Health & Safety Policy

Purpose of Policy/Document	The policy applies to all members of staff and contractors employed by the College and visitors to the College.
Target Audience (staff/students/visitors/contractors)	Staff, Students, Visitors, Contractors
Particular Legal Requirements/Issues outside of EDD	This policy reflects the legislation, guidance and good practice of the Learning & Skills Act 2000, Health & Safety at Work Act 1974 and other relevant legislation as described in the policy.
Links with Other Policies/Documents	Safeguarding Policy, Emergency Management Business Continuity Plan, Maternity Policy, Disabled Student Interview Protocol
For completion by The Executive	
Policy/Document Reference No.	H&S 01
Category	Health & Safety
Owner (job title)	Vice Principal Student Experience & Support
Issue Date	1 October 2024
Review Date	1 October 2025
Postholder Responsible for Review (job title)	Vice Principal Student Experience & Support
Authorised By: **(SLT/Corporation)**	Approved by Corporation – 12 December 2024
Communicated via/Location: **(Policy Acceptance software/website/** **Portal etc)**	Portal Website
Equality Impact Assessment Statement	The Equality Act 2010 does not require public authorities to carry out EIAs by law. The College does however, carefully consider the impact, when creating or amending its policies, on all concerned parties regarding Equality, Diversity and Inclusion and records this at SLT meetings in order to demonstrate compliance with Public Sector Equality Duty (PSED).

Part 1 – Health and Safety Policy Statement

Heart of Worcestershire College is committed to fulfilling both its moral responsibilities and legal obligations arising from common and statute law in respect of the health, safety and welfare at work of its employees and others.

At Heart of Worcestershire College, the Corporation has the overall responsibility of ensuring that all College premises and working practices are safe and do not pose any risks to the safety and health of employees, students, contractors, members of the public or other parties who may be affected by the conduct of the College's activities.

In practice the Principal & CEO will ensure through the Vice Principal & DSL Student Experience and Support that the appropriate Health and Safety measures are in place. All College Managers are responsible for health and safety in their respective areas. All employees are required to take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions; comply with measures in place for the purposes of health and safety; not to interfere with or misuse anything provided for the purposes of health, safety or welfare; and to report hazards or hazardous situations.

Heart of Worcestershire College will so far as is reasonably practicable:
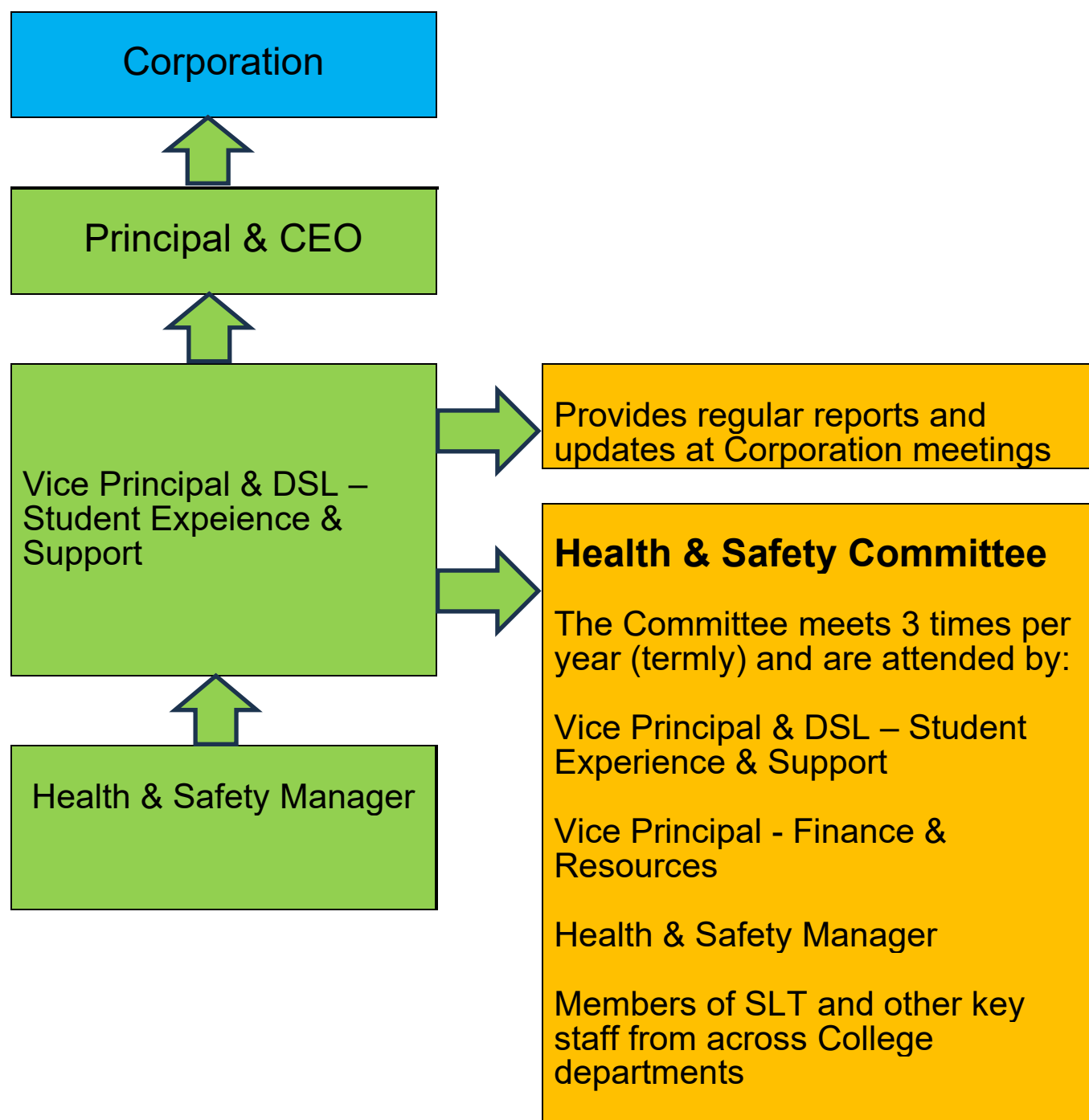
- Provide and maintain a safe place of work, safe plant and equipment and safe and healthy working environments.

- Ensure that there is safe access and egress from the work place;

- Provide adequate information, instruction, training and supervision as is necessary to ensure that employees and others are provided with a safe and healthy working environment.

- Ensure that hazards and risks are identified, assessed and recorded appropriately and that adequate protective or preventative measures are implemented.

- Provide health surveillance monitoring to employees where it is considered appropriate.

- Provide local policies and procedures and maintain safe methods and systems of work.

- Ensure that arrangements for the use, handling, storage and transport of articles and substances for use at work are safe and without risks to health.

- Prevent accidents, incidents and ill-health by ensuring best practice is part of normal day to day working activities.

- Ensure that adequate resources are available for health and safety related matters.

- Ensure adequate consultation takes place with employees.

- Ensure that health and safety concerns are considered when developing and changing business activities;

- Ensure co-operation and co-ordination with people working on behalf of the College, ensuring that they are competent and well informed about relevant health and safety matters to enable them to be safe in their activities;

- Ensure that that all are responsible for health and safety standards in connection with our work activities;

- Promote a positive health and safety culture, raising awareness of health and safety and encouraging best practice throughout our organisation.

We will endeavour to manage the College's business activities so that people do not face unacceptable risks to their health and safety that may arise from the conduct of College business. Heart of Worcestershire College is committed to continuous improvement and will review the policy and management systems at appropriate intervals to ensure that it continues to provide the basis for the highest standards of health and safety.

	Michelle Dowse Principal and Chief Executive Officer	12 December 2024
Signature	**Position**	**Date**
	David Ash Chair of Corporation	12 December 2024
Signature	**Position**	**Date**

Health and Safety Reporting Structure

Corporation

↑

Principal & CEO

↑

Vice Principal & DSL – Student Expeience & Support

→ Provides regular reports and updates at Corporation meetings

→ **Health & Safety Committee**

The Committee meets 3 times per year (termly) and are attended by:

Vice Principal & DSL – Student Experience & Support

Vice Principal - Finance & Resources

Health & Safety Manager

Members of SLT and other key staff from across College departments

↑

Health & Safety Manager

Part 2 – Health and Safety Responsibilities

2.1 Corporation

The members of the Corporation have overall responsibility for health and safety at the College. The Finance & Resources Committee will scrutinise the data, information and reports for Health and Safety and will:

- Ensure that health and safety policies and procedures are in place;
- Monitor health and safety data, including incident information, risk assessments, training etc.
- Ensure that health and safety management is audited.

The scrutiny and review undertaken by the Finance & Resources Committee provides an additional assurance to the Corporation that their responsibilities and obligations around Health and Safety are being met.

2.2 Principal

The Principal has operational responsibility for health and safety at the College and will:

- Ensure that the necessary health and safety policies and procedures are in place;
- Appoint a competent person to assist with the management of health and safety at the College;
- Ensure that arrangements are in place for health and safety management, monitoring and review;
- Through the deputy Principal, Vice Principals, Managers and Heads of Department; promote awareness of health and safety through all levels of staff and students.

2.3 Vice Principal & DSL – Student Experience & Support

The Vice Principal & DSL – Student Experience & Support has direct responsibility for ensuring the day-to-day implementation of this policy and will:

- Ensure that health and safety policies and procedures are in place;
- Appoint a competent person to assist with the management of health and safety at the College;
- Line management of the Health & Safety Manager
- Ensure that all those with management responsibility carry out their health and safety

duties;

- Ensure that arrangements are in place for health and safety monitoring and review;
- Chair the termly Health & Safety committee meetings;
- Report to the Corporation on matters relating to health and safety and associated training.

2.4   Vice Principal – Finance & Resources

The Vice Principal Finance & Resources has responsibility for the following:

- Ensure adequate funding is allocated for health and safety issues

2.5 Facilities Operations & Carbon Reduction Manager

The Facilities Operations & Carbon Reduction Manager is responsible for the following specific aspects:

- Inspecting the College buildings with regards to required maintenance and repairs;

- Ensure that equipment purchased and/or installed is safe in all respects and conforms to all appropriate standards;

- Ensuring that equipment has been subject to appropriate maintenance, testing and inspection including the periodic testing and inspection of portable electrical appliances (PAT);

- Ensuring that arrangements are in place for the servicing and maintenance of fire safety arrangements, such as the fire alarm systems, emergency lighting systems, door closures and hold open devices etc.;

- Arranging for fire extinguishers to be checked, serviced and maintained;

- Ensuring that arrangements are in place for the Inspection, servicing and maintenance, in all College buildings of; passenger lifts, mains gas systems and electrical installations;

- Liaising with contractors working on College premises and ensuring that their activities are adequately controlled;

- Managing the hazard and maintenance reporting system;

- Keeping up to date with legislative changes with regards to property services within the College.

2.6 Health and Safety Manager

The Health and Safety Manager reports directly to the Vice Principal & DSL – Student Experience & Support and

is the competent person in accordance with Regulation 5 and 6 of the Management of Health & Safety at Work Regulations with responsibilities for the following specific aspects as well as assisting with the specific responsibilities outlined in 2.4 above:

- Completion of general risk assessments for public areas;

- Collation and monitoring of risk assessments/PEEPs (Personal Emergency Evacuation Plans) carried out by others;

- Carrying out of pregnancy assessments for staff and students; return to work assessments for staff and inclusive risk assessments for staff and high risk students.

- Organising and delivering relevant Health and Safety training

- Arranging and attending all fire evacuation drills, completing follow up reports and highlighting significant issues.

- Producing, reviewing and updating health and safety and fire policies and procedures;

- Completing the Annual Fire Risk Assessments (FRA) for all College buildings, producing a follow up action plan and enabling the documentation to be available to staff via the Portal.

- Recording and monitoring accident/incident/disease data and reporting under RIDDOR;

- To ensure that accidents and incidents are investigated and where staff are off work for 7 days or more are recorded appropriately by HR.

- Producing health and safety reports for the Vice Principal Student Experience and Stakeholder Engagement and other interested parties;

- Liaison with the Enforcing Authorities as required;

- Carrying out site visits, inspections and internal audits;

- Answering health and safety related queries and providing guidance and advice;

- Ordering and supplying first aid stock;

- Keeping up to date with legislative changes and communicating any relevant changes.

1.7 All College Managers

All College Managers have responsibility in their areas to ensure that any health and safety requirements relating to the operation of the Curriculum area or Department are fully complied with, including (but not limited to):

- Risk Assessments.
- Inspection of all firefighting equipment
- Safe use of electrical switches and circuits
- Maintenance of all appropriate registers
- Necessary information, instruction, training and supervision for staff

- Statutory inspections/servicing of all machinery and equipment within the areas of their responsibility
- Provision of first aid (including equipment)
- Accident/incident reporting and initial investigation, to include 'Near Misses'.
- Arrangements for cleaning
- Arrangements for out of College student visits
- Assessment of the safety of students' work placements
- Use of the online educational trips and visits' system

This means that they will:

- Stop any work immediately if there is a threat to life or where there is a likelihood of injury or property damage until the threat is removed and a safe working procedure implemented;

- Ensure staff and students (as necessary) within the areas of their responsibility receive the appropriate information, training, instruction, supervision, Personal Protective Equipment (PPE) including clothing, for them to carry out their tasks and activities safely;

- Ensure that all new members of staff are properly inducted into the organisation's health and safety procedures, including an awareness and appreciation of all hazards, risks, precautions and procedures applicable to the role including all emergency procedures;

- Ensure that no person is permitted to operate any kind of machinery or be involved with a hazardous task or activity unless they have been properly and fully instructed;

- Keep workplace conditions under constant review and take necessary measures, so far as is reasonably practicable, to remove hazards, control risks and create and maintain a safe and healthy environment for everyone;

- Ensure that equipment purchased, hired or leased is safe in all respects and conforms to all appropriate standards;

- Ensure all work equipment in their area of responsibility is safe, well maintained; that testing of equipment is up to date; and all inspections and tests are fully documented and up to date records maintained;

- Ensure adequate allocation of funds for health and safety within the areas of their responsibility;

- Ensure allocation of appropriate staff to carry out work in connection with this policy within their area of responsibility;

- Ensure hazards are reported and effectively dealt with;

- Work closely with the Health and Safety Manager to promote safe working

practices and maintain a safe and healthy working and learning environment;

- Keep their line manager informed and report any training requirements, dangerous practices, accidents and 'near miss' incidents and complete and forward the appropriate reports as necessary;

- Ensure that relevant health and safety information is displayed in the areas of their responsibility, i.e., risk assessments, fire action notices and room layout diagrams (where appropriate);

- Accidents and incidents (including 'Near Misses') are promptly reported and where staff are off work for over 7 consecutive days or with a significant or major injury this information is passed onto HR and the Health and Safety Manager;

- Notify HR and the Health and Safety manager for any accidents where staff are off work or unable to perform their normal duties for more than 7 consecutive days.

