



GATESHEAD COLLEGE

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HAS-POL-001-03

HEALTH AND SAFETY AT WORK ACT 1974

# Health and Safety Policy

# CONTENTS

<i>section one</i>	Statement				<b>3</b>
<i>section two</i>	Organisation / Responsibilities				
2.1	Board of the Corporation	<b>4</b>	2.8	Facilities	<b>10</b>
2.2	Principal	<b>4</b>	2.9	Other Managers	<b>11</b>
2.3	Deputy Principals	<b>5</b>	2.10	Employees	<b>12</b>
2.4	Assistant Principals	<b>6</b>	2.11	Human Resources Department /	<b>13</b>
2.5	Assistant Principal Human Resources	<b>7</b>		Quality	
			2.12	College designated First Aiders	<b>13</b>
2.6	Health and Safety Manager	<b>8</b>	2.13	Fire Wardens	<b>13</b>
2.7	Heads of Department / Business Support Managers / Team Leaders	<b>9</b>	2.14	Health and Safety Committee	<b>14</b>
			2.15	Contractors	<b>15</b>
<i>section three</i>	Arrangements				
3.1	Accident Reporting and Investigation	<b>16</b>	3.11	First Aid	<b>22</b>
3.2	Alcohol & Drugs	<b>16</b>	3.12	Manual Handling	<b>23</b>
3.3	Asbestos	<b>17</b>	3.13	New and Expectant Mothers	<b>24</b>
3.4	Contractors and Visitors	<b>17</b>	3.14	Occupational Health	<b>24</b>
3.5	Control of Substances Hazardous to Health (COSHH)	<b>18</b>	3.15	Personal Protective Equipment	<b>25</b>
			3.16	Risk Assessment	<b>25</b>
3.6	Display Screen Equipment	<b>19</b>	3.17	Stress	<b>26</b>
3.7	Electricity at Work	<b>19</b>	3.18	Training	<b>26</b>
3.8	External Venues	<b>20</b>	3.19	Trips and Visits	<b>27</b>
3.8.1	Travelling between sites	<b>20</b>	3.20	Violence / Lone Working	<b>28</b>
3.9	Provision and Use of Work Equipment	<b>21</b>	3.21	Working at Height	<b>29</b>
			3.22	Workplace Learning	<b>30</b>
3.10	Fire	<b>21</b>			
<i>section four</i>	Related Documents				<b>31</b>

# SAFETY POLICY STATEMENT

The Board of the Corporation of Gateshead College will, so far as is reasonably practicable, safeguard the health and safety of all employees, students and visitors who may be affected by the activities of the college.

To achieve this duty the Board will:

- ensure employer/employee consultation on health and safety matters and consultation with individuals before allocating particular health and safety functions;
- ensure that sufficient information, instruction and training for employees is provided in relation to risks to health and safety;
- accept its responsibility for the health and safety of other people who may be affected by the college's activities;
- ensure that sufficient funds and resources are made available to the Executive Team and Senior Management Team to allow them to fulfil their responsibilities as set out in this policy;
- recognise Trade Unions in accordance with the 'Safety Representatives and Safety Committees' Regulations 1977' and consult with employees as required under the 'Health & Safety (Consultation with Employees) Regulations 1996';

In order to achieve the above the Board requires all employees to comply and assist with items as set out in the Health and Safety Policy and related documents.

Signed by Chairman of the Board of the Corporation



Date 12th February 2009.....

Signed by the Principal



Date 12th February 2009.....

# RESPONSIBILITIES

## 2.1 The Board of the Corporation

- a) Accept their individual role in providing leadership to the college in health and safety.
- b) Ensure that all papers submitted for approval include health and safety implications or their decisions.
- c) Ensure that the Principal takes all necessary action and implements and manages effective procedures to satisfy all requirements set out in this policy.

## 2.2 The Principal

- a) Ensure, so far as is reasonably practicable, the health, safety and welfare at work of all college employees, students and visitors and any other person who may be affected by the college activities.
- b) Ensure that there is an effective Policy for Health and Safety which complies with health and safety legislation, and that it is understood at all levels.
- c) At least once a year appraise the effectiveness of the policy and ensure that any necessary changes are made.
- d) Appoint competent persons to assist them with health and safety measures including the assessment of risks.
- e) Allocate sufficient resources to ensure that regulations and college policies and procedures can be complied with, and ensure that appropriate priority is given to health and safety matters, including new projects, plant and equipment.
- f) Make and give effect to such arrangements as are appropriate for the co-operation and co-ordination of other employers who share college workplaces.
- g) Review the Health and Safety Manager's summary reports which will include accident statistics, investigation reports, health and safety committee reports and internal and external developments, and take action to reduce unfavourable trends and satisfy themselves that corrective action is taken.
- h) Annually accompany the Health and Safety Manager on inspections to satisfy him / herself that they are carried out thoroughly and to demonstrate a personal interest, in conjunction with employees or their representatives.
- i) Accompany Assistant Principals on safety tours to satisfy him / herself that they are implemented effectively and to demonstrate a personal interest, in conjunction with employee representatives.
- j) Attend the health and safety committee meetings.

