks.

The HSO will assist the HSM in liaising with the HSE Factory Inspector, EHO, Fire Officers, Insurance Assessors and other officials in relation to health and safety matters.

E3ii Responsibilities - Health & Safety Officer (HSO) The Catering Manager

One of the two HSOs will be the Catering Manager who will, with the heads of relevant sections, oversee health, safety and food hygiene on a day-to-day basis. The HSO will be assisted by the heads of catering sections such as the Head Chef and Food Service Manager to whom they may formally delegate specific health and safety tasks.

The HSO will assist the HSM in liaising with the HSE, EHO, Fire Officers, Insurance Assessors and other officials in relation to health, safety and food hygiene matters.

HR Officer

The HR Officer will be responsible for ensuring that the College accident book is kept up to date and for ensuring that any reportable accidents (or diseases) are reported to the Health and Safety Executive.

College Nurse

The College Nurse will be responsible for:

1. Assessing the requirement for trained first aiders such that there is a reasonable distribution of people with first aid skills around the College;
2. Keep first aid training records;
3. Ensure that first aiders are sent on the appropriate refresher courses in order to keep their qualification current;
4. Keep first aid boxes supplied with up to date materials.

5. Occasional occupational health consultations with staff.

E5 Responsibilities - heads of department

- 5.1 Shall be responsible for health and safety within their area of control. Heads of department will ensure that all members of staff in their section comply with the policies and procedures set out in this document;
- 5.2 Shall ensure that, on a day-to-day basis, health and safety standards are maintained and that staff are not placed at risk. Where they are in doubt they should seek advice from the HSM, HSO or Peninsula Business Services;

In particular heads of department will be responsible for:

ensuring that their staff use the correct procedures including guards or control measures.

ensuring that their staff wear the appropriate personal protective clothing.

keeping their area of the workplace clean and tidy and without obstructions or other potential causes of slips, trips and falls.

adequately supervising staff to ensure that they do not exceed their experience, knowledge and training.

giving appropriate instruction and training to their staff* in relation to health, safety and welfare.

answering promptly queries from staff* or referring the matter to the appropriate person.

ensuring that equipment used by staff* is maintained in a safe condition.

setting an example to staff* in all matters relating to health and safety.

- 5.3 Shall notify the College HSM in the case of a serious accident or a circumstance

- 5.6 Shall inform and instruct their assistants and staff to ensure that they are capable of identifying hazards and risks to health and safety and dealing with accidents and complaints and taking preventative action.
- 5.7 Shall monitor for safe practice the conduct of maintenance in any area for which they exercise responsibility and for any contractor or visitor to their area.
- 5.8 In carrying out the above duties heads of department will apply to the HSM for the necessary training and information to fulfil their responsibilities.

E6 Responsibilities – members of staff

- 6.1 Members of College staff have responsibilities in both criminal law and common law not to endanger themselves or others in connection with their work. In addition, staff have a responsibility under their contract of employment.
- 6.2 The legal responsibilities are defined principally in the Health and Safety at Work, etc. Act (HASAWA) 1974 and Management of Health and Safety at Work Regulations (MHSWR) 1999. These responsibilities will be covered at induction and in further training. They are reproduced in full beneath.

“HASAWA Section 7: General duties of employees at work. It shall be the duty of every employee while at work

- (a) to take responsible care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work; and**
- (b) as regards any duty or requirement imposed on his employer or any other person by or under the relevant statutory provisions, to co-operate with them so far as is necessary to enable the duty or requirement to be performed or complied with.”**

“MHSWR regulation 12 Employees duties -

- (1) Every employee shall use any machinery, equipment, dangerous substance, transport equipment, means of production or safety device provided by their employer in accordance both with any training in the use of equipment concerned which has been received by them and the instructions respecting that use which have been**

- (b) of any matter which a person with the first mentioned employee's training and instruction would reasonably consider represented a shortcoming in the employer's arrangements for health and safety.**

Section F - Risk Assessment

(Management of Health and Safety at Work Regulations 1999)

Policy

1. This safety policy forms part of the College's risk assessment strategy and details the main prevention and protective measures required to reduce risks so far as is reasonably practicable.
2. The ways in which risks can be reduced are many but start with the College's

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- 6.1 A positive attitude towards Health and Safety from Senior Members of the College, supported by the statements made in Section A of this policy.
- 6.2 The College managing Health and Safety on a structured basis, including a formal Health and Safety organisation, with employees nominated to undertake certain Health and Safety responsibilities and tasks.
- 6.3 The establishment of formal arrangements for self monitoring and inspection of the College's premises, systems, machinery, equipment, etc. and of a system of reporting to HSM and the HSO. and Heads of Department.
- 6.4 Removing the hazard by substitution.

F1 RISK ASSESSMENT FORM

Assessment No:

Location / Dept:

Further assessments required:

Assessment Date:

Assessor's Name:

F1 RISK ASSESSMENT FORM

Action required (note any temporary action / control measures required):

Action Review Date

Action Completed (Name and title) /
Date

Further actions that may require longer term consideration:

Action Review Date

Action Completed (Name and title) /
Date

If any issues are outstanding from the 'Action Review' date, detail the reasons:

Signature:

Date:

Assessment Review Date (as required):

Assessment Review Date (as required):

Arrangements

G2. Alcohol, Drugs and Solvents

2.1 The Governing Body is concerned that employees should not expose

G3. Asbestos

- 3.1 The Governing Body aims to comply with the Control of Asbestos at Work Regulations 2002 (as amended) and the Asbestos (Licensing) Regulations 1983.
- 3.2 All types of asbestos can be dangerous if disturbed. The danger arises when fibres, as a very fine dust, become airborne and are breathed in. Exposure can cause diseases such as lung cancer.
- 3.3 It is possible that asbestos exists in some areas of the College. If it is discovered, it should not be disturbed or touched, the area affected should be sealed and the discovery reported to the Clerk of Works or Deputy Clerk of Works, the Assistant Bursar or the Home Bursar.
- 3.4 The remedies - permanent sealing or removal - are not to be undertaken by employees of the College. The Clerk of Works or Deputy Clerk of Works will arrange for a qualified contractor to undertake whatever work is necessary in the shortest timescale possible.
- 3.5 All areas of the College will be surveyed by a competent organisation, in order to ascertain whether any Asbestos Containing Materials (ACMs) are present (or are presumed to be present)
- 3.6 An up to date Asbestos Register will be kept, recording the location, type and condition of the ACMs or presumed ACMs.
- 3.7 An assessment will be made of the likelihood of exposure to fibres. A plan will be prepared, in conjunction with the competent organisation, setting out how the risks from these materials are to be managed.
- 3.8 The plan will be reviewed and monitored periodically.
- 3.9 Information on the location and condition of the ACMs will be provided to anyone who is liable to work on, or disturb, them.