- Ensure compliance with safety precautions that apply to their Curriculum area or Department, including regulating contractors, providing Personal Protective Equipment (PPE) including clothing, where necessary;

- Ensure that all staff are aware of the location of fire-fighting equipment and fire alarm call points in their area of responsibility and are familiar with their effective use;

- Ensure access to the premises by students and/or visitors is strictly limited to safe areas;

- Ensure suitable arrangements are in place to safeguard the premises against intruders or unauthorised people;

- Ensure staff complete DSE (display screen equipment) self-assessment forms for their computer workstations and that these are reviewed and that significant issues are dealt with;

- Ensure that staff are made aware of the need for a Personal Emergency Evacuation Plan (PEEP) for any staff, students or visitors with limited or reduced mobility.

2.8 Employees

Each Employee is responsible for their own acts or omissions and the effect that these may have upon the safety of themselves or any other person and:

- To take reasonable care of the health and safety of themselves and others who may be affected by their acts (or omissions) at work;

- To co-operate with the employer and others to enable them to fulfil their legal duties, e.g., follow instructions, attend training, use safety equipment as instructed, follow procedures and safe systems of work etc.;

- Not to interfere with or misuse anything provided for the purposes of health,

safety or welfare;

- To report all Accidents and 'Near Misses' to their Manager and/or the Health & Safety Manager immediately and including the completion of an online report as soon as possible.

- To correctly use PPE (Personal Protective Equipment) clothing and equipment as required, when carrying out practical work.

- Not to undertake any task for which they have not been authorised and for which they are not adequately trained to do;

- To report hazards and hazardous situations and bring to the attention of a responsible person any concerns with the College's safety arrangements, even when no immediate danger exists;

- To familiarise themselves with the College Health and Safety Policy.

- Understand that any employee who intentionally or recklessly misuses anything provided in the interests of health and safety will be subject to disciplinary procedures.

2.9 Responsibilities of Students

Students are required to:

- Co-operate with the lecturers, supervisors and relevant College support staff in all matters relating to health and safety;

- Comply with all health and safety procedures and instructions considering at all times their own safety and that of others;

- Be aware of, and comply with, relevant provisions of health and safety legislation relating to the tasks they are allocated;

- Report all accidents or 'Near Misses' without delay to a lecturer or other member of College staff;

- Report immediately; hazards, unsafe tools, equipment, machinery or any practice considered to be unsafe;

- Assist in good housekeeping in all of the rooms and areas that they use;

- Understand the safe operation of machinery and equipment with which they are working with or are asked to operate;

- When directed by a member of staff, consult the Manufacturers Safety Data Sheets (MSDS) and/or COSHH Assessments when using chemicals or hazardous substances;

- Correctly use PPE (Personal Protective Equipment) clothing and equipment as required or specified, when carrying out practical activities;

- Report to the member of staff in charge, any concerns or query on Health and Safety matters relating to any aspect of practical activities, use of materials, substances, equipment or machinery;

- Abide by a work experience placement provider's Health, Safety and Welfare Policy and related procedures.

2.10 The College Health & Safety Committee

The College Health & Safety Committee is a cross College group established to review all aspects of health and safety affecting staff, students and visitors. Meetings are held termly and are chaired by the Vice Principal & DSL – Student Experience & Support.

The specific functions of the Committee are to advise the Principal of any issue requiring attention regarding the standards of health, safety within the College. The Committee will receive reports from the Health and Safety Manager and other College representatives.

2.11 Health and Safety Arrangements

The arrangements for managing Health and Safety in the College are detailed in Part 3 of the Health and Safety Policy.

Other procedures in place that relate to Health and Safety include:

- Emergency Management Business Continuity Plan
- Protect & Lockdown policies and procedures.

Part 3 – Health and Safety Arrangements

Introduction

This part of the Health and Safety Policy comprises of several sections with each section being devoted to a specific topic or area covering our Health and Safety arrangements. Whilst this part is an integral part of the Health and Safety policy; each individual section is structured so that it can be used as a stand-alone document in its own right.

Part 3 comprises of the following:

3.1   Fire Safety

3.2   Risk Assessment

3.3   Electrical Safety

3.4   First Aid

3.1 - Fire Safety

3.1.1 Introduction

Fire, smoke and fumes can kill; they can also cause major destruction and disruption. In College we have effective systems and procedures to manage fire risks and prevent fire from starting. However, as in all large organisations, despite these measures fire could still occur in College.

Health and Safety is all about preventing people from becoming ill or getting injured at work or through work activities. It is also about creating a safe environment where Hazards and Risk are managed responsibly.

As an organisation, we must ensure that procedures are in place to prevent anyone from getting injured because of fire and its affects. This is very important as we have a duty of care to those that our activities may affect. We must consider the safety of ourselves, our colleagues, students, visitors, and members of the public.

This document explains the procedures to be followed along with the key personnel and their responsibilities.

The Regulatory Reform (Fire Safety) Order 2005 is the legislation relating to fire safety in the UK.

3.1.2 Fire Procedures

It is vital that whenever the fire alarm activates everyone reacts swiftly and follows the fire procedure detailed below regardless of the cause of the activation. The priority is always to protect life and evacuate everyone to a safe place away from harm.

The procedures to be followed if a fire is identified in College is as follows:

- **Fire Alarm is activated, and sounders operate.**
- **Everyone evacuates the building using their nearest available exit**
- **Go directly to the nominated Assembly point.**
- **Report any concerns to a Fire marshal at the assembly point.**
- **Remain at the assembly point until informed otherwise.**

3.1.3 Assembly Points

An assembly point is a place of safety located a suitable distance from the building. It should be away from other hazards, out of the way of the emergency services and large enough to accommodate the people nominated to use it.

All College buildings have at least one designated Assembly point. Some buildings due to their size and nature have more than one Assembly Point.

Details of assembly points for all College buildings can be found on the College Portal by clicking on the Green Health & Safety Tick.

Assembly point details are also displayed on the Health & Safety noticeboards located throughout College and on signage at each fire alarm call point.

Below is an example of a fire action notice and assembly point plan.

Fire Action!
If you discover or suspect a fire

Sound the Alarm

Leave the building by the nearest exit

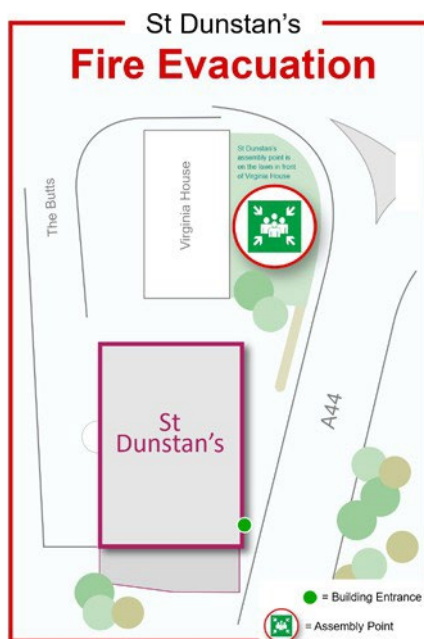Go directly to the Assembly Point

Grass area in front of Virginia House

Do Not return to the Building until authorised to do so by College Staff

Do Not use Lifts

Health & Safety
Tel 01905 725607
Mobile 07969 449 606

HEART OF WORCESTERSHIRE COLLEGE

St Dunstan's
Fire Evacuation

The Butts

Virginia House

St Dunstan's assembly point is on the lawn in front of Virginia House

A44

St Dunstan's

● = Building Entrance

= Assembly Point

3.1.4 Responsibilities

The safe and effective management of a fire emergency relies on everyone co-operating and leaving the building calmly, quickly and getting to the nominated assembly point as quickly as they can.

In addition to the role of the occupants there are 3 other key roles in all fire emergencies.

- **Incident Controller**
- **Facilities Team**
- **Fire Marshals**

3.1.5 Incident Controller

The Incident Controller is the point of contact for the incident and is responsible for liaising with the Fire Service, Fire Marshals and Facilities team. The Incident Controller wears an Orange high visibility vest endorsed with 'Incident Controller' on the back.

All College managers and leaders are expected to take on the role of Incident Controller if and when required. The Orange Incident controller vests are available inside the entrance of all College buildings close to the fire alarm panel and should be taken by the first manager to arrive at the front of the building. That manager then becomes the Incident Controller.

In a fire emergency the Incident Controller should position themselves at the main entrance to the affected building close to where the main Fire Alarm panel is located. (or as close as is safe based on the circumstances). The Orange vest helps to identify the Incident Controller to everyone including the emergency services when they arrive on site.

Once the building has been evacuated and everyone is safely at the assembly point (or points) a fire marshal from each assembly point should report to the Incident Controller to update them on the evacuation of the building and report any concerns.

3.1.6 Facilities Team

Whenever the College buildings are in use there will always be a member of the Facilities team available on Campus. Normally this will be at least one, Facilities and Security Officer (also referred to as the Caretaker) who is on site to maintain security and open and lock the buildings.

When the fire alarm is activated, they will be notified by the fire alarm monitoring company and make their way to the building entrance where the main fire alarm panel is located. The member of the facilities team in attendance has the following duties:

- Support and assist the Incident Controller
- Manage the fire alarm system and quickly obtain vital information from the fire alarm panel regarding the fire (location and if detected or activated manually).
- Assist the Emergency Services as required. This may involve opening up areas of the building, showing them where the services are located (Gas, electricity, water

etc) and helping them to navigate around the building based on local plans available and their widespread knowledge of the building.

3.1.7 Fire Marshals

Fire Marshals are members of staff that take on the duties of Fire Marshal in support of the College. Fire marshals are a vital part of our fire emergency procedures and help to ensure that our buildings are evacuated quickly and effectively.
During a fire emergency Fire Marshals wear a Yellow high visibility vest with 'Fire Marshal' endorsed on the back. This enables them to be clearly identified and reinforces their identity and role to occupants of the building.

Fire Marshal responsibilities, or duties can be broadly divided into two:

- **Routine**
- **Emergency.**

3.1.8 Routine Duties

The routine duties are carried out on a day-to-day basis and involve the Fire Marshals taking an active part in our fire prevention strategy. Specific responsibilities are detailed below and are available to print off or download from the Green Health & Safety Tick on the College Portal.

Day to day, routine fire marshal duties are:

- Pro-actively monitor their work area and surroundings for any fire hazards and risks.

- Monitor escape routes (including fire escape doors) for obstructions helping to ensure that they are always available for use.

- Familiarise themselves with the following:

    Escape routes, fire-fighting equipment, and call point locations
    Areas to sweep and check during an evacuation.
    The assembly point (or points) for their area and escape routes to it.
    Alternative escape routes if normal routes are out of use.

- Be prepared to deal with fire situations and utilise the options available (for example, use of fire extinguishers or fire blankets, activation of the fire alarm or calling the fire brigade directly).

- Wherever possible, have their fire marshal vest available along with any check sheets or floor plans for their work area.

- Report any fire hazards or concerns to the Health & Safety Manager and/or Facilities team as appropriate.

- Wherever possible, arrange for a colleague to be available to cover period when they are unavailable and that they are briefed regarding their duties.

- Be prepared to be involved in any incident follow up and review of fire procedures.

3.1.9 Emergency Duties

The emergency duties are carried out when a fire situation exists, and the fire alarm is activated. The Fire Marshals primary role is to help ensure the effective and timely evacuation of College buildings. Specific responsibilities are detailed below and are available to print off or download from the Green Health & Safety Tick on the College Portal.

Emergency fire marshal duties are:

- Actively encourage evacuation and motivate people to act without delay and impress upon everyone the urgency of the situation.

- Wear the Fire Marshal vest during the evacuation.

- Help those with reduced or limited Mobility in accordance with their PEEP (Personal Emergency Evacuation Plan) and assisting their nominated host where required.

- Carry out a systematic sweep of their designated area as it is vacated. In many cases this will involve working with other fire marshals and staff. Fire Marshals should be the last to leave the building.

- Close doors and windows wherever possible and if safe to do so.

- Provide clear guidance to help people evacuate.

- Assist visitors that are not being hosted to evacuate. Where possible enlist a colleague to accompany the visitor out of the building and safely to the assembly point.

- Be aware and alert to fire hazards whilst evacuating and consider the options for alternative escape routes if needed.

- At the assembly point confirm (as far as is reasonably practical) that everyone is accounted for. Where significant doubt exists, this must be reported to the Incident Controller, Duty manager or member of the Facilities team as soon as possible.

- At each assembly point one fire marshal should act as spokesperson for that group and report to the incident controller, duty manager or member of the Estates team with any relevant information.

3.1.10 Fire Training

Fire Safety is included in the Online Health and Safety induction module that all new staff must complete. This module is mandatory for all staff to complete every 3 years.

Those nominated as Fire Marshals and those that have fire safety responsibilities undertake Fire Awareness and Fire Marshal training which is delivered by the College Health and Safety Manager. This must be completed every 3 years.

Other specific staff (managers, facilities and selected key personnel) complete fire extinguisher training which is delivered through an online module. This is completed every 3 Years.

Selected staff (e.g., fire marshals) undertake Evacuation Chair training. This practical training is delivered by the Health and Safety manager and enables them to operate an evacuation chair for those with reduced or limited mobility including wheelchair users. This is normally required in support of an active Personal Emergency Evacuation Plan (PEEP).

3.1.11 Mobility – Personal Emergency Evacuation Plan (PEEP)

Passenger Lifts in College cannot be used during a fire evacuation. Those that have reduced or limited mobility, have difficulty using stairs or are dependent upon using a passenger lift must be identified at the earliest opportunity and an assessment carried out.

The aim of the assessment is so that a Personal Emergency Evacuation Plan (PEEP) can be developed and put in place for that person. The PEEP needs to identify the practical options available for a safe evacuation (for example, the use of ramps, evacuation chair or assisted evacuation with a helper).

Alternatively, the PEEP may specify the use of a suitable 'Refuge Area' (place of safety within the building that is constructed to protect the refuge against smoke and flame for a specified amount of time, normally 30 minutes or longer).

The PEEP must be completed by a member of Staff in collaboration with the person that it is being prepared for. The PEEP form is available on the College Portal and can be found by clicking on the Green Health & Safety Tick.

Training is available for those that are responsible for producing and managing PEEP's.

The outcome of the PEEP must be that there are practical measures and support in place to enable the person with reduced or limited mobility to evacuate from the building safely in an acceptable amount of time. It is also vital that those that have specified responsibilities under the PEEP are made aware of their responsibilities.

3.1.12 Cause of Fire

Fire can only start and exist if 3 elements are in place, this is referred to as the 'Fire Triangle'.

The 3 elements that make up the 'Fire Triangle' are

- Oxygen
- Heat
- Fuel
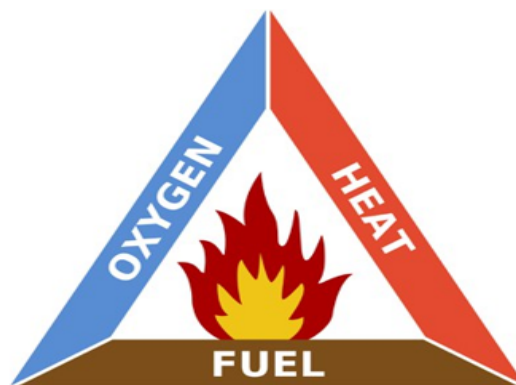
3.1.13 Extinguishing and Preventing Fires

If we can exclude or remove one or more of the elements that make up the 'Fire Triangle' then a fire will be prevented from starting and if a fire exists it will go out. This strategy employs Smothering, Cooling and Starving to attack the elements of the fire triangle.
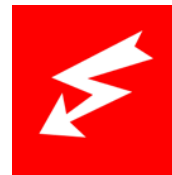
- Smother to remove oxygen.
- Cool to remove the heat.
- Starve to remove fuel.