## 2.3 Deputy Principals

- a) Ensure that they are fully aware of their duties under health and safety legislations. Fully familiarise themselves with Gateshead College's Health and Safety Policy and its supporting policies and procedures as necessary, and ensure that they are effectively implemented and communicated at all levels.
- b) Devise a strategy to ensure that the Health and Safety Policy and its associated policies are implemented.
- c) Periodically appraise the effectiveness of the Health and Safety Policy and ensure that any necessary changes are made.
- d) Ensure that the Principal is appropriately briefed on the college's health and safety provision, and that he/she is made aware of any matters which require his/her input to ensure the health and safety of employees, students or others who may be affected.
- e) Ensure that health and safety is a key consideration when planning any new ventures to diversify or expand the college business or alter existing ventures, and that resources are made available to meet these requirements.
- f) Ensure that a positive health and safety culture is maintained to facilitate the implementation and maintenance of health and safety issues.
- g) Ensure that Assistant Principals, Heads of Department and other College Managers and Team leaders are aware of their responsibilities for health and safety and are provided with the necessary training, information and support in order to fulfil these responsibilities.
- h) Review the Health and Safety Manager's summary reports which will include accident statistics, investigation reports, Health and Safety Committee reports and internal and external developments, and take action to reduce unfavourable trends and satisfy themselves that corrective action is taken.
- i) Annually accompany Assistant Principals on safety tours to satisfy themselves that they are carried out thoroughly and to demonstrate a personal interest. Annually carry out safety tours of areas under their control. Both to be completed in conjunction with employee representatives.
- j) Ensure that health and safety is a standing item on all meeting agendas
- k) Positively promote health and safety whenever possible.

## 2.4 Assistant Principals

- a) Ensure that they are fully aware of their duties under Health and Safety Legislation with Gateshead College's Health and Safety Policy and associated policies and procedures.
- b) Enable a culture of zero tolerance to non compliance of health and safety issues by managing performance where necessary
- c) Ensure that a planned and prioritised approach to risk assessment is being carried out in their area, and that this is included in the operating plans against which regular reports will be made.
- d) Ensure that Heads of Department and other College Managers and Team Leaders are aware of their responsibilities for health and safety and that the necessary training, information and resources are made available to ensure they can fulfil these requirements.
- e) Ensure that all employees under their control are provided with adequate information, instruction, training and supervision in relation to health and safety and their activity.
- f) Review the Health and Safety Manager's summary reports which will include accident statistics, investigation reports, health and safety committee reports and internal and external developments, and take action to reduce unfavourable trends and satisfy themselves that corrective action is taken.
- g) Half yearly accompany the Health and Safety Manager on inspections to satisfy him/herself that they are carried out thoroughly and to demonstrate a personal interest.
- h) Conduct safety tours of areas in their control to ensure that the Health and Safety Policy is being implemented effectively. Occasionally these should be conducted with the Deputy Principal for the area, or the college Principal.
- i) On invitation attend Health and Safety Committee meetings to show a personal interest and satisfy themselves that action is being taken.
- j) Organise and chair quarterly Health and Safety forum meetings within their area of control, to discuss health and safety issues within their area of responsibility and ensure that these matters are then fed into the Health and Safety Committee.
- k) Carry out as necessary, relevant legislative assessment within their area of responsibility, including, COSHH, DSE etc.
- l) Ensure that work areas are kept in a safe, clean, tidy and in an environmentally friendly condition.
- m) Ensure that the day to day maintenance/safety checks of equipment are carried out by competent employees and that maintenance records are kept for these checks.
- n) Ensure that health and safety is a standing item on all meeting agendas.

## 2.5 Assistant Principal, Human Resources

In addition to the responsibilities noted in 2.4:

- a) Chair the college Health and Safety Committee meeting and arrange for secretariat services.
- b) Ensure that the college Employee Development Policy and plan, addresses Health and Safety training requirements of staff as identified in the appraisal process and through risk assessment. This policy should also include the implementation of refresher programmes and the continued development of staff.
- c) Once a quarter, review the progress of the Health and Safety Manager's Operating Plan and ensure that progress is maintained.
- d) Provide the Health and Safety Manager with support and representation during the implementation of new issues, ideas and policies.
- e) Manage the contract with the external occupational health provider.
- f) Ensure individual health and safety duties are included within job descriptions.

## 2.6 Health and Safety Manager

- a) Make recommendations to management for new policies, changes to existing policies and safe working systems that are required.
- b) Develop policies and plans for the health and safety provision within the college and work with the Assistant Principle Human Resources in managing their implementation .
- c) Ensure policies and procedures are kept up to date and reflect changes in statutory regulations and local working practices/organisation changes.
- d) Advise management on the implementation of safe working systems.
- e) Manage the agenda and attend health and safety committee meetings.
- f) Attend all health and safety forum meetings to provide advice and guidance and report actions/issues to the Health and Safety Committee.
- g) Carry out accident investigations with assistance from relevant members of staff as appropriate.
- h) Provide KPI's for the Senior Management Team, Finance and General Purpose and Board of Governors for their appraisal at half yearly intervals.
- i) Provide reports to the Board of Governors, Principal, Deputy Principals and Assistant Principals on health and safety across the college as required.
- j) Provide a liaison point with trade union representatives.
- k) Identify any legislative changes that may be imposed on the college and ensure the college management team are fully briefed.
- l) Manage the fire evacuation / practice, evaluate and make necessary improvements when / where required
- m) Manage Fire Wardens and college First Aiders to ensure adequate resources are available and appointed staff are fully trained.
- n) Positively promote health and safety at every opportunity
- o) Ensure SMT are aware of any incident / accident which occurred within the college remit.