G4. Control of Policy

- 4.1 It is the legal responsibility of the College to provide and maintain this Health and Safety policy.
- 4.2 The HSM and HSO. and all Heads of Departments are responsible for the day-to-day operation of this policy and the local arrangements which form part of the policies and procedures within each department.
- 4.3 The HSM will be responsible for the accuracy and relevance of the policy and make a copy of the Policy readily accessible to all staff. Staff will also be provided with any Health and Safety information which is relevant to their employment, whether it derives from this policy or any other source.
- 4.4 The HSM, HSO. and other Heads of Departments, will monitor the policy and recommend amendments to the Governing Body.

G5. Control of Substances Hazardous to Health (COSHH)

- 5.1 The Governing Body recognises that certain substances used at work can be dangerous or hazardous depending on their use, condition of, storage and other factors, the environment, exposure and chemical make-up.
- 5.2 The College will comply with all legislation in relation to hazardous substances in particular the Control of Substances Hazardous to Health Regulations 2005 (As Amended) and the Codes of Practice and guidance issued by the HSE.
- 5.3 It is important that all employees understand the dangers and hazards associated with substances used at work and are fully aware of the precautions that are needed to prevent or reduce any risks to Health and Safety. The College will identify all hazardous substances and assess the risks associated with their use to identify preventative measures that will be brought to the attention of all employees.

The steps which need to be taken to achieve adequate control to the exposure (in accordance with regulation 7) and

The identification of other actions that may be required (by virtue of regulations 8-14)

- g) Assessments will be carried out using the pro-forma (see Attachment G5.1). Assessments will consider the following:

The hazardous properties of the substance.

Information on health effects provided by the supplier.

The level, type and duration of exposure.

The circumstances of the work, including the amount of substance involved.

Activities, such as maintenance, where there is the potential for a high level of exposure.

Any relevant occupational exposure standard, maximum exposure limit or similar occupational exposure limit.

- h) If comparison shows that control is likely to be, or to become, inadequate, the assessment will also determine the steps, or further steps that need to be taken to gain and maintain adequate control.
- i) The assessment may require sampling or other measurement to determine the maximum sensible exposure. If appropriate, 8-hour personal sampling will be undertaken.
- j) The records of assessment will be kept in the Health and Safety file and will also be available where the product is stored or used, whichever is the more appropriate.
- k) All employees will be trained in the use of any such substances identified as hazardous and in accordance with the assessment. All such training will be recorded.
- l) Assessments will be reviewed if the results of any monitoring show it to be

Enclosing processes and the substance.

Using engineering and process systems which reduce exposure.

Partial enclosure and local exhaust ventilation (LEV).

General ventilation.

Reduction in the number of employees exposed.

Reduction in the length of exposure time.

Regular cleaning, maintenance and disinfection.

Provision of safe and suitable storage.

Suitable and effective disposal.

Suitable personal protective equipment.

Prohibition of eating, drinking and smoking where hazardous substances are used or stored and used.

Provision of adequate welfare arrangements.

5.9 The selection of PPE will be determined after considering the following:

- The ability of the material to resist penetration by a substance where the risk is by absorption.
- The adequacy of the design of the clothing and whether it is suitable for its intended use.
- The environment in which it will be worn.
- When dust is a hazard, dust-release and the dust release characteristics of the material.

5.10 The HSM in conjunction with the Heads of Department will endeavour to ensure that control measures, PPE and other measures are properly used or applied, and that each employee will make full and appropriate use of any control measure, PPE, etc. and report any defect in the measures or PPE.

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- For ensuring the maintenance of adequate control of exposure of employees,

ensure that the exposure of employees is monitored in accordance with a suitable procedure and that employees are under suitable health surveillance

COSHH SUBSTANCE IDENTIFICATION AND INVENTORY

Form COSHHI

Serial Number	Substance/Material	Supplier	Hazard Data Sheet	Remarks
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This information sheet links to Risk Assessment Reference Number:

NAME OF PRODUCT / SUBSTANCE:

MANUFACTURER'S NAME:

USE / EXPOSURE (DETAILS OF THE WAY IT IS USED):

DATE OF MSDS SHEET:

LOCATION OF MSDS SHEET:

IS THE HAZARDOUS SUBSTANCE GENERATED AS A RESULT OF A PROCESS?

HAZARD WARNING SYMBOL ON CONTAINER LABEL: (circle)

YES / NO

Workplace Exposure Limit (WEL):



POTENTIAL HARM OR ILL EFFECTS: (state what harm may occur)

ACTION TO BE TAKEN IN CASE OF EMERGENCY:
FIRST AID ARRANGEMENTS:

SPILLAGE RELEASE ACTION:

MANAGEMENT (contact in case of emergency):

Name:

Telephone No:

WORK METHOD: (including precautions and controls to be implemented)

Date of Review:

Date of Review:

Name of Assessor:

Name of Assessor:

Position

Position

COSHH INFORMATION SHEET

(Information provided here is a summary of details provided on the relevant COSHH assessment sheet for the substances named)

Product Name	How can it harm?	What PPE is required?	What First Aid is needed?	Other Comments

Information Sheet compiled by:

Date:

Next Review:

New Cs.2(s.2ol)-2(l)-2(e)-5.1(g)9 – Ha.8.8(l)-1.9(t)-2.8(h &)7.9()-10(S)-4(a.8(f)(s.22.8(t)-12.7)y)19.9(P)-4

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- Work space, access and lighting.
- The competence of users to prevent danger and injury.

7.9 An abstract of the Electricity at Work Regulations 1989 will be posted in the College Maintenance Department.

7.10 In addition to the above the College will have regard to guidance given by HSE as follows:

- GS27 Protection against electrical shock
- GS37 Flexible leads, plugs, sockets, etc.
- GS38 Electrical test equipment for use by electricians
- GS44 Electrical working practices
- HG (G) 13 Electrical testing

7.11 Any electrical shocks suffered by any employee, student, visitor etc. must be reported immediately and entered into the accident book.

7.12 A permit to work must be issued before a contractor is authorised to work on a College-based electrical supply. The permit to work must be completed before a College employee uses the supply following any contractual work.

7.13 Wherever possible electrical tools and equipment should be rated at 110v. This significantly reduces the risk of harm from electrocution that occurs when 240v appliances are used.

7.14 Although the risks of harm are reduced, care must still be taken to ensure that plant; transformers and tools are properly maintained, inspected and tested at regular intervals.

7.15 Care must be taken to ensure that correct voltage routings are us5 12 Tf

1 0 7(e)-gsrt

G8. Employee Dress

8.1 All employees must dress in such a manner that is appropriate for their job having regard to section G24 “Personal Protective Equipment and Clothing”.