3.1.14 Fire Fighting

Firefighting in College must be approached cautiously and, in most cases, should be left to the fire and emergency services. Whilst selected staff may have received fire extinguisher training, each situation where fire exists must be carefully assessed to decide on the best and safest options for putting it out.

3.1.15 Classes of Fire

There are 6 classes of fire (A-F) based on the source and type of fuel. Each class can be identified by a standardised label incorporating a simple visual image.

Class A	Class B	Class C	Class D	Class E	Class F
Solid materials such as wood, paper or textiles	Flammable liquids such as petrol, diesel, solvents or oil	Gasses	Metals that burn such as Magnesium	Fires involving electricity or electrical equipment	Cooking Oils

Technically Class E does not exist but fires involving electricity use this symbol and are referred to as Class E.

3.1.16 Type of Fire Extinguisher

There are 5 types of fire extinguishers available in College. Each one is designed to extinguish one or more classes of fire. Each extinguisher is identified by a coloured band

displaying the label for the type of extinguisher.

3.1.17 Fire Extinguisher selection

All fire extinguishers have their own unique properties for fighting fires and for attacking the elements of the fire triangle (Fuel, Heat and Oxygen). The following sections provide information about each type of extinguisher including the Classes of fire that they are for and the advantages and disadvantages of each.
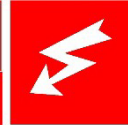
Type	Suitable for - Class of Fire	

	Advantages	Disadvantages
	No mess or damage Good for electrical fires and computer equipment Quick and easy to operate	Not for use in Confined spaces due to the build-up of Carbon Dioxide replacing the Oxygen. Will not operate for long, only approximately 8 Seconds maximum
	Advantages	Disadvantages

	More effective than water on Class A fires. Foam discharge is easier to clean up than powder Foam is not as conductive as water so will be safer if used where electricity is present	Contents may be susceptible to frost if stored outside or in exposed areas. Damaging to electrical appliances

Type	Suitable for - Class of Fire	
	A F	
	Advantages	**Disadvantages**
	Excellent for cooking oil fires in a commercial catering environment. The only fire extinguisher suitable for use with cooking fat and oil fires	Staff need to be trained to use this type of extinguisher effectively and safely. Is used a safe distance away from the burning oil or fat. Can produce toxic fumes areas should be ventilated if a wet chemical extinguisher has been used.

WATER FIRE EXTINGUISHER UltraFire	**Class A**
		Advantages	Disadvantages
	Excellent cooling properties for Class A fires.	Limited use due to the class of fire that it is suitable for.
	Any mess caused by the discharged water is normally easily cleaned up without lasting damage	Not suitable for electrical fires
		Contents may be susceptible to frost if stored outside or in exposed areas.

POWDER FIRE EXTINGUISHER UltraFire	**Class A, B, C, Electrical**
		Advantages	Disadvantages
	Multipurpose extinguisher. Twice as effective as foam on Class A fires. Good performer overall as deals with most classes of fire	Can cause problems for those with breathing problems if inhaled.
		Reduces visibility when used due to airborne powder dust.
		Limited cooling properties
		Messy and causes damage to electrical and computer equipment.
		Residue can be corrosive.
		Difficult to clean up afterwards and can damage areas.
	Note that Powder fire extinguishers are being phased out for use indoors due to the health risks to those that may have reduced breathing function or breathing difficulties.

Below is a comparison chart which shows the type of fire extinguisher and the classes of fire that each are suitable for:

Fire extinguisher for the Class of Fire

	A	B	C	D	⚡	F
Water	🔴					
Foam	🟡	🟡				
Co2		⚫			⚫	
Powder	🔵	🔵	🔵		🔵	
Wet Chemical	🟡					🟡

Note that fires involving metals such as Magnesium (Class D) require specialist fire fighting techniques and equipment. These fires are unlikely to be encountered in College and no firefighting measures have been specified above.

3.1.18 Fire Evacuation Drills

Fire evacuation drills take place twice each year for all College buildings (Autumn/Winter and Spring/Summer). Drills are organised by the Health and Safety manager and are intended to test and practice our fire emergency procedures to check that they are effective.

All drills are closely monitored and are reviewed afterwards. Where required, changes and improvements are made so that in the event of a real fire emergency everyone reacts without delay and are led safely out of the building to the assembly point.

Fire evacuation drill reports are reported to the Corporation and Health and Safety Committee.

3.1.19 Fire Risk Assessment

Fire Risk Assessments (FRA) are undertaken annually for all College buildings. This is to assess our buildings and the activities carried out so that significant fire risks can be identified, and controls reviewed to ensure that fire safety is adequate and maintained. The Fire Risk Assessments are carried out by the Health and Safety manager.

Fire Risk Assessments and the follow up action plan are made available to all staff via the College Portal. Annually, members of the College Health and Safety Committee are asked.

to check the FRA's in relation to their areas and to report back with any concerns or feedback. This is recorded through the committee minutes.

3.2 - Risk assessment

3.2.1 Introduction

We all encounter risk in our daily lives; for example, driving to work or crossing a busy road. There is always the potential for things to go wrong resulting in accidents, injuries or worse.

As an employer, Heart of Worcestershire College is required by law to protect employees, and others, from harm.

The Management of Health and Safety at Work Regulations 1999, places an obligation on the College to:

- identify what could cause injury or illness within the College (hazards)

- decide how likely it is that someone could be harmed and how seriously (the risk)

- take action to eliminate the hazard, or if this isn't possible, control and lower the risk as far as reasonably practicable.

3.2.2 Assessing risk is just one part of the overall process used to control risks in the College.

Definitions

Hazard

A hazard is anything that has the potential to cause harm. This can include, for example, substances, machinery, processes, tasks, buildings and people, it is usually (though not always) something physical..

Risk

Risk is the likelihood that harm from a hazard will occur. This is the chance, great or small, that somebody could be harmed, together with an indication of how severe the harm could be.

Control Measure

A control measure is something that is put in place to reduce the risk of a hazard causing harm. For example, if you are working in a factory operating noisy equipment, appropriate control measures could be:

- Eliminate the noise by doing the task in a different but quieter way or by someone

else off site.

- Repair or replace noisy or faulty machinery to eliminate the noise.
- Isolate the noise from the workers by sound proofing or use of automated machinery a suitable distance away from workers.
- Protect workers by using PPE (Personal Protective Equipment) e.g., hearing protection.

Clearly the logical measure to control a risk is to eliminate the hazard. That, may, in some cases be possible, however in many cases you cannot eliminate the hazard and need to control the hazard and lower the risk to an acceptable level using appropriate control measures.

Risk rating

So that we can make a balanced and fair assessment of remaining risks we need to rate tasks or activities by allocating a simple risk rating. The risk rating needs to be easily understood by everyone and should be applied once all control measures are in place and not before.

3.2.3 Benefits of risk assessment

It is important to remember that accidents and occupational ill health can ruin lives. The costs of these accidents and ill health are not only to the affected person, but also to their employer, colleagues, family, career, and society.

In addition to meeting our legal obligations, risk assessments will help to:

- Reduce accidents, injuries, and ill health (including fatalities).
- Improve safety standards, efficiency, and the overall safety culture.
- Reduce associated costs of injuries and ill health.
- Reduce damages and uninsured losses.
- Improve the targeting of resources.
- Assist in good management practice.
- Meet our moral obligation to provide a safe work environment.

3.2.4 Procedure – 5 Steps

The HSE (Health and Safety Executive) recommend that the following 5 step approach is adopted for carrying out risk assessments.

1. Identify the Hazards

Look around your workplace and think about what may cause harm. Think about:

- how people work and how plant and equipment are used

- what chemicals and substances are used

- what safe or unsafe work practices exist

2. Access the risks

Once the Hazards have been identified you need to decide **who** is likely to be harmed and **how** they could be harmed. As an inclusive organisation it is important that the range and abilities of people are considered as the hazard may affect different groups of people in different ways e.g., age, experience, physical ability etc.

3. Control the risks

Once the hazards and those likely to be affected have been identified you need to look at ways to eliminate the hazard or control it to an acceptable level. Remember that usually the solution is simpler than may be first thought and may not be difficult or costly to introduce. For example, re-routing a trailing electrical lead or storing hazardous substances under lock and key.

4. Record the findings

It is important that the risk assessment and its findings and conclusions are recorded. This is by using the risk assessment form. The completed risk assessment is a live working document and exists to make things safer. It is crucial that completed risk assessments are made available to all those that need to know.

5. Review and revise

Nothing stays the same, workplaces change, equipment is replaced, staff change, and new hazards can develop or may be initially overlooked. Risk assessments need to be reviewed periodically so that they remain effective. They need to be reviewed where

there have been significant changes to the environment, equipment, procedures, or those involved. A review date should be set when the initial risk assessment is carried out.

3.2.5 General Risk Assessment form

The general risk assessment form is available on the College Portal as a Word document. There are 3 parts to the General risk assessment form

Part 1 - details and start of assessment content

Part 2 - Main risk assessment content section

Part 3 – Last page - additional information and annual review validation.

Part 1. Details and start of assessment content

Risk Assessment

HEART OF WORCESTERSHIRE COLLEGE

RA No.		Page		of		Assessment Date	
Subject				Signature			
Department						Review Date	
Assessed by							

Please refer to risk assessment guidance to help you complete the form
Refer to the Risk Rating Matrix and Risk Action Table to select the appropriate Risk Rating (right hand column below)
The last sheet of this form can be used to add any notes or observations and to expand on any additional controls required.

Serial	Hazard What are the Hazards?	Potential Harm Who could be harmed and how?	Control Measures What needs to be done?	Risk Rating L M H

Risk Rating: [green] L - Low (Activity can continue)   [orange] M - Medium (Activity can continue but must be monitored)   [red] H - High (Activity must not continue)

Risk Assessment

HEART OF WORCESTERSHIRE COLLEGE

Version 4 – November 2023

Risk Assessment No.		Page	1	of	
Subject			Signature	Assessment Date	
Department					
Assessed by				This risk assessment must be validated annually and recorded on the last page	

Part 2. Main risk assessment content section

What are the hazards?	Likelihood	Severity	Risk Rating H M L	Potential Harm Who could be harmed and how?	Control measures in place	Additional controls required	Risk Rating following control Measures

Severity					Likelihood					Risk Rating = Severity x Likelihood		
5	4	3	2	1	5	4	3	2	1	LOW (Activity can continue with control measures in place)	Medium (Activity can continue with control measures in place but must be monitored)	High (Activity must not continue until risk level has been lowered)
Fatality / life changing	Severe injury	Lost time injury	Minor injury	Negligible	Certain/ imminent	Highly likely	Likely	Unlikely	Very Unlikely	1 - 6	7 - 14	15 - 25

Part 3. additional information and annual review validation

Additional Comments and Summary sheet

Review Risk assessments must be reviewed annually by the appropriate manager to ensure current and valid in all respects and that there have been no significant changes
The person below confirms that the current risk assessment is still valid in all respects and that there have been no significant changes; that the hazards and risks are the same and that the control measures specified remain suitable and sufficient.

Review Date		Reviewed by (name)		Signature	
Review Date		Reviewed by (name)		Signature	

Severity					Likelihood					Risk Rating = Severity x Likelihood		
5	4	3	2	1	5	4	3	2	1	Low (Activity can continue with control measures in place	Medium (Activity can continue with control measures in place but must be monitored)	High (Activity must not continue until risk level can be lowered)
Fatality	Severe injury	Lost time injury	Minor injury	No injury	Certain/ imminent	Highly likely	Likely	Unlikely	Very Unlikely	1 - 6	7 – 14	15 - 25

3.2.6 Risk Rating

The initial risk rating is calculated by assessing the severity and the likelihood and multiplying the figures, this will give an overall risk rating score as shown below. Control measures will then be put in place to control and lower the risk as far as is reasonably practicable.

Severity					Likelihood.				
5	4	3	2	1	5	4	3	2	1
Fatality / life changing	Severe injury	Lost time injury	Minor injury	Negligible	Certain/ imminent	Highly likely	Likely	Unlikely	Very Unlikely

Risk Rating = Severity x Likelihood		
Low (Activity can continue with control measures in place	**Medium** (Activity can continue with control measures in place but must be monitored)	**High** (Activity must not continue until risk level can be lowered)
1 - 6	7 – 14	15 - 25

It is important to note that the risk rating needs to be calculated before the control measures are put in place and again with the control measures in place to demonstrate that the risk is being reduced and controlled to its lowest practicable level.

Where a risk rating of Red or High is found then more needs to be done to reduce the risks to an acceptable level and the activity cannot continue.

Please see the explanations for each of the risk ratings below:

Risk rating	Action
Low	There is a low likelihood that harm will be caused, or that any outcome would result in very minor injury. The controls have lowered the risk as far as reasonably practicable however, consideration may be given to a more cost-effective solution or further improvements to eliminate any residual risk entirely. Routine monitoring should be used to make sure that the current control measures remain effective.

Risk rating	Action
Medium	There is the possibility that harm may occur. You must consider whether the existing control measures are sufficient or if any further action could be taken to eliminate or reduce the risk to a lower level. Careful monitoring is needed to make sure that the current control measures remain effective and that the activities can continue safely. This is particularly important where the severity is assessed to be at the higher end of this band and closer to High. In these cases, effective monitoring is essential to ensure likelihood remains as low as reasonably practicable.

Risk rating	Action
High	Certain or high likelihood that harm will occur that will result in serious or life changing injury or single or multiple fatalities. The activity cannot continue and must be reviewed as a matter of urgency to find an alternative or to impose significant control measures to reduce the risk rating as far as reasonably practicable.

3.2.7 Control Measures

Control measures are the things put in place to reduce risk and reduce harm. Controls should be practical and follow the accepted HSE hierarchy of controls below.

Elimination	Elimination is the most effective way to control a risk because the hazard is no longer present and is the preferred way to control a

	hazard.
Substitution	If it is not reasonably practicable to eliminate the hazards and associated risks, you must minimise the risks using the substitution method. Examples would be replacing the task with a less risky way to achieve the same outcome or changing a substance to a less harmful substance.
Engineering Controls	Engineering controls are a control measure that is physical in nature and controls the hazard at its source (requires a physical change at the workplace). For instance, use mechanical devices such as trolleys or pallet trucks to move heavy loads; place guards around moving parts of machinery; install residual electrical safety switches; install sound dampening measures to reduce exposure to unpleasant or hazardous noise.
Administration Controls	Administrative controls refer to changing the way people work. This may include work methods or procedures that are designed to minimise exposure to a hazard as well as the information, training and instruction needed to ensure workers can work safely, developing strong rules and procedures, additional training, or increasing the visibility of precautionary signs and warning labels.
Personal Protective Equipment (PPE)	PPE should only be used as a control measure as a last resort to the above control measures. PPE includes everything from safety glasses, to hardhats, safety clothing, ear defenders, and safety boots.

