

BISHOP BURTON
 *College*

BISHOP BURTON COLLEGE

HEALTH & SAFETY POLICY

INCORPORATING

RISEHOLME
 *College*

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STATEMENT OF SAFETY POLICY

1. Introduction

- (i) Bishop Burton College (“the College”) accepts its moral and legal duties under the Health and Safety at Work etc. Act 1974 and supporting legislation. The College intends to fully comply with this legislation and is firmly committed to minimising adverse effects to the health, safety and welfare of its employees, students and any other persons affected by its activities.
- (ii) Furthermore, the College acknowledges the importance and positive benefits of effective health and safety management and will strive to maintain high standards for health and safety which go beyond the minimum requirements of the law.

2. Policy Statement

The College will: -

- (i) Establish systems to identify and assess the risks to health and safety arising from its work activities, equipment and use of materials and substances.
- (ii) Put in place control measures and management systems which are sensible and proportionate to those risks.
- (iii) Involve employees in the above processes by providing adequate facilities for consultation.
- (iv) Develop appropriate systems for effective communication including raising the profile of health and safety matters throughout the organisation.
- (v) Provide all employees with the necessary information, instruction, training and supervision to ensure that they are competent to carry out their duties.
- (vi) Educate students in health and safety by incorporating the basic principles into all appropriate courses. The ultimate goal is to develop students that are ‘risk aware’ rather than ‘risk averse’.
- (vii) Allocate adequate resources to allow the objectives within this Policy to be achieved.
- (viii) Regularly monitor and assess health and safety performance with a view to continuous improvement.

3. Departmental Arrangements

- (i) Due to the size and diversity of the organisation, each Department is required to devise written arrangements which describe how they intend to comply with the College Health and Safety Policy. Such arrangements are the Departmental Codes of Practice which give detail of how health and safety issues are managed locally.

4. General Responsibilities

- (i) The College Corporation, through its Principal and Executive Team, is ultimately responsible for ensuring that this Policy and any accompanying Policies and Procedures are fully implemented across the organisation.
- (ii) Nevertheless, health and safety is the responsibility of everyone within the organisation. Consequently, the College expects each and every employee to cooperate on health and safety matters and to take reasonable care for themselves and any other person who may be affected by their actions.

5. Access to the Policy

- (i) Staff will be issued with a copy of this Policy at the commencement of their employment. Reference to this Policy will be made in the College staff and student's handbooks. The Policy will also be available electronically via the College intranet.
- (ii) Staff are responsible for bringing the issues contained in this Policy to the attention of students.

6. Monitoring and Review

- (i) This Policy will be reviewed and revised at least annually or as is deemed necessary.
- (ii) If a member of staff considers that a review or amendment is required, they should bring the matter to the attention of the Health and Safety Advisor or the College Health and Safety Committee.

Policy Approval

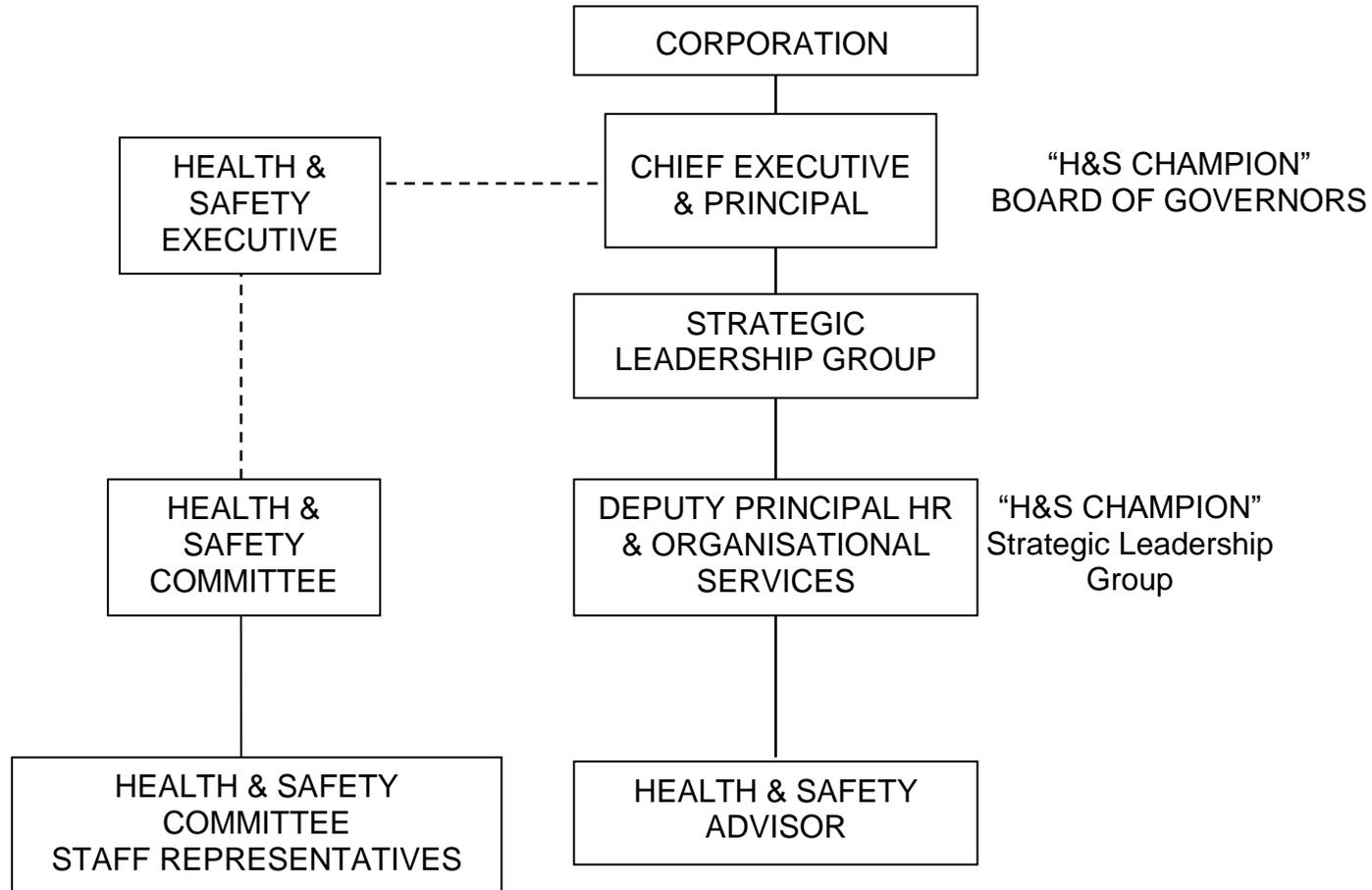
Approval by: Corporation	Date: December 2021
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ORGANISATION FOR HEALTH & SAFETY

1. Introduction

- (i) The following section sets out the responsibilities for health and safety at all levels within the organisation.
- (ii) **The Health and Safety at Work etc. Act 1974** (“the Act”) imposes a general duty upon the College (as an employer) to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees and any other persons likely to be affected by the work activity.
- (iii) The **Corporation of Bishop Burton College** carries ultimate responsibility for health and safety. However, executive responsibility for the development and implementation of the College Health and Safety Management Systems is delegated to the **Principal**.
- (iv) Though overall legal accountability always rests with the employer, the Act also imposes specific duties upon other persons.
- (v) **Directors and Senior Managers** have a duty to ensure that the organisation’s statutory obligations are acted upon. Such persons can be prosecuted if the organisation commits an offence with their consent, connivance or neglect.
- (vi) The College reminds its **employees** of their own statutory duties and responsibilities under Sections 7 and 8 of the Health and Safety at Work etc. Act 1974; these are:
 - To take reasonable care for their own health and safety and that of other persons
 - To cooperate with the College so far as is reasonably practicable to enable it to comply with any statutory duty or requirement
 - Not to intentionally or recklessly interfere or misuse anything provided in the interests of health and safety
- (vii) Any breach of health and safety rules by an employee at any level within the organisation may be construed under their terms of employment as gross misconduct and could therefore invoke grounds for summary dismissal.

