



# East Durham College

## Policy Document

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<b>Policy Grouping</b>	Health & Safety - 2
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<b>Author / Reviser / Owner</b>	Jim Blower
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<b>Approved By</b>	<b>Committee</b>	<b>Date</b>
Board of Governors	Full Board	17 October 2019

### Document Control

This document is issued and controlled by Quality & Standards and may only be modified by the designated group after proposed modifications have been accepted by the College Management Group

The latest version of the procedure will be maintained on the College Extranet

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## Health & Safety 2.1



### Scope

All College properties and operations, including Endeavour School. All staff, learners and members of the public.

### Purpose

To ensure that all College activities are carried out in a safe and healthy manner, in a safe and healthy environment, in accordance with the Health & Safety at Work Act 1974, and the Health & Safety (Management) Regulations 1999.

### Comment

Health & Safety codes of practice for subject areas are held within subject teams and should be reviewed on an annual basis. Health & Safety is the responsibility of everyone and should be proactive rather than reactive.

This policy also covers work placements and visits. For any advice or guidance contact the Director of Estates, Services and Resources.

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### Statement of Policy

East Durham College recognises and accepts its responsibility as an employer for providing a safe and healthy workplace and working environment for all employees, learners and the public and will take all steps to meet this responsibility, paying particular attention to the provision and maintenance of:

- Plant, equipment and systems of work that are safe and without risks to health
- Safe systems of work in the use, handling, storage and transport of articles and substances
- Sufficient information, instruction, training and supervision to enable all employees and learners to avoid hazards and to contribute positively to their own safety and health at work
- A safe place to work with safe means of access and egress
- A safe and healthy working environment with adequate welfare facilities.

The College will seek to ensure that learning takes place in a safe, healthy and supportive environment which meets the needs of learners. The College will promote good practice, and in particular, the concept of the “SAFE LEARNER”. Where part of the learning takes place outside the College, the College will assess the health & safety suitability of that environment prior to learning being delivered.

Without detracting from the primary responsibility of Senior Management, the College Management team are responsible for ensuring safe conditions of work in the areas under their control. Competent technical advice on health and safety matters will be provided to assist Management in this task. The College recognises and accepts its responsibilities in respect of persons not in their employment (e.g. visitors, learners, contractors) who may be exposed to risks to their health and safety as a result of the activities of the College.

The policy statement will be regularly reviewed and added to or modified as necessary and is supplemented by further statements relating to the activities of particular college departments.

All employees and particularly those with supervisory responsibilities must recognise the need for and accept responsibility for safe systems of work. The adequate delegation of these responsibilities in case of absence from work must be ensured. It is the responsibility of everyone to help to make this safety policy work and assist in maintaining a safe and healthy working environment for all.

Signed: 

Date: October 2019

**S Duncan**  
**Principal and Chief Executive Officer**

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### Organisation

#### The Duties of the Board

To carry out the following, in keeping with their responsibilities, and in accordance with the Further and Higher Education Act 1992:

1. To ensure that this policy is implemented and kept under review.
2. To ensure that the statutory requirements are observed and that relevant records and reports are in order.
3. To receive reports from the Principal/Chief Executive relating to the effectiveness of College Health and Safety Policies and Procedures to ensure that a safe and healthy environment is maintained for staff, learners and the public.

#### The Duties of the Principal/Chief Executive

1. To have overall responsibility for the Health and Safety Policy and its implementation.
2. To ensure responsibilities for Health & Safety Policy are properly assigned and accepted at all levels.

#### The Duties of the Vice Principal – Finance & Business Planning

1. To ensure that this policy is implemented and kept under review.
2. To ensure that employees are aware of their responsibilities under the policy and comply with the safety procedures of the College.
3. To ensure periodic safety inspections are carried out.
4. To ensure that defects in premises, plant and equipment are reported promptly through the normal systems operating in the College.
5. To ensure that all accidents are recorded and reported, as necessary, to the appropriate authorities.
6. To ensure that all accidents are investigated and appropriate steps taken to prevent recurrence.
7. To seek co-operation from all employees in order to create a safe environment and the elimination or reduction of potential risks.
8. To ensure that facilities provided for the public are adequate as far as safety is concerned and that the work carried out by employees does not adversely affect the Safety or Health of the public.