3.2.7 Other types of risk assessment

In addition to general risk assessments there are some other situations where specific forms are used. These are:

- **Inclusive Risk Assessment**

- **New and Expectant Mothers**
- **Hazardous Substances (COSHH)**
- **Display Screen Equipment (DSE)**
- **Return to Work**

Inclusive Assessment

This is used to assess those that may have obstacles or challenges that may pose additional health and safety risks and prevent them from engaging fully whilst in College.

This may be staff or students with challenging conditions, for example disability, medical condition or injury.

The inclusive risk assessment is carried out with the person to identify measures, strategies and practical adjustments that can be implemented to enable the person to get the most benefit from their time in College. The inclusive assessment form is used to record the inclusive assessment and any measures agreed. It can also be used to specify actions required to deal with an emergency situation relating to their condition.

Completed inclusive assessments for staff are sent to the individual's line manager and a copy to HR, completed inclusive assessments for students are uploaded onto 'Pro-Monitor'.

New and Expectant Mothers

We have a duty of care to assess those that are pregnant or are new or nursing mothers. This applies to both staff and students. Once the College is made aware of a pregnancy a maternity assessment is organised.

The aim of the maternity assessment is to look at HoW College activities and College life may impact upon the new and expectant mother and their child. Some of the factors to be considered are:

- Activities carried out and the work or study environment.
- Hours of work or study
- Work or study location
- Any existing medical conditions
- Any medical concerns or conditions relating to the pregnancy.
- Disability
- Specific hazards and risks that they may be exposed to
- Options for reasonable adjustments

Once notified (by HR for staff members or department lead or tutor for students) of a pregnancy the Health and Safety manager will email the individual a pre assessment questionnaire to be completed and returned. Once returned the maternity risk assessment is completed by the Health and Safety manager along with the pregnant

person (and their tutor if a student). The actions from the assessment are agreed and the assessment recorded. For staff a copy of the assessment is sent to HR and the staff member's line manager. For students the assessment is uploaded onto 'Pro-Monitor'.

Hazardous Substances (COSHH)

Due to the complex nature of hazardous substances, there is a specific structured form for carrying out COSHH (Control of Substances Hazardous to Health) assessments.

For details, please refer to the separate Hazardous Substances procedure. Section 3.6

Display Screen Equipment (DSE)

In accordance with the Display Screen Equipment (DSE) Regulations we should assess our computer workstation to ensure that it is ergonomically safe and suitable. The DSE form for this is available on the Portal and is a self-assessment form. It is used by staff to assess their own workstation and record the findings.

Any significant issues are noted and their line manager and/or Health and Safety manager will investigate and complete any action required.

For full details refer to Section 3.11; Display Screen Equipment (DSE) procedure.

Return to Work

Staff that have been away from the workplace due to injury or illness must be assessed upon their return to work. This is to identify any limitations and enable reasonable adjustments to be discussed and agreed. It is important that staff are fully supported in their return to work.

3.2.8 Risk Assessment Validation and Review

Validation

On an annual basis, risk assessments must be checked by the relevant manager to ensure that they are still suitable and sufficient. Where this is the case, they should be validated in one of the boxes at the bottom of the last page.

Risk Assessment Validation				Risk assessments must be validated annually	
The Signatory below confirms that the current risk assessment is still valid in all respects and that there have been no changes, that the hazards and risks are the same and that control measures specified remain adequate and sufficient.					
Validation Date		Validated by (name)		Signature	
Validation Date		Validated by (name)		Signature	

Risk Rating: ▓ L – Low (Activity can continue)   ▓ M – Medium (Activity can continue but must be monitored)   ▓ H – High (Activity must not continue)

If there have been significant changes then the risk assessment form must be re-written recognising and incorporating the changes.

Review

Risk assessments should be reviewed annually to ensure that they are still suitable and sufficient. If there have been any significant changes then the risk assessment should be re-written to incorporate the changes.

3.2.9 The risk assessment bank

There is an online bank of completed risk assessments on the College Portal. Electronic copies of all completed risk assessments should be uploaded to the specific department folder within the bank or forwarded to the Health and Safety Manager so that they can be deposited in the bank.

The risk assessment bank exists to:

- Hold a central record of completed risk assessments.
- Make risk assessments available to all.
- Enable the sharing of 'best practice' and improve health and safety standards.
- Allow internal quality assurance and audit.

3.2.10 Training

Risk Assessment training (Risk Assessment Made Simple) is available to book through the HR Portal. The engaging and enjoyable sessions are delivered via Microsoft Teams by the Health and Safety Manager and are for everyone including those responsible for completing or reviewing risk assessments along with managers that oversee the process in their area.

3.2.11 Completing the Risk Assessment Form

A simple self-study module is available to help and guide those completing the risk assessment form. The module is available on the Portal by clicking on the Green Health and Safety Tick. The link below should take you to the module:

https://healthandsafety.howCollege.ac.uk/_layouts/15/WopiFrame2.aspx?sourcedoc=/Shared%20Documents/RISK%20ASSESSMENT/TRAINING%20AND%20GUIDANCE/RISK%20ASSESSMENT%20-%20HOW%20TO%20COMPLETE%20THE%20FORM%20-%20MARCH%202022.pdf&action=default

3.2.12 Further Guidance and Information

Examples of completed and model risk assessments are available on the College Portal by clicking on the Green Health and Safety Tick. The HSE (Health and Safety Executive) also provide excellent practical guidance on their website https://www.hse.gov.uk/simple-health-safety/risk/index.htm.

3.3 – Electrical Safety

3.3.1 Introduction

In our daily lives we all use electricity safely without much thought. The College like all modern organisations, relies upon electricity to operate. However, electricity is a hazard and has the potential to seriously harm or cause death if not used responsibly. Electricity has no smell or sound and cannot be seen; electricity can kill.

It is important that we consider the significant risks from electricity, maintain adequate controls and look at ways to reduce risk and make it as safe as possible for everyone.

Health and Safety is all about preventing people from becoming ill or getting injured at work or through work activities. It is about creating a safe environment where hazards and risk are managed responsibly.

We have an obligation to manage and control the risks to prevent anyone from getting injured. This is very important for our organisation as we have a real duty of care to everyone that our activities may affect. We must consider the safety of ourselves, our colleagues, students, visitors, and members of the public.

3.3.2 Inspection and Testing – Fixed Wiring

The electrical supplies within our buildings, need to be maintained in a safe condition. This includes the electrical circuits, distribution boards (also known as fuse boards) and switchgear. This is managed by Facilities and completed by electrical contractors. This is normally carried out every 5 years and comprises of testing a percentage of the electrical infrastructure. Reports are produced and remedial works specified, where required.

3.3.3 Inspection and Testing – Portable Appliances

Portable appliances need to be formally inspected and checked for safety. This is called Portable Appliance Testing or PAT for short. How often depends upon the risk level. For example, the electrical lead on an industrial floor polisher is more likely to get damaged during use, when compared with an electrical lead to a computer located in an office.

In College we have decided on a 12 month PAT testing cycle regardless of the appliance. Specialist PAT testing contractors are used to carry out this testing and it is normally carried out during holiday periods to minimise disruption. Labels are applied to appliances to identify safety and appliances that fail will be removed from use.

3.3.4 Portable Appliances brought into College

Staff that use 'non College' portable electrical appliances in College should ensure that

they are safe to use. If in any doubt they must contact the Facilities team for advice before using the appliance. These appliances should also be PAT tested if older than 12 months and used in College on a regular basis or for an extended period. The Facilities team will be able to advise regarding this.

3.3.5 User Checks

Alongside PAT testing it is essential that all users carry out some basic checks **before** using electrical appliances. The simple check points below are as advised by the HSE:

Cable
Any damage to the cable, including cuts or fraying.
Cable trapped, snagged, kinked or routed unsafely.
There should not be any taped together joints.
Coloured wires should not be visible at the end of the cable where it joins the plug.

Plug
Damage to the outer casing of the plug including loose, missing or bent pins
Plug cover should be securely fitted to the plug.
No burn marks or staining on the plug.
Cable clamp missing or not securely gripping the outer of the cable.

Appliance
Check that a valid PAT test has been carried out and a valid 'in date' label applied.
Are there any loose parts, screws or damage to the outer cover of the appliance?
Burn marks or staining on the appliance itself that might indicate overheating.
Appliances that have been stored away for some time or not recently used should be carefully checked, especially if the appliance may have been stored in damp or dusty conditions.

Wall Socket or Supply
Socket should be undamaged.
Switches operating correctly.
Safety gate in place over the pin holes.
Never use multi plug adaptors.
Plug fully inserted **before** switching the power on.

Extension Leads

Only use an extension lead if there is no other option.
Check that a valid PAT test has been carried out on the extension lead.
Extension leads that are on a reel must be fully unwound to prevent overheating.
Cable and plug checks should be completed as above.
Never overload extension leads or use multi plug adaptors.
Check that the rating of the extension lead is suitable for the appliance.
Always use an RCD (Residual Current Device) or RCD protected circuit.

Checks during use - During use the appliance should be monitored to ensure it remains safe. Be watchful for strange noises or unexpected operation that may indicate a fault; the smell of burning or evidence of overheating or any loose or malfunctioning switches or controls.

Electrical Extension Leads - Great care must be taken when using electrical extension leads. Wherever possible appliances should be plugged directly into wall sockets rather than an extension lead. Tripping hazards from extension leads should also be considered and if used, the cable must be routed safely. Where the use of electrical extension leads cannot be avoided it is essential that leads are fully unwound to reduce the likelihood of overheating. Coiled or wound extension leads can generate heat during use and pose a real fire risk.

3.3.6 Chargers for Mobile phones and tablets

Staff must ensure that only legitimate chargers are used for mobile phones, portable devices and tablets. Users must ensure that the charger is as supplied by the device manufacturer or of an equivalent quality, serviceable, and suitable to power or charge the device. Inferior, non-branded or suspect chargers are not to be used in College.

Whilst the supply to the device is low voltage the adaptor itself is plugged into a mains supply. Users should ensure that the adaptor and plug unit is undamaged and safe to use. If in doubt, do not use and ask the Facilities Team for advice.

3.3.7 Faulty or Dangerous equipment

It is vital that electrical equipment is always safe to use. If there is any doubt regarding the safety of an electrical appliance, then do not use. The appliance must be disconnected or isolated from the electrical supply and taken out of use immediately.

Measures should be taken to ensure that the appliance is prevented from being used until its condition has been confirmed as safe. The fault must be reported to your manager and/or the Facilities team so that it can be inspected and repaired by a competent person.

Appliances that are beyond repair should be disposed of responsibly. The plug should be cut off, preferably with the lead, close to the appliance. Consider the options for breaking up the appliance to prevent anyone from attempting to use the appliance if found. Where possible clearly mark the appliance with permanent pen 'Do Not Use Faulty' or similar message.

3.3.8 Further Guidance and Information

Further information regarding electrical safety in College is available on the College Portal by clicking on the Green Health and Safety Tick. The HSE also provide excellent guidance on their website.

If you have any concerns regarding electrical safety in College then please speak to your Line manager, Facilities team or the Health and Safety Manager.

3.4 – First Aid

3.4.1 Introduction

As an inclusive organisation we welcome all people to learn, work and study in College. The subjects that we deliver and the activities that staff and students are involved with are wide ranging and varied; it should be no surprise that the potential for accidents and injuries is always present.

In addition to the potential for accidents we also have many students in College some with far ranging medical conditions that require medical support or first aider intervention whilst they are in College.

Health and Safety is about preventing people from becoming ill or getting injured at work or through work activities. We have a duty of care to all those that our activities may affect. We must always consider the safety of ourselves, our colleagues, students, visitors and members of the public.

As an organisation we have a legal and moral duty to provide First Aid support to those that may need it. This is achieved by having a team of trained and dedicated First Aiders in place in all areas of the College. These First Aiders are members of College staff that volunteer their services.

3.4.2 Aim of First Aid

The aim of first aid is often referred to as the three P's:

- **Preserve Life**
- **Prevent Deterioration**
- **Promote Recovery**

3.4.3   First Aid Training & Qualifications

All first aid training is delivered 'in house' by experienced College staff. The level of qualification needed should be based on the risks in the area where the First Aider will be working; we aim to provide an appropriate balance based on the location, activities carried out and those involved.

There are two recognised First Aid at Work Qualifications available:

- Level 2 Emergency First Aid at Work (1 day course)

- Level 3 First Aid at Work (3 day course)

Both qualifications are valid for 3 years.

The table below compares the topics covered by the two qualifications.

First Aid Qualification Comparison		
Topics covered	Qualification	
	Emergency First Aid at Work 1 day	First Aid at Work 3 day
The role of the First Aider	●	●
Managing an Emergency	●	●
Primary Survey of Patient	●	●
Communication and Casualty care	●	●
Unresponsive Casualty	●	●
Bleeding (minor and severe)	●	●
Burns & Scalds	●	●
Choking (adult)	●	●
CPR (adult) including use of a Defibrillator	●	●
Seizures (adult)	●	●
Shock	●	●
Asthma	These Topics are not covered on the one day Emergency First Aid at Work	●
Severe Allergic Reactions		●
Bone, Muscle & Joint Injuries		●
Eye Injuries		●
Head Injuries		●
Heart Attack		●
Low Blood Sugar & Fainting		●
Secondary Survey of Patient		●
Spinal Injuries		●
Stroke		●

Most First Aiders in College are volunteers who get trained and carry out the role for the benefit of the College. Some Staff are required to be First Aiders as part of their job role, and this is stated in their job description. Staff that want to become a First Aider are always welcome and encouraged if their role enables their first aid skills to be used in College. If interested, staff should discuss this with their line manager and/or someone from the HR department.

3.4.4 Additional Training

In addition to the qualifications shown above, additional training is provided to meet specific medical need in College.

Anaphylaxis Training – This training enables staff to understand more about what anaphylaxis is, what the symptoms of allergies and anaphylaxis are, and what can be done to help a person with anaphylaxis manage the condition. The training is accessible via the Portal at https://howCollege.sharepoint.com/sites/CPD/SitePages/Online-Courses.aspx

The training also covers the common symptoms to look out for and the vital first aid measures to take – including how to put a person in the recovery position and how to administer an auto-injector (AKA EpiPen) - should someone suffer from an anaphylactic incident.

This course is beneficial to all College staff as people with allergies who may be susceptible to Anaphylaxis are on the increase and many of our learners have allergies ranging from mild to severe.

3.4.5 First Aid Provision

As a large multi-site College, we deliver training and education to large numbers of students. All our students are different and this presents a challenge in providing the right levels of first aid and medical support when they are in College. This is important as many of our students are young, inexperienced, or vulnerable.

We continuously monitor and regularly review our first aid provision to make sure that we have the right number with the right qualification and experience in the right places. This was assessed in 2018 and again in 2021. The following are some of the factors that are considered:

- Location.
- Numbers of students on site.
- Ages and general experience.
- Activities carried out and the risks associated.
- Historical knowledge of previous first aid incidents for that area.
- Accident and Incident report statistics.
- Likely injuries or medical incidents.

- Students or Staff with Inclusive Assessments in place.
- Knowledge of students in the area with a higher risk.
- First Aiders that may have left the College or no longer hold the qualification.
- Staff with first aid responsibilities as part of their College role.
- HSE (Health and Safety Executive) guidance.

3.4.6 First Aider Responsibilities

College First Aiders have the following responsibilities: they must:

- Provide appropriate first aid treatment to staff, students, contractors, and visitors in accordance with the first aid training that they have received and the qualification that they hold.

