



HEALTH AND SAFETY POLICY 2014

As approved by The Corporation – 14th July 2014

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SECTION 1 STATEMENT OF INTENT

The Corporation, Principal and Chief Executive and Senior Management of Godalming College recognise that health and safety is a fundamental part of an effective and efficient enterprise and as such the College acknowledges its legal responsibilities for providing, so far as is reasonably practicable, a safe and healthy workplace and working environment for staff, students and all other persons on its site.

It is recognised that the legal responsibilities of the Corporation, Principal and Chief Executive and Senior Management of the College have been increased by the Corporate Manslaughter and Homicide Act 2007 which creates a new offence of corporate manslaughter for death caused by gross breach of a relevant duty of care.

Everyone on the College site is required to follow safe working practices in accordance with current legislation and to ensure that no action taken by them will compromise the health and safety of any person.

The Health and Safety Commission published in October 2007 updated guidance recommending health and safety responsibilities for company directors and the board members of public sector and voluntary organisations.

The Corporation of Godalming College has nominated **David Adelman** as the member of staff responsible for keeping the Corporation informed and advised of all relevant matters concerning performance.

Signed

Hugh Pile
Chair of Corporation

Date

Signed

David Adelman
Principal and Chief Executive

Date

SECTION 2 RESPONSIBILITIES AND REPORTING LINES

The following are accountable to the Principal and Chief Executive for implementation of the Corporation’s health and safety policy as follows:

Assistant Principals and Director of Services The Health and Safety Co-ordinator	For curriculum and support services Responsible to the Director of Services for securing a safe working environment and co-ordinating the implementation of the health and safety policy and for working with Directors of Faculty and Heads of Departments/Managers on the implementation of risk assessment and safe working practices within the curriculum
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CORPORATION MEMBERS		
PRINCIPAL & CHIEF EXECUTIVE		
ASSISTANT PRINCIPALS (2) and DIRECTOR OF SERVICES		
HEALTH AND SAFETY CO-ORDINATOR		
HEADS OF DEPT/MANAGERS	MICRO BIOLOGICAL H&S ADVISER	RADIATION H & S ADVISER
FIRST AIDERS	FIRE WARDENS	
STAFF		

2.1. THE PRINCIPAL AND CHIEF EXECUTIVE

The Principal and Chief Executive is responsible to the Corporation Members for all Health and Safety matters associated with students, staff and visitors while on the College premises or on any associated activities.

Prime responsibility for health and safety rests with the Principal and Chief Executive of the College who has direct concern for this policy, accords health and safety matters the foremost priority and ensures implementation of all agreed procedures.

2.2 ASSISTANT PRINCIPALS AND DIRECTOR OF SERVICES

The Assistant Principals and Director of Services are responsible for:-

- Drawing up the health and safety policy and monitoring its effectiveness on a regular basis.
- Ensuring that all aspects of the policy are kept up to date and that any relevant changes are communicated to members of staff.
- Ensuring compliance with all legal requirements.

- Measuring health and safety performance and reviewing practices where necessary and amending this policy as appropriate
- Reporting as appropriate to the Corporation Members on health and safety matters.

The Director of Services is additionally responsible for:-

- Line management of the Health and Safety Co-ordinator
- Chairing the Health and Safety Committee meetings and co-ordinating its work.
- Acting as Fire and Evacuation Officer in the event of fire or when conducting fire drills.
- Deputising for the Health and Safety Co-ordinator in his absence, where required.

2.3 HEALTH AND SAFETY CO-ORDINATOR

The role of Health and Safety Co-ordinator is undertaken by the Estates Manager who is responsible for:-

- Providing/obtaining advice for Heads of Department/Managers and other staff in carrying out their respective health and safety duties, and the promotion of safety awareness throughout the College.
- Utilising on-line sources of information and services of external Consultant in order to understand matters relating to health and safety legislation and to be informed on changes in legislation which may affect the College and its activities.
- In conjunction with the Director of Services, and with support from our external Consultant for arranging training and/or refresher training courses, internally or externally, to ensure awareness among staff of the requirements of safety legislation and so that they may fulfil their health and safety responsibilities in accordance with this policy.
- Investigating and reporting accidents and occurrences notified to him in accordance with legal requirements and for keeping the required records.
- Liaising with the Director of Services in arranging adequate and appropriate first aid cover and training throughout the College.
- Ensuring that fire risk assessments are carried out to meet statutory requirements and for implementing any actions necessary under the direction of the Director of Services.
- Maintaining the College's fire log.
- Conducting daily, weekly and monthly fire checks (as per check lists) regarding fire precautions and general fire safety.
- Maintaining all plant and equipment so that it is safe and safe to use in compliance with current legislation. This includes:-
 - Provision and maintenance of fire alarms and fire extinguishers, including testing of fire alarms on a regular basis.

- Periodic testing and inspection of the fixed electrical system.
- Periodic testing and inspection of portable electrical appliances
- Periodic testing of air conditioning, water storage tanks and similar plant.

- Co-ordinating fire evacuation procedures, including provision of guidance and information to staff and students and in arranging evacuation practices.

- Informing the Director of Services in the first instance with escalation if necessary to the Principal and Chief Executive of any instances where advice tendered by the Health and Safety Co-ordinator has not been accepted by other members of staff, students or contractors.

- Ensuring that audits are undertaken by our external Consultant twice per year (normally in the Autumn and Summer terms) of the buildings and places of work to ensure that the premises are safe and that safe working practices are being followed by staff, students and contractors.

- Inspecting the premises or parts of the premises periodically to ensure that the buildings, equipment etc are safe and not a risk to staff, students and others.