8.2 Employees must not wear an

G10. Fire

G10 (a) Action to be taken in the event of a fire

Fire notices are posted in all rooms giving instructions about evacuation.

- 10.1 The College will be provided with fire protection in accordance with fire precautions legislation.
- 10.2 Fire fighting equipment, means of escape and warning systems will be maintained at all times on the premises. Fire alarm activators and sounders will be tested on a weekly basis following a pre-arranged schedule.
- 10.3 Fire-fighting equipment will be provided in accordance with the College Fire Officer's advice. Appropriately marked signs will indicate the position of extinguishers. Extinguishers that are appropriate to the circumstances will be provided. All staff, students and members will be made aware of the position of fire extinguishers.
- 10.4 Extinguishers should be used only by those staff, students and members who have been trained in their correct use and only if it is safe to do so.
- 10.5 Means of escape in case of emergency will be clearly marked. All staff, students and members will be required to be aware of the exits in their area and the location of their assembly point.
- 10.6 ***All means of escape must be available for use at all times.*** Access to the means of escape must be kept clear and unobstructed at all times. All staff are responsible for maintaining escape routes and reporting any defects or obstructions.
- 10.7 Any person on discovering a fire must raise the alarm by activating the nearest break-glass point.
- 10.8 As part of staff training, all staff, students and members must be made aware of the following:
 1. General fire prevention principles
 2. Action to take on discovering a fire
 3. Means of raising the alarm and the position of alarms
 4. Action to take on hearing the alarms
 5. Stopping work procedures
 6. Location of fire fighting equipment
 7. Means of escape
 8. Assembly points
- 10.9 The College fire and evacuation procedures are detailed within Attachments G10a and G10b respectively.

10.10 A fire log will be maintained in the Porters Lodge.

10.11 The relevant HSO and Head Porter/ and nominated Heads of Department will inspect the premises at agreed intervals to ensure that the fire arrangements are

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First Aid Kit contents

The contents of the first aid kit should be replenished to the minimum acceptable standard as follows;

- 1 Guidance Card
- 20 Individually wrapped, sterile, adhesive dressings
- 2 Sterile eye pads, with attachment
- 6 Triangular bandages
- 6 Safety pins
- 6 Medium (10 cm x 8 cm), sterile, individually wrapped, unmedicated dressings
- 2 Large (13 cm x 9 cm), sterile, individually wrapped, unmedicated dressings
- 3

G11 (b) Reportable Items Checklist

1. Death of an employee.
2. Major injuries to an employee, e.g. most fractures, loss of consciousness,

20. Accident/incident involving carriage of dangerous substances by road e.g. overturned tanker, collision with another vehicle causing the release of a dangerous substance.
21. Unintended collapse or partial collapse of building or structure, floor or wall, or

ACCIDENT REPORT FORM
PLEASE COMPLETE ALL SECTIONS

SECTION A – Location of Accident

Name of Casualty

Contact Details

Post Code

Telephone Number

Date of Accident

Time of Accident

Place of Accident

College Member/Employee

(Please circle where appropriate)

Contractor

Visitor

Other

SECTION B – Description of Accident

SECTION C – Advice or Treatment Given?

SECTION D – Action

(Please circle where appropriate)

Minor accident/incident: Yes No
No

Major accident/incident: Yes

(Domestic Bursar to be notified if “yes”)

Ambulance summoned: Yes No
No

Police summoned Yes

Hospitalised: Yes No

If yes, where:

Next of kin informed: Yes No

If yes, who:

PLEASE COMPLETE SECTIONS A, B, C, AND D OF THIS FORM BEFORE

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College Name and Address	Persons Name and Home Address	Works No: Department:
		Job Title: Years of Service: Sex: Age: N.I. No.: Date Started Employment:
Time and Date of Accident:	Time:..... am/pm	Date:
Exact Location of Accident:		
Witnesses to Accident:		
1. What was the person actually doing at the time of the accident?		
2. Was the person authorised to do this?		
3. Had the person been adequately trained to carry out the task?		
4. Had the injured person or other person acted in an unsafe manner, is so, how?		
5. Were safety devices, if provided, being used, if not, why?		
6. Was protective clothing and equipment, if applicable, available and being used?		

10. What was the probable cause of the accident?
11. What action is being taken to avoid reoccurrence?

Signature

Position

Date

Reviewed by

Signature

Position

Date

G12. Food Hygiene

- 12.1 Contamination caused by disease, inadequate procedures, poor personal hygiene, pest infestation or chemicals, can lead to illness and, in extreme cases of food poisoning, to death.
- 12.2 The College's kitchens, food handling areas and processes are inspected at regular intervals by Oxford City Council's Environmental Health Officers.

G13. Gas safety

- 13.1 The risks associated with the use of gas depend on the circumstances. These risks include carbon monoxide poisoning, fire, explosion and asphyxiation.
- 13.2 It is Governing Body policy to comply with the Gas Safety (Installation and Use) Regulations 1994, which are designed to achieve safety in relation to gas installations, servicing and use of fittings and appliances.
- 13.3 All gas-related work shall be carried out only by a competent person or persons. Normally these would be approved by HSE, i.e. Gas Safe registered.
- 13.4 Gas fittings will be of correct construction, material, strength and size and should be regularly maintained by a competent member of staff or contractor.
- 13.5 Employees, unless competent and authorised to do so, must not interfere in any way with any gas appliances or fitting.
- 13.6 Any employee who smells gas should initiate evacuation procedures (as for fire).
- 13.7 Any fault or defect in any gas appliance or fitting must be reported immediately to the appropriate Head of Department and the Clerk of Works or Deputy Clerk of Works.
- 13.8 A permit to work must be issued before a contractor is authorised to work on a College-based gas supply or fitting. The permit to work must be completed before a College employee uses the supply following any contractual work.

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G15. Machinery and Equipment

**Ref: - Provision and use of Work Equipment Regulations 1998
Machinery Directive (CE Marking)
Lifting Operations and Lifting Equipment Regulations 1998**

- 15.1 The Governing Body's aim is to provide, for employees' use, equipment which is, so far as reasonably practicable, safe and without risk to health. The College will therefore satisfy the requirements of all legislation in relation to equipment and in particular the Provision and Use of Work Equipment Regulations (PUWER) 1998, guidance on the regulations produced by HSE, the Machinery Directive (91/368/EEC) and associated Regulations and information.
- 15.2 The College will endeavour to ensure that the right equipment is purchased. Prior to use, equipment will be checked and any manufacturer's guidance will be considered. Information, instruction and training will be given to employees who will use the equipment. Such training will include risks, the preventative and protective measures, the correct use of guards, systems of work and any personal protective clothing which is required to be worn.
- 15.3 Employees must not use any equipment unless they are competent to do so and have received the necessary information, instruction and training.
- 15.4 Employees must report any damage, malfunction or unsafe equipment to their Head of Department. Employees must not interfere with or repair any

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- c) Using safeguards - Trip devices; electro-sensitive systems; two hand control devices; and mechanical devices using interlocks.

