



Health & Safety Policy

This policy applies to :	Staff / Students / Contractors / Visitors
Author/Department:	Health, Safety & Welfare Manager
Area/Person responsible:	Vice Principal (Finance & Resources)
Date approved:	12 Mar 15
Related Documents/ Policies:	General H&S Manual – Fire Safety & Evacuation Manual – First Aid Manual – Security Policy
Date of Next Review:	Annual

Date of most recent review:	08 Jun 2015
Changes made:	<ol style="list-style-type: none"> 1. Adoption of new policy template. 2. Minor changes in wording to H&S responsibilities. 3. Streamlining of the 'arrangements' section to highlight the new site map for online (intranet) H&S documentation. 4. Update of legislation. 5. Amendment to organisation.

Equality Impact Assessment

An Impact Assessment should be carried out if any of the following apply to the policy. If it:

- affects primary or high level functions of the College; or
- is relevant to the promotion of equality (in terms of the Public Sector Equality Duty 'needs' as set out in the Policy and Guidance); or
- is one which has particular relevance to an equality group protected under the Equality Act 2010

Does an Impact Assessment need to be completed:	Yes	✓	No	
If not, please provide a reason:				
Impact Assessment Reference/Location:	http://srvsharepoint/ED/ED/ImpactAssessmentCollegeHSPolicy.doc			

Initial Impact Assessment Completed	Yes
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Date	12 Mar 15
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Review of Policy	Yes
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Date	08 Jun 15
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1. Introduction

- 1.1 Ashton Sixth Form College is a major provider of the highest quality academic and vocational education. The college staff of 200 supports up to 2000 students, aged from 16 to 19 years old, on a range of courses including AGCEs and vocational programmes at advanced, intermediate and foundation levels, AS levels and Diplomas. The college also caters for around 1000 part-time adult students per year on courses from Level 1 to Higher Education. The college course study programmes include work experience provided by external third-parties.

HEALTH AND SAFETY POLICY

2. General Policy Statement

2.1. The health, safety, welfare and security of all college students, staff and visitors are of paramount concern to the Corporation of Ashton Sixth Form College. The Board of the Corporation and Principal 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 they will:

- Endeavour to meet the requirements of the Health and Safety at Work Act 1974 and associated legislation and guidance that may be relevant and introduced.
- 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, training and supervision for employees is provided regarding the risks to, and promotion of, health, safety and welfare.
- Raise student, staff and visitor awareness of health, safety, welfare and security procedures and issues.
- Promote and encourage good practice in learner health and safety.
- Accept their 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 Leadership 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 (as amended)' and consult with employees as required under the 'Health & Safety (Consultation with Employees) Regulations 1996 (as amended).

2.2. In order to achieve the above the Board and the Principal require all employees to comply and assist with items as set out in this Health and Safety Policy and related documents (arrangements). The continuing development of a positive safety culture depends on the involvement of all employees. We therefore require the provision of necessary communication and the cooperation between individuals and groups. This communication and cooperation will allow for the passage of information on all matters related to their health and safety and allow employees to raise safety concerns.

Signed by the Chairman of the Board of
the Corporation

Signed by the Principal

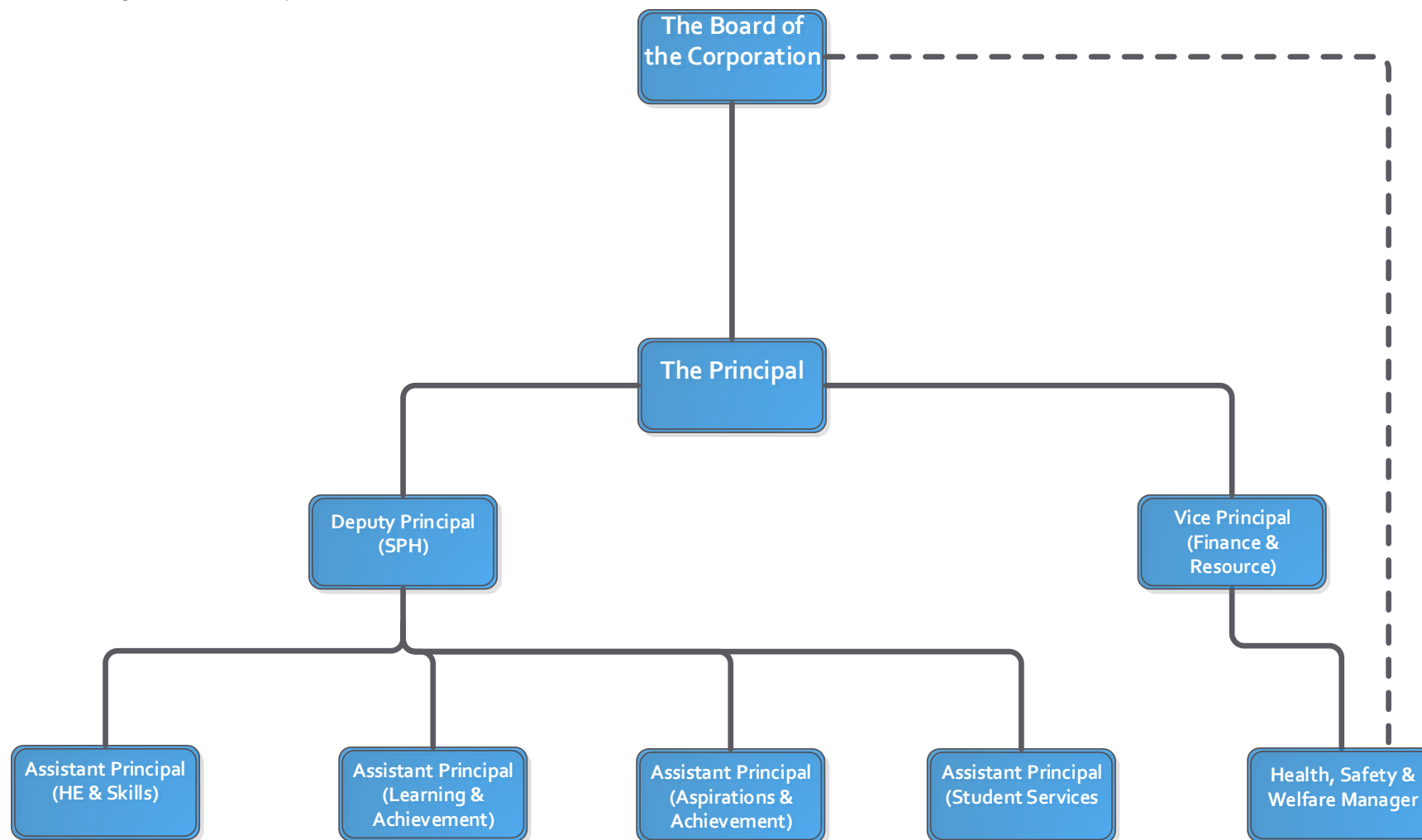
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Date