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### **The Duties of Vice Principals, Directors, Curriculum and Business Support Managers**

1. To ensure that staff under their control implement safe working practices.
2. To ensure as part of the college induction, that new staff, especially part-time staff, are competent in their respective vocational areas and are familiar with college procedures.
3. To ensure the adequate provision of protective clothing and equipment, where necessary, for staff, learners and visitors to areas under their control.
4. To establish procedures for identifying hazards and assessing risks within areas under their control, and as far as is reasonably practicable, reduce or eliminate those risks.
5. To ensure that learning environments outside the College are assessed for Health & Safety suitability prior to learners being placed in that environment and are monitored at appropriate intervals thereafter.
6. To ensure that staff involved in the production or maintenance of Health and Safety records keep such records up to date and available for inspection by an authorised person.

### **The Duties of the College Safety Advisor (Director of Estates, Services and Resources)**

1. To take appropriate action to ensure that the College Safety Policy is fully implemented.
2. To ensure that statutory requirements regarding Health & Safety are met.
3. To promote Health and Safety issues, e.g. by initiating events within the College, developing Health and Safety resource materials within the Learner Services Centre.
4. To organise and check the effectiveness of evacuation procedures.
5. To monitor, evaluate and follow up accident reports with appropriate action to prevent recurrence.
6. To liaise with external agencies e.g. Local Authority, ESFA, Fire Brigade, HSE, regarding College Policy and practice in respect of Health and Safety issues.
7. To liaise with the Personnel Department regarding training programmes for staff in respect of Health and Safety.
8. To carry out Health & Safety audits of Curriculum areas with Curriculum Managers.

### **The Duties of the External Quality Officer (EQO)/Work Placement Officers (WPO)**

1. All external work placements are to be assessed by the EQO or WPO. They are to use the Workplace Health and Safety Vetting form available on the College extranet. Any doubt as to the suitability of the placement host's health and safety arrangements should be referred to the College Safety Advisor for decision whether to use or not.

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2. EQO/WPO's are to check the validity of the placement host Risk Assessments. They are not to compile them themselves. EQO/WPO's are to direct the placement host to the HSE website which has a guidance note 'Young People and Work Experience'.

### The Duties of all Employees

1. To comply with the Health and Safety Policy of the college.
2. To take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions.
3. To observe the laid down systems of safe working and to take any precautions necessary.
4. To use the correct tools and equipment for the job and to ensure that they are kept in good condition and not adapted for inappropriate use.
5. To make use of safety aids, appliances, equipment and protective clothing where necessary.
6. Not to interfere with or misuse anything provided in the interests of health, safety and welfare.
7. To report immediately to their line manager any unsafe conditions or defects in plant and equipment.
8. To report immediately any accident that occurs. Where a piece of plant or equipment is involved it must not be interfered with, and action must be taken for its removal from use and secure retention pending investigation of the accident.
9. To understand the emergency procedures.
10. To co-operate with the management and Board to enable them to carry out their duties under the Health and Safety at Work Act 1974 and associated legislation.
11. To seek advice, if uncertain, from their line manager or college safety adviser.

### Arrangements

#### 1. Management of Health and Safety

- 1.1 General risk assessments for all the College main centres are reviewed when any significant changes to college operations take place and, in any case, annually and revised as necessary in order to meet the requirements of Regulation 3 of the Management of Health & Safety at Work Regulations 1999.
- 1.2 More detailed risk assessments covering specific areas of college operations and special events are carried out, reviewed and revised as necessary, and in any case annually.
- 1.3 The College Safety Advisor is the competent person to advise the College Management of the measures they need to take to comply with the requirements placed upon them by relevant health

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and safety regulations, in accordance with regulation 7 of the Management of Health & Safety at Work Regulations 1999.