- Ensuring that, where necessary, protective equipment is supplied, correctly used and maintained, and that records are kept for all items of local exhaust ventilation and respiratory protective equipment.

- Ensuring that contractors are working safely on our site, including issuing permits to work and checking method statements and inspection of public liability insurance documents.

- Ensuring that contractors are made aware of known hazards that exist in the proximity of their work area and of the associated precautionary measures they must take.

- Ensuring that all risk assessments are undertaken by the relevant persons for all curriculum matters including visits and ensuring that control measures and procedures are implemented by Curriculum and Support staff.

- For implementing and documenting Safe Working Procedures in all curriculum matters and ensuring that procedures are implemented by Curriculum and Support staff.

- For auditing agreed practices and procedures, under the direction of the Director of Services.

- Ensuring that all records relating to health and safety are kept in accordance with College policies relating to storage and retention of records, including dates, action necessary and action taken.

- For ensuring that appropriate checks are made prior to work experience placements by students, including visiting or arranging for the external consultant to visit premises used on work experience, to ensure learner safety.

- For ensuring that the health and safety implications of the Disability Discrimination Act are identified and implemented in conjunction with the Equal Opportunities Policy and the Equality and Diversity Strategy.

2.4 SAFETY COMMITTEE AND STAFF SAFETY REPRESENTATIVES

The Corporation fully accepts the requirement for joint consultation with recognised trade unions and staff representatives on health and safety matters, and in particular the effective implementation of rights and obligations created by the Safety Committees and Safety Representatives Regulations 1977 and associated HSE Approved Codes of Practice. To this end a Safety Committee meets at least twice a year. The Committee is chaired by the Director of Services and other members will include:-

College Principal and Chief Executive
 Director of Services (Chair)
 Representatives from curriculum areas
 Representative from Directors of Faculty
 Head of ILT Services
 Health and Safety Co-ordinator
 Student Representatives
 Trade Union Representatives

Staff are able to raise safety issues through the above representatives or directly with the Health and Safety Co-ordinator. Minutes of meetings are published on the staff portal (see Cross College/Health and Safety) – see link:

<https://crosscoll.godalming.ac.uk/healthandsafety/H%20%20S%20Documents/Forms/Standard.aspx?RootFolder=%2fhealthandsafety%2fH%20%20S%20Documents%2fHeath%20and%20Safety%20Committee%20%2d%20Minutes&FolderCTID=0x01200067378893F0B0544D8495BC78D1897C2B&View=%7b3ACBBC71%2d612E%2d4005%2dA4EB%2d47EB4931690D%7d>

Minutes are also placed on the health and safety notice board outside the Reprographics Office in the Main Building.

Safety Representatives elected by recognised trades unions and co-opted staff representatives are, after giving the Health and Safety Co-ordinator reasonable notice of their intention to do so, authorised to carry out the functions described in the 1977 Regulations including:-

- Investigation of potential hazards and dangerous occurrences at the workplace and examining the causes of accidents at work.
- Investigation of complaints by any member of staff he/she represents relating to that member of staff's health, safety and welfare at work.
- Inspection of the workplace periodically, and at any time whenever substantial changes in conditions of work have occurred.
- Making representation to the Health and Safety Co-ordinator in respect of potential hazards, accidents and general matters of health, safety or welfare at work of the members of staff.
- Consultation at the workplace with the Inspectors of the Health and Safety Executive or any other enforcing agency and to receive information from such inspectors.
- Attending meetings of the College's Health and Safety Committee when nominated to do so by his/her trades union or by co-option in accordance with the jointly agreed constitution and terms of reference of the committee.

- Inspecting and making copies of any document relevant to the workplace, or to the members of staff, which the College is required to keep by virtue of any statutory provision and with certain exceptions any other information within the Principal and Chief Executive's knowledge that is necessary for the Staff Safety Representatives to fulfil their functions.

2.5 HEADS OF DEPARTMENT/MANAGERS

Heads of Department and Managers are directly responsible to the Principal and Chief Executive, through the Assistant Principals and the Director of Services, for ensuring that staff and students work in a safe manner and understand their health and safety responsibilities.

The Principal and Chief Executive requires all College Heads of Department/Managers to accord the same level of priority to health and safety matters, and requires all College staff and students to be fully aware of the policy and to see that it is followed to ensure that no action taken by them will compromise the health and safety of any person.

It is the duty of such responsible staff directly or through delegation (which must be detailed in writing) for:-

- Making arrangements for the implementation of the health and safety policy and for monitoring its effectiveness within their specified areas.
- Ensuring that a risk assessment is conducted on all activities on and off site (in accordance with the responsibilities listed under 3.30 Risk Assessments within this policy), and that a safe system of work is produced for, and followed by, staff and students. When any off-site activity or visit is being planned the appropriate procedures including separate risk assessment, as appropriate, must be followed. In certain departments where hazardous substances are used, staff responsible will need to make an assessment under the COSHH regulations.
- Informing the Health and Safety Co-ordinator about any special or newly identified hazards or new hazards about to be introduced.
- Ensuring that written procedures are compiled and updated as necessary covering safe systems or methods of work in respect of potentially hazardous machines or processes and for the control of health hazards. Such procedures are to be submitted to the Health and Safety Co-ordinator for inclusion on the staff portal under Cross College/Health and Safety. Reference to procedures and any issues relating to compliance to be detailed within the Self-Assessment Review for each Department.
- Inspecting places of work periodically to ensure that safe working practices are being carried out by staff, students and contractors.
- Ensuring that all plant and equipment held within their area of control is regularly examined, tested and relevant maintenance records compiled and that any defective equipment which creates a safety hazard is immediately withdrawn from use and conspicuously labelled to that effect.
- Ensuring adequate and appropriate supervision and training of existing and new staff, students and visitors.