NOTE: The full policy document including the organisation for college Health and Safety is available from the Health, Safety and Welfare Manager on extension 339 or on the staff intranet within the Health and Safety section.

3. Organising for Health & Safety

3.1 High standards of health, safety and welfare control can only be achieved by good management and positive leadership. To achieve this it is necessary to detail the organisation within which health, safety and welfare matters can be managed and specify the responsibilities for health, safety and welfare / environmental management that exist. This section of the policy details how Ashton Sixth Form College will manage health, safety and welfare.



4. Responsibilities

4.1 The Board of the Corporation.

The Board of the Corporation will:

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

4.2 The Principal.

The Principal will:

- Ensure, so far as is reasonably practicable, the health and safety at work of all college employees, students and visitors and any other person who may be affected by the college activities.
- Ensure that there is an effective policy for health and safety which complies with current health and safety legislation and guidance, and that it is understood at all levels.
- At least once a year appraise the effectiveness of the policy and ensure that any necessary changes are made.
- Appoint competent persons to assist them with health and safety measures including the assessment of risks.
- 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, safety and welfare matters, including new projects, plant and equipment.
- Make and give effect to such arrangements as are appropriate for the co-operation and co-ordination of other employers who may share college workplaces.
- Review the Health, Safety and Welfare Manager's summary reports which will include accident statistics, investigation reports, Health, Safety and Welfare Committee reports and internal and external developments; and take action to reduce unfavourable trends and satisfy themselves that corrective action is taken.
- Annually accompany the Health, Safety and Welfare Manager on a sample of inspections and safety tours to satisfy him / herself that they are carried out thoroughly and to demonstrate a personal interest, in conjunction with employees or their representatives.
- Ensure that the Deputy / Vice and Assistant Principals 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.
- Attend the Health, Safety and Welfare Committee meetings.

4.3 Health, Safety and Welfare Manager.

The Health, Safety and Welfare Manager will:

- Make recommendations to management for new policies, changes to existing policies and safe working systems that may be required.
- Develop policies and plans for the health, safety and welfare provision within the college and work with the Vice Principal (Finance and Resources) in managing their implementation.
- Ensure policies and procedures are kept up to date and reflect changes in statutory regulations and local working practices / organisation changes.
- Advise management on the implementation of safe working systems.
- Manage the agenda and attend Health, Safety and Welfare Committee meetings.
- Attend external health, safety and welfare fora meetings to provide advice and guidance and report actions / issues to the Health, Safety and Welfare Committee.
- Carry out accident investigations with assistance from relevant members of staff as appropriate.
- Provide updates for the Senior Leadership Team (SLT) and Board of the Corporation at half yearly intervals (or as required).
- Provide a liaison point with trade union or employee representatives.
- Identify any legislative changes that may be imposed on the college and ensure the college management team are fully briefed.
- Through the Estates Manager, ensure that the health and safety of all staff, students, visitors and others is controlled in relation to contractors on the site.
- Manage the fire evacuation / practice, evaluate and make necessary improvements when / where required.
- Through the Estates Manager, ensure regular inspection and testing of fire detection equipment, firefighting apparatus and portable electrical appliances.
- Conduct termly emergency evacuation drills on individual fire zones (in rotation).
- Manage Fire Marshals and college First Aiders to ensure adequate resources are available and appointed staff are trained.
- Positively promote health and safety at every opportunity.
- Ensure SLT are aware of any serious (or reportable) incident / accident which has occurred within the college remit.
- Manage the health and safety budget.
- Ensure all new employees' receive a health and safety induction which refers to the college Health and Safety Policy and promote awareness with existing employees.
- Maintain a competency database for health and safety trained personnel.

4.4 Deputy Principal (SPH).

The Deputy Principal will:

- Ensure that they are fully aware of their duties under health and safety legislation. Fully familiarise themselves with Ashton Sixth Form College's Health and Safety Policy and its supporting arrangements and procedures as necessary.
- Ensure that a positive health and safety culture is maintained to facilitate the implementation and maintenance of health and safety issues.