## 2.7 Heads of Department / Business Support Managers / Team Leaders

For their area, they will have delegated responsibility to:

- a) Manage the day to day implementation of college Health and Safety Policies and plans (as directed by Senior Management).
- b) Co-ordinate, monitor and lead a prioritised risk assessment management action plan in their area and ensure that action is taken to rectify issues raised.
- c) Ensure compliance with Gateshead College's Health and Safety Policy and other relevant policies procedures (such as contractors, risk assessment etc) and relevant legislation.
- d) Monitor that employees are provided with comprehensive and relevant information on;
  - i) the risks to their health and safety as identified by risk assessment
  - ii) the preventative and protective measures to minimise risk
  - iii) procedures relating to matters of serious and imminent danger.
- e) Identify and apply for appropriate training of employees in health and safety issues as identified through risk assessments and the appraisal process. Ensure that line managers and employees who are given specific health and safety roles are provided with appropriate training.
- f) Take prompt action to correct any unsafe condition, practice or system.
- g) Ensure that personal protective equipment is worn, maintained and kept in good condition and used where appropriate.
- h) Ensure that equipment is suitable for its purpose and is maintained in an efficient state, efficient working order and good repair and is not misused.
- i) Ensure that any unsafe equipment is adequately isolated and identified when alerted to it.
- j) Ensure that adequate supervision is available at all times.
- k) Ensure a suitable and sufficient induction for the specific area of work is carried out and recorded for all staff and students.
- l) Carry out accident investigations with assistance from relevant members of staff and the Health and Safety Manager, liaise with Trade Union Representatives and make appropriate recommendations.
- m) Carry out health and safety tours and ensure that actions are completed within agreed timescales.
- n) Ensure that all work areas are kept in a safe, clean, tidy and environmentally friendly condition.
- o) Ensure that all risk assessments, including COSHH, Manual Handling and DSE are carried out within their areas of responsibility by a competent person and reviewed as necessary.
- p) Ensure that any member of staff, who is in control of a group of students, adheres to the following:
  - i) Students are advised of the risks to their health and safety and if necessary liaise with the relevant manager whenever employees, students or others are subjected to unacceptable risks;
  - ii) Effective supervision is maintained when in control of students and others.
- q) Ensure that all employees under their control are provided with adequate information, instruction, training and supervision in relation to health and safety and their activity.
- r) Ensure all lesson plans include any health and safety considerations and any risk associated with the lesson.

## 2.8 Facilities Manager

- a) Ensure that all equipment is serviced/tested as required under relevant legislation.
- b) Comply with the requirements of the Health and Safety, Asbestos and Contractors Policies.
- c) Ensure compliance with relevant legislation for areas under their control.
- d) Ensure that health and safety of all staff, students, visitors and others is controlled in relation to contractors on the site, this will include gathering and holding information and monitoring their compliance with health and safety legislation whilst work is carried out.
- e) Ensure that health and safety provisions are extended to all buildings owned or leased by the college.
- f) Take the lead role in ensuring that the asbestos policy is implemented and that progress against the action plan is maintained.
- g) Ensure that contractors are managed in accordance with college procedure and relevant legislation.
- h) Ensure that a planned and prioritised approach to risk assessment is being carried out in their area, and that this is included in the operating plans against which regular reports will be made.
- i) Carry out accident investigations when necessary with assistance from relevant members of staff and the Health and Safety Manager and liaise with trade union representatives as appropriate.
- j) Ensure that any unsafe equipment is adequately isolated and identified when alerted to it and to ensure that all obsolete equipment is removed from the work areas.
- k) Ensure that all work areas are kept in a safe, clean, tidy and environmentally friendly condition.
- l) Ensure that all employees under their control are provided with adequate information, instruction, training and supervision in relation to health and safety and their activity.

## 2.9 Other Managers

- a) Supervise the day to day implementation of safe systems of work and control measures in their area.
- b) Carry out risk assessments as directed by their manager in conjunction with staff under their control and discuss the results with managers to identify action that must be taken to reduce risk.
- c) Provide staff, either directly or by using an external source, with comprehensive and relevant information, training and instruction on:
  - i) the risks to their health and safety as identified by risk assessment;
  - ii) the preventative and protective measures to minimise risk;
  - iii) procedures relating to matters of serious and imminent danger.
- d) Ensure a culture of good health and safety practice is maintained within the team.
- e) Rectify any unsafe conditions, practices, systems or equipment if possible, otherwise make safe whilst consulting with the appropriate manager.
- f) Ensure personal protective equipment is maintained in good condition, monitored and used where appropriate.
- g) Ensure that day to day maintenance/safety checks of equipment are carried out by competent employees and that maintenance records are kept for these checks.
- h) Ensure adequate supervision is available at all times, if this is not possible, prohibit the activity and consult with the curriculum manager.
- i) Ensure visitors in their section are not placed at risk and fully understand the relevant terms of the college Health and Safety Policy.
- j) Ensure that all obsolete equipment is safely removed from all work areas.
- k) Ensure that all employees under their control are provided with adequate information, instruction, training and supervision to health and safety and their activity.

## 2.10 Employees

- a) Comply, support and co-operate with the requirements of the Health and Safety Policy and undertake any training required to meet the employers responsibilities regarding health and safety and your activity.
- b) Comply with the Gateshead College Health and Safety Policy and associated procedures in implementing the requirements of risk assessments, all health and safety legislation and related codes of practice.
- c) Take reasonable care of their own health and safety and that of other persons who may be affected by their acts or omissions.
- d) Work in accordance with information and training provided, including the wearing of personal protective equipment, where required.
- e) Report any defect in plant and equipment or shortcomings in the existing safety arrangements to their line manager.
- f) Not undertake any task for which they have not been authorised and for which they have not been adequately trained.
- g) Any member of staff who is in control of a group of students must ensure in line with the student handbook that:
  - i) Students are advised of the risks to their health and safety and if necessary liaise with the relevant induction manager whenever employees, students or others are subjected to unacceptable risks;
  - ii) Effective supervision is maintained when in control of students and others.
- h) Report to their line manager immediately any accident or near miss which caused, or could have led to personal injury.
- j) Ensure that students and visitors are escorted safely from the building in event of evacuation.
- k) Assist with investigations and the implementation of preventative measures in response to accidents and dangerous occurrences.
- l) Must alert their line manager or human resources to any medical condition which is likely to affect their existing duties
- m) Ensure all lesson plans include any health and safety considerations and any risks associated with the lesson.