- Ensuring that emergency evacuation and other emergency procedures are made known to all staff, students and visitors in their respective departments. This complements general guidance that is provided as part of induction for students and staff and by notices displayed around the College.
- Reporting immediately all accidents and incidents to the Director of Services who will inform and liaise with the Health and Safety Co-ordinator.
- Reporting any fires immediately to the Fire and Evacuation Officer (Director of Services), whether or not the fire alarm was activated.
- Informing the Director of Services in the first instance with escalation as necessary to the Principal and Chief Executive of any instances where advice tendered by the Health and Safety Co-ordinator has not been accepted.
- Ensuring that records are kept of dates, action necessary and action taken.
- Ensuring that, where necessary, protective equipment is supplied, correctly used and maintained, and that records are kept for all items of local exhaust ventilation and respiratory protective equipment.
- Ensuring the safety of their work area by daily checking of escape routes, electrical safety and safety notices and reporting any defects immediately.
- Being aware of their own role in workplace stress reduction and management and to ensure that staff are adequately supported.
- Attending health and safety awareness briefings and refresher briefings when required.

2.6 STAFF RESPONSIBLE FOR WORK EXPERIENCE PLACEMENTS

The College endorses the Safe Learner Concept developed by the Education Funding Agency and requires that all staff who are responsible for any work based learning or work experience will take all steps that are reasonably practicable to ensure that the following ten standards are met: -

- The employer has a health and safety policy
- The employer has assessed risks including those to young persons and put in place control measures to reduce risks
- The employer has made adequate arrangements for dealing with accidents and incidents, including the provision of first aid
- The employer provides staff with effective supervision, training, information and instruction
- The employer provides and maintains suitable and appropriate equipment and machinery which is safe and without risks to health
- The employer has made arrangements for the provision and use of necessary personal protective equipment and clothing
- The employer has made arrangements for fire and other foreseeable emergencies
- The employer provides a safe and healthy working environment
- The employer manages health and safety appropriately
- The employer manages learners' and young persons' health, safety and welfare, including where appropriate CRB (DBS) disclosure.

All students going on work-based learning or work experience should be made aware of health and safety issues in the work place and given appropriate literature. If an employment placement does not match the criteria for Health and Safety as required by the Health and Safety at Work Act 1974 the College will not use that employer until these requirements are met.

2.7 MICRO BIOLOGICAL HEALTH AND SAFETY ADVISOR

The College Micro biological Health and Safety Advisor is responsible to the Health and Safety Co-ordinator for advising on the matters relating to health and safety in micro biological work and to the implementation of the Health and Safety Policy in respect of micro-organisms. The Advisor is responsible for:-

- Advising on the observance of the relevant Regulations and Codes of Practice including the restriction of exposure, the use and maintenance of engineering controls and the classification of work areas.
- The preparation of local rules, codes of practice and safe systems of work for inclusion in the Health and Safety Policy and Procedures and monitoring the work area in conjunction with the Health and Safety Co-ordinator.
- Informing the Health and Safety Co-ordinator and the Fire Service in advance of the nature and degree of any infectious hazards to be encountered in the event of fire.
- The member of staff currently appointed to this role is the Head of Biology.

2.8 RADIATION PROTECTION SUPERVISOR

The Radiation Protection Supervisor is responsible to the Health and Safety Co-ordinator for giving advice on the overall implementation of the Health and Safety policy in respect of ionising radiation. The Advisor is responsible for:-

- Advising on the observance of regulations and codes of practice relating to lasers and ionising radiation.
- The preparation of local rules, codes of practice and safe systems of work for inclusion in the Health and Safety Policy and Procedures.
- Monitoring work areas, conducting radiation surveys and initiating action, in conjunction with the Health and Safety Co-ordinator, whenever excessive contamination or exposure is detected. Initiating action so as to obtain necessary measuring equipment to determine the intensity of laser beams as required.
- Liaising with the Radiation Protection Adviser (Michael Gooding MSc FSRP CRadP CPhys appointed for 4 year term from February 2014) to arrange an annual advisory check of equipment including source leakage tests and to respond to any actions identified.
-
- Preparing and submitting returns as necessary and preparing a register of laser users to supply to the Health and Safety Co-ordinator.

- Informing the Health and Safety Co-ordinator and the Fire Service in advance of the nature and degree of radiation hazards to be encountered in the event of fire.
- The member of staff currently appointed to this role is the Head of Physics.

2.9 HEAD OF ILT SERVICES

The Head of ILT Services has particular responsibility to ensure the implementation of the Display Screen Equipment Regulations 1992 (amended 2002), to carry out and keep records of the necessary workstation assessments and to advise on the general safety of the College network in liaison with the Health and Safety Co-ordinator.

2.10 FIRST AID PERSONNEL

As required by the Health and Safety (First Aid) Regulations 1981, we appoint sufficient qualified First Aiders and Appointed First Aiders, as appropriate to our environment.

Details of responsibilities and provision of first aid are contained with the first aid procedure, which is displayed on the health and safety notice board in the Reprographics room and can be found on the staff portal via the following link:

<https://crosscoll.godalming.ac.uk/healthandsafety/H%20%20S%20Documents/First%20Aid%20Procedure.docx>

2.11 PERSONS RESPONSIBLE FOR FIRE SAFETY

The Director of Services is the 'responsible person' as required under the Regulatory Reform (Fire Safety) Order 2005. The responsible person is the principal duty holder under the Order and therefore has responsibility for ensuring that fire safety arrangements are adequate including fire risk assessment, fire precautions, fire evacuation arrangements and training.