- Ensure that Assistant Principals and Heads of Area (under their line management) 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.
- 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.
- 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, to be completed in conjunction with employee representatives.
- Ensure that health, safety and welfare is a standing item on all meeting agendas.
- Positively promote health and safety whenever possible.

4.5 Vice Principal (Finance and Resources).

The Vice Principal (Finance and Resources) will:

- Ensure that they are fully aware of their duties under health and safety legislation and fully familiarise themselves with Ashton Sixth Form College's Health and Safety Policy, its supporting arrangements and procedures, associated Policies and procedures; and ensure that they are effectively implemented and communicated at all levels.
- Ensure that Assistant Principals and Heads of Area (under their line management) 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
- Devise a strategy to ensure that the Health and Safety Policy and its associated procedures are implemented.
- Periodically appraise the effectiveness of the Health and Safety Policy and arrangements and ensure that any necessary changes are made.
- Ensure that the Principal is appropriately briefed on the college's health and safety provision, and that they are made aware of any matters which require their input to ensure the health and safety of employees, students or others who may be affected.
- 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.
- Review the Health, Safety and Welfare Manager's summary reports which will include accident statistics, investigation reports, Health, Safety and Welfare Committee reports and internal and external developments, and take action to reduce unfavourable trends and satisfy themselves that corrective action is taken.
- Chair the college Health, Safety and Welfare committee meeting and arrange for secretariat services.
- Once a quarter, review the progress of the Health, Safety and Welfare Manager's Action Plan and ensure that progress is maintained.
- Provide the Health, Safety and Welfare Manager with support and representation.
- Manage the contract with the external occupational health provider.
- Ensure individual health and safety duties are included within job descriptions.

- Ensure that health and safety is a standing item on all meeting agendas.
- Positively promote health and safety whenever possible.

4.6 Assistant Principals.

Assistant Principals will:

- Ensure that they are fully aware of their duties under health and safety legislation and fully familiarise themselves with Ashton Sixth Form College's Health and Safety Policy, associated policies and procedures.
- Enable a culture of zero tolerance to non-compliance of health and safety issues by managing performance where necessary.
- 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.
- Ensure that Heads of Department and other College Managers and Team Leaders, within their line management, 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.
- 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.
- Review relevant annual and 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.
- Half yearly accompany the Health, Safety and Welfare Manager on inspections to satisfy him / herself that they are carried out thoroughly and to demonstrate a personal interest.
- Conduct annual 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 / Vice Principal for the area, or the College Principal.
- On invitation attend Health and Safety Committee meetings to show a personal interest and satisfy themselves that action is being taken.
- Ensure that health and safety issues are included as an embedded agenda point across all meetings that they chair and ensure that any issues raised are then fed into the College Health, Safety and Welfare Committee.
- Carry out where necessary, relevant legislative assessment within their area of responsibility, including, COSHH, DSE etc.
- Ensure that work areas are kept in a safe, clean, tidy and in an environmentally friendly condition.
- Ensure that the day to day maintenance / safety checks of equipment (where applicable) are carried out by competent employees and that maintenance records are kept for these checks.

4.7 Heads of Department.

Heads of Department will, for their area have delegated responsibility to:

- Manage the day to day implementation of the College Health and Safety Policy and relevant associated policies (as directed by Senior Leadership).
- 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.
- Ensure compliance with the Ashton Sixth Form College Health and Safety Policy and other relevant policies, procedures and legislation.
- Ensure that health and safety issues are included as an embedded agenda point across all meetings that they chair and ensure that any issues raised are then fed into the Health, Safety and Welfare Committee through their respective AP (or directly).
- Monitor that their staff are provided with comprehensive and relevant information on:
 - The risks to their health and safety as identified by risk assessment;
 - The preventative and protective measures to minimise risk;
 - Procedures relating to matters of serious and imminent danger.

- Identify and apply for appropriate training of staff in health and safety issues as identified through risk assessments and the appraisal process. Ensure that line managers and staff who are given specific health, safety and welfare roles are provided with appropriate training.
- Take prompt action to correct any unsafe condition, practice or system.
- Ensure that personal protective equipment is worn, maintained and kept in good condition and used where appropriate.
- 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.
- Ensure that any unsafe equipment is adequately isolated, identified and reported when alerted to it.
- Ensure that adequate supervision is available at all times.
- Ensure a suitable and sufficient induction for the specific area of work is carried out and recorded for all staff and students.
- Assist the Health, Safety and Welfare Manager in conducting accident investigations.
- Carry out health and safety tours with the Health, Safety and Welfare Manager and ensure that actions are completed within agreed timescales.
- Ensure that all work areas are kept in a safe, clean, tidy and environmentally friendly condition.
- 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.
- Ensure that any member of staff, who is in control of a group of students, adheres to the following:
 - Students are advised of the risks to their health and safety and if necessary liaise with the Health, Safety and Welfare Manager whenever staff, students or others are subjected to unacceptable risks;
 - Effective supervision is maintained when in control of students and others.

- Ensure that all subordinates under their control are provided with adequate information, instruction, training and supervision in relation to health and safety and their activity.
- Ensure all lesson plans include any health and safety considerations and any risk associated with the lesson.