- d) Using safe working practices - Physical safeguards reduce risk, however, safe systems of work must be adopted including planning, setting, use, adjustment and maintenance.

15.8 Particular requirements and regulations apply to certain machinery and will be complied with appropriately, e.g.

Grounds Maintenance Machinery
Workshop Machinery

G16. Housekeeping

- 16.1 The general tidiness and cleanliness of the premises is a key factor in the promotion of Health and Safety and can contribute greatly to reducing risks and accidents.
- 16.2 **All employees** are responsible for the general state of the premises in respect of rubbish and debris. Employees must dispose of any waste material in the containers provided and must not allow accumulations of waste material.
- 16.3 All employees must keep their own areas of responsibility clean and tidy. Corridors need to be kept free not only from solid objects but also from any fluids or liquids. Spillages must be cleaned up immediately using appropriate materials and observing the relevant warning signs during and after the operation.
- 16.4 No combustible materials must be allowed to accumulate, and all entrances and exits must be kept free from any object which is likely to affect safe movement through them.

G18. Manual Handling and Material Handling

Ref: - Manual Handling Operations Regulations 1992

- 18.1 The Governing Body accepts that there are risks of injuries to employees from manual handling operations; to prevent and reduce those risks, it will comply with the requirements of Manual Handling Operations Regulations 1992 and guidance given by the HSE.
- 18.2 As a starting point, no employee will be expected to and therefore must not move any load which they think is liable to cause injury. Employees should have regard to good manual handling techniques and follow the approved systems of work including the use of any manual handling aids provided.
- 18.3 Employees who have to carry out manual handling operations will be adequately trained in the process and the best way to move loads so as to reduce the risk of injury.
- 18.4 The College will identify all manual handling operations by the means of Risk Assessments (See Section F) and this includes pushing, pulling, lifting, carrying and supporting a load.
- 18.5 In the first instance, if the task can be avoided then it should be. If the task can be automated or mechanised it will be assessed to reduce the risks to the lowest level reasonably practicable.
- 18.6 All remaining manual handling operations which involve a risk of injury and can not be avoided, automated or mechanised, will be assessed to reduce the risks to the lowest level reasonably practicable.
- 18.7 Assessment Procedure

Manual handling assessments will be carried out by the Head of Department in conjunction with the HSO. and HSM , using the appropriate form (Attachment G18.a). These assessments will examine the manual handling operations and

Get a Firm Grip

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G18(a) Manual Handling Assessment

Manual Handling Assessment No.

Date

See Risk Assessment Code No.

Description of Task				
Questions to consider: (If the answer to question is 'Yes' place a tick against it and then consider the level of the risk)	Level of risk: (Tick as appropriate)			Possible remedial action: (Make rough notes in this column in preparation for completing Risk Assessment)
The tasks - do they involve:	Yes	Low	Med	High

holding the loads away from the trunk?
 twisting?
 stooping?
 reaching upwards?

G19. Motor Transport within College Premises

- 19.1 As the College site is not designated for motor traffic and as all areas experience continual heavy pedestrian use, particular care must be taken when manoeuvring private cars, contractors' vans, motorised trolleys or trucks within the premises.
- 19.2 To control the extent of traffic and parking on the site, all vehicles, including contractors' motorised trolleys or trucks need authority to enter the premises. Operators of authorised motorised trucks or trolleys must be specifically briefed about hazards before they are authorised to operate on the site.
- 19.3 All drivers must confine their speed to a normal walking pace and whenever possible should seek assistance in manoeuvring by a member of staff.
- 19.4 The interaction of vehicles and pedestrians will be subjected to regular Risk Assessment with outcomes communicated to relevant staff.

G20. Noise at Work

Ref: - Control of Noise at Work Regulations 2006

Note: Whilst it is not envisaged that excessive noise will be a problem in the College, this section may need to be applied when refurbishment or construction is being carried out.

20.1 Exposure to noise at work can cause irreversible hearing damage. It is one of the most common health problems and can be difficult to detect as the effects build up gradually over time and there is a natural degeneration due to age.

Often the dangers can be reduced by relatively simple and inexpensive means. This guidance note gives advice on the legal requirements and the hierarchy of control for dealing with noise exposure in the workplace

20.2 Although gradual hearing loss over a period of time is a natural ageing process, exposure to excessive noise levels can cause immediate, temporary or permanent loss of hearing due to damage to the hearing system. For example, the ability to hear all noise or specific frequencies of noise can be lost, or 'tinnitus' (ringing in the ears) can develop. The effect on each person varies

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The Regulations do not apply to members of the public exposed to noise from their non-work activities, or making an informed choice to go to noisy places, and low-level noise which is a nuisance but causes no risk of hearing damage.

Employers in the music and entertainment sectors have until 6 April 2008 to comply with the new Noise Regulations. Meanwhile they must continue to

Damping – this can be achieved by fitting proprietary damping pads, stiffening ribs or by using double skin construction techniques

Screens – these are effective in reducing direct noise transmission

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- how it might vary from one day to the next

Your estimate must be based on reliable information, e.g. measurements in your own workplace, information from other similar workplaces, or data from suppliers of machinery.

20.6 There are many techniques for controlling exposure to noise. Before doing anything drastic, you should consider the following:

Can the work be done in a quieter way?

Can you replace whatever is causing the noise with something less noisy?

Try to introduce a low-noise purchasing policy for machinery and equipment.

Some controls to consider for reducing noise levels:

Avoid metal on metal impacts e.g. line chutes with abrasion resistant rubber.

Add damping to machine panels to reduce vibration.

Fit silencers to air exhausts and blowing nozzles.

Ensure regular maintenance of machinery and equipment.

Erect enclosures around machines.

Use barriers and screens to block the direct path of sound.

Position noise sources further away from workers.

Use absorptive materials within the building to reduce reflected sound.

Segregate noisy machinery and processes from quieter areas.

Limit the time spent in noisy areas.

20.7 The main types of hearing protection are:

Earmuffs (ear defenders), which completely cover the ear.

Earplugs, which are inserted in the ear canal.

Semi-inserts which cover the entrance to the ear canal.

Hearing protection must reduce the employees' noise exposure to below the new action values, be suitable for the environment that they work in and be compatible with other protective equipment used by the employee.

It is important to ensure that employees are trained in how to fit and use hearing protection. Suppliers of hearing protection will help you make the best choice for your needs and will often help with your training needs.