- Be willing to arrange and co-ordinate additional medical support if required, for example calling an ambulance at the scene and liaising with the ambulance service as required.

- Complete the online Accident and Incident form (note that a temporary paper-based accident form is available to record accident details where computer access is not available at that time – See 3.4.12 below for more information).

- Familiarise themselves with the location of defibrillators, first aid boxes in their area and first aid treatment rooms.

- Check the contents and re-stock first aid boxes in their areas as required. (The Health and Safety manager will supply items to re-stock first aid kits and checklists and order forms are available on the Portal for First Aiders to use – See 3-4-12 below for more information).

- Ensure that their First Aid qualification remains valid and in date, and that requests for re-qualification training are made through HR well in advance of the expiry of their current qualification.

- Follow any first aid guidance provided and work positively with other first aiders to maintain the health of everyone in College

3.4.7 First Aid Procedure

Once a First Aider has been called to an incident they should:

- Carry their mobile phone with them (if they have one).
- Collect a first aid kit on the way to the incident.
- At the incident check that the area is safe and that there are no hazards.
- Quickly find out what happened from others at the scene.
- Put on protective gloves before dealing with the casualty.
- Make positive contact with the casualty and provide reassurance.

- Assess and treat the casualty in accordance with your training.

- Enlist the help of other at the scene where appropriate.

- Make the casualty comfortable during treatment and/or recovery.

- Call an ambulance without delay if required.

- Note down the basics of what happened, who was there etc.

3.4.8 Calling an Ambulance

Where required, First Aiders must take responsibility for ensuring that an ambulance has been called. When the First Aider is not the first at the scene of an incident that requires an ambulance, they must seek confirmation from those there that an ambulance has been called. If this cannot be confirmed, then the First Aider must ensure that a fresh call is made without delay.

Ambulances can be called by dialling 999 or 112 from a mobile phone. For many incidents it may be better for the First Aider to instruct another member of staff or responsible person, to make the call whilst they attend to the casualty.

The call should be made using a mobile phone as communication can then be maintained between the casualty, First Aider and Ambulance Service. Handsets can be placed in loudspeaker mode so that the First Aider can continue to talk to the Ambulance Service or crew whilst attending to the casualty.

Whoever calls, they must provide clear and accurate information to the ambulance crew so that they arrive at the correct entrance and location. Reception and Facilities staff must be informed without delay if an ambulance is called to ensure that barriers or gates can be opened before they arrive. Depending upon the Campus and scene of the incident, someone may be needed to go and meet and guide the Ambulance staff to the incident once on site.

3.4.9 Students - Transport to Hospital

Where a Student needs hospital treatment it is important that correct procedures are followed to ensure we continue to fulfil our 'Duty of Care' for the student involved.

For serious incidents it is vital that treatment should not be delayed and if an ambulance is required as an emergency then a '999' call should be made immediately. This is a decision that should be made by the first aider attending to the incident.

Note that under no circumstances should College staff use their own private vehicle to take Students to hospital.

To make these procedures easy to follow flowcharts have been produced and are available on the College Portal by clicking on the Green Health and Safety Tick.

Two flowcharts are available and should be used as required:

- **Learner under 18, SEN or with an EHCP**
- **Learner 18 or over**

3.4.10 Hospital Procedure – Students under 18, SEN or with EHCP

Where a student that needs to go to hospital is under 18 or SEN (Special Educational Need); or with an EHCP (Educational Health Care Plan) the relevant flow chart and associated notes should be followed. The following link should take you to the flowchart:

https://healthandsafety.howCollege.ac.uk/_layouts/15/WopiFrame.aspx?sourcedoc=/Shared%20Documents/ACCIDENTS/HOSPITAL%20FLOW%20CHARTS/Learner%20Hospital%20Flow%20Chart%20-%20Under%2018%20SEN%20and%20EHCP%20-%2010.05.19.pdf&action=default

3.4.11 Hospital Procedure – Students 18 and Over

Where a student that needs to go to hospital is over 18; the relevant flow chart and associated notes should be followed. The following link should take you to the flowchart:

https://healthandsafety.howCollege.ac.uk/_layouts/15/WopiFrame2.aspx?sourcedoc=/Shared%20Documents/ACCIDENTS/HOSPITAL%20FLOW%20CHARTS/Learner%20Hospital%20Flow%20Chart%20-%20Over%2018%20-%2010.05.19.pdf&action=default

3.4.12 First Aid Incident Reporting

For more information about Accident and Incident reporting please refer to Part 3.5 Accidents, Incidents and Near Misses.

For incidents that take place outside of or away from College the incident must still be reported by the First Aider using the online accident and Incident report as soon as possible after the incident.

3.4.11 First Aid Kits

First Aid kits are located throughout the College and can be found in all buildings and are stocked in accordance with BS 8599-1 and they are normally Medium or Large.

First Aiders must familiarise themselves with the locations of First Aid kits in their area and check the contents periodically to ensure that they are always available for use. Where appropriate first aid kit items should be unwrapped and ready to use. This will reduce delays when dealing with an incident. Note that sterile dressings should remain wrapped until needed.

The Health & Safety Manager is responsible for supplying First Aid supplies when

required. An order form is available on the College Portal for use by First Aiders to order stock.

The table below shows the contents of First Aid kits used in College.

Ref.	Item	Quantities	
		Medium	Large
A	Guidance Leaflet	1	1
B	Medium Sterile Dressing 12 x 12	6	8
C	Large Sterile Dressing 18 x 18	2	2
D	Triangular Bandage	3	4
E	Safety Pins	12	24
F	Eye Pad Sterile Dressing	3	4
G	Assorted Adhesive Plasters	60	100
H	Cleansing Wipes	30	40
I	Microporous Tape (roll)	1	1
J	Nitrile disposable Gloves (pairs)	9	12
K	Finger Sterile Dressing	3	4
L	Resuscitation Face Shield	1	2
M	Foil Blanket	2	3
N	Burn Dressing	2	2
O	Shears	1	1
P	Conforming Bandage	2	2

3.4.12 Bleed Kits

The College have bleed kits available in 3 locations. These kits have everything needed to deal with a significant life-threatening bleed until an ambulance arrives. They are supported by the Daniel Beard Foundation and approved by West Midlands Ambulance Service.

The kits are located as below:

Bleed Kit Locations	
The table below shows the location for the 3 Bleed Kits	
Campus	Building
Redditch	Alliance House – Reception Foyer
Redditch	Archer – Peakman Reception Foyer
Worcester	All Saints – Reception Foyer in AED cabinet

3.4.13 Defibrillators or AED (Automated External Defibrillator)

The College have a total of 11 strategically placed Defibrillators in College. These are checked and maintained by the Health & Safety manager. The locations are as shown on the table below:

Defibrillator Locations		
The table below shows the locations for all quantity 9 Defibrillators		
Building	AED	Location Information
	Model	
Brom	Reception *		Behind Reception counter
Brom	E Block		Electrical Office E block
Redditch	Alliance		In office behind Reception (wall mounted cabinet)
Redditch	Archer		Behind Reception counter to the right
Redditch	The Base		Stored in PG07
Worcester	Perdiswell	Phillips Heart Start	Sports Centre – Back door to Sports Pitch
Worcester	St Dunstan's		On the back wall of lobby to right of Café Hatch. Wall mounted Cabinet
Worcester	All Saints		On wall by Post Room in Reception Lobby
Worcester	St Andrew's		Entrance lobby by front window. Wall mounted cabinet
Worcester	Cathedral		Entrance Lobby on curved wall. Wall mounted cabinet.
Worcester	Malvern		Reception Lobby outside Admin Office. Wall mounted cabinet.

3.4.14 Support for First Aiders

The College appreciate the vital role that First Aiders carry out and understand that at times incidents may be difficult and traumatic for those involved. In these cases, it is important that the First Aider and others involved seek guidance and support afterwards. Staff involved are encouraged to discuss the incident with trusted colleagues, their Line manager or HR.

College managers must be aware of those that are First Aiders in their teams and be prepared to provide positive support to them when required and especially after a significant first aid incident.

Additional guidance is provided, to First Aiders, from time to time covering situations that may arise and updating them on treatments and procedures.

3.5 – Accidents Incidents & Near Misses

3.5.1 Introduction

Accidents and incidents occur in most organisations. Logically, as a large Further Education organisation we have an increased likelihood of accidents and incidents due to a number of factors; the size of our organisation; the number of people along with their age and experience; the wide range of activities that we deliver.

It is important that all accidents and incidents are investigated to establish the cause and what, if anything, needs to be done to prevent it happening again.

This is very important for our organisation as we have a duty of care to everyone that may be affected by our activities. We must consider the safety of ourselves, our colleagues, students, visitors and members of the public.

3.5.2 Definition of an Accident

There are many definitions of what an accident is. The definition below is a simple explanation of what an accident is.

> *'An unfortunate incident that happens unexpectedly and unintentionally, typically resulting in damage, loss or injury'*

Generally, accidents occur when something goes wrong, or mistakes are made. In most cases accidents have a cause and could have been prevented if the circumstances leading up to the accident had been different.

The likelihood of an accident occurring can increase or decrease depending upon various factors. This could be referred to as the risk level.

3.5.3 Incidents

In addition to accidents, we need to report other significant incidents that take place . Because of the nature of our organisation incidents will take place. Where incidents are significant it is important that they are reported the same as for accidents. Examples of incidents in College could be:

- Medical emergencies (e.g., unexpected chest pain or sudden collapse)
- Sports Injuries (e.g., Injuries received in a hard tackle with another player)
- Incidents involving existing injuries or medical conditions
- Behavioural Incidents or those involving violence, aggression or assault
- Any incident that warrants reporting and further investigation

3.5.4 Near Misses

Most of us at some time have been involved in incidents that could have resulted in injury or harm but thankfully didn't. In most of these incidents, the only reason that it did not result in injury or harm was simply down to pure luck or chance. The expression 'close call' is sometimes used. This incident is a 'Near Miss'. Also falling into the category of Near Miss are situations where an accident or incident hasn't happened but has the potential to cause harm for example a blocked fire exit or a potential fire or trip hazard

A simple definition of a 'Near Miss' is:

Event not causing harm, but with the potential to cause harm. This can also include a non-Injury accident.

It is vital that we recognise a 'Near Miss' incident or situation and report it so that it can be investigated, and measures taken to prevent it happening. If nothing is done, next time it is likely to result in injuries or worse.

Never ignore a 'Near Miss', report it as next time it may be serious. You or someone else could be hurt. All 'Near Misses' should be reported using the online accident reporting system.

3.5.5 Reporting Accidents and Incidents

In College we have an online accident and incident reporting system. The online accident form can be accessed via the College Portal by clicking on the online forms tile or the Green Health and Safety Tick. The form itself is user friendly and easy to complete.

It is important that as much information about the accident or incident is provided on the form. This will help when the incident is reviewed and investigated and may be required later if the incident escalates or if others are involved, for example the HSE under RIDDOR as detailed at 3.5.8 below.

3.5.6 Accident Incident Categories

It is important that we record accidents and incidents accurately. To help with this there are a total of seven categories to be used when completing accident/incident reports.

These categories will be shown as a drop-down selection list when using the online report form.

The categories are shown on the table below:

Incident Category Definitions	
Definition	Explanatory notes
Accident	An incident that happens unexpectedly and unintentionally, typically resulting in Injury, loss or damage.
Near Miss	Event not causing harm, but with the real potential to do so. Note that this is sometimes referred to as; a non-Injury accident.
Sports Injury	Incident resulting in an Injury but where it is related to the sports activity and could be reasonably anticipated, for example, injury caused by a rugby or football tackle or being struck by a ball to the face etc.
Existing Injury	Incident where someone has an Injury that they have received previously, for example, during the weekend or at another time. It could be in or out of College but is an injury that did not take place that day.
Existing Medical Condition	Incident that is directly related to an existing medical condition, for example, asthma attack or epileptic seizure etc.

Medical Incident	Incident in College where medical treatment is required or requested e.g., stomach pains, high temperature, heart attack or unexpected collapse
Other Incident	Incident that does not match or fit in with any of the definitions above but still requires to be reported and recorded.

3.5.7 RIDDOR

The Health and Safety Executive (HSE) require organisations to notify them when certain workplace accidents and incidents take place. This is a legal requirement in accordance with the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Accidents and incidents that fall into this category will be identified by the Health and Safety manager when accident and incident reports are first assessed.

There are seven main categories of incident that trigger reporting to the HSE:

- Work-related accidents which cause death.
- Work-related accidents which cause certain specified, reportable injuries.
- Work-related accidents where the person is incapacitated and unable to carry out their normal duties for more than seven consecutive days.
- Non-Fatal accidents involving non workers (e.g., members of the public) where they are taken directly to hospital for treatment following the accident.
- Diagnosed cases of certain industrial diseases.
- Certain 'dangerous occurrences' (incidents with the potential to cause harm).
- Gas Incidents.

Further detail on what specified reportable injuries, reportable occupational diseases can be found on the HSE website at https://www.hse.gov.uk/riddor/reportable-incidents.htm

To ensure that we are meeting our legal obligations it is vital that significant accidents and incidents are always reported. Note that this applies on campus or off.

If you are unsure of reporting under RIDDOR the Health and Safety Manager is available to provide clarification and support.

3.5.8 Accident Incident investigation

On receipt of an accident / incident report the Health and Safety Manager will review and triage the reports. After reviewing the Health and Safety Manager will ascertain whether a preventable accident has taken place and whether there has been a possible failure of processes or systems that has led to the accident / incident and trigger an investigation. It is the potential consequences and the likelihood of the adverse event recurring that should determine the level of investigation, not simply the injury or ill health suffered on this occasion.

The initial stage will be for the health and safety manager to forward the Accident form to the relevant departmental lead to look into the circumstances and immediate, underlying and root causes of the adverse event, to try to prevent a recurrence and to learn any general lessons. The assigned departmental lead will complete the investigation / assessment section of the accident / incident form as part of the process and forward on to the health and safety manager to review and determine whether a further health and safety investigation is required.

If further investigation is required this will be completed by the health and safety manager who will investigate the chain of events leading up to, and immediately after, the adverse event, determining the root cause and contributing factors. Following this the health and safety manager will put in place corrective and preventative action plan required to avoid repeat of the root cause contributing factors.

The health and safety manager will also determine whether any relevant risk assessments require review as a result of the adverse event and whether to forward the accident report to the Principal and Vice Principal.

3.6 – Hazardous Substances & COSHH

3.6.1 Introduction

In College we use and store many hazardous products and substances. It is important that we consider the risks from those hazardous substances and look at ways to reduce the risks and make it as safe as possible for everyone.

Health and Safety is all about preventing people from becoming ill or getting injured at work or through work activities. It is about creating a safe environment where hazards and risk are managed responsibly.

At work we have an obligation to manage the risks from Hazardous substances to prevent anyone from getting injured or becoming ill.

3.6.2 COSHH - Control of Substances Hazardous to Health

The Control of Substances Hazardous to Health Regulations 2002 is the legislation

relating to this. This is normally referred to using the acronym COSHH.

3.6.3 COSHH Assessment

COSHH Assessments should be completed for all hazardous substances and products. There is a specific COSHH Assessment form used for this and is available on the College Portal by clicking on the Green Health and Safety Tick.