The Health and Safety Co-ordinator performs the legal role of 'competent' person for fire safety. This person has a level of training, experience and knowledge which allows them to understand and manage fire safety. The Health and Safety Co-ordinator is also responsible for ensuring that fire precautions are managed on a day to day basis.

The Director of Services is the Fire and Evacuation Officer who is responsible for co-ordinating the evacuation of the buildings in the event of fire. The Health and Safety Co-ordinator performs the role of Deputy Fire and Evacuation Officer.

Fire Wardens are responsible for the orderly evacuation of their defined area, by ensuring that the floor is clear of people and reporting on the status of their area to the Chief Fire Warden in the Assembly Area. Teachers on duty at the time of the fire take on the role of Fire Wardens for classrooms and other teaching areas. Other staff will also be appointed as Fire Wardens with responsibility for specific areas. The Emergency Evacuation Procedure is found on Godalming Online and is displayed in all classrooms, offices and key areas.

2.12 COLLEGE STAFF

All College staff have as individuals, a responsibility for the health and safety of themselves and others under common law and Sections 7 & 8 of the Health and Safety at Work Act 1974.

Staff have responsibility for:-

- Exercising the appropriate degree of care when performing any College-related activity, whether on or off site, so as to reduce the risk of injury to themselves and others.
- Taking positive steps to understand the hazards associated with their work and the necessary precautions to deal with them safely.
- Familiarising themselves with the College Health and Safety Policy and Procedures, follow the practices for the safe use of machines and materials wherever they may be and not to interfere with any electrical equipment or anything provided for safety.
- Reporting any accident or incident to appropriate staff or to Reception, whether or not anyone is injured; an accident / incident form will need to be completed.
- Reporting any dangers, hazards or other health and safety concerns to appropriate staff.
- Undertaking a daily check in their own work areas for any hazards including fire and electrical hazards and reporting any issues or concerns to the Health and Safety Co-ordinator or Director of Services.
- Assisting with any emergency evacuation or safety issue.

3. ARRANGEMENTS

3.1 ACCIDENTS AND ACCIDENT REPORTING

All accidents should be dealt with in accordance with our First Aid Procedure which can be found on the staff portal via the following link:

<https://crosscoll.godalming.ac.uk/healthandsafety/H%20%20S%20Documents/First%20Aid%20Procedure.docx>

Information such as types and frequencies of all accidents are also monitored by the Health and Safety Co-ordinator in liaison with the external Health and Safety Consultant to establish any underlying cause/s in order that changes can be made to improve health and safety performance.

In addition, the Health and Safety Co-ordinator is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995. See link to HSE website: <http://www.hse.gov.uk/riddor/>

In the absence of the Health and Safety Co-ordinator the Director of Services is responsible for reporting under RIDDOR. If the Director of Services is absent The Principal and Chief Executive or one of the Assistant Principals will act accordingly.

3.2 ALCOHOL AND SUBSTANCE MISUSE

In order to ensure health and safety in the workplace, it is necessary to regulate the use of alcohol and drugs. The separate Substance Abuse policy which can be found on the staff portal via the following link:

<https://crosscoll.godalming.ac.uk/healthandsafety/H%20%20S%20Documents/Substance%20abuse%20Policy%202012.docx>

3.3 BUILDING INSPECTIONS

All building inspections are the responsibility of the Health and Safety Co-ordinator.

Periodic and/or ad hoc inspections take place of the College buildings or part of the buildings in order to identify any safety risks. In addition, a full health and safety audit of the condition of the buildings and grounds is conducted twice per year.

Daily, weekly and monthly fire safety checks take place to ensure that fire precautions are in place and fire safety issues are managed effectively.

3.4 CONFINED SPACES

Confined spaces are areas that are a risk to health and safety because of their enclosed or semi-enclosed nature and/or the specific hazards contained within them.

The Confined Spaces Regulations 1997 state that the risks contained within these spaces should be controlled.

The Health and Safety Co-ordinator is responsible for identifying any confined spaces within our premises and undertaking a risk assessment to control the risks and for ensuring that the control measures are in place and effective.

3.5 CONSULTATION WITH MEMBERS OF STAFF

Consulting members of staff on health and safety matters is an important part of creating and maintaining a safe and healthy working environment and is a legal requirement under the Management of Health and Safety Regulations 1999.

This legislation requires that members of staff should be consulted on matters affecting their health and safety at work. These include:-

- The information that members of staff must be given on the likely risks and dangers arising from their work, measures to reduce or eliminate these risks and how to deal with a risk or a danger;
- Any change which may substantially affect their health and safety at work, for example in procedures, equipment or ways of working;
- The arrangements for having competent people to help satisfy the requirements of health and safety law;
- The planning of health and safety training.

We consult with our members of staff in respect of the above by means of the Health and Safety Committee meetings and by means of communication with Heads of Department/Managers, the Health and Safety Co-ordinator and the Director of Services.

3.6 CONTRACTORS

The Health and Safety at Work Act 1974, not only imposes duties upon each employer and member of staff but also extends to persons directly or indirectly employed carrying out work on Godalming College premises.

The high standards of safe working required by Godalming College from its own members of staff are equally required from our contractors. The Health and Safety Co-ordinator ensures that contractors are assisted in any practical way to facilitate this requirement. Full co-operation by contractors with Godalming College is required.

Contractors should adopt all requirements in Godalming College's policy on health and safety. In addition, the Health and Safety Co-ordinator ensures that contractors:-

- Have in place current policies for Employers and Public Liability Insurance sufficient to cover their responsibilities under the contract.
- Not to use, without prior written authority, any plant, tools or equipment belonging to Godalming College.
- Recognise that any breach of statutory requirements committed by them may result in curtailment of their work where necessary until such a breach is remedied.