COLLEGE HEALTH & SAFETY POLICY



SAFETY MANAGEMENT RESPONSIBILITIES

1. The Chief Executive & Principal

- (i) To enforce the requirements of the College's Health and Safety Policy.
- (ii) To allocate adequate resources to meet the needs of the health and safety requirements of the College.
- (iii) Report to the Corporation on health and safety matters.
- (iv) Act as 'health and safety champion' for the Board of Governors, ensuring that the health and safety implications of all decisions are considered.
- (v) Chairing the College Health and Safety Executive meetings.

2. Strategic Leadership Group

- (i) Agree the College's Health and Safety Policy to ensure the College meets its statutory health and safety obligations.
- (ii) Approve the Terms of Reference of the College Health and Safety Committee's and the responsibilities of College staff with respect to health and safety.
- (iii) To ensure that arrangements are in place to make College staff aware of their health and safety responsibilities, including provision for training.
- (iv) To ensure that the College has suitable arrangements in place to make students aware of their health and safety responsibilities and to ensure that staff are aware of their responsibilities in this respect.

3. Deputy Principal HR & Organisational Services

- (i) Line management of the Health and Safety Advisor.
- (ii) Act as 'health and safety champion' for the Strategic Leadership Group, ensuring that the health and safety implications of all decisions are considered.
- (iii) Attendance at Health and Safety Executive meetings.
- (iv) Chairing the Bishop Burton Health and Safety Committee.

4. Finance Director

- (i) Responsibility for Construction Design and Management (CDM) Projects for Bishop Burton College
- (ii) Attendance at Health and Safety Executive meetings (Chairing the meeting if the Principal is unavailable).

5. Assistant Principal Bishop Burton / Riseholme

- (i) Leading on health and safety within academic areas.

- (ii) Ensuring that the health and safety implications of introducing new processes, new working practices or new equipment into academic areas are taken into consideration.
- (iii) Ensuring that the College health and safety arrangements and procedures are fully implemented within academic areas.
- (iv) Dedicating adequate resources to health and safety management within academic areas.

6. Directors

- (i) To ensure that their staff fully understand their own responsibilities for health and safety. Where necessary, arranging for suitable training to allow them to undertake their duties competently.
- (ii) To review health and safety performance regularly.
- (iii) Appoint persons to represent their area(s) on the Health and Safety Committee.
- (iv) To ensure that their staff are properly consulted on health and safety matters.
- (v) To ensure that effective systems exist for the communication of health and safety information at all levels within their areas of responsibility.
- (vi) Being personally involved in the investigation of any major accidents / incidents within their areas of responsibility.

7. Health and Safety Executive

- (i) To agree policy and strategy in relation to health and safety within the College.
- (ii) To monitor College performance and approve College targets, procedures and proposals in relation to health and safety.

8. Health and Safety Committee

- (i) Support the development, promotion and monitoring of the College's health and safety management systems.

9. Health and Safety Advisor

- (i) To monitor the College Health and Safety Policy.
- (ii) To provide advice and guidance on legal compliance and good practice.
- (iii) To assist managers in complying with the requirements of health and safety legislation, codes of practice and guidance.
- (iv) To establish and review College health and safety management procedures.
- (v) To investigate accidents and incidents as necessary and notify RIDDOR incidents to the HSE and College insurers. Maintain appropriate statistics for the measurement of health and safety performance.

- (vi) To actively promote awareness for health, safety and welfare issues throughout the College. Be proactive by advising and assisting staff, management and the senior team to ensure compliance with legislation and integrate health and safety within the College's systems of work.
- (vii) Report to the Health and Safety Committee and Health and Safety Executive meetings on the standards of health, safety and welfare within the College.
- (viii) Give advice on staff health and safety training. Delivery of training within remit.

10. Estates Manager

- (i) The management of asbestos in College premises.
- (ii) The management of water hygiene and legionella risk.
- (iii) Provision and maintenance of fire detection and firefighting equipment.
- (iv) Ensuring any property related defects and hazards are swiftly dealt with.
- (v) The monitoring and control of contractors working on all College sites (other than those working in specialist areas of the sites).
- (vi) Upkeep and review of the approval process for all contractors working on College sites.
- (vii) Ensuring compliance across the College for all statutory maintenance and inspection requirements for plant, equipment and buildings.
- (viii) Ensuring full compliance with the Construction (Design & Management) Regulations 2015 for Capital Projects.
- (ix) The monitoring and control of contractors working on Construction Design and Management (CDM) projects.

12 Managers

- (i) To prepare and maintain a Departmental Code of Practice. This will contain details of safe working methods and those responsible for health, safety and welfare issues and facilities within the Department.
- (ii) Carry out suitable and sufficient risk assessments, implement the significant findings and review as required.
- (iii) Investigate all accidents and report them to the Health and Safety Advisor.
- (iv) Ensuring that all facilities, plant, machinery and equipment in their department is in good and safe working order and is adequately guarded and tested according to statutory requirements where required.
- (v) Ensuring that all new staff and students are inducted in the relevant safe working practices and procedures for their work areas.

- (vi) Ensuring that all staff are competent to undertake their duties safely and are aware of any risks to their health or safety. Where necessary, arranging for suitable training to allow staff to undertake their duties competently.
- (vii) Ensuring sufficient first aid arrangements within their working areas.
- (viii) Carrying out Managers Termly Health & Safety Inspections.
- (ix) Ensuring that health and safety is a standard agenda item on Team Meetings.

13 All Staff

- (i) It is equally the duty of every staff member to act responsibly and to do everything they can to prevent harm or injury to themselves or anyone else affected by their acts **or** omissions. Staff must cooperate with the College on health and safety issues and follow the College's arrangements as required.

ARRANGEMENTS FOR HEALTH & SAFETY

1. Introduction

- (i) This section of the Health and Safety Policy is intended to outline the overall philosophy and general arrangements in place to support this Policy. Further supporting Policies and Procedures will be developed to support its implementation and will be referenced here also.

2. Accident Reporting & Investigation

- (i) Staff must give notice of any personal injury caused by an accident at work. All accidents must be recorded using Accident / Incident / Near Miss Record.
- (ii) The completed Accident / Incident Record / Near Miss is forwarded to the Line Manager who is responsible for taking reasonable steps to investigate the circumstances of every accident that is reported. The Health and Safety Advisor will assist in investigation and report preparation where requested.
- (iii) If there appears to be a discrepancy between the circumstances found by the investigation and those reported, there is a requirement to record those circumstances.
- (iv) The completed Accident / Incident Record / Near Miss is automatically forwarded to the Health and Safety Advisor where it is logged onto a database to monitor trends.
- (v) Students are notified of the procedure for reporting accidents on induction. Academic staff are responsible for ensuring full and accurate completion of the Accident / Incident Record / Near Miss in relation to any incident involving a student in their care.
- (vi) Any accident involving school students is reported to the school immediately. Academic staff are responsible for ensuring that schools are notified as appropriate.