- 1.4 Monthly safety inspections are carried out in all but the most low-risk areas of all college centres. The inspection sheets are forwarded to the relevant manager so that any remedial action necessary can be promptly undertaken. Completed inspections sheets are kept on the College Extranet site so that they may be reviewed by the College Safety Adviser.
- 1.5 Internal Health & Safety audits are carried out, covering all areas of College operations annually.
- 1.6 Risk Assessment is embedded into the lesson planning process and an assessment of the health & Safety aspects of lessons are an integral part of the lesson observations. Feedback from lesson observations to the Quality Team is passed on to the College Safety Advisor where appropriate.
- 1.7 Arrangements for the management of Health & Safety are audited on a regular basis by the College Auditors and by Insurers.
- 1.8 Health & Safety considerations are central to the Staff Development programme. College staff are supported and encouraged to undertake training in first aid, workplace vetting and monitoring and health and safety training.
- 1.9 Health & Safety forms an integral part of the College's Risk Management Strategy and Action Plan.
- 1.10 Health and Safety matters arising are discussed every month at the College Management Group meetings. Further discussions are held at Full Board Meetings with Governors. A detailed Health and Safety update is sent to the College Leadership Group meetings once every term.
- 1.11 The College Health & Safety Committee aim to meet at least once per term. The terms of reference of the committee are:
  - To ensure consultation on Health & Safety issues with Trades Union appointed safety representatives and with a cross section of College management, staff and students
  - To study any accident trends so that recommendations may be made to management for corrective action to be taken
  - The examination of safety audit reports, lesson observation reports, Landex reports, to note areas where improvements can be made
  - Consideration of reports and factual information from the enforcing authorities (HSE, LEA)
  - The consideration of reports made by safety representatives
  - Assisting in the development of safety rules and safe systems of work
  - Evaluation of the effectiveness of the safety content of employee training
  - Monitoring the adequacy of health and safety communication and publicity
  - Acting as a link between the College and the enforcing authority, via College Safety Advisor

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- Evaluating the Safety policy and making recommendations for its revision
- To examine safeguarding issues and recommend remedial action
- To receive reports from the Safeguarding (Children and Vulnerable Adults) sub-committee and to consider wider safety issues arising from such reports

### **2. Information, Instruction, Training, Supervision**

2.1 The Health & Safety Law poster is displayed at the main entrances to all College Centres.

2.2 Health & Safety advice is available from:

College Safety Advisor ext:8237 or Estates Operations Manager ext: 8312

2.3 Supervision of young workers or trainees will be arranged by the managers in whose area the trainees are placed. All placements are to be checked by the EQO/WPO's.

2.3.1 Health & Safety checks on student work placements are carried out in accordance with external guidelines. Records of these checks are to be kept by EQO/WPO's.

2.3.2 All new staff are given Health & Safety training as part of the induction process administered by Human Resources. This will involve general matters such as first aid provision and emergency evacuation procedures and also job specific training to enable the staff member to carry out their duties safely.

2.3.3 College probationary procedures require probationary reviews to be completed after 4, 12 and 22 weeks for business support staff, and 4, 12, 26 and 40 weeks for teaching staff and managers. Training requirements are identified during these reviews.

2.3.4 All staff participate in the College Performance Appraisal review process and Annual Performance Appraisal reviews will identify ongoing Health & Safety training and refresher training requirements.

### **3. Plant and Equipment**

3.1 Lifting Equipment

All lifting equipment is tested and examined by independent insurance engineers in accordance with the Lifting Operations and Lifting Equipment Regulations 1998.

3.2 Pressure Systems

All pressure systems are tested and examined by independent insurance engineers in accordance with the requirements of the Pressure Systems Safety Regulations 2000.

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### 3.3 Local Exhaust Ventilation Systems

All College L.E.V. Systems are tested and examined by independent insurance engineers in accordance with the Control of Substances Hazardous to Health Regulations 2002.

### 3.4 Water Hygiene

Hot and cold water systems at all College centres are tested for Legionella and maintained in a hygienic condition by an external specialist organisation in accordance with HSE guidance document 'HSG 70 Prevention or control of Legionellosis'.

Records of all the above inspections and tests are kept by the Director of Estates or Estates Operations Manager.

### 3.5 Portable Electrical Appliances

All portable electrical appliances will be inspected and tested in accordance with HSE Guidance.

Equipment that has been checked and passed will be identified by a dated sticker and recorded in the PAT register, held by the College electrician. Appliances failing the tests will be made inoperable, isolated from the electricity supply and the relevant manager will be informed.

Unauthorised electrical equipment should not be brought onto College premises.

## 4. Transport

4.1 All college minibuses are lease hired and are inspected and maintained by approved garages four times per year or at more frequent intervals if high mileage.

4.2 All vehicles are checked daily by user drivers in accordance with guidelines issued by the Traffic Commission.

4.3 All mini-bus drivers must be over 26 years of age with 2 years driving experience and hold a full clean licence with in-date D1 entitlement.

In exceptional circumstances drivers under the age of 25 may be approved by the College Transport manager and the College insurers to drive college vehicles.