- Provide method statements and any other supporting documentation on request.
- Only carry out high risk activities if a Permit to Work has been issued to them by the Health and Safety Co-ordinator.
- Notify Godalming College verbally (and in writing if requested by us) immediately of any accident, accident or dangerous occurrence which is notifiable under RIDDOR which is sustained or witnessed by them or their agents.

3.7 DISPLAY SCREEN EQUIPMENT

In accordance with the Display Screen Equipment (Health and Safety) Regulations 1992, we train and assess each member of staff to ensure that they are working safely and comfortably at their workstation. For some staff this will involve consideration of all the equipment that they use at different locations across the College (as well as at home and elsewhere for College purposes).

The purpose of the training is to explain how we reduce the risks associated with using display screen equipment and how to set up a workstation correctly. The workstation training and assessment is delivered by means of an assessment check by an ILT Technician or other suitably trained person or via an on-line training program with follow-up discussions as necessary with the ILT Technicians. All new staff should complete the on-line training within 5 days of joining.

The Health and Safety Co-ordinator in liaison with the ILT Technicians rectify any issues and provide equipment or furniture as necessary as a result of the assessment.

Members of staff are asked to advise the IT Help Desk each time they move desk positions, their desk is physically moved or when their job changes substantially, in order that a new workstation assessment can be conducted for them.

The Head of ILT Services is our competent person for workstation assessments. He is trained in the requirements of the Display Screen Equipment (Health and Safety) Regulations and in ergonomics and is available to assist where someone is concerned about their workstation set-up or is experiencing any discomfort when working at their workstation.

See also 3.17 regarding assessment for working at home.

3.8 DRIVING FOR WORK

Employers have a legal obligation to assess and manage the risks associated with driving for work. Driving for work is any driving undertaken as part of a member of staff's role. It does not cover driving to and from the member of staff's usual place of work.

There are very few staff who have need to drive on College business and this will normally be occasional and involve travel to other Colleges for meetings or training (eg. S7), sports fixtures, visits to students on placement or similar activities. A generic risk assessment has been compiled which contains a checklist of guidance to be followed by staff who need to drive on College business. This is circulated on an annual basis to all staff.

3.9 ELECTRICAL SAFETY

In accordance with the Electricity at Work Regulations 1989, all portable electrical equipment and apparatus is regularly tested in accordance with the guidance provided under the legislation.

In addition, the fixed wiring of the building is also inspected every five years in accordance with the guidance under the Electricity at Work Regulations 1989 and remedial works carried out in accordance with the findings of the inspection.

The above works are organised and managed by the Health and Safety Co-ordinator.

Due to the fire risk associated with portable heaters, they must be used with caution. They should not be allowed to come into contact with combustible material or be left switched on when nobody is present.

Electrical extension leads are permitted, but additional extension leads must not be plugged into an extension lead. In addition, power points should not be overloaded by using multi point adaptors.

3.10 EXTERNAL SUPPORT

In accordance with the Management of Health and Safety at Work Regulations 1999, the Director of Services and the Health and Safety Co-ordinator have access to external health and safety support.

3.11 EYE AND EYE SIGHT TESTING

Any staff using display screen equipment whilst at work are entitled to free annual eye and eye sight tests under the Health and Safety (Display Screen Equipment Regulations) 1992.

If eye and eye sight test results show that a member of staff requires spectacles for computer work specifically relating to work at the College, they will be entitled to a contribution towards the spectacles.

The eye and eye sight test procedure can be found on the staff portal via the following link:
<https://portal.godalming.ac.uk/Staff%20Handbook/Employment%20Policies%20and%20Procedures/Staff%20Benefits/Eye%20test%20form%20Oct%202010.docx>

3.12 FIRE SAFETY AND EMERGENCY PROCEDURES

The Health and Safety Co-ordinator is responsible for ensuring that, in accordance with the Regulatory Reform (Fire Safety) Order 2005, fire risk assessments are undertaken every two years and that the findings identified from the risk assessment are actioned to reduce risks.

Our Emergency Evacuation Procedure can be found on the staff portal via the following link:
<https://crosscoll.godalming.ac.uk/healthandsafety/H%20%20S%20Documents/Emergency%20Evacuation%20Procedure%20October%202012.docx>

3.13 FIRST AID

The First Aid (Health and Safety) Regulations 1981 require employers to conduct a risk assessment at least annually to determine what first aid facilities are required for the business including the correct number of first aid personnel required and the provision of first aid kits.

The Health and Safety Co-ordinator is responsible for determining the first aid facilities required by means of an annual risk assessment.

The first aid objective is to provide initial assistance to a member of staff or visitor before being seen by a qualified person, ambulance paramedic or doctor.

The first aid procedure contains information about first aiders and provision of first aid. This procedure includes the arrangements for first aid out of normal college hours. The procedure is posted on the health and safety notice board and can be found on the staff portal via the following link:

<https://crosscoll.godalming.ac.uk/healthandsafety/H%20%20S%20Documents/First%20Aid%20Procedure.docx>

Our policy is that we have a minimum of one fully trained person with the “First Aid at Work” qualification. At other times, including holidays there will be an “Appointed Person” at all times.

3.14 GAS SAFETY

In accordance with the Gas Safety (Installation and Use) Regulations 1998, we must ensure that we control the risks associated with gas and carbon monoxide poisoning.

The Health and Safety Co-ordinator is responsible for ensuring that all of our gas appliances including boilers and water heaters are serviced annually so that they are working efficiently and safely.

