



Health and Safety Policy

Key Information	
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ELT Post Responsible for Update and Monitoring	Deputy Principal and Deputy CEO
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1. Introduction

- 1.1 Cheshire College South & West is committed to managing health and safety effectively as set out under the Health and Safety at Work Act 1974. The College believes that all staff, learners, visitors and contractors have the right to work and learn in a safe environment.
- 1.2 This policy will not discriminate either directly or indirectly against any individual on the grounds of gender, race, ethnicity or nationality, sexual orientation, marital status, religion or belief, age, disability, socio-economic status or any other personal characteristic.

2. Purpose and Rationale

- 2.1 The purpose of this document is to demonstrate the College's commitment to providing a safe environment for staff, learners, visitors and contractors. The policy outlines the systems and procedures that are in place to ensure the health, safety and welfare of all users of the College.

3. Statement of Intent

- 3.1 Cheshire College South & West recognises and accepts its responsibilities set out under the Health and Safety at Work Act 1974. The College regards legal compliance as the minimum acceptable standard to which it will achieve. This policy demonstrates the College's commitment to providing a safe environment whilst continually monitoring and improving health and safety.
- 3.2 To meet statutory requirements, the College will, as far as is reasonably practicable:
 - 3.2.1 Provide and maintain a safe working environment and adequate welfare facilities
 - 3.2.2 Provide and maintain plant and equipment that are safe and without risk to health
 - 3.2.3 Identify risks, record significant findings and monitor arrangements
 - 3.2.4 Provide information, instructions and appropriate training to ensure health and safety procedures are understood and adhered to
 - 3.2.5 Ensure safe handling, storage and use of substances
 - 3.2.6 Review and revise policies and procedures
 - 3.2.7 Investigate all accidents, incidents and near misses
 - 3.2.8 Define clear responsibilities for all persons
 - 3.2.9 Engage and consult with employees, students and representatives on health, safety and welfare
 - 3.2.10 Promote a positive safety culture throughout the organisation to reduce injury and ill-health
 - 3.2.11 Provide Occupational Health services for staff
- 3.3 The College will ensure that suitable funding and resources are provided to ensure health and safety requirements are met.
- 3.4 Cheshire College South & West recognises that health and safety is a shared responsibility therefore the support of all staff, learners, visitors, contractors and governors is required. All users of the College are requested to comply with this policy and fulfil their individual responsibilities as outlined below.
- 3.5 To ensure all users of the College are made aware of this policy, it will be available via the following;
 - 3.5.1 Prior to induction as part of the onboarding process.
 - 3.5.2 On the SharePoint which can be accessed at any time.
 - 3.5.3 Via a trade union representative.

Organisation and Responsibilities

3.6 The Corporation Board

- 3.6.1 The Corporation Board are ultimately responsible for compliance with all necessary health and safety, and associated legislation and to have ensured that competent persons have been appointed for the implementation of this policy and associated procedures. The Corporation Board responsibilities are to ensure that:
- 3.6.1.1 the College has structures and arrangement for implementing its Health and Safety Policy, including dedicated health and safety staff
 - 3.6.1.2 it receives and reviews regular reports on Health and Safety
 - 3.6.1.3 the College has a Health and Safety Policy in which management responsibility for health and safety is clearly designated
 - 3.6.1.4 there is an appropriate Safeguarding Board set up and a Safeguarding Policy implemented
 - 3.6.1.5 those with designated responsibility are aware of and have access to relevant regulations, advice and training
 - 3.6.1.6 employees are consulted about health and safety matters
 - 3.6.1.7 the College implements its Policy and sets health and safety standards which are maintained and appropriate to the level of risk
 - 3.6.1.8 all health and safety procedures are reviewed with equality and diversity in mind and the appropriate action is taken to eliminate any potential adverse impact and promote equality of opportunity wherever possible