4.8 Estates Manager.

The Estates Manager will:

- Ensure that all equipment is serviced / tested as required under relevant legislation.
- Comply with the requirements of the college Health and Safety, Asbestos and Contractors Policies.
- Ensure compliance with relevant legislation for areas under their control.
- Ensure that health and safety provisions are extended to all buildings owned or leased by the college.
- 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.
- Assist the Health, Safety and Welfare Manager in conducting accident investigations.
- Ensure that contractors are managed in accordance with college procedure and relevant legislation, including gathering and holding information and monitoring their compliance with health and safety legislation whilst work is carried out.
- 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.
- Ensure that all work areas are kept in a safe, clean, tidy and environmentally friendly condition.
- Ensure that all employees under their control are provided with adequate information, instruction, training and supervision in relation to health and safety and their activities.

4.9 HR Manager.

The HR Manager will:

- 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 and Health, Safety and Welfare Manager.

4.10 Other Managers / Teaching Staff.

All college managers and teaching staff will:

- Supervise the day to day implementation of any safe systems of work and control measures in their area.
- Carry out risk assessments as directed by their line manager in conjunction with staff or students under their control and discuss the results with the relevant managers to

identify action that must be taken to reduce risk.

- Provide staff or students, either directly or by using an external source, with comprehensive and relevant information, training and instruction on:
 - The risks to their health and safety as identified by risk assessment;
 - The preventative and protective measures to minimise risk;
 - Procedures relating to matters of serious and imminent danger.
- Ensure a culture of good health and safety practice is maintained.
- Rectify any unsafe conditions, practices, systems or equipment if possible, otherwise make safe whilst consulting with the appropriate manager.
- Ensure personal protective equipment is maintained in good condition, monitored and used where appropriate.
- Ensure that any required day to day maintenance / safety checks of equipment are carried out by competent employees and that maintenance records are kept for these checks.
- Ensure adequate supervision is available at all times, if this is not possible, prohibit the activity and consult with the relevant Line Manager.
- Ensure visitors in their section are not placed at risk and fully understand the relevant terms of the college Health and Safety Policy.
- Ensure that all obsolete equipment is safely removed from all work areas.
- Ensure that all employees under their control are provided with adequate information, instruction, training and supervision to health and safety and their activity.

4.11 All Employees.

All employees, regardless of their appointment will:

- 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.
- Comply with the Ashton Sixth Form College Health and Safety Policy and associated procedures and policies in implementing the requirements of risk assessments, all health and safety legislation and related codes of practice.
- Take reasonable care of their own health and safety and that of other persons who may be affected by their acts or omissions.
- Work in accordance with information and training provided, including the wearing of personal protective equipment, where required.
- Report any defect in plant and equipment or shortcomings in the existing safety arrangements to their line manager.
- Not undertake any task for which they have not been authorised and for which they have not been adequately trained.
- Any member of staff who is in control of a group of students must ensure that:
 - 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;
 - Effective supervision is maintained when in control of students and others.

- Report to their line manager immediately any accident or near miss which caused, or could have led to personal injury or damage.
- Ensure that students and visitors are escorted safely from the building in event of evacuation.
- Assist with investigations and the implementation of preventative measures in response to accidents and dangerous occurrences.
- Must alert their line manager or human resources to any medical condition which is likely to affect their existing duties.
- Ensure all lesson plans include any health, safety and welfare considerations and any risks associated with the lesson.

4.12 College designated First Aiders.

College designated First Aiders will:

- Maintain first aid provision within their designated area.
- 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.
- Follow college guidance as noted in the arrangements section of the policy and college First Aid Manual.
- Assist with the annual audit of first aid provision as requested by the Health, Safety and Welfare Manager.

4.13 College designated Fire Marshals.

Ashton Sixth Form College will appoint a number of fire marshals within designated areas to assist the Senior Fire Marshall (whoever is in attendance), in ensuring that all persons safely evacuate the building upon hearing the fire alarm.

- All fire marshals must make themselves familiar with the procedures set out within the arrangements section of the policy and Fire Safety & Evacuation Manual. The college will provide suitable training and refresher training when necessary.
- On hearing the alarm the fire marshal must:
 - Check each location in their allocated area;
 - Direct persons who may be unsure of fire traffic routes;
 - Report their area is clear to the Incident Commander (who will be at the seat of the incident)
 - If the allocated area has a refuge point, the fire marshal must:
 - a). Report to the Incident Commander at the seat of the incident who will in turn report to the Senior Fire Marshall (whoever is in attendance) via handheld radio if a person requires assistance to evacuate;
 - b). Remain with persons at the refuge point (if they are unaccompanied) until emergency services arrive (if safe to do so).

4.14 Health, Safety & Welfare committee.

Ashton Sixth Form College acknowledges the importance of employee participation in health, safety and welfare matters. The Health, Safety and Welfare Committee will meet at least once each term.

The Health, Safety and Welfare Committee will consist of:

- Principal (or their deputy);
- Vice Principal (Finance and Resources) (Chair) (or their deputy);
- Health, Safety and Welfare Manager (alternate Chair);
- Estates Manager;
- Management representatives;
- Union representation;
- Employee representation;
- Assistant Principals (on invitation).

- The Committee will:
 - Establish and maintain high standards of health and safety in keeping with legal requirements and with college policy;
 - 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, contractors and students;
 - Consider new legislation and its impact on the college;
 - Monitor cross college health, safety and welfare projects to ensure they are on target and completed;
 - Study trends in accident and notifiable disease statistics;
 - Provide reports to management on unsafe and unhealthy conditions and practices and recommendations for correct action;
 - Examination of safety audit reports - internal and external;
 - Consider reports and factual information provided by inspectors of enforcing authority.

