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**Policy:**                    **Health and Safety Policy**

**Policy Ref:**              **AP/6HS/SP105**

**Approved By:**          **Deputy Principal**

**Date:**    **January 2020**

**Signature:**

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### **General Statement of Policy**

Lakes College West Cumbria is committed to pursuing excellence in everything it does and this includes the management of health and safety.

### **General Principles**

1. At the College we are committed to achieving high standards of health, safety and environmental practice.
2. Governors and the College management team expects staff, students, visitors, contractors and other employers who work for the College and at the college campus to share this commitment by complying with College policies and procedures, and to understand that they too have legal and moral obligations to themselves and to one another.
3. We intend to ensure the health and safety of all persons who may be affected by our activities by:
  - a. Consulting with and involving our staff and students in matters relating to their own health and safety.
  - b. Providing, managing and maintaining our workplaces, grounds, and properties so that they are, as far as reasonably practicable, safe and that risks to health are controlled and that safe access is maintained.
  - c. Providing adequate and appropriate facilities and arrangements for welfare at work.
  - d. Providing, managing and maintaining plant, equipment and machinery so that it is safe and that risks to health are controlled.
  - e. Providing safe arrangements for storage, handling, transport and use of materials and substances work.
  - f. Identifying hazards and conducting formal risk assessments when appropriate in order to minimise the risk for all activities undertaken by the College.
  - g. Ensuring that control measures and emergency procedures are: in place; effective ; properly used; monitored and maintained.

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- h. Implementing systems of work that are safe and where risks to health are identified they are controlled.
  - i. Providing the information, instruction, training and supervision at all levels necessary to ensure that staff and students are competent to supervise or undertake their work activities and are aware of any related hazards and the measures to be taken to protect against them.
  - j. Preventing accidents and cases of work-related ill health and reporting, recording and monitoring those that do occur.
  - k. Ensuring current best practice is adhered to in relation to health and safety and complying with all relevant legislation and authoritative guidance.
  - l. Monitoring the safety performance of contractors who work for us.
4. Where there are no existing College policies or guidance, we expect our staff, students and contractors to implement the highest relevant standards and to comply with relevant legislation. Where no standards or legislation exist, we will work with our staff, students and contractors to develop systems which comply with best practice and eliminate or minimise the risks so far as reasonably practicable.
5. We will promote a positive health and safety culture in the College and educate our staff and students in health and safety. Where Health & Safety legislation and standards are applicable to a particular course, this information will be provided. Staff and students will be expected to attend certain courses as a mandatory requirement.
6. We will establish clear lines of responsibility for the effective coordination of health and safety between users.
7. We undertake to continually monitor, review and develop our safety management systems, with the overarching aim of conducting our activities in a manner which does not affect the health and safety of any staff, students, contractors, visitors or members of the public, or adversely affect the environment.

### **Commitment**

The corporation and management team are committed to this policy and to the implementation and maintenance of the highest standards of health, safety and welfare across the College. We expect every member of the College to share this commitment and to work together to achieve it.

*Michael Priestley*



Michael Priestley  
Chris Nattress  
Chairman  
Principal

**August 2018**

## **Responsibilities**

The person with overall and final responsibility for health and safety in the Lakes College is the Principal.

The person responsible for overseeing, implementing and monitoring the policy is the Deputy Principal. The Deputy Principal will report each term on health & safety matters to the governor's resources sub-committee. The facilities manager supported by the health and safety advisor will act as the deputy to the Deputy Principal on matters concerning health and safety in the latter's absence

The following personnel are responsible for the management of health and safety in particular areas:

<b>Title</b>	<b>Area</b>	<b>Responsibility</b>
Principal	Overall responsibility	All areas
Deputy Principal	All areas	Implementation of policy
Financial Manager	Finance	All Funding
Director of Further & Higher Education; Director of Teaching & Learning (NCfN)	Curriculum	Students/teaching staff
Quality Manager	Quality	Procedures
Human Resources Business Partner	Training	Training
Facilities Manager	Facilities	Buildings, fittings & equipment
Health, Safety and Sustainable Developments advisor	Health & safety	Policy advice and monitoring compliance
Departmental Managers & COLs	Department control	Departmental Health & Safety

## **Health & Safety Consultation (Health & Safety Committee)**

The management of the College are committed to communication between staff/students at all levels as an essential part of effective health and safety management. Consultation will be facilitated by means of health & safety committee meetings every term or as often as is deemed necessary.