3.7 The Principal and Chief Executive

- 3.7.1 The Principal and Chief Executive is accountable for overseeing the health and safety policy. The Principal delegates this responsibility to: the Deputy Principal and Estates and Facilities Manager, who are responsible for the health, safety and welfare of all persons, buildings, equipment and facilities; including all staff, learners and any visitors or contractors invited onto the Campuses. The Principal's responsibilities are:
- 3.7.1.1 overall responsibility for health and safety within Cheshire College South and West;
 - 3.7.1.2 arranging for the implementation of the Corporation Board's Health and Safety Policy (*hereafter referred to as the Health and Safety Policy*) and accordingly supporting all persons integrating into the business management activities of the College;
 - 3.7.1.3 through the appropriate mechanisms, arranging where reasonably practicable the provision of adequate resources to include; human resources and specialist skills, organisational infrastructure, technology and financial resources so as to manage health and safety in the College;
 - 3.7.1.4 through the Executive and Senior Leadership Teams, ensuring that responsibility under the Health and Safety at Work etc Act 1974 is properly assigned and accepted at all levels;
 - 3.7.1.5 through the Executive and Senior Leadership Teams, ensuring that the College Health and Safety Management System is understood and implemented at all levels; and
 - 3.7.1.6 through the Executive and Senior Leadership Teams, ensuring that First Aid and other emergency provisions are available in all the necessary situations.

3.8 Senior Leadership and College Leadership Team

- 3.8.1 The Senior Leadership and College Leadership Team's responsibilities are outlined below and include:
- 3.8.2 being accountable to the Principal and Chief Executive and the Executive Leadership Team for compliance with Health and Safety Legislation and the College Health and Safety Management System by themselves, their staff and all other persons for whom they are responsible
- 3.8.3 taking such steps as are required by the Principal and Chief Executive and the Executive Leadership team to ensure that all staff are aware of their responsibilities under Health and Safety Legislation and the College's Health and Safety Management System

- 3.8.4 ensuring suitable and sufficient risk assessments and safe systems of work are in place for all curriculum and non-curriculum activities within their responsibility remit
- 3.8.5 in the case of all work activities, buildings, work equipment and methods of operation, establishing, monitoring, maintaining and improving on safe systems of work to reduce risks to as low as reasonably practicable, ensuring such systems are in compliance with the requirements of the Health and Safety Management System and current legislation
- 3.8.6 reporting all accidents, incidents, and near-misses, however minor using the online Accident form which can be found on SharePoint.
- 3.8.7 ensuring that all work equipment is suitably maintained, inspected and serviced to the required statutory standard
- 3.8.8 ensuring that all persons within their control are suitably competent including being adequately trained to carry out their duties and fully aware of any working hazards
- 3.8.9 ensuring that adequate supervision is provided at all times, particularly where young or inexperienced persons are concerned, with potentially hazardous equipment, materials and substances
- 3.8.10 ensuring that all machinery and equipment is appropriately maintained and safely used
- 3.8.11 ensuring that all health and safety procedures are observed and where appropriate, that Personal Protective Equipment is worn or used in accordance with risk assessments
- 3.8.12 ensuring that all defects in their workplace are promptly identified, reported and rectified with interim measures put in place to ensure safety
- 3.8.13 maintaining good housekeeping in their sections at all times
- 3.8.14 ensuring that all persons within their control know exactly what to do in the case of an emergency situation and know the location of and how to use emergency equipment when necessary
- 3.8.15 ensuring the reporting and investigation of all adverse events immediately, so as to ensure that lessons are learnt, faults are corrected, and preventative action is put in place for the future
- 3.8.16 liaising, consulting and co-operating with the Health and Safety Team Estates team when carrying out the above duties and arranging for a member of the Health and Safety Team Estates team to accompany proactive and reactive inspections of the workplace

3.9 **The Estates and Facilities Manager**

- 3.9.1 The Estates and Facilities Manager is responsible for implementing the health and safety policy and the health and safety management system including:
 - 3.9.1.1 advising on all matters affecting health and safety and should be consulted when necessary
 - 3.9.1.2 periodically appraising the effectiveness of the Health and Safety Management System and recommending that any necessary changes are made
 - 3.9.1.3 ensuring effective policies and procedures are in place for specific health and safety matters
 - 3.9.1.4 ensuring that suitable risk assessments are undertaken for all areas, tasks and activities within the College
 - 3.9.1.5 investigating all accidents, incidents and near misses to ensure adequate control measures are in place
 - 3.9.1.6 maintaining an effective planned preventative maintenance schedule and ensuring good record keeping of inspections and certificates
 - 3.9.1.7 providing suitable and sufficient health and safety training to all staff
 - 3.9.1.8 completing operational checks across the College, recording findings and reporting hazards and defects
 - 3.9.1.9 appointing, supervising and monitoring established contractors and ensuring all health and safety documentation is in place