4.4 All buses are fitted with seat belts and those adapted to transport wheelchairs are fitted with wheelchair anchoring systems.

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### 5. Control of Substances Hazardous to Health

5.1 The Control of Substances Hazardous to Health Regulations 2002 require the College as an employer to:

- Assess the risk to health and the precautions needed to protect health from substances used, stored or transported within the College.
- Implement appropriate measure to control any risk.
- Monitor the exposure of employees where necessary.
- Inform, instruct and train employees about the risks and the necessary control measures.

5.2 In order to achieve compliance with the above, relevant Managers of Curriculum and Cross College Managers are asked to:

- Read the literature provided regarding COSHH.
- Discuss this with the staff in your department.
- Identify any substances which may be hazardous to health, and with the help of their technical staff and the College Safety Adviser if necessary, carry out a COSHH Assessment and keep a record of it on the standard form provided.
- Inform staff and learners of any risks identified and the control measures to be taken.
- Review, update and sign the assessment at least annually.

### 6. Fire

6.1 In accordance with the Regulatory Reform (Fire Safety) Order 2005, fire risk assessments have been carried out at all main college centres in order to ensure that the college complies with the requirements of the Fire Regulations. Copies of the risk assessments are available from the College Safety Advisor or Estates Operations Manager.

6.2 All main college centres are fitted with automatic fire detection and alarm systems linked to both smoke and heat detectors.

6.3 All college fire alarm systems are tested and maintained by an external specialist company.

All college fire alarm systems are operated weekly by the college maintenance team.

6.4 All main college centres have emergency lighting systems installed

6.5 All emergency lighting systems are tested monthly by the college electricians.

6.6 First aid fire fighting equipment is provided in relevant areas as recommended by Co. Durham and Darlington Brigade Fire Safety Officer.

6.7 All first aid fire fighting equipment at all main college centres is checked and maintained annually by a specialist external contractor.

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### 6.8 Fire Evacuation Procedure:

Person discovering fire:

- Sound alarm by breaking one of the alarm glasses situated in the corridors
- Attack the fire, if this can be done safely, using the appliances provided, otherwise vacate premises immediately.

### ***Do Not Take Risks***

#### **On Hearing the Fire Alarm:**

- The College switchboard operator will call the fire brigade.
- Instruct students to leave in an orderly manner by the nearest exit and proceed to the Assembly Area. They should not stop to collect personal belongings.
- At Willerby Grove wheelchair users should proceed to any disabled refuges in the escape stair wells; these are designated “safe places”. From here you can contact First Aiders via the wall mounted intercom. A First Aider will then come to your assistance and a decision will be made on whether evacuation should take place.
- Switch off any gas or electrical equipment in use
- Shut doors and corridor fire doors on leaving.
- Check the register when the class is assembled outside. If anyone is missing notify the Fire Officer in Charge.
- All staff not directly involved with students will leave the premises by the nearest exit.
- Do not return to the building until the Fire Officer in Charge gives permission, the signal to return being the sounding of whistles.

### 6.9 Staff with Special Roles: (Willerby Grove)

- Members of the Services team will quickly proceed to the site of the activation as indicated by the main alarm panel. Upon determining the nature of the activation, the Services team will radio Reception as to whether to call the Fire and Rescue Service. If in any doubt, instruct Reception to call Fire and Rescue.
- First Aiders will proceed to the main Fire Panel and monitor the disabled refuge indicator panel. Should any wheelchair user notify via the intercom that they are at a disabled refuge then one of more (depending on numbers available) first aiders will collect an evacuation chair and proceed to the indicated refuge to provide reassurance to the wheelchair user.
- Staff in charge of, or working in, areas such as Learner Resource Centre, the Kitchens, and Student Services etc. should ensure that no persons are left behind during the evacuation.

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- In the event of a fire, Directors, Technicians and Learner Resource Centre staff will act as Fire Marshalls to ensure safe and rapid evacuation of the College buildings.

### 6.10 Assembly Areas:

- Willerby Grove Centre: Grassed areas/Sports pitches
- Technical Academy: Student Car Park or a safe area along Palmer Road
- Houghall College: (Main Campus area): To front of Teesdale building (not on road)
  - (Equine): Outdoor arena
  - (Agriculture and Animal Care): Sports pitches or Burma Rd
  - (Plant Centre): Car park area
  - (Derwent): A signed, safe place away from buildings and traffic

### 7. Fire Drills:

A fire drill will be carried out once per term on all centres. Any issues relating from fire drills will be reported to the Health & Safety Committee.