The purpose of health & safety committee meetings is to provide a forum in which information may be shared and staff/students questions on health and safety issues answered. In addition these meetings will provide an opportunity to assess the continuing effectiveness of the policy.

The health & safety committee will consist of:

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- Deputy Principal (chair)
  - Facilities manager
  - Health and safety advisor
  - A College Governor (Board Representative)
  - The University & College Union health & safety representative (s)
  - Two departmental health & safety representatives (curriculum)
  - Two departmental health & safety representatives (business support)0

### **Communication**

The management of the College will endeavour to communicate to staff/students their commitment to safety and to ensure that staff/students are familiar with the contents of the College's health and safety policy. The College communicates with its staff/students orally, in the form of directions and statements from managers, or in writing, in the form of directives and this policy statement, and by example.

### **Co-operation & Care**

If we are to build and maintain a healthy and safe working environment, co-operation between staff/students at all levels is essential.

All staff/students are expected to co-operate with safety personnel and to accept their responsibilities under this policy. Disciplinary action may be taken against any staff or student who violates safety rules or who fails to perform his or her duties under this policy.

Staff/students have a duty to take all reasonable steps to preserve and protect the health and safety of themselves and all other people affected by the operations of the College.

### **Safety Training**

Safety training is regarded as an indispensable ingredient of an effective health and safety programme. It is essential that every worker in the organisation be trained to perform his or her job effectively and safely. It is the opinion of the management of the College that if a job is not done safely then it is not done effectively.

All staff/students will be trained in safe working practices and procedures prior to being allocated any new role. Training will include advice on the use and maintenance of personal protective equipment appropriate to the task concerned and the formulation of emergency contingency plans.

Training sessions will be held as often as is deemed necessary and will provide another opportunity for staff/students to express any fears or concerns they might have about their jobs.

### **College Inspections**

It is the policy of the College to comply with the Workplace (Health, Safety & Welfare) Regulations 1992.

Regular safety inspections of the College will be conducted by curriculum managers, line managers and employee representatives. In addition, inspections will be conducted by the executive in all relevant areas whenever there are significant changes in the nature and / or scale of operations.

College inspections will also provide an opportunity to review the continuing effectiveness of the policy and to identify areas where revision of the policy may be necessary.

The College procedure monitoring health and safety Ref: OP/7HS/0204 covers the following:

- Purpose
- Scope
- Responsibilities
- Accidents
- Risk Control
- Health & Safety Inspections
- Statutory Inspection Tests
- Safety Committee Meetings
- Health & Safety Representatives
- Health Surveillance
- Environmental Monitoring
- Policies and Procedures
- Health & Safety Audits

### **Risk Assessment and Risk Control**

The College requires that the risks of all activities, on and off site, which may significantly affect the health and safety of its staff, students and others are assessed. The risk control measures that are implemented should be what is reasonably practicable in the circumstances and should be regularly monitored and reviewed. The risk assessment process is described in the College procedure.

### **Work Equipment**

It is the policy of the College to comply with the law as set out in the Provision and Use of Work Equipment Regulations 1998 and the Lifting Operations and Lifting Equipment Regulations 1998.

The College will endeavour to ensure that all college equipment is safe and suitable for the purpose for which it is used.

All staff/students will be provided with adequate information and training to enable them to use work equipment safely.

The use of any work equipment that could pose a risk to the well being of persons in or around the College will be restricted to authorised persons.

All work equipment will be maintained in good working order and repair. All staff/students will be provided with such protection as is adequate to protect them from dangers occasioned by the use of work equipment. All work equipment will be clearly marked with health and safety warnings where appropriate.

### **Personal Protective Equipment**

It is the policy of the College to comply with the law as set out in the Personal Protective Equipment at Work Regulations 1992.

All staff/students who may be exposed to a risk to their health and safety while at work or study will be provided with suitable, properly fitting and effective personal protective equipment.

All personal protective equipment provided by the College will be properly assessed prior to its provision.

All personal protective equipment provided by the College will be maintained in good working order.

All staff/students provided with personal protective equipment by the College will receive comprehensive training and information on the use, maintenance and purpose of the equipment.

The College will endeavour to ensure that all personal protective equipment provided is used properly by its staff/students.

### **Manual Handling Operations**

It is the policy of the College to comply with the law as set out in the Manual Handling Operations Regulations 1992.

Manual handling operations will be avoided as far as is reasonably practicable where there is a risk of injury.

Where it is not possible to avoid manual handling operations an assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual concerned. An assessment will be reviewed if there is any reason to suspect that it is no longer valid.