Refer also to OP 6.03 Accident / Incident Reporting & Investigation

3. Agency Workers

- (i) Employment Agencies have overall responsibility for casual / temporary workers and this includes the provision of personal protective equipment (unless agreed otherwise). However, the College still has a legal duty towards such persons working on its premises.
- (ii) It is the responsibility of the host Department to ensure that a risk assessment is undertaken to take into account the agency worker's: -
 - Lack of familiarity with the premises and procedures
 - Lack of training relating to equipment and processes
 - Safeguarding issues

- (iii) College Managers undertake risk assessments on an annual basis or as required.

4. Asbestos

- (i) The College recognises the responsibility to manage and control asbestos within its buildings. There are strict legislative controls in place for asbestos encountered in the workplace.
- (ii) An Asbestos Policy and Register is in place to support this policy.

Refer to Asbestos Policy (ref 6.01)

5. Communication of Health & Safety Matters

- (i) The College accepts that it has a legal duty to communicate with its employees on health and safety issues.
- (ii) Staff direct any queries to their **Line Manager** in the first instance.
- (iii) If the Line Manager is unable to resolve the issue, the matter is referred on to the appropriate Director and / or the Health and Safety Advisor.
- (iv) Line Managers ensure that health and safety is a standard item on Team Meeting agenda and encourage staff to report any issues relating to health and safety.
- (v) Directors are ultimately responsible for ensuring that effective communication on health and safety exists within their areas of responsibility.
- (vi) The Health and Safety Committee meets on a termly basis to discuss the management of health and safety across the College. Staff are updated regularly on decisions taken, this is communicated via updates in the Staff Bulletin and at Team Briefings.

6. Confined Spaces

- (i) A confined space is a place which is substantially enclosed (though not always entirely) and where serious injury can result from hazardous substances or conditions within the space or nearby (loss of consciousness through lack of oxygen or from poisonous gases for example).
- (ii) **No persons** employed by the College shall enter confined spaces on its premises.
- (iii) Where necessary, entry to confined spaces is restricted to specialist contractors trained to the necessary standards.
- (iv) The Estates Manager is responsible for appointing and monitoring contractors entering confined spaces. All work in confined spaces takes place under a strictly controlled **Permit to Work** system. See Section 29 Permits to Work.
- (v) The following areas are identified as confined spaces: -

- **Underground water tank - Student Village (Bishop Burton Campus)**

- **Underground water tank – Centre for Sports & Fitness (Bishop Burton Campus)**
 - **Slurry tank – Farm (Bishop Burton Campus)**
 - **Some loft spaces - dependant on the work activity (All campuses)**
- (vi) The above list may not be exhaustive. For any queries please contact the Estates Manager and / or the Health & Safety Advisor.

7. Construction & Refurbishment

- (i) Anyone having construction or building work carried out has legal duties under the Construction (Design & Management) Regulations 2015 (CDM), unless they are a domestic client.
- (ii) The College recognises its responsibility and influence in ensuring that construction and building works are carried out in a safe manner.
- (iii) **For all construction and building works within the scope of Construction Design and Management (CDM) 2015 the College will ensure that: -**
- Suitable arrangements are made for managing the project, enabling those carrying it out to manage health and safety risks in a proportionate way. This includes: -
 - i. Appointing contractors and designers to the project who have the necessary skills, knowledge, experience and organisational capability.
 - ii. Appointing a Principal Designer and Principal Contractor on all projects involving more than one contractor.
 - iii. Allowing sufficient time and resources for each stage of the project.
 - iv. Ensuring that the Principal Designer and Principal Contractor carry out their duties.
 - v. Ensuring there are adequate welfare facilities for the duration of the project.
 - The management arrangements described above are maintained for the duration of the project.
 - Pre-construction information is provided to every Designer and Contractor either bidding for the work or already appointed to the project.
 - The Principal Contractor or Contractor (for single contractor projects) prepares a construction phase plan before that phase begins.
 - The Principal Designer prepares a health and safety file for the project and that it is revised as necessary and made available to anyone who needs it for subsequent work at the site.
- (iv) **For notifiable projects (where planned construction work will last longer than 30 working days and involves more than 20 workers at any one time; or where the work exceeds 500 individual worker days) the College will ensure that:**
- The HSE is notified in writing with details of the project
 - A copy of the notification is displayed in the construction site office
- (vi) The Estates Manager, on occasion working with appointed architects, is responsible for managing construction and building works on College premises

and advising the Principal on the above requirements through the Property Executive.

8. Consultation and Strategy on Health & Safety Matters

(i) The **Health and Safety Executive** meets on a 6 weekly basis to discuss and agree policy, strategy and performance for health and safety management. The group is chaired by the Principal.

(ii) The **Health and Safety Committee** is composed of a number of representatives from across College departments. The Committee meets on a termly basis to discuss and support the development, promotion and monitoring of health and safety management.

4. The Health & Safety Committee is chaired by the Deputy Principal HR & Organisational Services

(iii)

Refer to intranet 'College Structure' for Terms of Reference Bishop Burton Campus.

9. Control of Contractors

(i) The College will plan, coordinate, control and monitor the activities of contract companies to effectively minimise the risks presented to staff, students, members of the public and the contractors own employees.

(ii) Managers **organising such work do so in compliance with the College policy on Control of Contractors and related Operating Procedure.**

(iii) See also Section 29 Permits to Work.

Refer to Control of Contractors Policy (ref 6.10) and OP 6.10 Management of Contractors.

10. Contracts for Services - Self Employed Persons

(i) Self Employed persons working on the College's behalf are responsible for their own health and safety and for maintaining a safe working environment for all including the college's employees, students and visitors. By law, they must also co-operate with others working on site and follow safe methods of work at all times.

(ii) All Self Employed persons are issued with an approved contractor booklet on induction.

(iii) Self Employed persons are required at all times to wear the relevant PPE pertinent to their task and works being carried out.

(iv) The above requirements will be identified within the site induction which is the responsibility of the host Department.

11. Display Screen Equipment (DSE)

(i) In accordance with the Health and Safety (Display Screen Equipment) Regulations 1992, the College is committed to reducing the risks associated with

DSE use. To achieve this, the College has introduced systems to identify, control and reduce those risks.

- (ii) Line Managers ensure that all staff (where relevant) complete the online 'Ergowise' Self-Assessment Checklist.
- (iii) DSE equipment will require PAT testing every 2-4 years and will be monitored by the estates department.

Refer to DSE Policy (ref 6.02).

12. Driving for Work

- (i) College vehicles and private vehicles may be used by staff for a variety of business purposes. Staff using private vehicles must ensure they have the correct vehicle insurance. The College also employs drivers for the transport provision of the students (safety issues, legal requirements and College procedures relating to employed drivers are detailed separately in the Transport Code of Practice).
- (ii) The College is committed to taking all reasonable precautions to secure the health and safety of those travelling in College vehicles or using their own vehicle for work activities.
- (iii) Health and safety law does not apply to commuting, unless the employee is travelling from their home to a location which is not their usual place of work.
- (iv) The College will risk assess driving for work activities with the aim of reducing the potential for serious incidents and injury. Line Managers responsible for staff who regularly drive on business should ensure that departmental risk assessments include provision for driving at work. A generic risk assessment for college drivers is held with the Transport & Security Manager, departmental risk assessments may refer to this where it is considered to be sufficient. An additional risk assessment should be conducted in advance for any unusual journeys.
- (v) All staff who drive on business must ensure they are familiar with the contents of any risk assessment relating to their work activities. This can be obtained from your Line Manager.