Employers should ensure that any personal protective equipment is stored, maintained, cleaned and used according to the manufacturer's instructions and that it is CE marked.

20.8 Health surveillance usually entails:

Regular hearing checks in controlled conditions and keeping records.

Informing employees about the results of their hearing checks.

Encouraging employees to seek further advice from a Doctor where hearing damage is suspected.

20.9 Health surveillance usually entails:

Regular hearing checks in controlled conditions and keeping records.

Informing employees about the results of their hearing checks.

Encouraging employees to seek further advice from a Doctor where hearing damage is suspected.

20.10 You are required to provide information, instruction and training for employees who are exposed to noise above any of the action levels. This should include:

The likely noise exposures and any risk to hearing.

G21. Non-Statutory Inspections

21.1 The respective Heads of Department are responsible for the periodic inspection of processes, equipment and materials which are detailed in this policy. Some

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Hot Work	Is Permitted	Not Permitted	N/A	<u>Completion Statement</u> Has the work been successfully completed:-
Burning/ Welding	Is Permitted	Not Permitted	N/A	
Residual Hazards		Other Relevant Doc		
Gas/Fume		Details	Issued	
Liquid/ Effluent		Risk Assess		
Dust/Solid		Method State		
Hot Flammable		COSHH Confined		Has there been any unforeseen difficulties:-

24.11 Safety footwear will be provided for those employees whose work involves a significant risk of injury to the foot. Normally safety footwear will be provided to those employees working in the Maintenance Department. All employees need to be aware of the importance of wearing strong footwear with a good grip to prevent slips on the floor. See G8 Employee Dress.

24.12 Protective clothing will be provided for those staff who work outdoors in inclement weather.

24.13 Protective gloves will be provided to a variety of employees for various tasks. The particular type will be decided by means of Risk Assessment.

Further information on PPE is9(m)-7.8(p)6.211.9(e5l)1.9ss9(m)-d(s)9.1(e)-3.9-eses9(m)-9(h)

PERSONAL PROTECTIVE EQUIPMENT/CLOTHING PPE REGULATIONS 1992

1. Protective Clothing

BS 697	:	1986	Specification for rubber gloves for electrical purposes
BS1651	:	1986	Specification for industrial gloves
BS2653	:	1955	Protective clothing for welders
BS5426	:	1987	Specification for work wear

2. Protective Footwear

BS1870	:		Safety Footwear
Part 1	:	1986	Specification for safety footwear other than all rubber and all plastic moulded types
Part 2	:	1976	Lined rubber safety boots
Part 3	:	1981	Specification for PVC moulded safety footwear

3. Head Protection

BS4033	:	1966	Specification for industrial scalp protectors
BS5240	:	1987	Part 1 Industrial safety helmets specification
BS4033	:	1968	Bump caps (work in confined spaces)

4. Face/Eye Protection

BS679	:	1989	Filters for use during welding, etc.
BS1542	:	1982	Equipment for eye, face and neck protection during welding, etc.
BS2092	:	1987	Specification for industrial eye protectors

5. Respiratory Protection

BS4275	:	1974	Recommendation for the selection, use and maintenance of respiratory protective equipment (RPE)
BS4667	:		Specification breathing apparatus 1974 parts 1,2, and 3 and 1982 part 4
BS5343	:	1986	Gas detector tubes
BS4555	:	1970	Specification for high efficiency dust respirators
BS4558	:	1970	Specification for positive pressure, powdered dust respirators
BS2091	:		Respirators for protection against harmful dust, gases, etc.

6. Miscellaneous

BS1397	:		Safety belts and harness
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7. It should be noted that whilst PPE still carries a BS number current regulations require that all PPE conforms to CE standards. Where an item of equipment does not carry a 'CE' mark then it may not be supplied as PPE and an alternative must be found.



G25. Pregnancy

Ref:- Management of Health and Safety at Work Regulations 1999 Pregnant Workers Directive

- 25.1 The Governing Body aims to meet the requirements of the Management of Health and Safety at Work Regulations 1999 and will ensure that sufficient and appropriate Risk Assessments relating to pregnant employees and nursing mothers are carried out and maintained on file awaiting notification of pregnancy by an employee.
- 25.2 Where a risk to a pregnant employee, the foetus or (in the case of pregnancy that has come to term) the mother and child is identified then every step possible will be made to remove the risk. In the event that the risk cannot be removed then the employee will be relocated to a job that is free of such risks. In the event that neither course of action is possible then the employee will be suspended from work on full pay.
- 25.3 It is the duty and responsibility of the employee to notify the college that she is pregnant and to provide medical proof of the pregnancy.
- 25.4 Once notified of a pregnancy, the relevant Head of Department will undertake specific Risk Assessments relating to the pregnant worker's work tasks. These will be discussed with the pregnant worker and any alterations necessary to her work schedule will be agreed.
- 25.5 No employee who is either pregnant or who has recently come to term should undertake any activities or use any hazardous substances that might put herself, the foetus or new born baby at risk of harm.
- 25.6 Risk Assessments relating to pregnancy will be carried out by the Head of Department and the HSM with the assistance of the college doctor or nurse using attachment F1 [in the front part of this policy]

G26. Premises

- 26.1 All College premises will be maintained in a condition which, so far as is reasonably practicable, is safe and without risk to health. When fulfilling this commitment reference will always need to be made to the age and structural features of the buildings.
- 26.2 All employees have a responsibility to maintain the premises and not to do

G27. Purchasing Policy

- 27.1 It is the Governing Body's policy only to buy articles or services which will meet the Health and Safety standards expected by the College or the standards set by official bodies, including the European Community (EC) and British Standards (BS).
- 27.2 In purchasing any articles or services, regard shall be given to Health and Safety and relevant Quality standards.
- 27.3. Any tender for contracts will include adequate clauses on Health and Safety and must be consistent with the relevant contractor's Risk Assessments and College's Health and Safety Policy.
- 27.4 No piece of machinery shall be purchased unless it meets the requirements and specifications of the Provision and Use of Work Equipment Regulations 1998.
- 27.5 When any equipment or article is purchased, the purchaser must seek adequate Health and Safety information.
- 27.6 Before the purchase of any equipment or article, whenever necessary, consultation will take place with the HSO. and/or appropriate Head of Department with respect to Health and Safety.

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G28. Review and Communication of Policy

G29. Safety Committees

- 29.1 The College has a Health and Safety Consultative Group which meets up to three times a year or as necessary. Membership of the committee shall consist of the HSM, HSOs., Heads of Department and sections and a staff representative. The HSM. will chair the Committee. The Minutes are taken by the Home Bursar's Assistant.
- 29.2 The meeting shall normally meet in 6th week.
- 29.3 The function of the meeting is to ensure the effective management of Health, Safety and Welfare within the College. Special notes are made in relation to significant Health and Safety occurrences.
- 29.4 The Chairman or his/her representative shall arrange for notes to be written and distributed.