All ***reasonably practicable*** steps will be taken to reduce the risk of injury to the lowest practicable level possible.

### **Display Screen Equipment**

It is the policy of the College to comply with the law as set out in the Health and Safety (Display Screen Equipment) Regulations 1992.

The College will conduct health and safety assessments of all workstations used by staff. Training will be given to allow staff to assess their workstation. The health and safety advisor will participate in assessments undertaken by staff when required.

The risks to users of display screen equipment will be reduced to the lowest extent reasonably practicable.

Display screen equipment users will be allowed periodic breaks in their work.

Eyesight tests will be provided for display screen equipment users (as defined by the Regulation) on request.

Where necessary display screen equipment users will be provided with the basic necessary corrective equipment.

All display screen equipment users will be given appropriate and adequate training and information on the health and safety aspects of this type of work and will be given further training and information whenever the organisation of the workstation is substantially modified.

### **Control of Hazardous Substances**

It is the policy of the College to comply with the law as set out in the Control of Substances Hazardous to Health Regulations 2002

A risk assessment will be conducted of all work involving exposure to hazardous substances. The assessment will be based on the manufacturer or supplier's health and safety guidance and our own knowledge of the work process.

The College will ensure that exposure of staff/students to hazardous substances is minimised and adequately controlled in all cases.

All staff/students who will come into contact with hazardous substances will receive comprehensive and adequate training and information on the health and safety issues relating to that type of work.

Assessments will be reviewed periodically, whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.

### **New or Expectant Mothers**

It is the policy of the College to comply with regulation 16 of the management of Health and Safety at Work Regulations on women of childbearing age and new and expectant mothers, both employees and students.

In addition to the general risk assessment, a further assessment of risk to new or expectant mothers will be conducted. Where a risk to new or expectant mothers is

identified, working conditions and / or working hours will be adjusted so as to avoid or minimise the risk. Where this is not practicable the employee(s) concerned will be suspended from work on full pay until such time as the statutory maternity pay comes into effect.

## **Fire Safety**

The College's emergency evacuation procedures (Ref: 0p/7HS/0202 & 0p/7HS/0209) take account of special fire hazards in specific areas of the College and, where appropriate, have been compiled with the assistance of the local fire service.

The College is responsible for conducting a fire risk assessment in accordance with regulatory requirements and reviewing and updating the assessment routinely or when circumstances demand.

The person(s) with responsibility for the maintenance and testing of fire alarms and fire-fighting equipment are the facilities/estates management team.

All staff/students within the College have a duty to report immediately any fire, smoke or potential fire hazards. All fire alarm systems on college campus have an automatic system/telephone link WHEN ACTIVATED to contact the emergency services.

All staff/students have a duty to conduct their operations in such a way as to minimise the risk of fire. This involves keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

The principal supported by the facilities manager is responsible for the provision and maintenance of fire prevention and detection equipment.

Managers are responsible for keeping their operating areas safe from fire, ensuring that their staff/students are trained in proper fire prevention practices and emergency procedures.

Fire alarm call points are located at all emergency exits throughout all buildings on the College campus. If a fire is detected it is the responsibility of any employee present to activate the alarm and evacuate the building.

## **Fire Fighting Equipment**

Fire extinguishers are located at strategic points throughout the College campus. Water extinguishers and foam extinguishers must **not** be used on electrical fires. These should be tackled with dry powder or CO2 extinguishers. An automatic system is installed in the computer mainframe room on the main site. Staff are expected to tackle a fire themselves only if it would pose no threat to their personal safety to do so. Staff should only use fire extinguishers if trained to do so. If the situation is dangerous or potentially dangerous the person should activate the alarm and evacuate the building immediately



## **Fire Doors**

Fire doors designed to slow the spread of fire and smoke throughout the College have been installed at strategic points across campus. Fire doors are designed to close automatically after opening and must never be blocked, jammed or tied open.

## **Emergency Exits/Corridors**

Emergency exits are located at strategic points throughout the College campus. Exit doors and corridors must never be locked, blocked or used as storage space.

Emergency lighting has been installed in exit corridors, above emergency exit doors and throughout the College campus in case of power failure.

## **Smoking**

All College premises are entirely smoke-free environments. Smoking is not permitted in college buildings at any time or on the College grounds, including car parks, and playing fields, with the exception of the provided designated smoking shelters. All transport provided or contracted by the College will be smoke-free. Additionally, all private vehicles being used for College business will be smoke-free when there are passengers present. No-smoking signs will be prominently displayed around all College grounds and in College vehicles used by the College, as required by the Health Act 2006.