Refer to Transport Code of Practice.

13. Electrical Equipment

- (i) All reasonable steps will be taken to ensure the health and safety of employees and others who use, operate or maintain electrical equipment. The College will:
 -
 - Ensure that electrical installations and equipment are installed in accordance with IEE (Institute of Electrical Engineers) Wiring Regulations.
 - Maintain the fixed installation in a safe condition by carrying out routine safety testing (every 3 years in Agricultural and Horticultural buildings and every 5 years in all other buildings).

- Ensure that any work on electrical installation is carried out by competent contractors – NICEIC or ECA registered.
- **Prohibit** the practice of live working unless absolutely necessary, in which case a **Permit to Work** will be issued prior to the work commencing. See Section 29 Permits to Work.
- Inspect and test portable electrical equipment in line with best practice.

(ii) **Faulty Equipment**

Staff should report faults immediately and take out of use until repaired or disposed of. All faulty equipment must be labelled accordingly. It is the responsibility of any member of staff who identifies faulty electrical equipment to fix a warning notice in a prominent position.

No member of staff should carry out repairs or even fit plugs unless authorised to do so, please report any faulty equipment to the Estates Department.

(iii) **Portable Electrical Equipment**

Designated persons will carry out recorded inspections of a selection of electrical equipment within the work area, during Managers Termly Health and Safety Inspections. All staff are responsible for checking portable electrical equipment before use, look for: -

- Damage to the plug i.e. casing cracked, pin bent etc.
- Outer sheath of the cable is secured correctly where it enters the plug and appliance
- Damage to cable i.e. scuffs, cuts etc.
- Damage to external casing of the appliance and that there should be no loose parts or screws etc.
- Evidence of overheating (scorch / burn marks)
- Evidence that it has been safety checked and is still valid (date on plug or appliance)

(iv) **Portable Appliance Testing (PAT)**

All College owned portable electrical appliances must be checked and tested for electrical safety before being used, and retested at regular intervals as required. The same procedure also applies to residential, student owned, portable electrical appliances. A label on the equipment or plug will show when the next test is due, if it is out of date then the equipment should not be reused until tested. Any equipment which is out of date should be reported to the Estates Department, who will arrange for a retest.

New equipment should be supplied in a safe condition and not require a formal portable appliance inspection or test. However, a simple visual check is recommended to verify the item is not damaged

Staff must not bring personal electrical equipment onto College premises unless agreed with their Line Manager and arrangements are in place to ensure it is tested prior to use.

(v) **Extension Leads**

Extension leads and multi gang sockets should be avoided where possible by the provision of an adequate number of appropriately sited electrical sockets. Where it is necessary to use extension leads these should be used in a manner so as to avoid cables trailing across walkways.

Caution should be exercised to ensure that multi gang sockets / extension leads do not become overloaded, as this is a fire hazard. Adhere to the following guidelines: -

- Check the maximum current rating of the extension lead (written on the casing). This is usually 13 Amps. This means that the total power consumption of all the appliances connected to it should not be more than 13 Amps. Look on the back of the devices or power supplies for the power ratings.
- DO NOT plug one extension lead into another to extend it
- If using an extension lead longer than 20m then use an RCD
- If using a coiled extension lead then ensure that you fully unwind it before using

(vi) **Overhead Power Lines / Underground Services**

People can be killed or seriously injured by live overhead power lines or buried cables, this is by electrical shock, electrical arcs (you do not have to make contact with a live cable, electricity can jump across gaps) and flames.

The Estates Department and Farm have detailed site plans showing the locations of overhead and buried services on site.

As a standard working practice there is to be no activity with high reach vehicles or equipment within **10 metres** of any overhead power line unless a specific risk assessment is in place and agreed with the Estates Manager.

Excavations, digging or any other disturbance of the earth (pegging for marquees and inflatables etc.) is strictly **prohibited** unless agreed under a Permit to Work issued by the Estates Manager.

14. Emergency Procedures

- (i) The College recognises its duty under the Management of Health and Safety at Work Regulations 1999 to put in place procedures relating to foreseeable emergencies.
- (ii) The College has implemented various generic / specific (e.g. fire procedures) emergency response procedures which will be reviewed on an annual basis.

Refer to OP 6.02 Incidents Requiring the Emergency Services (Bishop Burton Campus), OP 2.02 Critical Incident Plan and OP6.13 Procedure for Bomb Threats are not published on the intranet due to security issues (the documents are circulated to the relevant staff).

15. Events on College Premises

- (i) For all events occurring on College premises an Event Risk Assessment must be completed. The **Event Organiser** is responsible for ensuring that this is in place.
- (ii) Where events are likely to involve large visitor numbers the Event Risk Assessment should be completed by the Health and Safety Advisor. For smaller events or specialist events (such as Bishop Burton Horse Trials) the Event Risk Assessment should be completed by the Event Organiser. All Event Risk Assessments, however, should be passed to the Health and Safety Advisor for approval prior to the event.
- (iii) The Event Organiser must ensure that Electrical Installation Certificates have been received from external commercial vendors for the use of a mobile or transportable unit. To check this the Event Organiser needs to ask to see the Portable Appliance test results.
- (iv) As a general guide, Event Risk Assessments should normally make reference to the following issues: -
 - First aid arrangements
 - Emergency arrangements
 - Management of external displays/exhibitors (risk assessment/insurances)
 - Contractors control
 - Traffic management plan
 - Restricted access areas (machinery workshops for example)
 - Security
 - Fire arrangements
 - Crowd control
 - Stewarding
 - Communication plan
 - Welfare facilities

16. Fire

- (i) Fire can result in serious injury, death, disruption and loss to business including destruction of buildings, services, equipment and information. The College has a legal duty to safeguard staff and students against the hazards associated with fire.
- (ii) The College will take all reasonably practicable steps to prevent or minimise the risk of fire. Fire risk assessments and regular audits and tests are carried out to inspect the means of escape, firefighting equipment and early warning systems.

Refer also to Fire Policy (6.03), OP 6.06 Fire Alarms - Monitored Fire Systems OP 6.07 Fire Alarms – Stand Alone Fire Systems,

17. Firearms (Bishop Burton Campus)

- (i) The College recognises the security and safety implications of the use and storage of shotguns and firearms on College premises.

- (ii) The College has implemented strict control mechanisms for the security and safety of such equipment. These procedures will be reviewed on an annual basis.

Refer to OP 6.04 Control of Shotguns on College Premises

18. First Aid Arrangements

- (i) First aid can save lives and prevent minor injuries becoming major ones. First aid is: -
 - treatment for the purpose of preserving life and minimising the consequences of injury and illness until professional medical help is obtained, and
 - treatment of minor injuries
- (ii) First aid does not include giving tablets or medicines to treat illness.
- (iii) The College is committed to providing adequate first aid equipment and facilities for staff should they become ill or are injured at work. The College will also provide access to first aid for students and visitors.
- (iv) The first aid arrangements shall be common and combined for employees and non-employees (students in the main), there shall be no differentiation in facilities or treatment.
- (v) In support of the above, the College will appoint sufficient first aid personnel to ensure that statutory requirements and the needs of the College are fulfilled.
- (vi) Trained first aiders will be appointed initially through Departmental requirements (Line Managers) and any gaps will be identified annually by risk assessment which is the responsibility of the Health and Safety Advisor.