## 2.11 Human Resources Department / Quality

- a) Organise appropriate training as identified by Assistant Principals or College Managers.
- b) Manage and maintain cross college health and safety training requirements and records of training.
- c) Co-ordinate and manage the occupational health provision within the college.
- d) Ensure all new employee's receive a copy of the Health and Safety Policy and promote awareness with existing employees.
- e) Collate, report and analyse reasons for sickness absence or reasons for leaving college employment and highlight any trends related to health and safety or welfare to the relevant line manager

## 2.12 College designated First Aiders

- a) Maintain first aid provision within their locality.
- b) Assist casualties in non-serious and serious incidents on college grounds (and on trips as required), in line with the health and safety approved training course and refresher training.
- c) Follow college guidance as noted in the arrangements section of the policy.
- d) Assist with the annual audit of first aid provision as requested by the Health and Safety Manager.

## 2.13 Fire Wardens

Gateshead College will appoint a number of fire wardens within designated areas to assist the Emergency Controller / Health and Safety Manager, in ensuring that all persons safely evacuate the building upon hearing the fire alarm.

The college will provide suitable training and refresher training when necessary. All fire wardens must make themselves familiar with the procedures set out within the emergency response manual.

On hearing the alarm the fire warden must:

- i) Check each location in their allocated area;
- ii) Direct persons who may be unsure of fire traffic routes;
- iii) Report their area is clear to the Emergency Controller at the local reception point.

If the allocated area has a refuge point, the fire warden must:

- i) Report to the Emergency Controller via the refuge call point; if a person requires assistance to evacuate
- ii) Remain with persons at the refuge point until emergency services arrive. (if safe to do so). Constant contact to be maintained.

## 2.14 Health and Safety Committee

Gateshead College acknowledges the importance of employee participation in health and safety matters. The Health and Safety Committee will meet at least 3 times per year.

1. The Health and Safety Committee will consist of:
  - a) Principal;
  - b) Deputy Principal Operations/ Director of Finance;
  - c) Assistant Principal Human Resources; (Chair)
  - d) Health and Safety Manager;
  - e) Management representatives;
  - f) Union representation;
  - g) Employee representation;
  - h) Assistant Principals (on invitation).
  
2. The Committee will:
  - a) Establish and maintain high standards of health, safety and welfare in keeping with legal requirements and with company policy.
  - b) Promote co-operation amongst all staff in investigating, developing and monitoring these measures so as to ensure the health, safety and welfare of all employees, visitors and contractors.
  - c) Consider new legislation and its impact on the college.
  - d) Monitor cross college health and safety projects to ensure they are on target and completed.
  - e) Study trends in accident and notifiable disease statistics.
  - f) Provide reports to management on unsafe and unhealthy conditions and practices and recommendations for correct action.
  - g) Examination of safety audit reports - internal and external.
  - h) Consider reports and factual information provided by inspectors of enforcing authority.
  
3. The minutes of the committee meetings will be supplied to each member of the committee and brought to the attention of all employees via posting on intranet.

## 2.15 Contractors

Contractors are expected to support the implementation of Gateshead College's Health and Safety Policy and health and safety rules for contractors, and as such shall:

- a) Ensure that their employees observe all health and safety instructions, rules and procedures and are fully aware of their health and safety responsibilities.
- b) Ensure all contractors and sub-contractors are suitably qualified and competent in the activity for which they are employed.
- c) Provide the college with an up to date safety policy and any relevant risk assessments relating to the activity being undertaken.
- d) Ensure all work equipment brought on site is maintained and in safe working order.
- e) Provide sufficient information, instruction and supervision to ensure their employees are able to carry out their work safely and without risk.
- f) Establish and enforce good house keeping.
- g) Ensure that all accidents and near misses are reported to the appropriate person.
- h) Report any defective plant, equipment and structures.
- i) Ensure their employees are issued with suitable personal protective equipment and that it is worn at all times whilst carrying out their activity.
- j) Ensure that the employee has received suitable instruction and training with regard to the use of PPE and that it is maintained to a suitable standard.

Under no circumstances should any contractor use any work equipment which is the property of Gateshead College. See section 3.4 of this policy for further information.

# ARRANGEMENTS

## 3.1 Accident Reporting and Investigation

The college will comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 and report to the HSE any accidents which cause a fatality, major absence or over 3 days injury.

All accidents to staff, students, visitors and contractors will be recorded on a college accident form or online system. All accidents will be reported to the Health and Safety Manager with a completed form immediately following the accident.

Accidents include all those resulting in injury, property damage and or loss, near miss or dangerous occurrence. The Health and Safety Manager will co-ordinate any investigation requirements which will include liaising with trade union representatives and arrange formal reporting to the HSE in accordance with current legislation.

All accident reports will be monitored by the Health and Safety Manager. Monitoring reports will be produced and sent to the SMT, Board of Governors and Health and Safety Committee. This will include recommendations for further action.

For further guidance, see the Gateshead College Accident and Investigation Procedure.