3.15 HAZARDOUS SUBSTANCES

In accordance with the Control of Substances Hazardous to Health Regulations 2002 we have a duty to assess the health risks associated with the storage, use and disposal of substances which fall under these regulations.

In any curriculum area where there are substances that are hazardous to health, the Head of Department/Manager ensures that the necessary assessment of these substances is made, and establishes, in liaison with the Health and Safety Co-ordinator, procedures for the safe storage, use and disposal of these substances.

Where a risk is identified, the appropriate Head of Department/Manager ensures that, in their own area, the College procedures for storage, use and disposal are adhered to. An inventory of all hazardous substances in that curriculum area is maintained, written assessments undertaken and updated in accordance with the Regulations as necessary.

The Health and Safety Co-ordinator is responsible for identifying any hazardous substances which are not connected with the activities of any academic department and undertaking risk assessments on those substances and for ensuring that the control measures are in place and effective.

3.16 HEALTH AND SAFETY REPORTING

Members of staff can report hazards in the first instance to the Health and Safety Co-ordinator via the Estates Helpdesk in order that the risk from the hazard can be eliminated or reduced accordingly.

If the "hazard" is of a very serious nature it should be reported directly to the Principal and Chief Executive, Director of Services or one of the Assistant Principals. The relevant person will decide on the appropriate action.

The Health and Safety Co-ordinator should also be informed as soon as possible.

Students should report any hazard to Reception for the attention of the Health and Safety Co-ordinator.

3.17 HOME WORKING

Home working can present risks to the home worker such as working with display screen equipment and risks associated with the work environment (light, heat, space etc). A Home Working Environment Check List is circulated to all staff on an annual basis to check that they are able to work at home safely – see staff portal via the following link:

<https://crosscoll.godalming.ac.uk/healthandsafety/H%20%20S%20Documents/Home%20Working%20Environment%20Checklist%20Rev%201.docx>

3.18 HOUSEKEEPING

A tidy workplace is generally a safer place in which to work and each member of staff has a responsibility to help keep the workplace and general areas tidy and clear of obstructions, in particular, floors, stairs and walkways.

The staff room, work rooms, kitchens, changing areas and toilet facilities should be used with due consideration for others.

3.19 INFORMATION, INSTRUCTION, TRAINING AND SUPERVISION

We have a legal obligation to ensure that members of staff and others are informed, instructed, trained and supervised as necessary in respect of issues that have health and safety implications.

The policy is given to all members of staff on appointment. The attention of students, contractors and visitors is drawn to the policy and procedures through induction, displayed notices, bulletin, student diary and the visitors' signing-in process. Staff are informed of changes via the bulletin. Copies of the policy may be seen on Godalming Online, in the Staff Handbook on the staff portal or on request to the Health and Safety Co-ordinator.

A health and safety notice board is positioned outside the Reprographics room where key information can be found relating to health and safety including the health and safety law poster, our Statement of Intent (Section 1 of this policy), minutes of the Health and Safety Committee meetings, the Emergency Evacuation Procedure, evacuation plans and lists of First Aiders.

Health and safety advice and information is available from the Health and Safety Co-ordinator and this policy and its associated supporting policies can be found on Godalming Online or in the Employee Handbook on the staff portal.

Health and safety induction training for new members of staff (both permanent and temporary) and refresher training for existing members of staff is provided by the Director of Services or the Health and Safety Co-ordinator. This training will normally be carried out on the new starter's first day.

In addition, members of staff are trained in how to set up a workstation and any other specific training which is relevant to their role such as security awareness, manual handling, working at height, dealing with suspicious packages etc.

In addition, the following teams/members of staff receive specific training:–

- Heads of Department/Managers – fire safety training
- First aid personnel – first aid training

All health and safety training is delivered to refresh knowledge, skills and understanding every two years. Exceptions are induction training which is only delivered once on induction, DSE which is delivered every year and first aid which is undertaken at statutory frequencies.

Induction training for young people (someone aged under 18 and over the minimum school leaving age) is provided by Personnel Services in conjunction with the relevant Head of Department/Manager when the person commences employment. Supervision of the young person is carried out by the Head of Department/Manager of the young person.

The Health and Safety Co-ordinator ensures that the health and safety training program for all members of staff is implemented and maintains a record of all staff health and safety training.

3.20 LONE WORKING

Employers have a legal obligation to assess and manage the risks associated with lone working because of the special risks it can present. Lone working is working alone in a building or working alone in a remote part of a building.

A generic risk assessment is circulated to all staff on an annual basis setting out guidance to be followed to mitigate the risks associated with lone working. Heads of Department/Managers are required to check that procedures are being followed and to approve any arrangements relating to use of equipment or potentially hazardous materials.

3.21 MAINTENANCE OF PLANT AND EQUIPMENT

Under the Provision and Use of Work Equipment Regulations 1998 and the Lifting Operations and Lifting Equipment Regulations 1998, we are responsible for ensuring that plant, work equipment and lifts are maintained in efficient working order and good repair.

The Health and Safety Co-ordinator is responsible for ensuring that we meet our obligations under the above legislation.

Members of staff should check equipment before use and report any noticeable deficiencies to the Health and Safety Co-ordinator. Defective equipment is withdrawn from use and/or repaired.

3.22 MANUAL HANDLING

In accordance with the Manual Handling Operations Regulations 1992, we must identify any manual handling tasks which are carried out as part of our work. Manual handling is any task which involves lifting, pushing, pulling, carrying and putting down by hand or by bodily force.

Once we have identified the tasks, we must carry out a risk assessment on the tasks to identify the risks and control measures required which may include automation of the task and training in safe handling techniques.