3.10 **Staff and Learners**

- 3.10.1 All staff and learners of Cheshire College South and West responsibilities are outlined below and include:
 - 3.10.1.1 making themselves familiar with, and working in accordance with, the Health and Safety Policy and Management System at all times

- 3.10.1.2 observing all health and safety procedures and safe working practices at all times.
- 3.10.1.3 wearing appropriate safety equipment and using appropriate safety devices at all times.
- 3.10.1.4 working in accordance with all instructions given by persons in control of the work activity in hand signs or notices posted in the workplace.
- 3.10.1.5 reporting all maintenance issues and safety concerns to the Estates team via the 'Expansive FM' software which can be found on SharePoint.
- 3.10.1.6 reporting all accidents, incidents, and near-misses, however minor using the online Accident form which can be found on SharePoint.
- 3.10.1.7 making appropriate suggestions designed to improve making suggestions on how to promote a positive health and safety culture to their line manager/Curriculum lead concerned and/or the Safety Representative
- 3.10.1.8 raising concerns regarding work processes, safe systems of work, and risk assessments to their line manager/Curriculum lead, and/or the Safety representative.

3.11 Commercial Customers, Partners and Contractors

3.11.1 The Commercial Customers, Partners and Contractors' responsibilities are outlined below and include:

- 3.11.1.1 being accountable to their employer and the College for compliance with Health and Safety legislation by themselves, their staff and all other persons for whom they are responsible
- 3.11.1.2 being accountable, where applicable, to the College for compliance with Health and Safety Legislation and the College's Health and Safety Management System by themselves, their staff and all other persons for whom they are responsible
- 3.11.1.3 taking such steps as are required by their employer and the College to ensure that all staff are aware of their responsibilities under Health and Safety Legislation and the College's Health and Safety Management System
- 3.11.1.4 ensuring suitable and sufficient approved risk assessments and risk assessment method statements are in place for all work activities that have the potential to impact on persons and/or premises of the College
- 3.11.1.5 in the case of all work activities, buildings, work equipment and methods of operation, establishing, monitoring, maintaining and improving on safe systems of work to reduce risks to as low as reasonably practicable, ensuring such systems are in compliance with the requirements of the Health and Safety Management System and current legislation
- 3.11.1.6 where necessary, providing and maintaining any additional specific equipment for emergency response as needed to manage residual risk and emergency situations
- 3.11.1.7 Providing and maintaining any specific equipment required to carry out their work activities.
- 3.11.1.8 ensuring that all persons within their control are suitably competent including being adequately trained to carry out their duties and fully aware of any working hazards
- 3.11.1.9 ensuring that adequate supervision is provided at all times, particularly where young or inexperienced persons are concerned, with potentially hazardous equipment, materials and substances
- 3.11.1.10 ensuring that all guards and safety devices are always fitted to machines and appropriately adjusted and maintained in full working order
- 3.11.1.11 ensuring that all machinery and equipment is appropriately maintained and safely used
- 3.11.1.12 ensuring that all health and safety procedures are observed and where appropriate, that Personal Protective Equipment is worn or used in accordance with risk assessments
- 3.11.1.13 ensuring that all defects in their workplace are promptly identified, reported and rectified with interim measures put in place to ensure safety
- 3.11.1.14 maintaining good housekeeping in their sections at all times
- 3.11.1.15 ensuring that all persons within their control know exactly what to do in the case of an emergency situation and know the location of and how to use emergency equipment when necessary
- 3.11.1.16 ensuring the reporting and investigation of all adverse events immediately, so as to ensure that lessons are learnt, faults are corrected, and preventative action is put in place for the future