## 3.2 Alcohol and Drugs

Gateshead College is committed to providing a safe and healthy working environment. This can be put at risk by the consumption of alcohol and non-prescribed drugs to such an extent that it may affect health, performance, conduct and relationships in the workplace.

The college accepts that employees with an addiction to alcohol and/or drugs need support, and will help them to and recognise when they have become or are becoming dependant and to seek appropriate help.

The college does not condone illegal acts and therefore anyone found processing, trafficking, taking or selling drugs in the workplace may be subject to disciplinary action and the police will be informed.

The college will:

- i) alert all employees to the risks associated with alcohol and drug misuse and to promote a positive attitude towards the responsible use of alcohol and prescribed drugs
- ii) encourage employees in seeking help at an early stage in order to improve the chances of a successful change in behaviour
- iii) provide a consistent and non-judgemental range of options to assist employees with alcohol or drug related problems.

## 3.3 Asbestos

Gateshead College is committed to providing a safe and healthy workplace, and this includes dealing efficiently and properly with any asbestos materials identified in the premises as required by 'The Control of Asbestos at Work Regulations 2002 ACOP'.

- i) All employees who are likely to work on or inspect asbestos containing material will be trained in asbestos awareness.
- ii) The Facilities Manager is responsible for ensuring that the asbestos registers are maintained and inspections of known asbestos is carried out in college owned premises.
- iii) The Facilities Manager and IT e-Communications Manager are responsible for ensuring information regarding asbestos is related to contractors working on the premises.
- iv) The Facilities Manager is responsible for controlling an emergency situation, relating to asbestos, in liaison with the Health and Safety Manager.
- v) Anyone in the college who comes into contact with anything they suspect to be asbestos, must contact the Health & Safety Manager or Facilities Manager immediately and take any necessary measures to cordon off the area and prevent further access.

ON IDENTIFYING ASBESTOS CONTAINING MATERIAL ALL WORK SHOULD STOP IMMEDIATELY AND REPORTED TO THE HEALTH AND SAFETY MANAGER.

For further guidance, see the Gateshead College Asbestos Procedure.

## 3.4 Contractors and Visitors

The College has a statutory duty to ensure so far as is reasonably practicable, that people other than employees (including contractors and sub contractors, visitors, members of the public and trespassers) are not exposed to health and safety risks.

The College will therefore ensure that all contractors and visitors are given an induction on site, to alert them to the potential hazards in their work area and the rules and regulations in place to ensure their safety whilst on site.

Only contractors which have satisfied the Facilities Manager of their Safety Management System and/or been included within the approved contractors list, will be allowed to undertake any activities on site. A contractor must provide information relating to their risk assessments before work commences on site and ensure that their employees are trained and competent to adequately carry out their activity. The contractor must make themselves aware of the contractors safety rules and Gateshead College's Health and Safety Policy and other related policies.

No member of staff should invite a contractor on site without prior permission from Facilities.

All visitors will be inducted into the college by reception staff and provided with a visitors pass. All employees must ensure that all visitors have an in-date pass on their person.

For further guidance, see the Gateshead College Management of Contractors procedure and section 2.15 of this policy.

### 3.5 Control of Substances Hazardous to Health (COSHH)

The College acknowledges that no substances can be considered completely safe. All reasonable steps will be taken to ensure that the exposure of employees to substances hazardous to health is prevented, or at least controlled, to within the published Occupational Exposure Limits (OEL) and Maximum Exposure Limits (MEL).

The College will aim to ensure that all substances hazardous to health are adequately controlled using a suitable hierarchy of control measures.

Where possible hazardous substances will be substituted by less harmful ones, where this is not achievable further control measures will be adopted.

The College will attempt to control exposure by engineering methods (ie physical barriers, design etc) where reasonably practicable.

Where exposure cannot be adequately controlled by engineering means, appropriate personal protective equipment will be provided free of charge after consultation with employees or their representatives.

All persons using a controlled substance must ensure a suitable and sufficient COSHH assessment has been carried out and that the control measures implemented before any activity commences.

All employees and students will be provided with comprehensive information and instruction on the nature and likelihood of their exposure to substances hazardous to health.

Where the COSHH assessments and related information requires health surveillance to be carried out, the college will make suitable arrangements through the Occupational Health Contract for the introduction of such an assessment.

Disposal of all controlled substances must meet current legislative requirements and be controlled through the Facilities department.

For further guidance, see the Gateshead College COSHH Procedure.

### 3.6 Display Screen Equipment

All reasonable steps will be taken by the college to ensure the health and safety of employees who work with display screen equipment (DSE) as required under the Display Screen Equipment Regulations 1992.

The college acknowledges that health and safety hazards may arise from the use of this equipment and that principally the risks associated with the use of DSE relate to physical (musculoskeletal) problems, visual fatigue and mental stress.

It is the intention of the college to ensure that risks are reduced to a minimum. Where it is identified that a member of staff is a prescribed user, as identified within the Display Screen Equipment Regulations, a suitable assessment of their workstation will be carried out by a competent person.

Gateshead College will:

- i) seek to give information and training to enable a fuller understanding of these issues;
- ii) inform employees of their entitlement to free eye tests;
- iii) take all reasonable steps to remedy any risks found as a result of the assessment.

#### Home Working

Where home working is permitted the college will carry out a full assessment of the home provision to ensure it meets current legislative standards.

For further guidance, see the Gateshead College DSE Procedure.

### 3.7 Electricity at Work

All reasonable steps will be taken to secure the health and safety of employees, who use, operate, maintain or install electrical equipment. Gateshead College acknowledges that work on electrical equipment can be hazardous and it is therefore Gateshead College's intention to reduce the risks as far as reasonably practicable.