(vii) Defibrillator

A defibrillator is a lifesaving unit that gives the heart an electric shock in some cases of cardiac arrest. Cardiac arrest is when the heart stops pumping blood around the body. When someone has a cardiac arrest defibrillation needs to be prompt.

Defibrillator units are stored in the following locations:

Defibrillator	Campus	Building	Location
Number 1	Bishop Burton	Main Building	Reception
Number 2	Bishop Burton	Equine - Canters	External (in secure wall mounted cabinet - Code C0147X)
Box Identification No NCPAD 699			

Number 3 Box Identification No NCPAD 336	Bishop Burton	Croft Changing Rooms	External (in secure wall mounted cabinet - Code C0147X)
Number 4	Bishop Burton	Centre for Sports & Fitness	Reception (in wall mounted cabinet – no code required)
Number 5	Bishop Burton	Centre for Sports & Fitness	Mobile – held by the Physio
Number 6	Bishop Burton	Meadows	Outside First Aid Room (in wall mounted cabinet no code required)
Number 7	Showground	Agricultural Innovation & Science Centre	Reception
Number 8	Showground	Sports & Health Science Centre	Reception (in wall mounted cabinet - no code required)
Number 9	Riseholme	Farm - CAI Building	Wall next to kitchen
Number 10	Riseholme	Equine Indoor Arena	Entrance (in wall mounted cabinet – no code required)

The defibrillator units are designed to be used by anyone, however, full defibrillator training forms part of all First Aider courses and is **mandatory** for Centre for Sports & Fitness staff (Bishop Burton Campus) and College Wardens.

A list of first aiders who have undertaken defibrillator training is held on the Main Reception and posted on the College intranet.

For full information on the defibrillator procedure, see OP 6.09 Treatment of Accidents and Illness.

(viii) Information

On induction staff and students will be given details of the first aid procedures at the College. The College intranet has a section on first aid which includes: the location of the first aid kits, list of first aiders and procedures for reporting accidents / incidents.

First aid signage will be displayed in all buildings as required, detailing the names and contact details of the nearest first aiders (see [First Aid Sign](#) on the Health & Safety section of the intranet).

(viii) Training Requirements

Before taking up first aid duties, a first aider must hold a valid certificate of competence, issued by a training provider.

The College will maintain an up to date list of first aiders, this list will be continually updated and records of certificates will be maintained. This is the responsibility of the HR Officer.

First Aid at Work (3 day course) - the certificates expire every 3 years and staff are required to attend a 2 day requalification course.

Emergency First Aid at Work (1 day course) – the certificates expire every 3 years and staff are required to attend a 1 day repeat course.

The College will also provide first aiders with **regular refreshers** on basic first aid techniques.

(ix) **First Aid Boxes**

First aid kits are located at identified points in all buildings and also in College vehicles (see College [First Aid Boxes](#) on the Health & Safety section of the intranet). Arrangements are in place to monitor and replenish the contents and the persons responsible for doing so will be made aware of the procedure for reordering (through the Health & Welfare Officer) or reception at Riseholme.

Only first aid supplies specified by risk assessment or regulation (namely the Health and Safety (First-Aid) Regulations 1981) will be kept. No creams, lotions or drugs, however seemingly mild, will be kept in these boxes.

A list of the minimum requirements for first aid kits is available via the Health & Safety section of the intranet – see tab “First Aid Advice”.

Departmental risk assessments should take account of any additional requirements in relation to workplace hazards (i.e. ice packs for Sports Departments, eye wash kits in Science Centre / Engineering Workshops, burns kits in Hospitality, finger bandages in art and design, Engineering etc.).

(x) **Off Site Visits**

It is the responsibility of the Party Leader to ensure that adequate first aid provision is available for all off site visits. The minimum requirement is a first aid kit and person responsible for issuing its contents. The off-site visit risk assessment should detail what first aid provision is required dependant on a number of factors: -

- First aid cover being available at the destination site
- Hazards identified via the risk assessment, for example a low risk activity (trip to the cinema etc.) may not require first aid personnel dependant on the students' needs etc. High risk activities will always require a first aider to be present.
- Proximity to emergency assistance – visits to isolated areas (moorland for example) will require a full first aider.
- Travel distance from College.
- Duration of visit – study tours for example will always require a first aider to be present.

(xi) Legal indemnity of first aiders

All certified first aiders shall be indemnified by the College against any legal action alleging negligence while carrying out their first aid duties.

It is unlikely that first aid personnel rendering assistance to a colleague or student will become the subject of legal action. However, the College has arranged to guard against this possibility by providing through its insurance policies indemnification for any first aid personnel who assists an employee or student who becomes ill or injured at work/study on or off College premises.

Refer also to OP 6.09 Treatment of Accidents & Illness, [First Aider List](#) (intranet – H&S Section / '),

19. Gross Misconduct

An employee may be liable to summary dismissal if he/she is found to have acted in any of the following ways:

- (i) A serious or wilful breach of safety rules
- (ii) Wilful damage or misuse of or interference with any item provided in the interests of health and safety or welfare at work
- (iii) Unauthorised removal or defacing of any label, sign or warning device
- (iv) Unauthorised removal or interference with any guard or protective device
- (v) Unauthorised operation of any item of machinery, plant or equipment
- (vi) Misuse of compressed air, hydraulic or electrical equipment
- (vii) Overloading or misuse of any vehicles
- (viii) Misuse of chemicals, flammable or hazardous substances or toxic materials
- (ix) Smoking in any area on site other than the designated smoking shelters
- (x) Horseplay or practical jokes which could cause accidents
- (xi) Making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence
- (xii) Being incapable of work whilst under the influence of drink or drugs
- (xiii) Refusal to obey any reasonable instruction

The above list is an example and is not intended to be an exhaustive list.

20. Hazardous Substances & Biological Agents

- (i) Hazardous substances are any form of solid, liquid, gas, fume or vapour including micro-organisms and allergens that can present a hazard to health through being absorbed, injected, inhaled or ingested. This includes single chemical compounds and preparations.
- (ii) The Control of Substances Hazardous to Health Regulations 2002 (COSHH) requires that a risk assessment ('COSHH assessment') is completed prior to putting any hazardous substance into use. When completing the COSHH assessment the Manufacturers Safety Data Sheet (MSDS) should be consulted for relevant information. Suppliers are legally required to supply the MSDS to their customers.
- (iii) Hazardous substances will be identified by a warning label and will be provided with a COSHH Data Sheet from the supplier.

- (iv) Hazardous substances must always be stored in their original containers unless specified by the manufacturer.
- (v) Managers maintain records of substances used and held which are covered by COSHH Regulations
- (vi) Where a substance is produced as a bi-product for example welding fume, wood dust, grain dust etc., then an assessment of the risks must be made before work commences.
- (vii) Managers complete annual COSHH assessments (see COSHH assessment template OP6.170); however advice may be sought from the Health and Safety Advisor.

Refer also to OP6.170 Control of Substances Hazardous to Health, Zoonoses Policy (ref 6.09), and Laboratory Health and Safety Code of Practice

21. Health Surveillance

- (i) Health surveillance is a system of ongoing health checks, these health checks may be required by law for employees who are exposed to noise or vibration, solvents, fumes, dusts, biological agents and other substances hazardous to health.
- (ii) The College, working with Occupational Health providers Latus Health, has instigated a system of health surveillance which includes annual, 2 yearly and 3 yearly health checks.
- (iii) Current health checks include audiometry (hearing checks), spirometry (lung function), tier 2 HAVS screening (hand arm vibration syndrome) and skin checks (dermatitis).
- (iv) Health surveillance is coordinated by the Health & Safety Advisor.