- 3.1.1.1.7 appointing one or more competent persons to assist in undertaking the measures needed to be taken to comply with the requirements and prohibitions imposed by or under Health and Safety legislation

3.12 All Visitors to the College

3.12.1 Visitors on Campus have responsibility to:

- 3.12.1.1 observe all health and safety procedures and safe working practices, given by appropriate College personnel enforcing the College Health and Safety Policy
- 3.12.1.2 exercise personal responsibility for the safety of themselves and others around them.
- 3.12.1.3 to use and not wilfully misuse, or interfere with, any equipment provided for their own or general safety.
- 3.12.1.4 not bring to the College any item or substance which could endanger their own health and safety or that of others.
- 3.12.1.5 observe the safety rules of the College and in particular the instructions of College staff in the event of an emergency.

4. Arrangements for Health and Safety

- 4.1 It is a requirement of the College that all personnel follow the relevant procedures and arrangements that comprise the Health and Safety Management System. The Health and Safety Committee meeting structure is outlined in a flow diagram in *Appendix A*.

4.2 Health and Safety Committee

- 4.2.1 The health and safety committee will meet termly and will have the strategic oversight function for setting policy and direction with the College, as well as monitoring compliance with policies, legislation and guidance.
- 4.2.2 The meeting will be chaired by the Deputy Principal, alongside other representatives including the Estates and Facilities Manager, Safety and Compliance Officer, and the Human Resources Manager.
- 4.2.3 The committee will monitor compliance through internal/external audits, fire risk assessments, Ofsted inspections, regulatory visits (HSE / Fire Service), and they will ensure development of, implementation, and compliance with any action plans that result from such activities.

4.3 Campus Based Safety Meetings

- 4.3.1 Campus based safety meetings are held termly and form a more operational focus to ensure implementation of policy and strategy. A meeting is jointly held for Ellesmere Port and Chester Campuses, with a separate meeting held for Crewe Campus.
- 4.3.2 The group has the following objectives:
 - (a) To report on any matters requiring attention, to ensure a safe and healthy working environment.
 - (b) To identify accident trends or potential hazards and make recommendations for their prevention.
 - (c) To assist the Estates and Facilities Manager in promoting a practical, positive, and committed attitude to health and safety.

5. Competence and Training

- 5.1 On joining the College, all employees are informed of the general health and safety aspects of their employment and of any specific information appropriate to them.
- 5.2 All staff are assigned mandatory e-learning training on health and safety which must be completed prior to starting their role. Courses are categorised based the individual's role with the College, with more technical and support roles typically requiring additional courses to be completed.

- 5.3 Temporary staff, contractors, and visitors are required to conform to all health and safety requirements whilst at the College. They will either be accompanied by a responsible member of staff throughout their visit or will be issued with the relevant rules, procedures and specific hazard information such as a risk assessment method statement.
- 5.4 Structured training and development at all levels within the College is essential to the efficient and effective operation of the College's services and the development of the individual. The College aims to ensure that all employees have the knowledge, skills and experience to meet satisfactorily the required standards of job performance.

6. Risk Assessment

- 6.1 The College recognise that under the Management of Health and Safety at Work Regulations 1999 that they have a legal requirement to undertake risk assessments, and implement appropriate precautions and control measures to ensure, so far as is reasonably possible, the health, safety and welfare of all employees, and other persons (including learners and members of the public) who use the premises. This will ensure that legal duties are met, as laid out in the Health & Safety at Work Act 1974.
- 6.2 The College will ensure that suitable risk assessments are completed for all areas of the College curriculum, including support departments such as learning support and personal development. The Assistant Director for each department is responsible for ensuring their department risk assessments are relevant and current.
- 6.3 Risk assessments for support staff and departments such as estates, networks, and catering will be completed as required. The estates team conduct premises related risk assessments such as risk assessing communal spaces and external areas.
- 6.4 The Estates and Facilities Manager ensures qualified consultants undertake risk assessments in specialist areas for the wider estate, including legionella risk assessments, fire risk assessments, and asbestos risk assessments where necessary.
- 6.5 Risk assessments are completed for educational trips off Campus grounds. The trip leader is responsible for ensuring the risk assessment captures the known hazards and applying suitable control measures to reduce risk. Risk assessments are uploaded onto the 'Evolve' platform for approval, which is verified and granted by either the Estates and Facilities Manager, or the Safety and Compliance Officer.
- 6.6 All risk assessments are reviewed annually by the associated manager for each department. The Estates and Facilities Manager oversees the review process alongside the Safety and Compliance Officer. Risk assessments are also reviewed following any major structural, procedural, or managerial changes.