3.6.4 Safety Data Sheet

Hazardous products should be provided with a Manufacturers Safety Data Sheet (or MSDS). The MSDS is a 16 part document that provides important information about the product and should be used to help complete the COSHH Assessment.

3.6.5 Labels and Package Information

Hazardous products should be clearly labelled and display the relevant warning diamond, or diamonds, in accordance with GHS (Globally Harmonised System).

3.6.6 Procedure

To effectively manage hazardous substances in College; managers should follow and adopt the points below:

- Get selected members of your staff COSHH trained.

- Review all the hazardous products and substances in your area

- Ask yourself, are they needed?

- Are there safer less harmful products or processes available?

- Use up or safely dispose of substances that are no longer needed.

- If hazardous substances are produced (e.g., wood dust or silica) are the risks adequately controlled and are safe procedures documented, fully implemented and followed?

- Obtain the product information from the supplier or manufacturer (Safety Data Sheets or product labelling)

- Complete a College COSHH assessment for each product or substance

- Ensure that the products are safely stored and correctly labelled.

- Ensure that appropriate signage is displayed.

- Provide emergency information to users and others at risk.

- Create and maintain a COSHH folder for each area.

- Ensure users are aware of the risks and safe procedures.

- Protect others from the risks.

3.6.7 COSHH Folder

Departments that use and store or produce hazardous substances should have an up to date COSHH assessment within their departments folder within on the Portal COSHH tile accessible via the health and safety green tick so that they are readily available for anyone that needs to find out about a hazardous substance or product used or produced in that area.

The COSHH folder should contain:
- A completed COSHH assessment for each substance or product

3.6.8 Further Guidance and Information

Further guidance and information in relation to hazardous substances and COSHH can be found on the College Portal by clicking on the Green Health and Safety Tick. The HSE also provide excellent guidance on their website.

COSHH training is also available through the HR Portal. Please see Part 3.12 of this Health and Safety Policy.

3.7 – Manual Handling

3.7.1 Introduction

In our daily lives we all lift, lower, push, pull and carry and hold things; this is manual handling. There is always the potential for injuries and accidents with manual handling and in 2022/23 27% of all work-related ill health was caused by Manual Handling injuries or MSD's (Muscular Skeletal Disorders).

It is important that we consider the risks from manual handling and look at ways to reduce the risks and make it as safe as possible for everyone.

Health and Safety is all about preventing people from becoming ill or getting injured at work or through work activities. It is about creating a safe environment where hazards and risk are managed responsibly.

In College we have an obligation to manage the risks from manual handling to prevent anyone from getting injured. This is very important for our organisation as we have a real duty of care to everyone that our activities may affect. We must consider the safety of ourselves, our colleagues, students, visitors, and members of the public.

The Manual Handling Operations Regulations 1992 is the legislation relating to Manual Handling.

3.7.2 Manual Handling Procedure

There are 3 key actions that should be considered when assessing manual handling tasks and activities, they are:

- **Avoid**
- **Assess**
- **Reduce**

Avoid – Wherever possible Manual Handling should be avoided. Strategies that may be used to avoid manual handling could be:

> Have items delivered to where they are needed (right place first time)
> Use of appropriate Manual Handling Equipment (for example, trollies etc)

Assess – Where manual handling cannot be avoided then it must be assessed.

As with any risk assessment it is vital that significant hazards are identified and control measures following the hierarchy of controls as detailed in section 3.2 . It may help to divide the task into its separate elements to identify the separate hazards involved.

For example;

1. Picking up the load;
2. Moving the load along the first part of the journey;
3. Negotiating obstacles, stairs, doorways and changes of level etc;
4. Placing the load at the destination.

Reduce – As part of the assessment for manual handling, control measures must be identified to reduce the risks of injury to as low a level as possible.

3.7.3 Assessment – Things to consider

When a manual handling task cannot be avoided it is important that the task is carefully assessed beforehand and significant factors considered. There are a range of factors that need to be considered and at first it may seem a daunting exercise. To help focus on these factors the assessment can be broken down into four parts.

The simple acronym **LITE** can be used for this.

LITE represents 4 main factors to be considered when assessing manual handling tasks and activities:

L   **Load**   *What is the load to be handled?*

I   **Individual**   *Who will be handling it?*

T   **Task**   *Why is it being handled?*

E   **Environment**   *Where is it taking place?*

Load

Weight – Do you know what it is? could it be too heavy?

Size – is it too big or bulky?

Difficult or awkward to hold?

Stability – is the load secure e.g., a moving load such as liquid, is it packaged securely

Individual

Your capabilities and Limitations

Physical Health or Disability

Clothing, Footwear etc

Are you in a vulnerable group? (see other factors to consider)

Will help be available?

Task

Why is it being moved? Is there another option; a safer way?

Distance and route (shorter isn't always the best or safest)

What Manual handling aids are available?

Duration and repetition of lifting

Does it involve twisting, stooping and reaching?

How much lifting from the ground will there be?

Do you have control of the work rate and breaks?

Is this a regular task? Is there a manual handling risk assessment in place?

Environment

Is it inside or outside?

Is the lighting, heating and ventilation adequate?

Are there steps, stairs and changes in level on the route?

Are there any other hazards to consider? e.g., vehicles

Are there any slippery or uneven surfaces?

Are there any potential slip, trip and fall hazards?

Other Factors to Consider

Age

Physical fitness and ability

Training and experience

Pregnancy

Disability or functional skills

Previous or existing injury or medical condition
Tiredness and fatigue
Medication or drugs

3.7.4 Vulnerable groups

New and expectant mothers, those with health conditions which place them at additional risk of injury, and workers below the age of 18, are generally to be discouraged from carrying out anything other than minor manual handling activities. Where an individual in these categories, has duties which would normally involve manual handling, their line manager is responsible for ensuring that they are not permitted to continue with these duties until the manual handling risks have been carefully assessed.

3.7.5 Manual Handling Risk Assessment

Where manual handling tasks and activities are a regular and/or recurring part of a job role (for example Facilities, Construction or Engineering) then specific manual handling risk assessments must be completed for those tasks and activities.

The manager for that area is responsible for ensuring that Manual Handling risk assessments are completed, documented, and made available to all those involved.

The aim of the Manual handling risk assessment is to identify tasks which present a risk of injury and specify the precautions required to reduce the risk to the lowest level that is reasonably practicable.

Copies of completed manual handling risk assessments must be sent to the health and safety manager for inclusion in the online risk assessment bank on the College Portal.

3.7.6 Manual Handling Training & Guidance

Manual Handling guidance is available on the Portal and can be accessed by clicking on the Green Health and Safety Tick. The HSE also provide excellent guidance on their website.

Engaging and enjoyable Manual Handling training is available in College via MS Teams and can be booked through the HR Portal.

3.8 – Work at Height – Use of Steps

3.8.1 Introduction

Working at height remains one of the biggest causes of fatalities and major injuries. Common cases include falls from ladders and through fragile surfaces. 'Work at height' means work in any place where, if there were no precautions in place, a person could fall

a distance liable to cause personal injury Most of us are involved with some form of working at height; it may be simply using a low footstool to access the top shelf of a cupboard or using a step ladder to change a light bulb or open a window.

It is important that, wherever possible, working at height is avoided. Where working at height cannot be avoided then it is important that the task and risks involved are carefully considered. We must ensure that adequate controls are in place and look at ways to further reduce the risk and make it as safe as possible for everyone.

The Work at Height Regulations 2005 is the legislation relating to this.

3.8.2 Work at Height Equipment

For the majority of work at height tasks in College; Steps, footstools and Step ladders are suitable. It is important that work at height equipment is suitable and serviceable.

It is important that work at height equipment is stored safely and securely so that only those trained can use it. Many work at height accidents involve people using steps and ladders without adequate training or permission.

3.8.3 Training

Staff that are required to use Work at Height equipment such as steps, footstools and step ladders in College must be trained and competent. They need to have attended a training session. Managers must identify staff that use work at height equipment and ensure that they are appropriately trained.

Training is available 'in house' and can be booked through the HR Portal. Details can be found in Part 3.12 of this Policy.

3.8.4 Inspection and user checks

Work at Height equipment must be of a standard suitable for use in a commercial environment. Guidance regarding acceptable standards in relation to work at height equipment is available from the Health and Safety Manager.

All work at height equipment must be visually checked before use by the user. In addition, monthly checks should be carried out by a competent member of staff and simple records maintained.

All work at height equipment should have a more thorough inspection annually and records maintained. A simple checklist can be used for this to ensure that nothing is missed.

3.8.5 General Safety

Work at Height tasks and activities need to be approached carefully. Even when using relatively low-level equipment there are risks. For anyone that works at height the following general safety points should be considered:

- Make sure that you are confident enough and able to complete the work at height task or activity.

- Always think the task through beforehand. Think about what could go wrong and how you are going to control the risk of it happening.

- Take your time; never rush or be tempted to cut corners.

- Frequent, regular or recurring work at height tasks should have a work at height risk assessment in place.

- Always consider the task that you will be doing on the steps, remember that the risks will still be there even when carried out off a set of steps.

3.8.6 Step Ladder Safety

For those that use steps or step ladders the following safety points should be followed:

- Ensure that the Step Ladder is suitable for the task and serviceable. A pre-use check must be carried out by the user before work starts.

- Ensure that the legs are fully open and the locking stays and/or platform are fully engaged before using.

- Never go higher than the top 3 treads when using a step ladder without a platform or stand on the top rail.

- Ensure that the feet are firmly resting on the ground and that the stepladder is stable without movement or rocking.

- When using a platform stepladder, depending upon the task, consider using a tool tray or tool belt so that the platform isn't cluttered and available to stand on if needed.

- Position step ladders facing the task or work area and avoid working side on as the steps may tip over. Where working side on is unavoidable then secure the steps so that they cannot tip or move sideways. An assistant can be used to stop the steps from moving.

- When using a platform ladder use the thighs and knees to brace against the stiles or side rails. This will offer additional support when using both hands.

- Never overreach – Get down and move the step ladder.

- Ensure footwear is appropriate, clean and dry before climbing.

- Always use the step ladder in accordance with the manufacturer instructions and follow all safety instructions provided by the manufacturer.

- Do not overload always allow for tools, materials and operative.

- Avoid using domestic grade step ladders in the College.

- Always climb up and down forwards and facing the treads.

- Cordon off the work area before starting.

- Look out for overhead hazards when climbing the Step-ladder.

- Always consider the risks from the task being carried out on the step ladder. The risks from drilling into walls are the same on steps as they are at ground level, is there a risk assessment in place?

3.8.7 Work at Height Risk Assessments

For the same work at Height tasks that take place often or are a regular part of the work in your area a work at height risk assessment should be completed. This will then ensure that other people doing the task for the first time can be made aware of the safe procedure and hazards associated with the task.

3.8.8 Work at Height Guidance

Work at Height guidance is available on the Portal and can be accessed by clicking on the Green Health and Safety Tick. The HSE also provide excellent guidance on their website.

3.8.9 Work at Height Permit to Work

For work tasks or activities that require working at height that may result in death or life changing injuries such as roof work or the use of a Mobile Elevated Work Platform (MEWP) should be subject to a work at height permit to work which is an individual risk assessment of the task and required safety measures to be applied. Permits to work are administered and issued by the College facilities department.

3.9 – Lone Working

3.9.1 Introduction

Lone Working is the term given to workplace activities that are carried out by staff working alone and/or without close or direct support or supervision.

Working alone is not against the law and is sometimes unavoidable. In many cases lone working can be safe to do but must be assessed.

Managers must assess all lone working in their area ensuring that the risks involved are carefully considered and that adequate controls are put in place to make lone working as

safe as possible. Ways to further reduce the risks should always be explored and changes made where appropriate.

3.9.2 Things to Consider

Whenever Lone Working is being considered it is important that potential hazards are explored and considered. Some (but not all) examples of Lone Working hazards are as below:

- Potential for accidents and injuries
- Violence or confrontation
- Equipment and machinery hazards
- The health of the Lone Worker including existing medical conditions
- Security and safety of the Lone Working location

3.9.3 Control measures and strategies

Lone Working, by its very nature has risk. Control measures and strategies that could be considered will depend upon the risks and practicality of any controls. Some examples of control measures or strategies that could be used are:

- Making sure that someone knows where you are and what you are doing.

- Agree beforehand what can and cannot be done whilst Lone Working

- Use a system of regular reporting (by telephone, email or text) at an agreed time (or times over the Lone Working period) to a responsible colleague or your line manager so that if contact isn't made at the agreed time this will alert them. They can then contact the Lone Worker themselves or raise the alarm.

- If the Lone Worker is mobile, agree areas to be visited so that risks are reduced. e.g., not out alone at night or only go to areas where there are other people.

3.9.4 Lone Working Guidance

Excellent Lone Working guidance from the HSE (Health and Safety executive) and the Suzy Lamplugh Trust, along with a generic Lone Working risk assessment is available on the College Portal and can be accessed by clicking on the Green Health and Safety Tick.

3.10 – Asbestos

3.10.1 Introduction

Asbestos is a naturally occurring fibrous mineral that is found within rock formations and was first discovered over 4,000 years ago.

Asbestos has been used in many ways and was used extensively in the construction of

buildings in the UK up until 2000. Asbestos had many beneficial properties that it added to products.

The use of Asbestos in the UK was banned in 1999. Some of our older College buildings still have Asbestos in them.

It is important that we assess the risks from Asbestos, know where it is in College and maintain effective controls to ensure that it remains safe for everyone. We should also look at ways to reduce the risk even further.

3.10.2 Health risks from Asbestos

Asbestos fibres are a risk to health when we breath them in or ingest them. Provided that the fibres remain stable and are not disturbed the risks to health are low. Asbestos is rarely if ever found in its natural state and is normally combined with other materials to create ACM's (Asbestos Containing Materials) for example asbestos cement sheeting or pipes. The Control of Asbestos Regulations 2012 is the legislation relating to Asbestos safety.

3.10.3 Asbestos Registers and Surveys

All relevant buildings have been professionally surveyed for the presence of Asbestos and Asbestos Containing Materials (ACM's). Reports have been produced and are available; and asbestos registers are in place and maintained by the Facilities department.

Asbestos and ACM's in College are managed by the Facilities team. Asbestos surveys and reports are reviewed periodically by specialist asbestos contractors engaged by the College.

3.10.4 Contractors

Where we have Contractors working on College buildings or their infrastructure it is important that they do not disturb Asbestos through their activities. All contractors working in College must consult with the relevant asbestos register before they start work. This is managed by the Facilities team.

3.10.5 Maintenance work

The Facilities team have all received Asbestos Awareness Training so that they carry out maintenance work safely and do not endanger themselves or others.

3.10.6 Further Guidance and Information

For those that want to find out more about Asbestos; an asbestos awareness slide module is available to view on the College Portal. This can be accessed by clicking on

the Green Health and Safety Tick.

If you have any concerns regarding Asbestos, then please contact the Facilities team or the Health and Safety Manager.

3.11 – Display Screen Equipment (DSE)

3.11.1 Introduction

In College you may need to use a computer workstation to carry out or support your role. From a Health and Safety point of view this is referred to as Display Screen Equipment (DSE). The Health and Safety (Display Screen Equipment) Regulations 1992 is the legislation relating to this (DSE Regulations).