This policy applies to staff, students, visitors, contractors and other users when they are on College premises and sites or using College vehicles.

## **Emergency Evacuation Procedures Ref: OP/6H&S/SP110**

In the event of the fire alarm being activated whether by actual fire or inadvertently by some action that triggers a false alarm, or in any other emergency situation (such as a bomb scare), all staff/students must leave the building by the nearest available exit and assemble at the designated assembly point.

The designated assembly area for all departments is at Lakes College main car park. The designated assembly points at the assembly area for individual departments are specified to each department and provided on the health and safety noticeboard.

Practice fire drills will be conducted each term to ensure staff/student familiarity with emergency evacuation procedures.

## **Accident Investigation & Reporting**

It is the policy of the College to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013).

The College considers accident investigation to be a valuable tool in the prevention of future incidents. In the event of an accident resulting in a reportable injury a report will be drawn up by the health, safety & sustainable developments advisor or a designated person detailing:

- The circumstances of the accident including photographs and diagrams wherever possible
- The nature and severity of the injury sustained
- The identity of any eyewitnesses
- The time, date and location of the incident
- The date of the report

All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable.

*For significant incidents* the completed report will then be submitted to and analysed by the safety committee who will attempt to discover why the accident occurred and what action should be taken to avoid a recurrence of the problem.

All reports *on significant incidents* will be submitted to the college's insurance risk advisors for assessment.

A follow up report will be completed after a reasonable period of time examining the effectiveness of any new measures adopted.

The Health, Safety & Sustainable Developments Advisor is responsible for reporting all cases of accident and disease to the heads of department. The Principal will be informed when the accident involves a major injury.

Accidents records are compiled and stored by the Health, Safety and Sustainable developments advisor.

The health, safety & sustainable developments advisor is responsible for reporting cases of accident and disease to the relevant enforcing authority under the RIDDOR 2013 Regulations where applicable.

### **First Aid Provision**

The College's first aid procedure [First Aid and Medical Care](#) can be found in policies and procedures on the staff intranet under Health & Safety. The procedure contains the following:

- Purpose
- Scope
- Responsibilities (management, first aiders)
- Definition
- Legal duties
- Procedure

- Training
- First Aid Facilities
- Contents of first aid boxes
- Information/induction
- Records/Reporting

A college first aid needs assessment is in place and is reviewed on a regular basis. The college will provide and maintain first aid facilities and a suitable number of first aiders across campus in line with this assessment.

### **Audit, Inspection and Review**

The college requires staff to undertake regular self-inspections of safety in their areas of responsibility in order to assess their own performance and take any necessary remedial action. The arrangements for monitoring health and safety are described in college procedure.

### **Safety Document Management**

The college requires documentation to demonstrate compliance with statutory and college policies. Proper documentation is critical to the college's quality assurance programme for the control of all activities that might affect health and safety.

### **Safety Rules**

#### **General**

1. All staff/students should be aware of, respect and adhere to the rules and procedures contained in this policy.
2. All staff/students shall immediately report any unsafe practices or conditions to the relevant Manager
3. Any person under the influence of alcohol or any other intoxicating drug, which could impair motor skills or judgement, whether prescribed or otherwise, shall not be allowed into College premises .
4. The harassment of any other person by threatening or using physical violence or using abuse is forbidden.
5. Horseplay, practical joking or any other acts, which could jeopardise the health and safety of any other person, are forbidden.
6. Any person whose levels of alertness and / or ability are reduced due to illness or fatigue will not be allowed into College premises if this might jeopardise the health and safety of that person or any other person.
7. Staff/students shall not adjust, move or otherwise tamper with any electrical equipment, machinery or air or water lines in a manner not within the scope of their duties, unless instructed to do so by a senior member of staff.

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8. All waste materials must be disposed of carefully via authorised routes and in such a way that they do not constitute a hazard.
  9. No member of staff/students should undertake a task that appears to be unsafe.
  10. No member of staff/students should undertake a task until he or she has received adequate safety instruction and is authorised to carry out the task.
  11. All injuries must be reported to the Health, safety & sustainable developments advisor or a delegated representative.
  12. Staff/students should take care to ensure that all protective guards and other safety devices are properly fitted and in good working order and shall immediately report any deficiencies to the line manager or the Health, safety & sustainable developments advisor.
  13. Work shall be well planned and supervised to avoid injuries during the handling of heavy materials and while using equipment.
  14. No staff/students should use chemicals without the knowledge or protective equipment required to work with those chemicals safely.
  15. After work in a workshop or laboratory, wash hands thoroughly before eating, drinking or using the toilet.
  16. Suitable clothing and footwear will be worn at all times. Personal protective equipment shall be worn wherever appropriate.