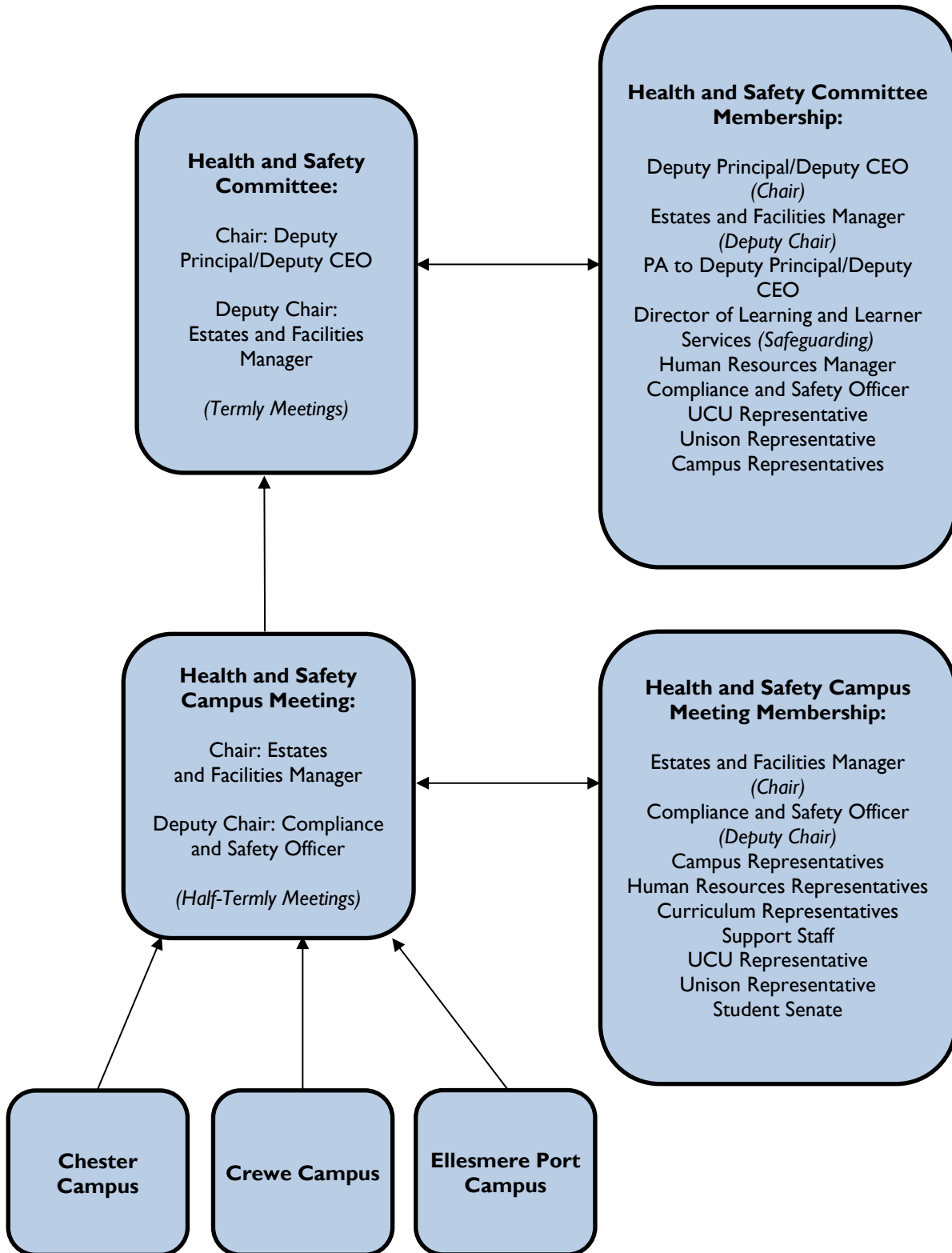
7. Review

- 7.1 The Health & Safety policy will be reviewed annually or prior if there are significant changes to the structure, responsibilities or arrangements.
- 7.2 Guidance and processes for specific hazard categories can be found under Appendix B and are available on the College SharePoint.