G30. Slips, Trips and Falls

- 30.1 Slips, trips and falls are the single most common cause of injuries at work and account for over a third of major injuries reported each year.
- 30.2 The Governing Body therefore requires strict observance of the Workplace (Health, Safety and Welfare) Regulations 1992 which specified that floors must be suitably surfaced, in good condition and free from obstructions.
- 30.3 Employees are encouraged to report to their Head of Department or the HSM or HSO. any obvious hazards to safe movement, including:
- Spillage of wet and dry substances
 - Trailing cables
 - Miscellaneous rubbish
 - Loose rugs or mats
 - Slippery surfaces
 - Poor Lighting
 - Smoke/steam obscuring view
 - Unmarked changes of level or slopes
- 30.4 Notices are to be prominently displayed when floors are being cleaned and Scouts are to wear suitable footwear.
- 30.5 Pedestrian routes and emergency entrances and exits are to be kept free from avoidable obstructions.
- 30.6 Unavoidable ground-level obstructions are to be cordoned off.
- 30.7 Warning signs are to be prominently displayed when hazards exist from overhead working, and areas into which objects from overhead working might fall are to be cordoned off to prevent pedestrian or motor access.

G32. Stress

- 32.1 The College recognises that whilst a degree of stress can be a positive force at work, excessive pressures can have a negative effect on health and performance at work.
- 32.2 The College is committed to promoting good health at work; it is therefore concerned to recognise any negative effects that stress may have on individual members of staff.
- 32.3 The College will provide suitable support mechanisms for members of staff suffering from the negative effects of stress.

G33. Training

33.1 Th

G34. VDU's and Display Screen Equipment (DSE)

- 34.1 The College will to comply with the Health and Safety (Display Screen Equipment) Regulations 1992 and follow guidance produced by the HSE.
- 34.2 There are a number of potential risks from using D.S.E., but these are preventable if the equipment is used correctly. The users will be provided with the correct advice and forms so that they can carry out self assessments on their own work stations taking into account:
- the display screen equipment
 - the desk and work surfaces
 - chair
 - environment
 - type of work
 - user
 - the screen graphics
- 34.3 The Assessments and results will be made available using the appropriate forms (see attachment G34.A and G34.B).
- 34.4 All employees (including any who are not in direct employment e.g. agency

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towards the overall costs. Evidence of purchase must be produced before payment is made.

G34(a) Risk Assessment Questionnaire For Users Of D.S.E.

DSE WORKSTATION AUDIT

Form DSEW

Location: _____ Ref. No: _____
 Name _____

Item	Feature	Adequate/ appropriate	Variance where 'No' applies
1 Display Screen	1.1 Stable image	Yes/No	
	1.2 Well defined characters	Yes/No	
	1.3 Adjustable light	Yes/No	
	1.4 Adjustable contrast	Yes/No	
	1.5 Swivel	Yes/No	
	1.6 Tilt	Yes/No	
	1.7 Free from glare reflection	Yes/No	
2 Keyboard	2.1 Separate/moveable	Yes/No	
	2.2 Tilt able	Yes/No	
	2.3 Non-reflective surface	Yes/No	
	2.4 Adequate key symbols	Yes/No	
3 Work Desk	3.1 Height (mm)	Yes/No	
	3.2 Low reflective surface	Yes/No	
	3.3 Document holder	Yes/No	
	3.4 Space in front of keyboard (mm)	Yes/No	
	3.5 Adequate work space	Yes/No	
4 Chair	4.1 Stable	Yes/No	
	4.2 Adjustable height	Yes/No	
	4.3 Adjustable back rest	Yes/No	
	4.4 Footrest	Yes/No	
5 General Environment	5.1 Adequate room space	Yes/No	
	5.2 Adequate light	Yes/No	
	5.3 Low glare/reflection	Yes/No	
	5.4 Noise	Yes/No	
	5.5 Temperature	Yes/No	
	5.6 Humidity	Yes/No	

Assessed by (Name): _____ (Signature): _____
 Date: _____
 Action Required _____
 Review Date: _____

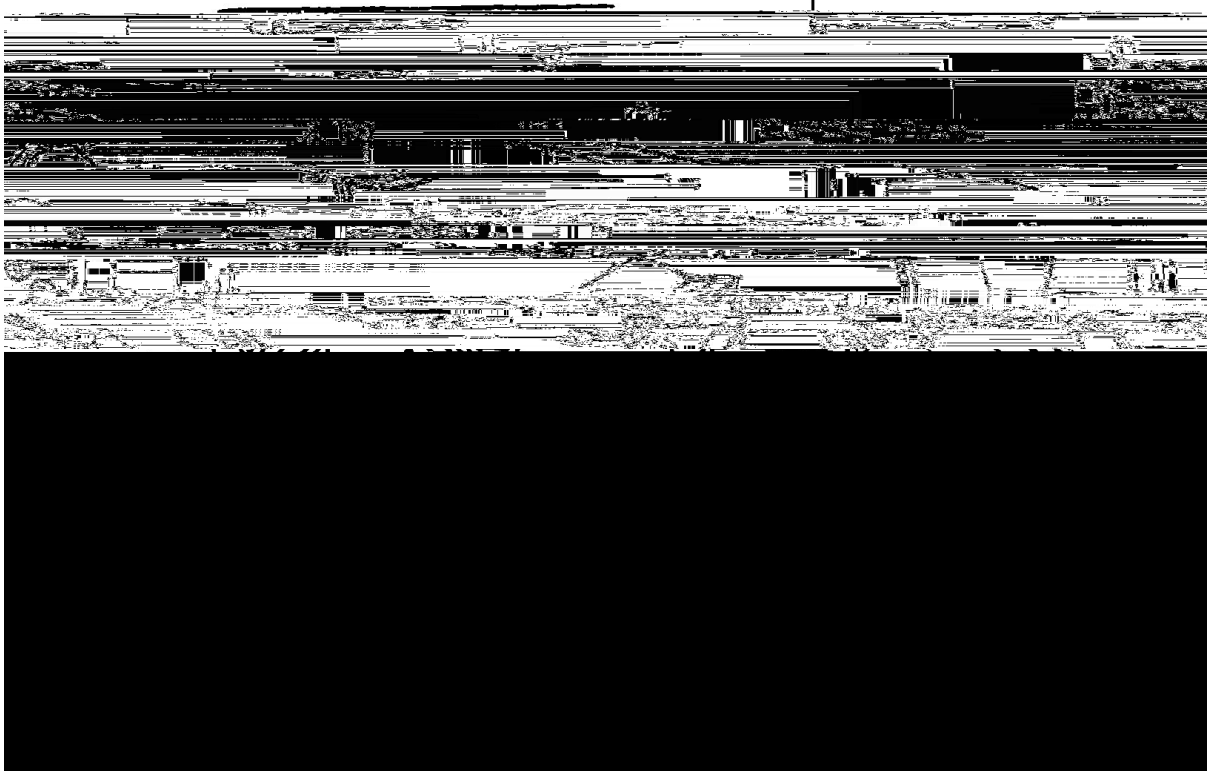
Manager's Signature: _____ Date: _____

ASSESSMENT REVIEW

DATE	BY	ACTION

Note: If action is necessary, the Manager who signed the original assessment should sign underneath the entry in the action column after carrying out rectifying measure(s).