Gateshead College will ensure that:

- i) electrical installations and equipment are installed in accordance with the Electricity at Work Regulations and other relevant standards
- ii) fixed installations are maintained in a safe condition
- iii) portable equipment is inspected and tested with the frequency of test as recommended by HSE guidance
- iv) before work is carried out on electrical systems a competent person must firstly carry out a suitable and sufficient risk assessment
- v) safety information is exchanged with contractors and sub-contractors
- vi) no live work is carried out unless necessary.

### 3.8 External Venues

The college acknowledges that a number of employees will be required to work within external venues, which may vary from single rooms in a building to a multi-roomed site, which may or may not be owned by the college. The hazards and risks that staff at these sites could be exposed to varies greatly and the college accepts that it must take all reasonably practicable measures to reduce these risks to an acceptable level.

The college health and safety team will strive to inspect all venues before usage commences, and periodically thereafter, to ensure a high standard of safety is achieved. The college will also carry out specific assessments for all venues and record the significant findings. All staff operating from external venues will be issued with an induction handbook to identify emergency procedures and contact details.

#### 3.8.1 Travelling between sites

On occasions college staff may be required to travel between sites, where a private means of transport is used. All staff using their own form of transport to commute between places of work during working hours, will ensure that:

- a) the vehicle is road worthy
- b) the vehicle is covered by a current MOT Certificate (for vehicles over 3 years old)
- c) the driver is in possession of a valid driving licence
- d) the vehicle is covered by valid motor insurance which extends to business use.
- e) employees must wear seat belts at all times whilst travelling as driver or passenger.
- f) employees must not use their personal or work mobile phones whilst driving.

Employees are not permitted to carry any student in a private means of transport.

All employees will comply with the use of Mobile Phone Procedure.

### 3.9 Provision and Use of Work Equipment

The college accepts its responsibility under the Provision and Use of Work Equipment Regulations 1998.

Heads of Department and other college Managers are required to ensure that equipment is suitable for the purpose for which it is to be used, or provided and maintained in efficient state, efficient working order and good repair. Defects will be reported to the Facilities Technical Officer and the equipment will be locked off, so as to prevent use, until adequate repairs have been carried out.

The Facilities Department, in liaison with Heads of Department must ensure that specialist inspection contracts are maintained and the relevant certification is appropriately filed. This will include the implementation of a testing schedule of all portable appliances and fixed electrical systems in accordance with Electricity at Work Regulations and certificates of thorough examination for all lifting equipment.

All college Managers must ensure:

- i) that the equipment is maintained in an efficient state, efficient working order and good repair
- ii) staff are adequately trained in the safe operation of the equipment, through training instruction and supervision
- iii) that all control measures identified within the risk assessments are adopted and monitored to suggest their suitability
- iv) that all guards and emergency stop switches are serviceable.

#### 3.10 Fire

IN THE EVENT OF FIRE, THE SAFETY OF LIFE WILL OVERRIDE ALL OTHER CONSIDERATIONS.

If a fire is discovered, however small, the alarm should be raised immediately.

All employees, students and visitors should leave the building by the designated traffic routes. Fire wardens are in place to ensure that all areas are cleared.

All employees must make themselves aware of the contents of the Emergency Evacuation Procedure and communicate the relevant points to students and visitors during induction.

The college will, through a preventative maintenance programme, maintain all fire fighting equipment and fire detection systems.

The college will carry out suitable and sufficient risk assessments and record its findings where there is a significant risk identified. Suitable control measures will be introduced and implemented by the Facilities Manager.

For further guidance, see the Gateshead College Emergency Response Manual.

### 3.11 First Aid

The college will comply with the requirements of the Health & Safety (First Aid) Regulations 1981.

The college will maintain a register of qualified designated first aiders who are able to provide assistance to staff and students. These staff will have access to first aid equipment and rooms they require in order to carry out their functions.

#### Baltic Campus

Designated first aiders can be contacted via the emergency number Ext 2324 or reception.

#### Skills Academy Automotive

Designated first aiders can be contacted via reception and nominated numbers.

#### Skills Academy Construction

Designated first aiders can be contacted via reception and nominated numbers.

#### Gateshead International Stadium

Designated first aiders can be contacted through the curriculum office.

#### External venues

First aiders can be contacted through reception points.

Once a year an audit and review of the college Risk Assessment will be carried out to review facilities available.

For further guidance, see the Gateshead College First Aid Procedure.

### 3.12 Manual Handling

Gateshead College acknowledges that manual handling is one of the most common causes of injury within the workplace. The college aims to reduce the risks from manual handling operations through manual handling risk assessments, and the provision of training. Before any manual handling activity you must firstly ensure that a suitable and sufficient assessment has been carried out.

The college will ensure that operations which involve manual handling are reduced to a minimum. Measures to achieve this include, ergonomics, design of the workplace and activity and the provision of automated or mechanical aids such as trolleys.