It is important, as an organisation, that we consider the risks from DSE and look at ways to reduce the risks and make it as safe as possible for everyone. Computer workstations need to be correctly configured to provide an ergonomically safe and practical workspace.

At work we have an obligation to manage the potential risks from DSE.

3.11.2 Workstation Assessment

DSE users should assess their workstation and complete the self-assessment form that is available on the College Portal. Significant concerns or actions from this assessment should then be discussed with their manager and/or Health and Safety.

3.11.3 Eyecare

As a DSE user the College provide eyecare support in accordance with the DSE Regulations; The College will provide a free eye test to DSE users that request one. The College operate a scheme with the optician 'Specsavers' and vouchers for the eye test are issued by the Health and Safety Manager.

Note that this is the only way that eye tests are provided in College. Private eye tests or those undertaken without the voucher will not be reimbursed. The Health and Safety manager should be contacted beforehand so that a voucher can be arranged. Note that the Specsavers voucher cannot be used retrospectively and must have been issued and received before the optician visit takes place.

In addition to the free eye test the voucher will also provide for spectacles if required exclusively for computer work. More details regarding the scheme are available on the Portal by clicking on the Green Health and Safety Tick or by contacting the Health and Safety manager.

3.11.4 Support

DSE users should be supported by their line manager in assessing workstation assessments and addressing issues.

Where additional support and guidance is required the Health and Safety manager will provide this and can meet with staff to review their workstation arrangements.

3.12 – Health and Safety Training

3.12.1 Introduction

It is important, as a responsible organisation, that we consider hazards and look at ways to reduce risk and make the College as safe as possible for everyone. One of the most effective control measures in any risk assessment is information, instruction and training and to help with this and to develop a positive health and safety culture we have structured Health and Safety induction and a range of bespoke 'in house' training packages.

Relevant and engaging training and clear instruction is key in maintaining a safe workplace with staff that are motivated to maintain a safe environment.

3.12.2 Mandatory Health and Safety Induction (Online)

This online session is mandatory for all staff and must be completed by all new members of staff within their probationary period; thereafter, all existing staff must complete the module every 3 years. The Induction module is accessed through 'Moodle' via the College Portal and is completed individually using a computer that is connected to the College network.

This session is made up of two parts and takes around 40 minutes to complete:

Part 1 - Online Induction Course. This is an engaging interactive module which provides a general overview of Health and Safety in College. This module is self-study and should take approximately 25-30 minutes to complete.

Part 2 - Compulsory Health and Safety Assessment. This consists of 27 interactive multi choice questions. The questions are based on the content completed in Part 1. Staff must successfully complete this part (the pass mark is 80%). Staff can have 3 attempts at the questions. The highest score will be taken. This part takes approximately 10 minutes to complete.

The health and safety manager should be contacted if there are any problems with the module, assessment or if there is anything that isn't fully understood.

Those that successfully complete the course will have their CPD records updated by HR.

3.12.3 Departmental Health and Safety Induction

Managers must ensure that all new members of staff are taken through health and safety induction for their area as soon as possible after starting work. This must include emergency procedures and specific risks associated with the role and the function of the department.

Some areas will be higher risk than others (for example Engineering or Construction) and the Departmental Induction needs to be organised and delivered accordingly.

3.12.4 Live Health and Safety Training

A range of bespoke training sessions have been developed with the majority delivered via Microsoft Teams by the health and safety manager.

Not all of the training is mandatory, and managers are responsible for considering, in the interests of safe working, if members of their teams should attend additional health and safety training sessions.

To book onto a training session go to the HR Portal, select a session, and request a place. The sessions available are detailed below.

3.12.5 Risk Assessment made Simple

This 60 minute session will be beneficial to all as risk management is a key element in creating and maintaining a safe workplace and everyone plays a part. Everyone needs to manage risk. Department leads should also consider this module for any staff who are responsible for carrying out or updating risk assessments.

3.12.6 Fire Awareness and Fire Marshal

This session is for those with responsibilities for fire safety and evacuation. The session is beneficial for all staff but is specifically aimed at managers, leaders, facilities staff and all fire marshals. The session is delivered via Microsoft Teams and is made up of a slide module and short film, The slide module covers: what fire is; what it needs to exist; principles of putting a fire out; classes of fire and the type of fire extinguisher and their use, fire procedures; fire detection; raising the alarm; responsibilities; assembly points; fire signage; Incident controller role; facilities responsibilities; fire marshal duties. This session also includes discussion on the film highlighting human behaviour in fire situations and reinforcing the importance of the fire marshal.

3.12.7 Evacuation Chair Operator

This 90 minute session is for those that want (or are required) to be able to use an evacuation chair and help those with reduced mobility, negotiate stairs safely in an evacuation.

The session is broken down into two parts. The first part is completed remotely by the candidates. This is a useful 10 minute film from the chair manufacturer (Evac+Chair International). A link is sent to the candidates ahead of the practical 'face to face' session.

The second part is the Introduction to the evacuation chair, our responsibilities and duty of care, evacuation procedures and options for those with reduced mobility along with the locations for the 21 chairs that we have in place; this is followed by practical demonstration of how to use followed by hands on practice where candidates will be given the opportunity to practice using an evacuation chair.

To ensure that everyone has enough time to practice with the chair each session is limited to no more than 4 candidates with a minimum of 2 candidates required to run the session.

3.12.8 Workplace Assessment – Work Experience

This 60 minute session is for those involved with work experience placements. Specifically aimed at those that are responsible for carrying out workplace assessments and those that manage the process.

The session covers; Our duty of care and responsibilities; work experience procedures; guidance available to workplace providers; Insurance requirements; College procedures; Introduction to the assessment form and management of records.

3.12.9 Educational Trips and Visits

This 60 minute session is for those that are involved with organising or managing educational trips and visits (this is any activity where students are taken off campus).

The session covers; our duty of care; things to consider; types of trip; roles and responsibilities, risk assessments, introduction to the online trips form; approval, review, consent and record keeping.

3.12.10 Manual Handling

This 60 minute session is for all staff. Everyone will be involved with manual handling from time to time (some more than others) and it is important that everyone is made aware of the risks and what should be done to make manual handling safe.

The session covers; what manual handling is; approach to manual handling and safe principles; our responsibilities; manual handling assessments; correct lifting techniques; things to consider; the use of manual handling equipment and hints and tips for safe lifting and handling.

3.12.11 Hazardous Substances (COSHH) Introduction

This 30 minute session is suitable for all staff that want an appreciation and understanding of hazardous substances (COSHH = Control of Substances Hazardous to

Health) and their safe control and use.

For those that are responsible for the day to day management and control of hazardous substances they should attend this session followed by the follow on session 'COSHH Procedures' (see below). This session covers; What Hazardous substances are; COSHH Regulations; our responsibilities; labelling of products; introduction to PPE (Personal Protective Equipment); user responsibilities; procedures and introduction to the COSHH folder.

3.12.12 Hazardous Substances (COSHH) Procedures

This 30 minute session is a follow on to the session 'COSHH Introduction' (see above) and is for those that deal with hazardous substances in their area on a day to day basis. This includes managers, leaders and those responsible for the day to day management, and use of hazardous substances.

The session covers; reviewing what you need and what you have; Introduction to Safety Data Sheets, the College COSHH assessment form; putting together the COSHH folder for your area; storage arrangements; disposal of unwanted products; options for the use of less hazardous products.

3.12.13 Work at Height – Safe Use of Steps

This 60 minute session is for anyone that uses steps or footstools to access things higher than they can reach from the ground; for example, getting things down from shelving or putting them back.

The session covers the principles of working at height safely including:

- Equipment options and standards

- User checks before and during use

- Annual Inspection

- Key safety points for using steps

- Work at Height Risk Assessment - Steps

3.12.14 Asbestos Awareness

This 60 minute session is for anyone that wants to know more about Asbestos in College.

The session covers; What Asbestos is and why it was used; The health risks from Asbestos; Where it can be found in College; what we are doing to keep it safe; what to do if you suspect Asbestos is present.

3.12.15 Inclusive Risk Assessment

This 60 minute session is suitable for all staff that need an appreciation of the importance of carrying out inclusive risk assessments. The session is aimed at those that may be required to complete inclusive risk assessments for learners in College. The session covers the principles and procedures to be adopted including the forms to use and effective and responsible management of information.

3.12.16 Fire Extinguisher Training

This is a self-study online training module for those that may be required to use fire extinguishers in the early stages of a fire emergency. The interactive self-study slide

module includes links to guidance films and should be completed in around 30 minutes. The training requires the successful completion of a multi choice quiz based on the slide module. The quiz consists of 10 questions which should take around 10 minutes to complete. The pass rate is 80%.

3.13 – Educational Trips and Visits

3.13.1 Introduction

Educational trips and visits include all College organised activities that are carried out off campus. This document explains the processes and procedures to be followed by all staff planning to take students on an organised Educational Trip or Visit outside of the College. This is regardless of whether it is within or outside of College hours. The visit may or may not be residential and may or may not include transport. Some examples (not all) of trips or visits are:

- Visit to an exhibition or museum.
- Taking SEN students for a walk or other beneficial activity (for example shopping)
- Visiting companies or organisations related to the course being studied.
- Sports fixtures and activities
- Students carrying out or being involved with a project out of College.
- Residential trips for example uniformed services or Princes Trust.
- Walking tour of the local area
- Team building recreational activities (for example Karting or paintballing)

In simple terms whenever we take students off campus it is defined as a trip or visit and needs to be properly planned; trips form completed; approval obtained and consent in place **before** the trip takes place.

It is a requirement that College staff planning, organising or attending Educational Trips and Visits (trips and visits) complete the training session delivered by the Health and Safety manager. This is available through 'Passport'.

All trips and visits documentation can be found on the Portal within the Green Health and Safety tick.

3.13.2   Planning the trip or visit.

The Trip Leader is primarily responsible for planning the visit, this must include:

Approval. Approval by appropriate CRQ Leader/Manager or Assistant/Vice Principal or member of SLT.

Risk Assessment. Risk assessments must be completed for the activity (or activities) being undertaken; travel arrangements and accommodation (if residential). Note that risk assessment guidance is available on the College Portal and risk assessment training is available through the HR Portal. A selection of 'model' risk assessments for trips are also available on the Portal within the Green Health and Safety tick.

Ratios. Staff that will be going on the trip must be identified so that that appropriate ratio (Staff: Student) are maintained:

Group	Ratio	Notes
14-16 year old	1:12	
16-18 year old	1:15	
Over 18	1:20	
Those on Overseas trips	1:15	Where 16 years or older
LLDD		As agreed, and specified in the risk assessment

Staff roles. Suitably trained or qualified members of staff (e.g., first aider, swimming instructor, driver etc) must be identified and nominated where required.

Costs. The trip must be fully costed and approved by the budget holder prior to the trip taking place.

Covering Letter. A suitable letter (covering letter) must be prepared and given to all students attending the trip. The letter must provide details for the trip so that the person providing consent and/or agreeing to the trip is fully aware of the scope of the trip. Example covering letter templates are available on the Portal.

Consent Form. Blank consent forms must be given to every student attending the trip. The consent form must also be accompanied by the covering letter as described above. The consent form is available on the Portal within the Green Health and Safety tick.

Online Trips form. Completion and approval of the online Educational Trips and Visits form is required for all trips and visits.

3.13.3 Roles

There are various roles involved with planning, organising and approving a trip. These roles are explained below:

Trip Leader:

This member of staff has overall responsibility for the trip or visit and **MUST** be attending the trip.

The Trip Leader is responsible for ensuring that the online trips form is completed and must check and validate the completed form before submitting for approval. The Trip Leader cannot be the Approver.

Where the Trip Leader is unable to complete the online trips form themselves an Administrator may be used (see below). The Trip Leader

Administrator:

The Administrator is a member of staff able to input information and help complete the online trips and visits form. More than one administrator can be used for more complex trips and visits or where it is cross campus. The Administrator will nominate the Trip Leader on the form as agreed and can work in conjunction with the Trip Leader to complete the form.

Once the form is complete the Administrator will send to the nominated Trip Leader for checking and validation.

Approver:

Authorises the trip/activity.

Reviewer:

Before approval is given the Approver can refer the trips form to another member of staff or department for specialist advice or guidance, for example, safeguarding or health and safety.

3.13.4 Types of Trip or Visit

There are broadly 3 types of Trip or Visit:

- Course

- Cross College
- Regular Activity

Course Trip – Students from one course attend a trip or visit.

Cross College Trip – Students from multiple courses attending a trip or visit.

Regular activity * – Students that attend sporting fixtures spread out over the College term or year or students undertaking regular timetabled activities for example town centre visits two or three times each month.

* Important Note. For regular activities a single covering letter and consent form may be used to cover more than one individual trip, visit or activity.

3.13.5 Destination of Trip or Visit

There are 3 destination groups for Trips or Visits:

- Local – Within 10 miles of Campus
- National – UK mainland excluding islands (Northern Ireland, Isle of Man etc)
- Overseas – Including UK islands and other countries.

3.13.6 Validation

Once the online trips and visits form has been completed and before it is sent for approval the Trip Leader must check and validate the form. The validation requires the Trip Leader to confirm the following statements:

- I confirm that this trip form is complete, and all sections and associated documents have been fully checked by me;

- I can confirm that students requiring consent have been identified and signed consent forms will be obtained and retained before the trip takes place.

- I confirm that I have discussed this trip with my line manager before submitting the form.

- I confirm that there are no foreseeable Safeguarding concerns at this stage and that any concerns identified whilst completing the form have been discussed with a member of the College Safeguarding Team.

- I confirm that there are no significant Health & Safety issues outstanding and that all foreseeable significant risk has been assessed and adequate controls put in place.

- I confirm that the levels of supervision and support are appropriate for this trip and in accordance with College procedures and guidelines.

3.13.7 Approval

Once the online trips and visits form has been checked and validated by the Trip Leader it can be sent for approval by the relevant person. The approval level is

based on the Trip destination as shown on the table below:

Trip Destination	Approver
Local	CRQ Leader
National	CRQ Manager
Overseas	Deputy Principal or member of ELT

The approver selected should have a connection with the department or curriculum area involved with the trip. Normally this will be the Trip Leader's line manager.

The approver must satisfy themselves that all risks have been adequately considered and should ensure that a College risk assessment (or assessments) has been included in the completed trips form.

The nominated approver has the option to pass the approval onto another manager, Assistant Principal, or member of SLT (Senior Leadership Team) if required.

3.13.8 Educational Trips and Visits form

The Educational Trips and Visits form is an online form that can be accessed via the Portal either by clicking on the 'Online Forms' tab or the Green Health and Safety Tick.

The online form is made up of the following 8 sections:

1. Trip details
2. Venue details
3. Transport
4. Accommodation
5. Risk assessment
6. Costs
7. Insurance
8. Emergency Contact information

Section 1 – Trip Details

Trip Leader – This is the member of staff who is responsible for the trip or visit and **WILL** be attending the trip. If you are organising the trip on behalf another member of staff/course/department a trip leader must be nominated.

Anticipated Student Numbers – It is important to know how many learners have special educational needs and any other specific support that the learners on the trip may need. This should be reflected in your staffing ratio and your risk assessments.

All staff attending the trip or visit must be recorded on the online form.