G34(b) Illustration of Workstation issues to be assessed



SUBJECTS DEALT WITH IN THE SCHEDULE

- (1) ADEQUATE LIGHTING
- (2) ADEQUATE CONTRAST, NO GLARE OR DISTRACTING REFLECTIONS
- (3) DISTRACTING NOISE LIMITED
- (4) LEG ROOM AND CLEARANCES TO ALLOW POSTURAL CHANGES
- (5) WINDOW COVERING
- (6) SOFTWARE: APPROPRIATE TO TASK, ADAPTER TO USER, PROVIDES FEEDBACK ON SYSTEM STATUS, NO UNDISCLOSED MONITORING
- (7) SCREEN: STABLE IMAGE, ADJUSTABLE, READABLE, GLARE / REFLECTION FREE
- (8) KEYBOARD: USABLE, ADJUSTABLE, DETACHABLE, And LEGIBLE
- (9) WORK SURFACE: ALLOW FLEXIBLE ARRANGEMENTS, SPACIOUS, GLARE FREE
- (10) WORK CHAIR: ADJUSTABLE
- (11) FOOT REST

G34(c) Breaks while using D.S.E. - advice for employees

In most tasks, natural breaks or pauses occur. Whenever possible, display screen tasks should be designed to consist of a mix of screen-based and non screen-based work to prevent fatigue and visual problems. Where the job unavoidably contains spells of intensive display screen work requiring sustained attention and concentration, deliberate breaks or pauses must be introduced.

Nature and Timing of Breaks

Where display screen work involves intensive use of the keyboard or mouse, an activity demanding similar use of arms and hands should be avoided during breaks. Similarly, if display screen work is visually demanding, any activities during breaks should be of a different nature. Breaks must allow users to vary their posture. Exercise routines that include blinking, stretching and focusing on distant objects can be helpful.

General Guidelines for Breaks

1. Breaks should be taken before the onset of fatigue, not in order to recuperate.
2. Breaks or changes of activity should be included in working time. They should not result in a higher pace or intensity of work on account of their introduction.
3. Short, frequent breaks are more satisfactory than occasional long breaks e.g. a 5 minute break after 50 minutes continuous display screen work is likely to be better than a 15 minute break every 2 hours.
4. Wherever practicable, users should be allowed some discretion as to how they carry out tasks. Individual control and common sense over the nature and pace of work and breaks is often required.

The timing and nature of the break is more important than its length

G35. Vibration

35.1

There is a transitional period for the limit value until July 2010, however this only applies to equipment being used before July 2007. The exposure limit value may be exceeded only if all other requirements within the regulations have been complied with and all reasonably practicable actions to reduce exposure have been taken.

- 35.4 Employers are required to take action to control vibration risks when employees are subject to exposures above the daily exposure action value (EAV). It should be remembered that increased exposure levels will lead to greater risks, therefore employers will need to take more action to reduce the risk. The daily exposure action value is 2.5 m/s^2 .

The exposure limit value (ELV) is the maximum amount of vibration that an employee may be exposed to on a daily basis. The regulations set this at 5m/s^2 . This corresponds to a high risk which employees should not exceed.

- 35.5 A risk assessment should be carried out to identify who is at risk and to what extent. It should enable you to ascertain if employees are likely to be above the

Surveillance may consist or regularly seeking information from employees about the early symptoms of health effects by completing a questionnaire. If an employee reports the onset of any symptoms of this condition you should assume there is a risk of HAVs and should refer the employee to an Occupational Health Practitioner and act upon any advice given. Records of

G36. Visitors and Sub-Contractors

- 36.1 For all major contracts a pre-site occupation meeting will be held in College at which the designated College representative(s), the managing architects and the contractors' representative(s), inter alia, will discuss and agree the management of Health and Safety in relation to the contract. Attachment G36a

G36(a) Health And Safety Brief For Contractors

The College's Governing Body is resolved to make the reasonable practicable provision required by the Health and Safety Act (1974) to ensure the Health and Safety on its premises of everyone who may be affected by the activities undertaken on those premises. This includes employees of all categories, students, contractors, suppliers and visitors (residential and non-residential).

The Governing Body look to everyone who uses its premises to contribute actively to the success of its Health and Safety Policy. It expects contractors specifically both to satisfy their direct obligations under the Health and Safety at Work Act (1974) and subsequent amplifying regulations and to ensure that any of their employees working

- Responses required in the event of fire
- Security, including College pass, arrangements
- Personal protective equipment

Points of contact

Contractor's employees are to sign a register in the Clerk of Works offices or College Lodge or the Lodge at Weston Buildings at the beginning and end of their shift periods to provide a record of which members of the Contracts' team are on site at any one time, and are to use as their point of contact, if assistance or services are required, the HSO. or, in his absence, his designated representative.

Once the contract is complete, the contractor should inspect the site and provide a detailed assessment of the H&S risks likely to be experienced and the adequacy of the control measures that had been adopted.

G36(b) Codes Of Practice For Contractors

1. Fire Management Arrangements

A heat and smoke detector system has been installed in most rooms within the main College premises. Once the detectors are triggered, audio alarms sound in each property and in the affected part of College. All main site alarms are automatically relayed to the Lodge. The College's internal fire management is exercised via the Lodge staff.

In the event of an alarm sounding and/or the discovery of a fire individuals should leave their workplace immediately and go to their designated assembly area where the first person to arrive should act as a point of contact for the Lodge and Fire Brigade. Affected areas may be reoccupied only on authority from the Lodge or the senior Fire Brigade officer on site.

Fire fighting equipment is provided throughout the College. It should be used only by trained personnel, subject to the overriding condition that staff should never put themselves at unnecessary personal risk.

2. First Aid Arrangements

Besides the College Doctors and College Nurse (when they are conducting surgeries within the College), a number of College members or staff have been trained to carry out first aid and hold current certificates. An up to date list of qualified first aiders is held in the Lodge and in every first aid box.

First aid equipment is available in the College Lodge.