22. Legionella

- (i) The College recognises the need to control legionella risks within its premises and on site. There are strict legislative controls in place for legionella risks within the workplace.
- (ii) A Legionella Policy and specialist Risk Assessment / Monitoring Services are in place to support this Policy.

Refer to Legionella Policy (ref 6.06)

23. Lifting Equipment

- (i) Lifting equipment includes any equipment used at work for lifting or lowering loads, including attachments for anchoring, fixing or supporting it.

- (ii) The Lifting Operations & Lifting Equipment Regulations 1998 (LOLER) cover a wide range of equipment relevant to the College activities, for example: -
- **Telehandlers and attachments (e.g. muck grab, bale grab, grain bucket, man basket)**
 - **JCB**
 - **Passenger lifts**
 - **Vehicles lifts**
 - **Vehicle tail lifts**
 - **Axle stands**
 - **Trolley jacks**
 - **Hydraulic jib cranes**
 - **Slings, hooks, shackles, eyebolts**
 - **Disabled hoist**
 - **Ropes used for climbing**
- (iii) The Regulations require that all lifting equipment must be: -
- Suitable for purpose, sufficiently strong and stable
 - Positioned or installed so as to prevent risk of injury e.g. from the load falling or striking people
 - Visually marked with any appropriate information for example – safe working load
 - Subject to a written scheme of examination
- (iv) **Vulcan Inspection Services** are appointed through the College insurers to complete thorough examination and test of all College lifting equipment.
- (v) **Managers** are required to keep up to date inventories of lifting equipment and will during Termly Health & Safety Inspections check that equipment has been inspected within the required time period.
- (vi) The following guidelines show in-service examination periods: -

Type of equipment	6 months	12 months
Accessory for lifting	✓	
Equipment used to lift people	✓	
All other lifting equipment		✓

(vii) **Operator Training**

Specific training is required to operate forklift trucks such as the telehandlers .

Even trained and experienced staff should be reassessed from time to time to ensure they are up to date with the latest best practice. The College will ensure that authorised persons are **retrained every 3 years**.

IMPORTANT NOTE: - basic telehandler training **does not** make the operator competent in using lifting attachments or lifting persons in man baskets. Additional, specific training is required to perform these tasks.

Persons who are required to enter the man basket (Bishop Burton Campus) must have additional Work at Height training. Lanyards must be used on any boom-type equipment whilst in the basket.

Staff are prohibited from operating any machinery or vehicles for which they have not received training.

24. Lone Working

- (i) The College is committed to reducing the risks that may arise due to lone working, although it is recognised that in some cases lone working may be unavoidable.
- (ii) Responsibility lies with both **Line Managers and Staff** to follow safe systems of work and report any concerns to Senior Management and / or the Health and Safety Advisor.
- (iii) The following are examples of College activities which may involve a degree of risk (this list is not intended to be exhaustive): -
 - **Security duties**
 - **Caretaking duties**
 - **Wardening duties**
 - **Evening Reception cover**
 - **Some Farming activities**
 - **External visits**
 - **Working out of normal hours generally**
- (iv) Where staff are required to work alone, Line Managers identify this within risk assessments and consider the following options: -
 - Can lone working be avoided altogether?
 - Can control measures be put in place to remove risks?
 - Are risks controlled to an insignificant level?
- (iv) Where significant risks remain, further controls need to be incorporated: -
 - Providing suitable methods of communication such as landline telephones, pagers, two-way radios or mobile phones to the lone worker together with emergency contact numbers, setting up WhatsApp groups and downloading the what 3 words app.
 - Telephoning a designated member of staff when activities are undertaken out of normal hours or away from the main place of work, to confirm the safety of the lone worker.
 - Providing panic alarms.
 - Ensuring final exit doors are closed and secured in lone working situations (but without compromising fire safety).
 - Parking in well-lit areas close to the destination.
 - Avoiding high risk activities whilst working alone – work at height, confined spaces, electrical work (see **Permits to Work**).

25. Manual Handling

- (i) Statistics show that manual handling is one of the most common causes of injury in the workplace and may have long term effects.
- (ii) The College accepts that some tasks involve manual handling which cannot be avoided, and as such will assess the risks involved.
- (iii) Where practicable, equipment such as trolleys or hoists (for example) will be provided. Where this is not practicable, reasonable steps will be taken to minimise the risk of injury.
- (iv) Managers complete annual risk assessments, however advice can be sought from the Health and Safety Advisor.

Refer to Manual Handling Policy (ref 6.11)

26. Measuring Performance

- (i) The College measures its health and safety performance in a number of ways with the collective aim of continuous improvement. The College uses both reactive and proactive monitoring: -
 - Accident, incident and other identification, investigation and reporting
 - Inspections, audits, surveys and tours
- (ii) It is considered appropriate to specifically measure a small number of key areas which impact on managing health and safety including the following: -
 - Accidents and ill health as a result of College activities
 - Other incidents and adverse events including near misses
 - Internal Audits - MAZARS
 - External assessments from the Health & Safety Executive (HSE), Fire Authority and insurers
 - General levels of compliance with legislation and Codes of Practice and Guidance produced by the HSE.
- (iii) Benchmarks are considered annually via the Health & Safety Executive as part of the planning process for health and safety.

26. Monitoring Health & Safety Arrangements – Review and Audit

- (i) Health and safety is formally reviewed on an annual basis considering all the various sources of information that has been gathered over the year on an ongoing basis. In addition and to help with the review and audit process the following tools will be used: -
 - An inclusion in student feedback / questionnaires on health and safety
 - An inclusion in any Staff Surveys on health and safety
 - An internal self-assessment tool (SAR) on health and safety
- (ii) The implementation of the College Health and Safety Policy is actively monitored through a programme of health and safety inspections and periodic management system audits.

- Annual audits of high risk areas: -
 - Equine Departments – Commercial and Academic
 - Farm
 - Land Based Curriculum Area – Agriculture, Countryside, Engineering, Horticulture, Construction
 - Science Labs
- Termly Managers H&S Inspections
- Bishop Burton College Accident Reporting System

27. Noise

- (i) Hearing damage caused by exposure to prolonged noise or sudden extremely loud noise is permanent. Hearing loss is generally very gradual and not usually noticed until it is too late.
- (ii) The College accepts that it has a duty towards its staff, students and visitors who could be harmed by excessive noise levels.
- (iii) Under the Control of Noise at Work Regulations 2005 there are specific noise levels over a specific period of time that are considered dangerous to health. These are identified by exposure action values, i.e. the noise level at which something must be done to prevent harm.
- (iv) The action values are: -

1. Lower exposure action values: -

- a. A daily or weekly personal noise exposure of 80dB (A Weighted);
and
- b. A peak sound pressure of 135dB (C Weighted)

2. Upper exposure action values: -

- a. A daily or weekly personal noise exposure of 85dB (A Weighted);
and
- b. A peak sound pressure of 137dB (C Weighted)

In the above no allowance has been made for the effects of hearing protection.

3. The exposure limit values are: -

- a. A daily or weekly personal noise exposure of 87dB (A Weighted);
and
- b. A peak sound pressure of 140dB (C Weighted)

These are the noise levels which must not be exceeded. In determining these values it is permissible to take into account any reduction in exposure provided by hearing protection.