### 8. Bomb Threat:

In the event of a bomb threat, staff will be notified by Services staff. Staff and students are to be instructed to assemble as for fire alarm. For bomb threats, staff and students are to take all personal bags and briefcases with them.

### 9. Fire Precautions

#### 9.1 Housekeeping

Combustible material must not be stored in boiler houses, stairwells, protected corridors etc. Fires commence and spread more easily in congested places and their progress is accelerated by rubbish, waste and dust.

#### 9.2 Petrol etc

Petroleum based products exceeding 15 litres in quantity should not be stored inside College buildings.

Such substances should be stored in steel storage bins with close fitting lids.

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### 9.3 Fire Extinguishers

If a fire extinguisher has been used, accidentally or otherwise, the College Safety Adviser or Estates Operations Manager should be notified as soon as possible so that the extinguisher can be recharged.

This also applies to any other fire fighting appliances that require attention.

### 9.4 Fire Alarms

At no time should fire alarms be rendered inoperable. Alarms will be tested weekly by College Estates Staff.

## 10. Accidents and First Aid:

10.1 Sufficient first aiders trained to 'First Aid at Work' standard will be provided at all of the College centres in accordance with the requirements of the Health & Safety (First Aid) Regulations 1982, taking into account the numbers of people at each centre and the types of activity undertaken.

Names of first aiders and their telephone numbers are available on the home page of the College Extranet.

10.2 First Aid boxes are located on all floors of the college on all sites and in workshops, laboratories, canteens and kitchens. Staff should make themselves aware of these provisions.

10.3 All groups working away from College campuses will include a first aider and suitable first aid kit where necessary.

10.4 On the Willerby Grove Centre the First Aid Room is GO05, adjacent to the main entrance. At the Houghall Centre each stand-alone building has a first aid facility and there is a First Aid room MB010, close to reception in the Main Building.

### 10.5 First Aid Procedures

In the event of an incident requiring first aid treatment:

- The member of staff at the scene stays with the casualty if they cannot be moved and another student or by-stander may be sent to the nearest phone to alert a first aider, or the member of staff in charge escorts the casualty to the First Aid room.
- Learners must not enter the First Aid room unless accompanied by a member of staff.
- Casualties should not be left unaccompanied in the First Aid room.
- In the First Aid room assistance can be summoned via the telephone.

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- If an incident occurs within the Engineering, Catering or PE teams then a first aider from within that team should be contacted first. If they are unavailable then the next listed first aider should be contacted.
- Up to date lists of First Aiders and telephone numbers are available on the home page of College Extranet.
- If the casualty needs to go to hospital, contact Willerby Grove reception or Houghall Centre reception who will make the arrangements.
- The member of staff at the scene is responsible for filling in accident report forms (available on the Extranet or from reception), completed forms to be forwarded to the College Safety Advisor.
- The member of staff at the scene should then personally ensure that the student's parents (where applicable) and tutor are informed.
- All learners will be instructed in the event of an accident to contact the nearest member of staff who will then become the member of staff at the scene and will implement the above procedures.
- If an incident occurs during a lesson, the member of staff in charge is responsible for implementing the First Aid Procedure. This may necessitate the class finishing while the incident is attended to.

### **11 RIDDOR - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.**

Under these regulations the college is required to notify the Health & Safety Executive of:

- Any accident resulting in death or major injury, or absence from work for more than seven days.
- Any dangerous occurrences whether or not anybody is injured.
- Any cases of ill health listed in the Regulations.

This applies to staff, learners and the public. A full list of reportable injuries, diseases and dangerous occurrences is available from the College Safety Advisor. An example of a reportable injury is; a fracture of the skull, spine, pelvis and any bone in the arm or leg, but not bones in the hand or foot.

Any such accidents must be reported to either College Safety Advisor or Estates Operations Manager as appropriate by the quickest practicable means.

Strict adherence to these regulations is essential as the college is open to prosecution by HSE for failure to comply.

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### 11.1 Accidents at Work

Please note that in addition to RIDDOR requirements if any trainee on an SFA funded programme is involved in an accident either at College or on work placement, it **must** be reported immediately to College Safety Advisor or Estates Operations Manager for further action.