### **Working Environment**

The College requires all offices, workshops and other workplaces to be suitable for the work activities which take place in them so as to protect the health and safety of staff, students and others who work there. All operations that involve a risk of injury or harm should be avoided as far as is reasonably possible. Key points are:

1. Work areas must be kept clean and tidy.
2. Any spillage must be cleaned up immediately.
3. Waste materials and rubbish must be removed routinely and recycled when practicable.
4. All flammable waste materials must be discarded in sealed metal containers.
5. Sharps should be disposed of safely in a sealed container provided by a specialist contractor.

6. Never undertake potentially hazardous activities whilst working alone.

### **Walkways**

1. Walkways and passageways must be kept clear from obstructions at all times.
2. If a walkway or passageway becomes wet it should be clearly marked with warning signs and / or covered with non-slip material.
3. Trailing cables are a trip hazard and should not be left in any passageway.
4. Any change in the floor elevation of any walkway or passageway must be clearly marked.
5. Where objects are stored in or around a passageway, care must be taken to ensure that no long or sharp edges jut out into the passageway in such a way as to constitute a safety hazard.
6. In the case where a passageway is being used by a vehicle or other moving machinery an alternative route should be used by pedestrians wherever possible. If no alternative route is possible the area should be clearly marked with warning signs.

### **Tool and Equipment Maintenance**

1. College machinery and tools are only to be used by qualified and authorised personnel. It is the responsibility of the manager to determine who is authorised to use specific tools and equipment.
2. It is the responsibility of all staff/students to ensure that any tools or equipment they use are in a good and safe condition. Any tools or equipment, which are in anyway defective, must be repaired or replaced.
3. All tools must be properly and safely stored when not in use.
4. No tool should be used without the manufacturers recommended shields, guards or attachments.
5. Approved personal protective equipment must be properly used where appropriate.
6. Persons using machine tools must not wear clothing, jewellery or long hair in such a way as might pose a risk to their or other's safety.
7. Staff/students are prohibited from using any tool or piece of equipment for any purpose other than its intended purpose.
8. Never distract a person who is using machinery or tools.

9. People using machinery must know how to stop it in an emergency.

### **Personal Protective Equipment**

1. Staff/students must use all personal protective equipment provided to them in accordance with the training and instruction given to them regarding its use.
2. Staff/students who have been provided with personal protective equipment must immediately report any loss of or obvious defect in any equipment provided to their line manager or the Health, safety & sustainable developments advisor.

### **Electrical Safety**

All electrical equipment brought into the College must be tested before use. The health and safety advisor will specify what tests are necessary.

Repairs or maintenance of electrical equipment is not to be undertaken by a person unless they are authorised and trained to do so. Defective equipment must not be used until it has been repaired, checked, and passed as safe for use. In the meantime, it should be taken out of service and suitably labelled to prevent others from using it.

All users of electrical equipment should visually check the equipment prior to use for faults. Obvious visual signs of potential electrical faults including damaged plugs and pins, significant wear or DIY repairs to flex coverings, and exposed wires.

### **Manual Lifting and Moving**

1. Lifting and moving of objects should always be done using mechanical devices rather than manual handling wherever reasonably practicable. The equipment used should be appropriate for the task at hand.
2. The load to be lifted or moved must be inspected for sharp edges, slivers and wet or greasy patches.
3. When lifting or moving a load with sharp or splintered edges gloves must be worn. Gloves should be free from oil, grease or other agents that could impair grip.
4. The route over which the load is to be lifted or moved should be inspected to ensure that it is free of obstructions or spillage which could cause tripping or spillage.
5. Staff/students should not attempt to lift or move a load that is too heavy to manage comfortably.
6. Where team lifting or moving is necessary one person should act as co-ordinator, giving commands to lift, lower etc.

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7. When lifting an object off the ground staff/students should assume a squatting position, keeping the back straight. Lift the load by straightening the knees and not the back. These steps should be reversed for lowering an object to the ground.

### **Appendices**

Appendix 1: [Health and Safety at Work etc. Act, 1974](#)

Appendix : [Health and Safety Standard](#)

*Impact Assessment form being completed*

Controlled Document