Section 2 – Venue

All venues to be visited during the trip or visit must be recorded. This section enables multiple venues to be added.

For trips or visits that include a significant element of risk, additional risk assessments must be provided by the venue, for example, outdoor activity centres, theme parks, trampolining parks etc. These must be uploaded onto the online trips form in section 5.

College risk assessments must show full details of the activities taking place and the venue or venues.

Section 3 – Transport

Clearly indicate the method of transport to be used.

Section 2a minibus details - The minibus driver must hold a valid license and permit to signify that they have completed a practical minibus assessment.

Section 2b – provide details of external company providing transport and driver.

Section 2c – provide any other transport details relevant to trip. If using train, plane, ferry etc indicate station location, departure time and arrival time at opposite location. Include ticket numbers if relevant.

Section 4 – Accommodation

All accommodation used during a residential trip or visit must be recorded. This section allows you to enter multiple accommodation locations.

If no accommodation is required on the trip or visit, then tick the no accommodation box.

Section 5 – Risk Assessment

All significant risks must be considered and included in a College risk assessment.

All College trips must have an appropriate College risk assessment.

Completed risk assessments must be uploaded to this section.

Risk assessment must include all areas of trip or visit including transport, venue, accommodation, activities, and support for identified learners.

A selection of 'Model' risk assessments are available on the Portal, under the green Health and Safety tick. Where used, these risk assessments must be checked to ensure

that all risks are adequately covered and that it fits the trip and those going on it. The 'Model' assessments should be amended as required so that they are 'fit for purpose'.

If you need further support with risk assessments, then contact the College Health and Safety Manager.

Section 6 – Costs

This section must be completed when there is any cost to the learner or the College.

Authorisation from your CRQ Leader or Manager, and/or Vice or assistant Principal must be obtained before committing expenditure or entering into any binding agreements with external companies.

Any costs to students must be set up on the online shop. Complete the "Online store, new products request" form which is on the Portal under College documents – finance.

Cash must not be taken by members of staff for any trips or activities, but students can make cash payments for trips via the relevant Reception.

Section 7 – Insurance

Ensure there is adequate insurance in place for transport, venue and accommodation as appropriate. External companies should be able to provide you with a copy of their insurance certificate. This can be uploaded onto the form.

If you have any queries about insurance, then please contact the Finance department.

Section 8 – Emergency Contact Information

All learners and staff attending the trip or visit must be entered into the emergency contacts section.

Students/course groups can be imported onto the sheet using the search facilities.

Details should be cross referenced against the consent forms to ensure any medical or additional information is recorded and reflected in the risk assessment.

3.13.9 Consent

Consent must be in place for all students attending each trip or visit. This consent must be 'informed consent' with the consent giver having all the necessary details for the trip or visit (contained in the covering letter) so that their decision is an informed one.

> The Consent form is available on the Portal within the Green Health and Safety tick. The consent form must be printed off for each student on the trip. The consent form

comprises of 4 sides of A4 paper; there are 7 parts to the form:

Part 1. Trip and Student details
Part 2. Medical Information
Part 3. Doctors Details
Part 4. Emergency Contacts
Part 5. Additional Information
Part 6. Student Signature
Part 7. Parent or Guardian Signature

A printed consent forms should be handed to each student on the trip along with the covering letter. The consent form is then completed and returned before the trip takes place; completion as below:

Students 18 and below and adult SEN students – The form is completed by the parent or guardian. The student should complete and sign part 6 where they agree to taking part in the trip or visit and abiding by the student code of conduct at all times.

Students aged 19 and above – The form should be completed by the student themselves. They do not need to complete Part 7. But should give consent by completing and signing part 6.

3.13.10 Management of Consent form after the Trip or Visit

All consent forms must be retained for a period of 10 days after the trip has ended, this is called the 'retention period'. During the retention period consent forms must be securely stored to maintain privacy and protect personal information.

If there were no significant incidents or accidents during the trip, or reported during the retention period, consent forms can be destroyed as 'confidential waste'.

However, if there was a significant incident or accident during the trip or one was reported during the retention period, the consent form (or forms) for all those involved must be retained.

This is so that, if required later, the consent form is available and can be linked to the trip form and accident/incident report.

Where consent forms need to be retained, they must be scanned, and the file uploaded to the online trips form. There is a link available for completed trips see below:

Educational Visits   Forms

Trip Form Pershore Volunteer Centre Visit by GUARDIANS - L3 Year 2 Digital Media

Use this page to update or complete the details of a visit. When you have marked all sections as complete the visit details can be sent out for approval.

- 🔒 Section 1 - Trip Details
- 🔒 Section 2 - Venue
- 🔒 Section 3 - Transport
- 🔒 Section 4 - Accommodation
- 🔒 Section 5 - Risk Assessment
- 🔒 Section 6 - Costs
- 🔒 Section 7 - Insurance
- 🔒 Section 8 - Emergency Contact Information
- 📇 Additional Information - Consent Forms

Click on this link to upload scanned consent forms that are being retained

Trip Leader
👤 William Griffiths `Creator`

Approvers
👤 James Duckhouse

Administrators
👤 Donna Gander
👤 Mark Seyler
👤 Tina Hourigan

Activity Log

Clicking on the link will open another screen page to enable the selection and uploading of the consent form (see below).

Educational Visits   Forms

Additional Information - Consent Forms

This section is for the safe storage of retained consent forms. It allows you to upload scanned consent forms which are to be retained. This section becomes available once a trips form has been submitted. Once the consent form (or forms) has been scanned and uploaded it must be destroyed as confidential waste.

This section is only to be used to store consent forms that are being retained after the trip due to a significant incident during the trip. You can return to this section after the trip has taken place to upload scanned forms.

For trips where there has not been a significant incident the consent forms should be managed as normal; for example, retained for 10 days after the trip has taken place then destroyed as confidential waste.

Consent forms only need to be uploaded to this section if there has been a significant incident or accident during the trip.

Select files...

Filename	⊙	Date Submitted	⊙
⏮ ◀ **0** ▶ ⏭			No items to display

Back to Details

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Once an accurate clear scan of the consent form has been captured, the paper copy of the consent form can then be disposed of as 'Confidential waste'.

The trip leader is responsible for the management of the consent forms including, storage, scanning where required and disposal.

3.14 Slips Trips and Falls

3.14.1 Introduction

Slipping, Tripping and Falling accounts for one third of all accidents in the workplace in the UK and is the single biggest cause of workplace injury.

This section explains what Slips, Trips and Falls are and what we can do to prevent them happening in College.

3.14.2 What are Slips Trips and Falls Slips

Slips are where someone falls over by losing traction with the surface underfoot. Some examples are:

- Spilt liquid or a wet surface
- Highly polished, greasy or slippery surface
- Inappropriate footwear

Trips
Trips are where someone gets caught on something that they have not seen; Some examples are:

- Trailing cables or electrical leads
- Uneven floor surface
- Clutter and obstructions

Falls
Falls are when someone falls over and are normally injured when they land. Some examples are:

- Changes in level
- Unprotected edges with a fall from height (e.g., the edge of a loading platform)

3.14.3 Causes of Slips Trips and Falls

Slip and trip accidents happen for a number of reasons such as obstructions in walkways, poor housekeeping and / or poor design and maintenance.

Human factors are a major contributory cause of such accidents. People often have a poor perception of slip, trip and fall risks and often fail to recognise, report and manage them effectively.

3.14.4 Preventing Slips Trips and Falls

We all have a responsibility to help prevent Slips, Trips and Falls in College. Some measures to help with this are:

- If you are involved in an accident or near miss, make sure that it is reported as soon as possible. This will ensure that it is investigated properly, and measures put in place to prevent it happening again. Remember next time it could be more serious.

- If you cause or see a spillage, then clean it up or cordon it off and report as soon as you can so that the area can be made safe.

- Keep the College tidy. Don't let clutter build up and pose a risk. Dispose of rubbish promptly and put things away as soon as you can. Keep your own areas tidy and safe.

- Ensure that students place their bags and coats etc out of the way and not in aisles or corridors.

- If you see some clutter then either tidy it up, move it or report it to someone so that it is dealt with.

- Report any trip hazards that you may see for example raised paving, or damaged or defective flooring.

- Wear footwear appropriate for the surface.

- If you see a hazard that cannot be moved, cordon it off where possible and report so that it can be made safe.

- If running electrical cables or leads ensure that they are routed to prevent or reduce trip hazards. Consider running cables out of the way at high level or by taping down and marking the hazard where they cross walkways.

- Always use handrails when going up or down stairs and don't carry too much

3.15 – Inclusive Risk Assessments

3.15.1 Introduction

We are an inclusive College and inclusivity is one of our core values. It is important that we extend our risk assessments to include all learners and staff in College regardless of their physical and mental condition including disability.

As an organisation, we need to identify staff and learners that need additional support so that they can participate safely and achieve by looking at ways to reduce the risks and make it as safe as possible for them.

Health and Safety is all about preventing people from becoming ill or getting injured at work or through work activities. It is about creating a safe environment where hazards and risk are managed responsibly.

3.15.2 Inclusivity

As a genuinely inclusive organisation, it is vital that we consider the health, ability and safety of our students and staff. Where a student or member of staff makes us aware of a personal challenge or obstacle that may affect their time in College then we need to respond.

Examples of the sort of personal challenge or obstacle can be found below. Note that this is not an exhaustive list.

- Disability

- Medical Condition

- Existing Injury or Illness

- Mental illness

We should assess the challenge or obstacle by completing an inclusive risk assessment. This normally involves sitting down with the person and looking at what can or should be done to make their time in College better.

The inclusive risk assessment should also focus on any significant health and safety factors, for example a carpentry student with uncontrolled epilepsy in a workshop with sharp tools and other hazards should they collapse.

3.15.3 Inclusive Risk Assessment

The inclusive risk assessment should normally take place as a 'face to face' meeting and must include members of the team that work directly with the student or member of staff.

The aim of the assessment meeting is to look at the challenges or obstacles and identify things that we and/or the person themselves can do to make their time in College safe, engaging and rewarding. It is essential that any adjustments identified and agreed are achievable and that those involved are made aware of what they need to do.

For those with a significant disability or medical condition it is vital that any emergency actions are identified. This could include the administration of first aid or the need for an ambulance.

3.15.4 Guidance

For those that need to complete inclusive risk assessments there is clear and simple guidance in the form of a slide module available on the College Portal. The slide module also includes example assessments and a link to the blank inclusive risk assessment form.

Here is the link to the guidance slides:

https://healthandsafety.howCollege.ac.uk/_layouts/15/WopiFrame.aspx?sourcedoc=/Shared%20Documents/RISK%20ASSESSMENT/INCLUSIVE%20ASSESSMENT/GUIDANCE%20SLIDES%20-%20INCLUSIVE%20RISK%20ASSESSMENT%20-%20%207%20SEPTEMBER%202022.pptx&action=default

3.15.5 Recording the Inclusive Risk Assessment

It is important that inclusive risk assessments are recorded and available for relevant staff to access. The form to be used is based on the standard College risk assessment form and uses a High, Medium, Low (Red, Amber, Green) risk rating format.

Here is the link to the blank Inclusive Risk Assessment form:

https://healthandsafety.howCollege.ac.uk/_layouts/15/WopiFrame2.aspx?sourcedoc=/Shared%20Documents/RISK%20ASSESSMENT/INCLUSIVE%20RISK%20ASSESSMENT/Inclusive%20Risk%20Assessment%20Form%20-%20Blank%20-%20November%202023.doc&action=default

3.15.6 Management and control of Information

The completed inclusive risk assessment (assessment) must be carefully managed as it is likely to contain sensitive personal information. The completed assessment should be checked by the Author and those involved (including the person to which it relates) to make sure that it is an accurate reflection of the assessment meeting and agreed actions.

Once it has been confirmed that the assessment is accurate a copy in electronic form should be uploaded and retained.

For Learners, a copy of the completed assessment should be uploaded onto the learners

'Pro-Monitor' page. It is vital that those involved in supporting the learner in accordance with the assessment are made fully aware of the assessment along with their responsibilities.

For Staff, a copy of the assessment should be sent to HR and the manager of the member of staff. Co-workers may need to be included but this should be discussed and agreed with the member of staff before the information is shared.

3.16 – Pandemic Control

3.16.1 Introduction

In College it is important that we consider the health of staff and students and that we consider the risks from significant diseases and look at ways to reduce and control the risks and make it as safe and healthy as possible for everyone by reducing the spread of disease.

Health and Safety is all about preventing people from becoming ill or getting injured at work or through work activities. It is about creating a safe environment where hazards and risk are managed responsibly.

At work we have an obligation to manage the potential risks from a pandemic should one exist. This policy will refer to the most recent Coronavirus pandemic.

3.16.2 What is a Pandemic

A **pandemic** is an epidemic of an infectious disease that has spread across a large region, for instance multiple continents or worldwide, affecting a substantial number of individuals.

Throughout human history, there have been a number of pandemics of diseases such as smallpox. The most fatal pandemic in recorded history was the Black Death also known as The Plague which killed an estimated 75–200 million people in the 14th century. The term had not been used then but was used for later epidemics, including the 2020 COVID19 pandemic

3.16.3 Coronavirus

SARS-CoV-2, a strain of coronavirus, was first detected in the city of Wuhan, China, in December 2019. It caused a pandemic with cases of acute respiratory disease, referred to as coronavirus disease 2019 (COVID-19). More than 200 countries have been affected by COVID-19. The World Health Organization defined the spread of COVID-19 as a pandemic in March 2020 marking the first global pandemic since the 2009 swine flu pandemic.

As of 31 August 2022, the number of people infected with COVID-19 has reached more than 704 million worldwide. The current death toll being 7,010,681. It is believed that

these figures underestimate true totals as testing did not commence in the initial stages of the outbreak and many people infected by the virus have no or only mild symptoms so may not have been tested.

Similarly, the number of deaths may also be understated as fatalities may have not been attributed to other conditions.

3.16.4 Spreading the Disease

Diseases can be spread by various ways and some diseases are spread more easily than others due to their strength and nature. Below are the two main ways that disease is spread.

- Breathing in droplets from infected people nearby breathing, coughing, or sneezing into the air.

- Ingesting the disease after contact with contaminated surfaces. For example, touching a contaminated surface then touching your face, mouth or nose with your contaminated hands.

- Direct skin contact with an individual.

- Contact with contaminated body fluids

To prevent the spread it is important that we target the ways that the disease can be spread.

3.16.5 Preventing the Spread of Diseases

To prevent or reduce the spread of diseases there are effective measures that can be taken. These measures are more effective if used together.

- Always follow any government or public health advice.

- Wash hands frequently and effectively.

- Maintain appropriate safe social distance from others.

- Catch coughs and sneezes and dispose of the tissue.

- Consider having one-way circuits for pedestrians.

- Limit the number of people in a space at the same time.

- Put in place physical barriers or screens to prevent the spread of the disease through airborne droplets.

- Wear face coverings when close contact cannot be avoided.

- Self-test regime in place to monitor and detect if you have the disease.

- Isolation for those infected.
- Effective vaccination regime to limit the spread.

3.16.6 Risk Assessment

In the event of a widespread pandemic a comprehensive risk assessment needs to be completed. The completed risk assessment needs to be visible on the College website and available to students and staff.