- (v) A and C Weighted Scales are methods of changing the normal decibel measurement of sound into a version that take into account that human hearing is more sensitive in some ranges than others.

- (vi) There may be some areas (Engineering Workshops, Farm, Gardens) where staff might be exposed to the higher exposure levels at least 2 or 3 times a week for more than 2 hours for example. These staff should be assessed on the levels of noise averaged across a whole week.

(vii) **Identifying if there is a risk of hearing damage**

For a rough estimate of whether an assessment is required, use the following simple tests: -

Test	Probable noise level	A risk assessment will be needed if the noise is like this for more than:
The noise is intrusive but normal conversation is possible.	80dB	6 hours
You have to shout to talk to someone 2m away.	85dB	2 hours
You have to shout to talk to someone 1m away.	90dB	45 mins

- (ix) The most reliable way of limiting exposure is to remove the source of noise, either by changing the system of work or by insulating the area for noise.
- (x) Do not assume that because a person is wearing hearing protection that there is no need to carry out an assessment. They may not be wearing it properly, it could be the wrong type or inadequate.
- (xi) Managers complete annual risk assessments. If the noise is potential hazardous then a noise assessment must be completed. The College has equipment to measure noise levels. Contact the Health and Safety Advisor.
- (xii) Where necessary, external professional assistance will be sought.

(xiii) **New Equipment**

When buying new equipment which is potentially noisy, **the Procurement Assistant and the Departmental Manager** will consult the manufacturer's information and look for equipment which does not reach the lower action value. Where the lower action value is reached, then an assessment should be undertaken and control measures put in place before putting it into use. Any new electrical equipment will only need PAT testing after the 1st year.

28. Off Site Visits / Activities

- (i) A procedure and approval system is in place for any activities involving taking students off site. **Party Leaders** are responsible for ensuring that all the relevant approvals are in place prior to leaving site.

Refer to OP 1.303 Off Site Student Activities & Study Tours

29. Permits to Work

- (i) A permit to work system is a formal written procedure used to control certain types of high risk work activities. The permit is a written document which authorises certain people to carry out specific work, at a certain time, and which sets out the main precautions needed to complete the job safely.
- (ii) The following higher risk activities are **prohibited** unless operating under a permit to work system: -
 - Hot work
 - Work at height
 - Work at height (ladders and steps)
 - Roof work
 - Entry into confined spaces
 - Live electrical work
 - Digging or excavating
- (iii) Generally the above activities are carried out by contractors and as such the responsibility for issuing the permit is with the **Estates Manager**.
- (iv) However, work at height and hot work may be carried out by some College Departments, for example the Farm and Engineering Workshops. It is the responsibility of management within these areas to ensure that permits are in place.
- (v) Permits to work are available via the Estates Office although Departments are free to put in place their own systems so long as they follow best practice guidance.
- (vi) See HSE Guidance on Permit to Work Systems (available via the Health & Safety section of the intranet - 'Contractors' tab).

30. Personal Protective Equipment (PPE)

- (i) The College acknowledges that it has a legal responsibility to supply its staff with PPE where necessary.
- (ii) PPE requirements are identified by Line Managers who complete specific PPE risk assessments.
- (iii) Records are kept of any PPE issued to staff (PPE – Record of Issue).

[Refer to Personal Protective Equipment Policy \(ref 6.12\)](#)

31. Pregnant Workers

- (i) If an employee of the College becomes pregnant, she is required by law to inform the College in writing. This allows the College to take steps to eliminate or reduce any risks.
- (ii) The notification should be given to the HR Department.

- (iii) On receipt of formal notification of pregnancy, the HR Department will ensure that the employee's Line Manager completes a risk assessment of the employee's work activities.
- (iv) For any risks to which the pregnant employee is exposed, efforts will be made to reduce the risk as far as is reasonably practicable. Particular note should be taken of any advice given by the employee's medical advisors.
- (v) Following action to reduce the risks, the risk assessment will be reviewed. If the risks remain significant, the employee will be reassigned to other work for which the risks have been assessed as insignificant.
- (vi) If it is not possible to reassign the employee to low risk work, she will be placed on paid leave until either she ceases to be a pregnant worker or new mother (given birth within the last 6 months or is breast feeding), or suitable alternative work is found.
- (vii) The College will provide and maintain a suitable area where pregnant or nursing mothers may take their rest breaks. This will be identified and agreed with the employee as part of the risk assessment process.

32. Pressure Systems

- (i) The failure of pressure systems could cause serious injury, death or significant property damage.
- (ii) Under the Pressure Equipment Regulations 1999 and the Pressure Systems Safety Regulations 2000, the College is required to ensure that all pressure systems are examined on a periodic basis.
- (iii) Some examples of pressure equipment and systems relevant to the College: -
 - **Compressed air systems / compressors (fixed and portable)**
 - **Pressure cookers**
 - **Autoclaves**
 - **Commercial coffee boiler which generates steam at pressure**
- (iv) **Vulcan Inspection Services Ltd** are appointed by the College insurers to carry out the examination scheme.
- (v) The frequency of inspection depends upon the competent person's judgement and is detailed in the examination scheme.
- (vi) Equipment is generally inspected on an annual basis.
- (vii) **Managers** are responsible for notifying the Estates Department and the Health and Safety Advisor of any new pressure equipment or systems brought onto site.

33. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

- (i) The Health and Safety Advisor is responsible for making all reports to the Health & Safety Executive (HSE). All accidents must be recorded and accident forms must be sent to the Health and Safety Advisor on the day of the accident or as soon as possible thereafter.

- (ii) An annual health and safety report is presented to the Corporation during each Autumn Term, this includes details of all RIDDOR reports during the previous academic year.
- (iii) All RIDDOR incidents are also reportable to the College insurers and Funding Providers.

See also OP6.03 Accident / Incident Reporting & Investigation.

34. Risk Assessment

- (i) Managers carry out suitable and sufficient risk assessments within all departments as required by statutory regulations. Risk assessments are reviewed annually or whenever there are significant changes. Risk assessment is a Line Management responsibility but appropriate advice and support will be made available. Line Managers are to ensure staff have signed the acknowledgement form to say they have read local risk assessments.
- (ii) Risk assessments are recorded on a College risk assessment template form.
- (iii) Line Managers (those in control of staff / students at risk or the area in which the risk occurs) keep copies of departmental risk assessments and these are forwarded to the Health and Safety Advisor who updates the risk assessment page on the College intranet.
- (iv) The approach is to identify **significant** risks not all risks, and not to ask staff to spend a disproportionate time filling in risk assessment forms.
- (v) **Current control measures** - think of ways you already work to reduce the chances of hazards occurring. For example: -
 - Is there an agreed procedure for doing the job?
 - Are those affected trained to do the work?
 - Is there suitable equipment to use?
 - Is it maintained?
 - Are the main points on how the work is to be done agreed?
 - Are there any physical controls, like barriers or guards to keep people safe?

In some cases there may already be records of procedures in training manuals and codes of practice etc. You can simply refer to those in your controls section.

- (vi) **Assessing the risk** - ask yourself the following questions: -
 - Do the current controls adequately control the risk?
 - If any specific legal requirements exist, are these being met?
 - Is it likely that anyone could still be harmed?
 - Is everything being done that could reasonably be done?
- (vii) **Further controls** - consider whether anything else can reasonably be done to make the job safer, such as introducing a new piece of equipment or providing additional training. If the risk is still high, you may need to consider whether the job can be done in a totally different, safer way.