- The minutes of the committee meetings will be supplied to each member of the committee and brought to the attention of all staff via posting on intranet.

4.15 Contractors.

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

- Ensure that their employees observe all health and safety instructions, rules and procedures and are fully aware of their health and safety responsibilities;
- Ensure all contractors and sub-contractors are suitably qualified and competent in the

- activity for which they are employed;
- Provide the college with an up to date safety policy and any relevant risk assessments relating to the activity being undertaken;
- Ensure all work equipment brought on site is maintained and in safe working order;
- Provide sufficient information, instruction and supervision to ensure their employees are able to carry out their work safely and without risk;
- Establish and enforce good housekeeping;
- Ensure that all accidents and near misses are reported to the appropriate person;
- Report any defective plant, equipment and structures;
- Ensure their employees are issued with suitable personal protective equipment and that it is worn at all times whilst carrying out their activity;
- 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 Ashton Sixth Form College.

4.16 Visitors.

All visitors to Ashton Sixth Form College will:

- Book in at reception and provide means of identification.
- Visibly show any identification lanyard or identification pass issued to them at reception or any other college department.
- Be met at reception by a host from the college, the host will:
 - Brief the visitor on the fire evacuation procedure and remain with them through any such evacuation;
 - Brief the visitor on the procedure for summoning First Aid and remain with them throughout any treatment given on college grounds;
 - Ensure that their visitor observes all health and safety instructions, rules and procedures and are fully aware of their health and safety responsibilities;
 - Return the visitor to the reception on completion of their visit.
- Obey all safe procedure, mandatory, warning and prohibition signage displayed for information.
- Act in a manner that ensures their own health and safety and that of others.

4.17 Students.

All students will:

- All students with the appropriate support, training and supervision, are required to operate safety working practices and procedures, and to work with due consideration for the safety of themselves and others.
- Co-operate with all members of staff in maintaining the requirements of the Health and Safety at Work Act and all other safety regulations affecting the college.

- Not interfere with, intentionally or recklessly, or misuse anything provided in the interests of health and safety at the college (including smoke detectors and fire call points);
- Wear, where appropriate, suitable clothing for activities being undertaken;
- Observe departmental health, safety and welfare requirements, which are set out in risk assessments, with particular regard to laboratory equipment and materials, and to activities undertaken outside the college.

5 Arrangements

This arrangements section explains briefly how Ashton Sixth Form College will control the main hazards relating to the function of the college and detail what has been put into practice to achieve the aims set out in the General Policy Statement of this document. The arrangements are underpinned by policy, procedure and guidance documents which are located in the 'Health and Safety Information' section on the college intranet.

5.1 Accidents and Incidents – Reporting and investigating.

All accidents to (or incidents involving) staff, students, visitors and contractors will be recorded utilising the college online accident reporting system available on the college intranet. Illness resulting in staff, students, visitors and contractors leaving site will also be reported via the same method. All accident, incident and illness reports are automatically copied to the Health, Safety and Welfare Manager for monitoring, further comment and / or action. Reports are not to be completed by individuals who have been affected by the situation. The report is to be completed by a tutor, line manager or attending First Aider.

Further guidance: General H&S Manual, Section 1: Accidents and Incidents Reporting and Investigating.

Legislation: Health and Safety at Work Act 1974.
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

5.2 Asbestos Safety.

Ashton Sixth Form College is committed to providing a safe and healthy workplace, this includes dealing efficiently and properly with any asbestos materials identified in the premises as required by 'The Control of Asbestos at Regulations 2012 ACOP'.

On identifying asbestos containing material all work should stop immediately. Report the occurrence to the Estates Manager.

Further guidance: General H&S Manual, Section 2: Asbestos Safety.

Legislation: Health and Safety at Work Act 1974
Control of Asbestos Regulations 2012.

5.3 Construction work within College.

Ashton Sixth Form College is likely to continue to undertake construction projects (of varying magnitude, duration and value) within its boundary. The college (as Client), Principal Designer and the Principle Contractor have duties under regulations to take appropriate measures to prevent the risk of injury to any person, prior to, during and post construction; this includes staff, students, visitors to the premises and contractors. The college will provide guidance on the health and safety requirements of any construction work within college.

Further guidance: General H&S Manual, Section 3: Construction work.

Legislation: Health and Safety at Work Act 1974.
Construction (Design and Management) Regulations 2015.

5.4 Contractors and Visitors.

The college will undertake its' 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.

Further guidance: Section 4.15 of this document.
General H&S Manual, Section 4: Contractors and Visitors.

Legislation: Health and Safety at Work Act 1974.
Construction (Design and Management) Regulations 2007.
Management of Health and Safety at Work Regulations 1999.
Work at Height Regulations 2005.
Provision and Use of Work Equipment Regulations (PUWER) 1998.

5.5 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).

Further guidance: General H&S Manual, Section 5: COSHH

Legislation: Health and Safety at Work Act 1974.
Control of Substances Hazardous to Health 2002 (COSHH).

5.6 Display Screen Equipment (DSE).

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. The college recognises its duty under regulation, and will assess potential risks to the health of users of DSE and take appropriate action to reduce them to a minimum.