#### Getting to grips with manual handling

Employees will consider these steps when handling objects:

- a) Think before lifting/handling. Plan the lift. Can handling aids be used? Where is the load going to be placed? Will help be needed with the load?
- b) Remove obstructions such as discarded wrapping materials. For a long lift, consider resting the load midway on a table or bench to change grip.
- c) Keep the load close to the waist. Keep the load close to the body for as long as possible while lifting. Keep the heaviest side of the load next to the body. If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.
- d) Adopt a stable position. The feet should be apart with one leg slightly forward to maintain balance (alongside the load, if it is on the ground). The worker should be prepared to move their feet during the lift to maintain their stability. Avoid tight clothing or unsuitable footwear, which may make this difficult.
- e) Get a good hold. Where possible, the load should be hugged as close as possible to the body. This may be better than gripping it tightly with hands only.
- f) Start in a good posture. At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).
- g) Keep the head up when handling. Look ahead, not down at the load, once it has been held securely.
- h) Move smoothly. The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury.
- i) Don't lift or handle more than can be easily managed. There is a difference between what people can lift and what they can safely lift. If in doubt, seek advice or get help.

\* Source: Getting to Grips with Manual Handling, HSE INDG 143.

### 3.13 New and Expectant Mothers

The Management of Health and Safety at Work (Amendment) Regulations 1999, specifically address the risks to:

- i) women of child-bearing age;
- ii) her unborn or newly born child.

The regulations require the college to take into account risk factors when carrying out general risk assessments that affect the work done by women of childbearing age. This allows us to inform employees of any work activities deemed to be unsuitable for such persons to undertake, and also the need for them to inform the employer via a medical certificate of their pregnancy. Gateshead College acknowledges that women and their newly born or unborn child are at increased risk from various physical, chemical, and biological hazards in the workplace.

The employee's manager will carry out a risk assessment of the work that a woman undertakes once she alerts her line manager to being pregnant or to having a newly born child. This assessment will then be updated regularly.

### 3.14 Occupational Health

Occupational Health aims to ensure that people can be as effective as possible in their work and that their health is protected. Therefore the college's aim in developing a healthy workforce, is to improve the health of the employees and to ensure that people are protected from the harm to their health that certain jobs can cause.

Gateshead College aims to:

- i) promote and maintain the physical, mental and social well-being of all employees
- ii) improve the health of employees by appropriate and effective occupational health interventions
- iii) help management to protect employees from physical and environmental health hazards arising from their work, or conditions of work, and to provide advice on the working environment
- iv) contribute to increasing the effectiveness of the organisation, by enhancing employees performance and morale, by reducing risks at work which lead to ill-health
- v) ensure that all employees are fit for and placed in appropriate work
- vi) provide health surveillance as required under the 'Control of Substances Hazardous to Health Regulations 2002', will be carried out where appropriate.

The college has arranged through contract, the facility of occupational health. Where it is found an employee would benefit from this facility, they must contact the Human Resources Department so a referral appointment can be made. The college will support any employee in the use of this facility in the strictest confidence.

The Human Resources Department may at any time request for an employee to attend for referral to Occupational Health.

### 3.15 Personal Protective Equipment

The college will carry out suitable and sufficient risk assessments for significant risks within the workplace. Following suitable consideration of the hierarchy of control measures and where no other suitable control measures can be introduced, personal protective equipment (PPE) will be employed.

Where PPE is the only effective means of controlling the risk of injury or ill health, the employee must ensure that the correct PPE is worn at all times.

The college will provide suitable storage and cleaning contracts for all PPE. The employee must ensure that their PPE is maintained and cleaned regularly. Where defects are identified the employee must contact their line manager so as to ensure the PPE is replaced or repaired.

The college will ensure that the PPE provided is suitable for its use, of correct size and compatible with other PPE's. The college will provide information and training to enable a fuller understanding of these issues.

Employees engaged in a teaching role where PPE has been identified, must enforce the use of identified PPE. This includes the use of suitable coveralls, safety boots in workshop areas and activity specific PPE.

For further guidance, see the Gateshead College PPE Procedure.

### 3.16 Risk Assessment

The college accepts that some of its operations may, unless properly controlled, create risks to employees, learners and others. The college will, under the Management of Health & Safety at Work Regulations 1999 ensure that all reasonably practicable measures are taken to reduce these risks to an acceptable level.

The college will ensure that a suitable and sufficient assessment of the risks to the health and safety of their employees and of others who may be affected by their work, are carried out.

No activity internal or external should commence, without firstly ensuring a suitable and sufficient assessment of the risks and the implementation of its control measures exists.

The assessment will include effective planning and reviewing of the protective measures, health surveillance, emergency procedures, information and training.

Where generic college assessments are in place employees will be made aware of any significant risks to their health and or safety.

Employees must ensure they have read, understood and implemented the assessment and control measure. Where necessary, the risks must be communicated to the learner or other persons involved in the activity.

For further guidance, see the Gateshead College Risk Assessment Procedure.

### 3.17 Stress

Gateshead College recognises that workplace stress is a health and safety issue and acknowledges the importance of identifying and reducing workplace stressors.

Stress is identified as an adverse reaction people have to excessive pressure or other types of demands put on them. The college will take all reasonable steps to ensure that suitable assessments are carried out which will identify the cause of stress hazards associated with the working activity, together with any necessary remedial actions. The results of these assessments will be communicated to those who may be affected.

Employees are encouraged to discuss any work related stressors with line managers and/or Human Resources, so suitable assessments and work place adjustments can be made where appropriate.

For further guidance, see the Gateshead College Wellbeing Policy.

### 3.18 Training

The college will provide an induction for all employees and learners in the health & safety issues appropriate for them.

The health and safety training needs of employees are identified through risk assessment, college operating plans, appraisals and probation reviews. Training needs should be added to an individual's appraisal. If anyone requires assistance with the selection of appropriate courses contact the Health and Safety Manager.

A range of basic health and safety courses will be made available throughout the year. Managers are responsible for ensuring training needs are identified and requested through CPD without delay

Managers must ensure that no work activity commences without firstly ensuring that employees have received and completed all necessary training.