35. Slips & Trips

- (i) It is everyone's responsibility to assist the College to prevent slip and trip accidents. All staff are responsible for removing slip/trip hazards as soon as they are aware of them. If the member of staff is unable to remove the hazard they should ensure that it is reported to an appropriate person to deal with it.
- (ii) Spillages are cleared immediately. Any member of staff who notices a spillage is responsible for either clearing it or reporting it to the relevant person and for ensuring that the area is made safe before leaving it (by way of temporary signage for example).
- (iii) Wet floors are a significant cause of slips in the workplace. During wet weather staff should report any areas of concern to the relevant department without hesitation.

36. Smoking

- (i) Bishop Burton College operates a no smoking policy in all of its buildings and vehicles. All campuses are strictly no smoking and smoking is only permitted within designated smoking shelters.
- (ii) All staff are expected to challenge anyone seen smoking in unauthorised areas.

Refer to Smoke Free Policy (ref2.04)

37. Stress

- (i) The College is committed to protecting the health and welfare of our staff and acknowledges the importance of identifying and reducing workplace stressors.
- (ii) Line Managers complete risk assessments using the Generic Stress Risk Assessment (CQD112).
- (iii) A Staff Wellbeing Policy is in place to support this statement.

Refer to Staff Wellbeing Policy (ref 7.18)

38. Training

- (i) The College will ensure that staff are provided with appropriate health and safety training, in particular as part of the induction programme, or on being exposed to new or increased risk, or when duties change.
- (ii) **Line Managers** complete the initial health and safety induction (in accordance with the Staff Induction Checklist) with new employees on the first day of work.
- (iii) The **Health and Safety Advisor** delivers the health and safety training on the College Induction Day. This takes place within a reasonable time of the employee commencing work. The Health and Safety Advisor delivers a number of face to face training packs such as: Fire Warden, Manual Handling (Inanimate objects & People Moving and Handling) and First Aid.

- (iv) Training is offered, on a regular basis, in fire procedures, manual handling and any new health and safety regulations. A record is kept within the HR Department of all health and safety training attended by staff.
- (v) Training is planned by Managers on a Departmental basis to take account of changes in working practice, working environment, responsibilities, technology or systems to ensure that all staff and students are competent to carry out their tasks safely. Records of all training is kept.
- (vi) The College also provides all students with induction training relevant to the College areas they will be learning / working in. **Course Tutors** are responsible for providing induction for students.
- (vii) Residential students are given hall inductions which includes fire procedures. The College will also arrange for fire safety talks to place at the commencement of each academic year.

Refer to OP 7.03 Staff Induction, New Staff Induction Checklist, OP 1.202 Student Induction (Full Time FE), OP1.203 Student Induction (HE)

39. Violence

- (viii) Any form of violence towards staff or students is unacceptable regardless of the form it takes or whatever reasons are cited.
- (ix) If you are the victim of assault or aggression you must report the incident immediately to your line manager. Where necessary contact Security personnel (through the Main Reception).
- (x) Anyone who is the victim of a violent attack / aggression should report the incident as per the College's Accident Reporting Procedures.
- (xi) All academic and 'frontline' staff (those dealing with students and those dealing with visitors in potentially vulnerable situations e.g. Reception / Security staff) should attend regular training on dealing with challenging behaviour.

40. Visitors

- (xii) Visitors to College premises will be made aware of the risks that exist in areas that they are visiting and the need to comply with the relevant requirements of the College Health and Safety Policy.
- (xiii) Where possible, visitors should be accompanied particularly in high risk areas. Visitors will be issued with protective equipment and clothing where necessary.
- (xiv) Responsibility for the safety of visitors is that of the host Department.

41. Winter Weather

- (i) Whilst the College will always strive to maintain its services in periods of adverse weather, it is accepted that there is a need to adequately manage the risks to its staff, students and visitors.

- (ii) To support the above statement, the College has in place a separate Policy and Procedures on Snow and Ice Clearing.

Refer to Snow & Ice Clearing Policy (ref 6.08)

42. Work at Height

- (i) Work at height is defined as any activity where there is a risk of a fall that is liable to cause personal injury.
- (ii) Work at height is to be avoided wherever possible and all work at height is prohibited to College staff unless prior permission is obtained from Line Management.
- (ii) The College accepts that some work may require the use of ladders and stepladders. Managers ensure that a risk assessment has been carried out and that staff have received relevant instruction / training in work at height and ladder safety (as detailed in the HSE's ladder safety guidance which can be found on the Health & Safety section of the intranet).
- (iii) Work at height is restricted to the use of proper access equipment (stepladders, hop up etc.). Staff are not permitted to climb onto desks, shelving etc. to access higher levels.
- (iv) Any other work at height (other than low risk, short duration work from single section ladders or stepladders) is controlled under a **Permit to Work** system, issued by the Estates Department and undertaken by specialist, trained contractors.
- (v) Working alone at height is strictly prohibited.

Refer to Work at Height Policy.

43. Work Equipment

- (i) Safety risks from the equipment people use at work must be prevented or controlled.
- (ii) Work equipment is **any and all** equipment supplied for use at work. This includes: -
- Hand tools
 - Machinery
 - Laboratory equipment
 - Vehicles / trailers / attachments
 - Lifting equipment and attachments
 - Ladders
 - Pressure washers / pressure systems
 - Computers
 - Kitchen equipment
 - Floor polishers / hoovers
 - Mowers / strimmers etc.

- (iii) Under the Provision and Use of Work Regulations 1998, equipment supplied at work must be: -
- Fit for purpose (suitable for the intended use)
 - Maintained in a safe condition
 - Used by persons with adequate training (or are supervised in its use)
 - Accompanied by suitable safety measures – warning signs, markings, protective devices (guards for example)
- (iv) The College is committed to reducing the risks associated with work equipment and to support this, has implemented a separate Policy and Procedure on Work Equipment.

Refer to Policy on the Provision and Use of Work Equipment (ref 7.01), OP 6.12 Provision and Use of Work Equipment.

44. Work Experience

- (i) Work experience presents a significant risk to the College in that students are placed in real work situations which are out of its control (and sometimes in high risk industry).
- (ii) The College has in place a separate Policy, Operating Procedures and work placement approval system to support its Health and Safety Policy.

Refer to Policy on Students in the Workplace – FE & HE (including study programmes) (ref 1.03), OP1.302 Procedure for Student Work Experience/Placements FE & HE

45. Young Persons in Employment

- (i) The College recognises its obligations under the Management of Health and Safety at Work Regulations 1999 to protect young people from work related risks to health and safety.
- (ii) Our main responsibilities are: -
- To constantly review the health and safety risks involved in the employment of young people.
 - Before employing young people for the first time the College will undertake a **risk assessment** of that employment, paying particular attention to the young person's inexperience, lack of awareness and immaturity, any possible risks to physical, biological or chemical agents, the range of work equipment and any limitations / prohibitions on young persons.
- (iii) Managers complete annual risk assessments, however advice and guidance is available from the Health and Safety Advisor.

46. Zoonoses

- (i) Zoonoses are diseases which are transmittable from animals to humans.
- (ii) Due to the activities on the College premises and the wide range of livestock housed on its site, the College is aware that these risks must be controlled as far as is reasonably practicable. This is particularly the case where members of the public are involved.

- (iii) To support the above statement, the College has in place a separate Policy on Zoonoses.

Refer to Zoonoses Policy (ref 6.09)

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