### 12. Asbestos

12.1 The Control of Asbestos Regulations 2012 impose on the College a legal duty to manage the risks from this material.

12.2 Asbestos risk assessments are carried out for all College centres and reviewed at appropriate intervals. The condition of asbestos containing materials is monitored and all such materials are maintained in a safe condition, or, if necessary, safely removed. Information regarding the location and condition of asbestos containing materials is available from the College Estates team.

12.3 Maintenance work such as drilling or cutting of floors, walls, ceilings, etc, or new cabling work should not be carried out without first checking with the Estates Team regarding possible presence of asbestos.

12.4 External contractors will be given, and will sign for, the College document 'Guidelines for Contractors' which includes information and instructions regarding asbestos containing materials.

### 13. General Code of Practice for safe working in the College

1. Standards of safety are laid upon the College by law and these must be complied with whether or not they impose limitations on freedom of action. All College regulations and notices must be observed and obeyed, as must any reasonable request by members of staff in the course of their duties.
2. All persons working on College premises must:
  - a) Take all reasonable care to avoid injury to themselves or others affected by their activities
  - b) Co-operate with the College management in order to assist them in complying with their legal duties
  - c) Refrain from interference with or deliberate misuse of any facility provided for reasons of health and safety.
3. Smoking is only permitted in designated areas of each centre.
4. To facilitate the evacuation of the college buildings in an emergency, all corridors, doorways, stairways and other circulation areas must be kept clear at all times and floors maintained free of liquids and other slippery substances.

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Doors providing a means of exit from a building must not be locked whilst that building is occupied.

5. Care should be taken when undertaking manual handling operations. If there is a risk of injury as a result of any such operation, assistance should be obtained and, if possible, a lifting appliance should be used.
6. All equipment or apparatus must be installed, tested and used in accordance with the manufacturer's recommendations. Equipment must not be used for any purpose for which it was not specifically designed. If equipment or apparatus is suspected to be faulty or damaged, it must be switched off, isolated if possible, and immediately reported to a responsible person. No persons other than those specifically authorised to test and repair equipment and apparatus shall dismantle or attempt to repair, connect or disconnect any apparatus or equipment.
7. Guards or covers must only be removed from machinery by persons having the knowledge and skill and duly authorised to undertake such removal for the purpose of maintenance.
8. Machines must not be left running when not in use.
9. No person may use a machine or other equipment until he or she has received training in its safe use by a qualified and authorised member of staff.
10. Manufacturers and suppliers have a statutory duty to provide information on the safe use, handling, storage and transport of their products. Persons obtaining such products for use within the college should ensure that they obtain such information as is available.
11. All materials, tools and equipment must be securely stored.
12. After use, equipment and apparatus should be switched off and unplugged from the mains supply.
13. Where there are insufficient socket outlets, an appropriately fused distribution block should be used; any other multiple adaptors are not permitted.
14. Any defect to premises or equipment should be reported to the Estates and Service Team using a service request form. Where such a defect has safety implications then it should be reported by the quickest possible method e.g. telephone.
15. Waste materials must be correctly and safely disposed of.
16. Any local exhaust ventilation system provided must be used when necessary and maintained in good working order.
17. Young children (aged under 14) are not allowed unaccompanied in any teaching area of the college.
18. Cars may only be parked in designated car parks and never left where they may cause an obstruction. Vehicles are subject to a 10 mph speed limit in the college grounds.

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19. Pets of any kind are strictly prohibited from being within College property, unless previously authorised as an aid to teaching (Search dog, Petting dog or Assistance/Guide dog).
20. Advice on safety matters can be obtained from the College Safety Adviser.

### 14. Guidelines for Contractors

The college booklet 'Guidelines for Contractors' will be issued to any contractors undertaking any work on the college premises.

### Documents

- Accident Forms
- Monthly Safety Inspection Records
- Risk Assessment Forms
- COSHH Assessment Forms
- Fire Risk Assessments
- Work Placements Checklist

### Related Policies & Procedures

- Business Continuity Plan
- Bomb Threat and Evacuation Procedure
- Houghall Flood Action Procedure
- Adverse Weather Procedure
- Fire (Emergency Evacuation) Procedure
- Accident and First Aid Procedure
- Management of Stress in the Workplace
- Maternity Leave Policy and Procedure
- Step Away Policy
- Lone Working Policy
- Safe Storage and Administration of Medications

***Please feedback to Quality & Standards any constructive suggestions on how any aspect of the procedure may be clarified or improved***