All employees are contractually obliged to attend all health and safety training.

The Employee Development Policy and plan should be consulted for further details.

### 3.19 Trips and Visits

Gateshead College is fully committed to ensuring the health, safety and welfare of all learners and employees whilst engaged in activities away from the main college campus.

Gateshead College will, so far as is reasonably practicable, protect the health, safety and welfare of all its learners and staff by actively promoting safe activities. The college will also manage the associated risks of the activities being undertaken, without compromising the enjoyment and challenges that the selected activities try to achieve.

The activity leaders are responsible for the planning and managing of the activity. Activity leaders must have the authority of the curriculum or support function Assistant Principal or a paid instructor/facilitator.

SUITABLE DOCUMENTATION MUST BE COMPLETED BEFORE THE TRIP CAN GO AHEAD.

The organiser must ensure that all consent forms are completed, a suitable health and safety check has been completed, suitable and sufficient risk assessments are in place, a list of participants and contact details prepared, that the authorisation form has been signed by the Head of Department and presented to the health and safety team 7 days before the activity for final approval. Failure to follow the current guidelines will result in the trip being cancelled.

The Health and Safety Team are responsible for maintaining all trips and visits records.

All organisers will make themselves aware of the college emergency numbers and what to do in the event of an accident. This information can be found in document HAS-GUIDE-001-02, Organisation of Trips and visits.

No trip or visit will take place without the relevant documentation being completed.

### 3.20 Violence / Lone Working

The college is committed to ensuring that its employees are able to carry out their work at all locations and in all circumstances, with the minimum risk of encountering violent or aggressive behaviour from learners, clients or members of the public.

The aim of the college is to provide a policy which will:

- i) help minimise the possibility of employees having to face physical, mental, or verbal abuse;
- ii) advise on how to cope with any situations that, despite precautions, may arise, and;
- iii) indicate the support available in such cases.

All employees have a part to play in ensuring that this policy is effective. Guidance is produced for all employees to allow them to work in a manner that should reduce the risk to themselves and to others.

Where an employee feels they require training with regard to any of the mentioned policies, they should contact their team leader or manager.

Where an employee witnesses an act of violence or threat of violence they must report it to their line manager immediately.

For full details of the organisation, responsibilities and arrangements in place, see the Health and Safety Violence Policy, the Harassment Policy, Lone Working guidelines and the Child Protection Policy.

### 3.21 Working at Height

All reasonable measures will be taken to ensure the safety of employees who work with ladders and/or step ladders. Where appropriate, every effort will be made to minimise or eliminate the necessity to work from ladders.

Gateshead College will ensure:

- a) All ladders supplied are of a sound construction and suitable for the task to be performed.
- b) Adequate training will be provided for all employees using ladders at work.
- c) A record system of all ladders will be maintained by the local area.
- d) Employees must report any defects with ladders to the Facilities Technical Officer immediately and any concerns or problems encountered while using the ladders.
- e) Ladders must always be:
  - i) used on a firm level base
  - ii) securely fixed near their upper resting place
  - iii) extended at least 1.05m above the landing place
  - iv) set at the correct angle 1:4
  - v) only used for work of short duration.

A full risk assessment of the activity must be carried out before any work commences.

No employee or learner will use any ladder and/or step ladder, or any other form of equipment used for working at height, without the suitable training authorisation and certification.

See associated Working at Height Guidance Notes.

### 3.22 Workplace Learning

The college recognises and accepts its duty to protect the health and safety of all learners who undertake activities off site in connection with the college such as apprenticeships, work experience and residential trips.

#### Work Based Learning

The college undertakes all reasonably practicable steps to secure the health, safety and welfare of the learner whilst engaged in work based activities.

For this purpose, a procedure has been developed which sets out the requirements for the organisation and management of work experience and work placements, which incorporates guidance from the LSC.

It describes the duties and responsibilities of those involved in the provision of work placements, including the organisers and learners themselves, the step-by-step process to follow and the documentation required.

The procedure requires that potential placements be satisfactorily vetted prior to the start of the work based learning period. It is essential that no learner should be placed until this process and the relevant documentation have been completed.

Additionally, organisers of work based learning can use the CRM Database, available through Digital Dashboard, as a quick and easy way to verify the current status of previously vetted placements.

For further information see the Gateshead College Work Based Learning (Health and Safety) Procedure.

## RELATED DOCUMENTS

HAS-POL-003 Control of Substances Hazardous to Health (COSHH)

HAS-POL-007 Stress Policy

HAS-GDE-001 Organisation of Trips and Visits

HAS-GDE-003 New and Expectant Mothers

HAS-GDE-005 Hazardous Substances Risk Assessment

HAS-GDE-008 Setting Up Staff Supervision Ratios

HAS-GDE-010 Incident Investigation

HAS-GDE-009 Guide to Working at Height

HAS-PRO-001 Baltic Campus Emergency Procedure

HAS-PRO-002 Skills Academy Emergency Procedure

HAS-PRO-005 Work Based Learning procedure

HAS-PRO-006 First Aid Procedure

HAS-PRO-007 Contractors Handbook

HAS-PRO-009 Risk Assessment Procedure

HAS-PRO-010 Health and Safety Communication Arrangements

HAS-PRO-011 Management of Contractors

HAS-PRO-012 Accident and Investigation

HAS-PRO-013 Duty of Care for Accommodated Students

HAS-PRO-014 Emergency Procedure Skills Academy

HAS-PRO-015 Personal Protective Equipment Procedure

HAS-PRO-016 Display Screen Equipment Procedure