All incidents should be reported in the first instance to the College Lodge who will identify which trained staff are available, or, should the emergency necessitate it, make contact with and arrange transportation to the appropriate local hospital.

3. Accident-Reporting Procedure

The Management of Health and Safety at Work Regulations 1999 require a record to be kept of all notifiable accidents or dangerous occurrences; the College's accident book is kept in the Home Bursary. Whether or not they are notifiable (for definitions see the Accident Book), all accidents, dangerous occurrences, illnesses, diseases and medical conditions that arise out of or in connection with activities conducted on College premises should be recorded in the Accident Book.

4. Use of Machinery / Equipment

a. Hazards

Many serious accidents at work involve machinery. Hair or clothing can become entangled in rotating parts; shearing can occur between two parts moving past one another; crushing can occur between parts moving towards one another, or between machinery or parts moving towards a fixed part.

People can be struck by moving parts of machinery; cuttinghmar(e)-3(eo)-caweme

The correct handling of hazardous substances is governed by the Control of Substances Hazardous to Health (COSHH) Regulations 2005.

For the purposes of COSHH, substances hazardous to health are:

- Substances or mixtures of substances specified under the CHIP regulations (as amended), and listed in the HSE 'Approved Supply List', i.e. substances which display one of the following warning labels:

- Substances with Workplace Exposure Limits (listed in EH40).
- Biological agents connected with activities such as sewage treatment or healthcare.
- Any kind of dust in substantial concentration (e.g. flour).
- Any other comparably hazardous substance which may not be covered by CHIP, e.g. some pesticides or medicines.
- The principle hazards from COSHH-regulated substances are burning, irritation or other damage to skin or eyes and damage to lungs from inhalation.
- Any COSHH substances needed for use in the Bar should be kept secure in the Maintenance Department.
- COSHH-regulated substances do not include asbestos and lead (which are separately regulated – for further information refer to the Maintenance Department), radioactive agents and asphyxiates plus those which are hazardous because they are under pressure.

Best Practice

You should:

- Only use COSHH-labelled substances if no safer substances are available.
- Always take care to follow the manufacturer's instructions (refer to label), noting in particular what you should do if you become contaminated.
- Use protective clothing if the College provides it.
- If the college does not provide protective clothing, yet you think it advisable to do so, speak to your departmental head.
- Strictly observe exposure limits and accurately record your exposure time.
- Where inhalation poses risks, keep the room in which you are working ventilated.

- Make sure that when they are not in use you lock away COSHH-labelled substances in the appropriate secure cabinets provided and that containers are securely stoppered.
- If you spill a hazardous substance, immediately clear it up or if necessary seek specialist assistance in clearing it up.
- If you become contaminated, take the action prescribed on the container's label or seek help immediately from the First Aider or the College Nurse, and record the incident in the College Accident Book.
- Always wash your hands after using hazardous substances.
- Not smoke, eat or drink where hazardous substances are used or stored.

6. Slips, Trips and Falls

The Hazards

The single most common cause of major injuries at work is a fall, slip or trip; the great majority occur at ground level, but not all.

The obvious hazards are uneven or slippery surfaces, slopes, hidden steps or changes of level, obstacles (including trailing cables), loose rugs and carpet, poor lighting, smoke or steam obscuring view and unsuitable footwear.

Avoidance

The following practices are strongly recommended:

- Promptly report all potential hazards.
- Do not run.
- Wear sensible shoes.
- Clean up spillages, or report them to the Bar if specialised cleaning materials or practices are needed.
- Keep office floors and working areas free of obstacles.
- Where lighting is inadequate, use a torch.

7. Working at Height

Falling from height is a particular hazard during construction or maintenance

Recommended best practice to protect others:

-

If contractors should need in the course of their contracted tasks within the College premises to interrupt the electricity or gas supply, they may do so only if they have received from the HSO. or a designated representative, a. They must also formally hand the supply back to the College representative once the work is complete, and, in doing so, make clear if and how they have altered the configuration of that supply.

9. Protection against noise

Loud noise at work can cause irreversible hearing damage, accelerate normal hearing loss and cause tinnitus (troublesome noises in the ear) and stress.

Best Practice

Any excessive noise experienced on or near College site should be reported to the HSO. , who will arrange for it to be measured by a competent person, and for those potentially at risk to be informed and either provided with an alternative workplace or provided with ear protection. An approximate guide to unacceptable noise levels is the '2 metre rule': can 2 people standing 2 metres apart hear each other without shouting?

10. Motor Transport in College

Every year over 5,000 accidents involving transport in the workplace are reported; over 60 of these are fatal.

The use of motor transport in College is confined to designated areas, access to which is controlled. The main hazard is from contractors' transport and primarily during vacations. Staff receiving deliveries should ensure that the driver of the delivery vehicle is carefully marshalled between arrival of the vehicle and departure.

The Maintenance Department and Lodge Staff in particular have been briefed to contribute to a safer environment by ensuring that all vehicles parked on

Usage

The Hazard

Where possible, lone working should be avoided, because the lone worker has

G37. Working at Height

(Working at height is defined as any work being undertaken at a height from which a person could fall and injure themselves)

37.1 Falls from height are the single most frequent cause of work-place fatalities, whilst falling objects cause a high proportion of reported injuries.

37.2 Whenever work is to be undertaken at height on College premises, secure fencing is to be provided to prevent people falling from edges and objects falling on to people below.

specified people and in high risk situations written 'Permit-to-Work' systems should be adopted.

- 37.10 A safe system of work should be operated which may include the use of a fall-arrest system or safety lines and harnesses and secure anchorage points. Systems which do not require disconnection and re-connection of safety harnesses should be used. If there is no need to approach edges, the length of the line and anchorage position should prevent the edge being approached.
- 37.11 Scaffolding may only be assembled on site by qualified contractors. Particular care must be taken when manoeuvring poles and equipment around corners and where forward vision is restricted.
- 37.12 Arrangements must be made for independent safety inspections (scaff-tagging) at the statutory intervals.

G39. Registers and Records

- 39.1 The college also recognises that it has a duty to maintain records of certain activities.
- 39.2 Responsibility for the maintenance of the records may be delegated to Department Heads at the discretion of the Home Bursar or Bursar.

G40. Hot Liquids and Substances

- 40.1 Hot liquids and substances are encountered on a day-to-day basis throughout the college.
- 40.2 This will be within the heating installation, domestic hot water supply and when cooking food or boiling water to prepare beverages.
- 40.3 Risk assessments have been undertaken from which safe working procedures will be prepared.
- 40.4 Maintenance staff etc working on the heating installation and domestic hot water supply will do so under a Permit to Work.
- 40.5 Catering staff will prepare and cook food in accordance with the laid down kitchen procedures.