Heads of Department/Managers are responsible for identification of tasks and carrying out a risk assessment for team members who carry out manual handling tasks and for ensuring that the control measures are in place and effective. A generic risk assessment is circulated to all staff on an annual basis setting out guidance to be followed to mitigate the risks associated with manual handling. Staff in the Estates Team and specialist areas such as Drama, PE, Art and Design are required to carry out detailed risk assessments. Training is provided for staff working in these areas. Assistance can also be obtained from the Health and Safety Co-ordinator, if required.

3.23 MEASUREMENT OF HEALTH AND SAFETY PERFORMANCE

As part of our Health and Safety Management System, we measure our health and safety performance.

The Director of Services is responsible for measuring our health and safety performance on an annual basis so that we can understand whether we are improving our performance year on year. In between times, he is responsible for making changes as a result of any accidents, incidents or ill-health issues which have come to light.

Performance is reported to meetings of the Health and Safety Committee held each term. Where appropriate Heads of Department/Managers will include details in annual self-assessment reviews for curriculum areas and cross college services.

3.24 MINIBUS USE

It is the aim of the college that the use of minibuses should, as far as is reasonably possible, take place with the utmost regard to safety.

Our policy with regard to using the College minibus or hired minibuses is as follows:-

- All drivers must hold a current driving licence and have passed the relevant minibus drivers test. Updated training will be provided as required.
- Weight limits must be strictly observed and luggage secured safely.
- Permission to drive minibuses is given on each occasion only after a personal undertaking including, age and medical fitness has been completed and given to the Health and Safety Co-ordinator.
- Drivers are required to check the road worthiness of the vehicle whenever they use it. The list of checks is attached to the vehicle log sheet.
- Drivers are required to report any problem to the Health and Safety Co-ordinator who will arrange for rectification.
- Minibuses, owned by the College or hired-in, should have seat belts for all occupants.
- The driver is required to check that all occupants are wearing a seat belt before commencing a journey. A verbal announcement must also be made about the requirement to wear a seat belt at appropriate times whilst a journey is taking place.

- All use of minibuses is to be for authorised purposes only.
- Control of minibus use and the keeping of the ignition keys is the responsibility of the Health and Safety Co-ordinator through whom all required servicing and maintenance will be arranged.

3.25 NEW AND EXPECTANT MOTHERS

Under the Management of Health and Safety Regulations 1999, we have a duty to assess and manage the special risks to new and expectant mothers and their babies. A new or expectant mother is a member of staff who is pregnant, who has given birth within the previous 6 months (including certain other circumstances relating to pregnancy) or someone who is breastfeeding.

A generic risk assessment is circulated to all staff on an annual basis setting out guidance to be followed by anyone who meets the criteria of “new or expectant mother”. Staff who meet the criteria of “new or expectant mother” are required to inform Personnel Services who will liaise as appropriate with their line Head of Department/Manager to carry out an assessment of the risks involved in relation to the member of staff’s duties and responsibilities and how those risks will be managed. Support can be obtained as required from the Health and Safety Co-ordinator

In addition, we are responsible for providing rest facilities for new and expectant mothers including appropriate tables and chairs with back rests.

3.26 NOISE AT WORK

In accordance with the Noise at Work Regulations 1989, we have a duty to identify circumstances where our activities are such that there is a risk of damage to hearing. In these situations we have a duty to assess the risk and take measures to reduce the risk.

It is the responsibility of the appropriate line Head of Department/Manager to assess the potential impact of noise in their work area and to carry out a risk assessment in liaison with the Health and Safety Co-ordinator and ensure that the control measures are in place and effective. A generic risk assessment is circulated to all staff on an annual basis setting out guidance to be followed to mitigate the risks associated with noise at work. Departments/areas where staff may be more likely to be exposed to possible harmful levels of noise from machinery etc will be required to carry out a specialised risk assessment.

3.27 OCCUPATIONAL HEALTH

All sickness absence is monitored by Personnel Services and reported to line Heads of Department/Managers on a termly basis. Any absence requiring further investigation is flagged up to the appropriate Head of Department or other appropriate senior Head of Department/Team Leader and support measures are put in place as appropriate. Where considered necessary by the College or when requested by the member of staff, occupational health services will be used to provide advice and support to the College and the member of staff in relation to their health or condition.

3.28 PERSONAL PROTECTIVE EQUIPMENT

In accordance with the Personal Protective Equipment (PPE) at Work Regulations 1992, we provide protective equipment to those people who may be exposed to a risk to their health and safety. The equipment can include protection for the body, head, ears, eyes etc.

In accordance with the legislation, the personal protective equipment must be suitable for the work being carried out, maintained properly and must be supplied with instructions so that it can be used correctly.

Heads of Department/Managers are responsible for identifying any requirements for their members of staff and informing the Health and Safety Co-ordinator of the requirements.

3.29 POLICY REVIEW

We keep this policy under annual review and revise it in the meantime whenever new legal requirements come into force, new information comes to light, new work activities are introduced or we undergo organisational change.

The policy and any subsequent amendments are approved in the first instance by the Senior Management Team then submitted for approval by the Finance & Estates Committee and the Corporation. It will be reported to the next scheduled meeting of the Health and Safety Committee.

The revised policy is announced to all staff and posted on Godalming Online.

3.30 RISK ASSESSMENTS

Under the Management of Health and Safety at Work Regulations 1999, regulations 3 states that the risks to the health and safety of members of staff, students, visitors and contractors who may be affected by our work activities must be assessed. The Health and Safety Co-ordinator and individual Heads of Department/Managers are responsible for undertaking the risk assessments and recording the findings (see each section of the policy and the list below for detail of who is responsible).