Further guidance: General H&S Manual, Section 6: Display Screen Equipment.

Legislation: Health and Safety at Work Act 1974.
Health and Safety (Display Screen Equipment) Regulations 1992.
Workplace (Health, Safety & Welfare) Regulations 1992.

5.7 Electrical Safety.

Electricity can cause serious burns, fires and fatal shocks. Ashton Sixth Form College will as far as reasonably practicable avoid danger and personal injury from electricity whether the danger be of direct electric shock or some other consequent danger such as burns, fires of electrical origin, electric arcing or explosions initiated by electricity.

Further guidance: General H&S Manual, Section 7: Electrical Safety.

Legislation: Health and Safety at Work Act 1974.
The Electricity at Work Regulations 1989.
Provision and Use of Work Equipment 1998 (PUWER).
Management of Health and Safety at Work Regulations 1999.

5.8 Emergency evacuation.

There is a possibility that individual buildings within college, or the entire college, may need to be evacuated due to a security incident, a localised or widespread fire, or other emergency. The emergency evacuation procedure will be communicated to all staff and students and will be practiced throughout the academic year.

Further guidance: College Fire Safety and Evacuation Manual.
Fire Safety Risk Assessment: Means of Escape for Disabled People ISBN-13: 978 1 85112 873 7.

Legislation: Health and Safety at Work Act 1974.
The Regulatory Reform (Fire Safety) Order 2005.

5.9 Equality.

Ashton Sixth Form College is fully committed to protect all staff, students and visitors from any form of discrimination. The college will make all reasonable adjustments and provide all reasonable support to remain an inclusive environment where every individual is valued. Ashton Sixth Form College is proactive in preventing discrimination against and promoting equality of all groups within its community regardless of:

- Ethnic heritage.
- Disability.
- Gender, including gender reassignment.
- Sexual orientation.
- Age.
- Religious beliefs.
- Socio economic background.

It is expected that all staff and learners at the college will uphold the values of tolerance and inclusion, tackle discrimination and promote equality. All members of the college community are expected to treat everyone with equal respect and endeavour to eliminate any form of discrimination. The college is proactive in our community to remove barriers faced by any disadvantaged group and maintain an environment that is accessible to all, where all are able to fulfil their potential, whether learning or working.

Further guidance: College policy documentation on Equality & Diversity.

Legislation: Health and Safety at Work Act 1974.
The Equality Act 2010.

5.10 External venues.

The college acknowledges that a number of employees and students may be required to work within external venues. The hazards and risks that personnel at these sites could be exposed to vary greatly and the college accepts that it must take all reasonably practicable measures to reduce those risks to an acceptable level. The College Health, Safety and Welfare Manager will strive to inspect all venues where work will take place before usage commences, and periodically thereafter, to ensure a high standard of safety is achieved. In respect of student work placement, although the risk assessment function is outsourced the responsibility remains with the college. In respect of enrichment activities and locations, the respective activity organisers will carry out specific assessments for all venues and record the significant findings.

Further guidance: General H&S Manual, Section 8: External venues.
College policy document: Work Experience

Legislation: Health and Safety at Work Act 1974.
Workplace (Health, Safety & Welfare) Regulations 1992.
Management of Health and Safety at Work Regulations 1999.

5.11 Fire Safety.

A fire represents probably the most catastrophic event that any establishment is likely to experience and, in addition, poses a high level of risk to the safety, wellbeing and the lives of its occupants. Fire is often caused by momentary acts of carelessness or failure to take account of fairly obvious hazards. Ashton Sixth Form College will provide and communicate guidance which sets out the basic principles to be adopted to ensure the highest standards of fire safety are in place and that legal obligations are met.

Further guidance: College Fire Safety and Evacuation Manual.
Fire Safety Risk Assessment: Educational Premises ISBN-13: 978
1 85112 819 8.

Legislation: Health and Safety at Work Act 1974.
The Regulatory Reform (Fire Safety) Order 2005.

5.12 First Aid.

Ashton Sixth Form 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, students and visitors. These staff will have access to first aid equipment and rooms they require in order to carry out their functions. Once a year an audit and review of the college risk assessment will be carried out to review facilities available.

Further guidance: College First Aid Manual.

Legislation: Health and Safety at Work Act 1974.
Health and Safety (First Aid) Regulations 1981.

5.13 Gas Safety.

The storage and use of gas presents the hazard of fire, explosion, or poor ventilation/flue extraction which could lead to a build-up of combustion products including carbon monoxide. The college will ensure it employs competent contractors to service and install gas installations.

Further guidance: General H&S Manual, Section 9: Gas Safety.

Legislation: Health and Safety at Work Act 1974.
Gas Safety (Management) Regulations 1996.
The Dangerous Substances and Explosive Atmospheres Regulations 2002.

5.14 Legionella.

Legionnaires' disease is a potentially fatal form of pneumonia caused by inhaling water droplets contaminated with the legionella bacterium. In buildings, legionella bacteria may be found in domestic water systems, fountains with sprays and locations where aerosols may be formed such as showers, taps or drinking water fountains. Ashton Sixth Form College will control the proliferation of legionella organisms in water systems; the control and testing of Legionella is outsourced to a competent contractor

Further guidance: General H&S Manual, Section 10: Legionella.

Legislation: Health and Safety at Work Act 1974.
ACoP: Legionnaires' disease. The control of legionella bacteria in water systems.

5.15 Lone working.

Although there is no general legal prohibition on working alone the potential risks will be considered either as part of an overall risk assessment of a job role or activity, or as a specific risk assessment. To assist, guidance notes including a lone working risk assessment form are provided by the college.

Further guidance: General H&S Manual, Section 11: Lone Working.
HSE guidance document INDG73.

Legislation: Health and Safety at Work Act 1974.

5.16 Manual Handling.

Ashton Sixth Form College acknowledges that manual handling is one of the most common causes of injury within the workplace. The college will ensure that operations which involve manual handling are reduced to a minimum and where unavoidable the risks from manual handling operations will be assessed through specific risk assessment. The college operates a 'Porter' facility available through the Estates Manager, provides manual handling equipment and conducts training for those individuals who perform manual handling.

Further guidance: General H&S Manual, Section 12: Manual Handling.
HSE guidance document INDG143.

Legislation: Health and Safety at Work Act 1974.
Manual Handling Operations Regulations 1992.

5.17 New and Expectant Mothers.

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. Ashton Sixth Form 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.

Further guidance: General H&S Manual, Section 13: New and Expectant Mothers.
HSE guidance document; Infection Risks to New and Expectant Mothers in the Workplace.

Legislation: Health and Safety at Work Act 1974.
Workplace (Health, Safety & Welfare) Regulations 1992.
Management of Health and Safety at Work Regulations 1999.

5.18 Noise at Work.

Noise has the potential to damage the ears and hearing of staff and students and must be controlled within the college environment. The college accepts its duty of care and responsibilities in respect of exposure to noise in all workplaces and will ensure that levels do not exceed those specifically legislated. Written Noise at Work guidance is written and provided by the college and is intended to assist those persons responsible in areas where high noise levels are generated to meet the requirements of current legislation and act as a source of guidance on how to protect staff and students from the damaging effects of such exposure.

Further guidance: General H&S Manual, Section 14: Noise at Work.

HSE guidance document INDG362.

Legislation: Health and Safety at Work Act 1974.
Noise at Work Regulations 2008.

5.19 Occupational Health.

Occupational Health aims to ensure that people can be as effective as possible in their work and that their health is protected. 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. Ashton Sixth Form College will promote and maintain the physical, mental and social well-being of all employees and to improve the health of employees by appropriate and effective occupational health interventions.

Further guidance: College policy documentation on Occupational Health.

Legislation: Health and Safety at Work Act 1974.
Workplace (Health, Safety & Welfare) Regulations 1992.

5.20 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. The college will ensure that the PPE provided is suitable for its use, of correct size and compatible with other PPE's.

Further guidance: General H&S Manual, Section 15: Personal Protective Equipment.

Legislation: Health and Safety at Work Act 1974.
Personal Protective equipment Regulations 2002.

5.21 PREVENT Strategy

The implementation, monitoring and reporting processes for issues concerning the college's 'Prevent' Strategy (see Ashton Sixth Form College Prevent Strategy) will be undertaken following the college's Safeguarding processes.

The aim of the Prevent Strategy is to outline the college's approach to supporting the national 'Prevent' Agenda linked to the safeguarding of our students and staff. The strategy is written with reference to the Prevent Duty contained within Section 26 of the Counter Terrorism and Security Act 2015. The Duty states that specified authorities including sixth form Colleges, in the exercise of their functions, must have "due regard to the need to prevent people from being drawn into terrorism".

The Safeguarding Group and Safeguarding Case Management Group will monitor and discuss Prevent matters on both an operational and strategic level and make appropriate recommendations to the Senior Leadership Team.

5.22 Prevention of the spread of infection.

The college understands that situations can arise where someone may have an infectious condition without being aware of the problem, and that others may be at risk of this infection in certain circumstances. Guidance on the controls to prevent the spread of infection will be provided to ensure that the highest practicable margins of safety are maintained.

Further guidance: College First Aid Manual
The Health and Social Care Act 2008: Code of Practice on the prevention and control of infections and related guidance.

Legislation: Health and Safety at Work Act 1974.

5.23 Provision and Use of Work Equipment (PUWER).

Heads of Department and other College Managers must 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. The Estates Manager, 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.

Further guidance: General H&S Manual, Section 16: Provision and Use of Work Equipment.

Legislation: Health and Safety at Work Act 1974.
Provision and Use of Work Equipment 1998 (PUWER).
The Electricity at Work Regulations 1989.
Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).

5.24 Risk Assessment.

Ashton Sixth Form College accepts that some of its operations may, unless properly controlled, create risks to employees, learners and others. The college will 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 and where required, recorded. No activity internal or external is to commence, without firstly ensuring a suitable and sufficient assessment of the risks and the implementation of its control measures exists. Where necessary, the risks must be communicated to the learner or other persons involved in the activity.

Further guidance: College Risk Assessment Manual

Legislation: Health and Safety at Work Act 1974.
Management of Health and Safety at Work Regulations 1999.
The Regulatory Reform (Fire Safety) Order 2005.

5.25 Safety Representatives and Committees.

The Safety Representatives and Safety Committees Regulations, 1977 provide a legal framework for the nomination of such persons and committees. The college will foster and encourage co-operation between the employer and employee in the promotion, development and monitoring of the complete Safety Management System and positive safety culture operating in the college.