This process will be carried out using a generic risk assessment pro-forma for each key area of risk and will form an integral part of the Self-Assessment Review process.

The Health and Safety Co-ordinator is responsible for ensuring that all risk assessments are undertaken when they are due and keeping a log of the assessments.

Risk assessments are reviewed annually or when the work activity changes, whichever is soonest (other than new and expectant mothers, where we assess regularly throughout the pregnancy and after the baby is born).

The following key areas of risk will be assessed by the following people (please see individual topic within this section):

ASSESSMENT TYPE	FREQUENCY
Health and Safety Co-ordinator:-	
• Activities (general)	Annually
• Fire safety	Annually
• First aid	Annually
• Premises	Annually
• Water hygiene	Annually

Head of ILT Services

- Display screen equipment On joining and annually thereafter
- Heads of Department/Managers:-**
- Control of hazardous substances Annually
- Manual handling Annually
- New and expectant mothers Immediately and throughout the pregnancy
- Noise at work Annually
- Stress Annually
- Student trips and visits Annually
- Working at height Annually
- Working off-site Annually
- Young persons On joining and quarterly thereafter
- Driving at work Annually
- Other risks, as they arise from time to time are also addressed, as necessary.

3.31 SAFE SYSTEMS OF WORK

Safe systems of work are essential to protect people when they are carrying out any task which may present a danger. A safe system of work lays down how the task should be done so that it is done safely and without risk to health.

Examples range from a task which involves working at height through to ensuring that items of clothing do not get entangled in the moving parts of equipment. Most safe systems of work will be dealt with as part of the risk assessment. However, some tasks do not have a specific risk assessment and therefore all tasks should be considered and managed before commencing.

Heads of Department/Managers are responsible for considering all tasks and planning the work so that it is carried out safely and without risk to health or safety.

Members of staff are responsible for notifying their Head of Department/Manager of any task which they are planning to do which has not already been assessed as part of an existing risk assessment.

3.32 STRESS

We have a duty under the Health and Safety at Work etc Act 1974 and under the Management of Health and Safety at Work Regulations 1999 to assess and manage the risk of stress at work. A generic risk assessment form is circulated to all staff on an annual basis setting out the potential triggers and signs of stress and guidance to be followed to ensure the effective management of stress at work.

3.33 STUDENT TRIPS AND VISITS

Under the Management of Health and Safety at Work Regulations 1999 we have a duty to assess the risk of students' safety when going on trips and visits to other establishments as part of their curriculum activities.

The Head of Department/Manager/Trip Leader is responsible to undertaking a risk assessment for their department in order to control the risks associated with these activities and ensuring that the control measures are in place and effective.

This is covered within the Trips and Visits manual which is posted on Godalming Online – see link:

<https://portal.godalming.ac.uk/Staff%20Handbook/Curriculum%20and%20Exams/Educational%20Visits/TRIPS%20AND%20VISITS%20MANUAL%202012%20update.docx>

3.34 VISITORS

Members of staff who are hosting meetings with visitors must be diligent in ensuring the health and safety of the visitor. In particular the visitor must be informed of the arrangements for evacuation in the case of fire or other emergency.

3.35 WASTE MANAGEMENT

We dispose of our waste, including any hazardous waste, in accordance with current statutory waste management regulations.

3.36 WATER HYGIENE

In order to assess the quality of the water in the water system we sample and analyse the water annually for bacteria. The water system is also tested for legionella annually and treated to reduce the risk of the bacteria forming.

3.37 WORKING AT HEIGHT

Working at height is any work where an injury could be sustained by falling including falling from very low heights. In accordance with the Work at Height Regulations 2005, we are responsible for assessing any work which involves a risk of falling and subsequent injury. We take protective measures to ensure that the risk is eliminated or reduced. This will also include arrangements for accessing files, booklets etc at high levels within offices and classrooms.

A generic risk assessment is circulated to all staff on an annual basis setting out guidance to be followed to mitigate the risks associated with working at height Assistance can also be obtained from the Health and Safety Co-ordinator , if required.

Staff in the Estates Team, ILT Technicians and staff in specialist areas such as Drama, PE, Art and Design are required to carry out detailed risk assessments.

3.38 WORKING OFF SITE

In addition to managing safety of people when at their normal place of work, we also have a duty to ensure their safety as far as reasonably practical when working away from their normal place of work. This is necessary because of the special risks that can be presented by working in a less controlled environment.

A risk assessment will be required to be undertaken for staff who are required to work off site. A generic risk assessment will be available for use by Heads of Department, Managers. The risks may include driving, working at height and lone working and the relevant section in this policy should be referred to in these cases. In addition, there may be additional risks to consider which could include personal safety issues and cultural and health issues when travelling to certain countries, for example as part of a College trip or visit.

Where necessary a risk assessment will be carried out prior to the work taking place.

3.39 YOUNG PERSONS

Under the Management of Health and Safety at Work Regulations 1999, employers have a duty to conduct a risk assessment on persons under the age of 18, due to the young person's inexperience within a working environment.

Although it is very rare for the College to employ a young person (someone under the age of 18) if and when we do so, the relevant Head of Department/Manager must undertake a risk assessment for the individual young person in order to control the risks to that person. The assessment addresses the specific factors identified for the safety of the young person and other members of staff who may be affected by the work of the young person.

The parents or legal guardians must be informed by the Head of Department/Manager of the risk assessments and the control measures to be used to provide the safety of the young person and others. The relevant Head of Department/Manager will provide appropriate supervision to ensure that the young person undertakes his or her tasks safely.