Further guidance: General H&S Manual, Section 17: Safety Representatives and Committees

Legislation: Health and Safety at Work Act 1974.
Safety Representatives and Safety Committees Regulations 1977.
Health and Safety (Consultation with Employees) Regulations 1996

5.26 Safety, Signs and Signals.

Ashton Sixth Form College will ensure as far as is reasonably practicable that regulations and guidance are adhered to in respect of permanent and temporary signage, specifically where a risk assessment highlights that the design of building features or equipment, or methods of work adopted, still leave a residual risk which itself could be reduced significantly by a warning sign.

Further guidance: General H&S Manual, Section 18: Safety Signs and Signals.

Legislation: Health and Safety at Work Act 1974.
The Health and Safety (Safety Signs and Signals) Regulations 1996.

5.27 Security.

The college, as with all public buildings, retains the potential (and possible escalation) of risk of bomb threats, hoax calls, suspect packages, threatening or undesirable intruders. Ashton Sixth Form College takes the physical security of its staff, students and visitors as its' highest priority. The college has measures in place to protect its grounds and buildings. All security measures will be communicated.

Further guidance: College policy document: Security.

Legislation: Health and Safety at Work Act 1974.
Management of Health and Safety at Work Regulations 1999.

5.28 Slips, Trips and Falls.

Slips and trips are one of the most common causes of RIDDOR reportable major injuries and account for over half of all reported injuries to members of the public. Ashton Sixth Form College recognizes that with the number of staff and students transiting within the premises, the issue of slips and trips is of the highest importance and will take all reasonable steps in prevention.

Further guidance: General H&S Manual, Section 19: Slips, Trips and Falls.

Legislation: Health and Safety at Work Act 1974.
Management of Health and Safety at Work Regulations 1999.
Workplace (Health, Safety & Welfare) Regulations 1992.

5.29 Stress Management.

Ashton Sixth Form College recognises that workplace stress is a health and safety issue and acknowledges the importance of identifying and reducing workplace stressors. 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. Employees are encouraged to discuss any work related stressors with line managers and / or the student counsellor, so suitable assessments and work place adjustments can be made where appropriate.

Further guidance: College policy documentation on Stress Management.
HSE guidance HSG218.
HSE guidance INDG424.

Legislation: Health and Safety at Work Act 1974.
Management of Health and Safety at Work Regulations 1999.
Workplace (Health, Safety & Welfare) Regulations 1992.

5.30 Training.

The college will train and retain an appropriate number of suitably qualified personnel to support legislation and the activities of the college. The health and safety training needs of staff is to be identified through risk assessment, college operating plans, appraisals and probation reviews. The college will provide an induction for all employees and learners in the health & safety issues appropriate for them, all employees are obliged to attend all health and safety training.

Further guidance: General H&S Manual, Section 20: Health and Safety Training.

Legislation: Health and Safety at Work Act 1974.
Management of Health and Safety at Work Regulations 1999.
Safety Representatives and Safety Committees Regulations 1977.
Health and Safety (Consultation with Employees) Regulations 1996.
Health and Safety (Training for Employment) Regulations 1990.

5.31 Transport Safety.

On occasions college staff may be required to travel between sites using private means of transport and/or transport students (in approved vehicles) on authorised educational trips /visits. Guidance is provided for transport safety.

Further guidance: General H&S Manual, Section 21: Transport Safety.

Legislation: Health and Safety at Work Act 1974.
Management of Health and Safety at Work Regulations 1999.

Provision and Use of Work Equipment 1998 (PUWER).

5.32 Violence at Work.

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. Guidance is produced for all employees to allow them to work in a manner that should reduce the risk to themselves and to others.

Further guidance: General H&S Manual, Section 22: Violence at Work.

Legislation: Health and Safety at Work Act 1974.
 Management of Health and Safety at Work Regulations 1999.
 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).
 Safety Representatives and Safety Committees Regulations 1977.
 The Health and Safety (Consultation with Employees) Regulations 1996.

5.33 Working at Height.

Where appropriate, every effort will be made to minimise or eliminate the necessity to work at height, specifically from ladders and/or stepladders. Where this is not practical all reasonable measures will be taken to ensure the safety of employees. No employee or learner will use any ladder and/or step ladder, or any other form of equipment used for working at height, without suitable training, authorisation and certification.

Further guidance: General H&S Manual, Section 23: Working at Height
 HSE guidance document INDG455

Legislation: Health and Safety at Work Act 1974.
 The Work at Height Regulations 2005

5.34 Work experience.

The college will carry out a pre-placement audit of employers to assess the adequacy of their Health, Safety and Welfare arrangements. Due to the number of required visits, this function is outsourced to a competent organisation specialising in such. The college will make periodic checks of the suitability of each placement to continue to accept work experience students.

Further guidance: College policy documentation on Work Experience

Legislation: Health and Safety at Work Act 1974.
 Management of Health and Safety at Work Regulations 1999.

5.35 General Workplace Health and Safety.

The college as an employer has an obligation under the Health and Safety at Work Act 1974 and a wider range of supporting regulations and Approved Codes of Practice (ACoP) to ensure the health, safety and welfare of all staff, students and visitors. Within this obligation the workplace will be maintained in an efficient state, in efficient working order and in good repair [*efficient in this context meaning in terms of health, safety and welfare and not necessarily productivity or economy*]. Regular maintenance will be conducted in terms of heating, lighting and ventilation.

Further guidance: General H&S Manual, Section 24: General Workplace Health and Safety.

Legislation: Health and Safety at Work Act 1974.
Workplace (Health, Safety and Welfare) Regulations 1992.