Appendix A

Health and Safety Meeting Structure

(Updated September 2025)



Appendix B

1. Fire Safety

- 1.1 The College recognises and accepts the responsibilities as employers to comply with the Regulatory Reform (Fire Safety) Order 2005 and aims to eliminate the risk of fire as far as reasonably practicable.
- 1.2 Emergency procedures are in place for the safe evacuation of the College. Staff and learners are trained on the procedure at induction, through department risk assessments, and via unannounced drills.
- 1.3 Active life safety systems such as the fire alarm system are tested weekly and serviced by a specialist service provider routinely. The Estates and Facilities Manager is responsible for ensuring these systems remain compliant and in full working order.
- 1.4 The Estates and Facilities Manager ensures a fire risk assessment is conducted annually to assess the risk of fire. Defects and actions following the risk assessment are recorded and remedied by the estates team.

2. Accident and Incident Reporting

- 2.1 All accidents, incidents, and near-misses, however minor must be reported using the online Accident form which can be found on SharePoint.
- 2.2 The online form is submitted to the Safety and Compliance Officer and Estates and Facilities Manager in the first instance, who will subsequently assess any immediate risk and investigate the accident.
- 2.3 Accidents of a severe nature must be reported immediately to the Duty Manager and a member of the Executive Leadership Team.
- 2.4 The Estates and Facilities Manager is responsible for notifying the Health and Safety Executive (HSE) of any accidents that qualify under the Reporting of Injuries, Diseases, Dangerous Occurrences Regulations (RIDDOR).
- 2.5 Accidents and incidents are reviewed by the College Health and Safety Committee periodically to ensure adequate control measures are implemented.

3. First Aid and Medical Requirements

- 3.1 The College ensures there are an adequate number of qualified first aid staff on Campus at any one time. This is done through a first aid needs assessment which is conducted by the Safety and Compliance Officer and reviewed annually.
- 3.2 First Aid boxes are available at key locations around the College. First aid boxes can also be collected from the Campus reception.

4. Vulnerable Persons

- 4.1 The College appreciate that there may be certain individuals or groups of people who are placed at a greater degree of risk than other learners or staff members attending the College, either temporarily or on a more permanent basis, and as such the College ensures there are arrangements in place to safeguard them, making adjustments where necessary to ensure their safety and welfare.
- 4.2 Where young people (under the age of 18) are employed or involved in work experience, the College ensures compliance with applicable employment and working hours legislation including additional rest breaks and the length of working days.
- 4.3 When employing or providing work experience to young people, the College ensures that the key findings of risk assessments and details of the preventative and protective control measures introduced, are shared with the parent or guardian, who must sign the risk assessment form and return it, to acknowledge this information.

5. Disabilities in the Workplace

- 5.1 Where the College employ persons with disabilities, or where existing employees become disabled, the College ensures that the workplace is adapted for the individual's needs including arrangements to ensure their health, safety and welfare.
- 5.2 The College ensures that the needs of disabled staff are taken account of within risk assessments and if necessary, undertake an individual risk assessment for the work of the particular employee, taking into account their abilities and disabilities. The risk assessment covers not only the risks to the individual but also any additional risks which may be created if the individual is unable to assist in anticipated emergency situations.

6. New and Expectant Mothers

- 6.1 The College recognises that the general precautions taken to protect the health and safety of staff may not in all cases protect new and expectant mothers, and there may be occasions when different and/or additional measures will be necessary.
- 6.2 To implement effective control measures, staff are instructed at induction to inform their manager of their condition at the earliest possible opportunity and that the highest level of confidentiality is always maintained.
- 6.3 The Assistant Director must complete a risk assessment considering all work activities undertaken by new and expectant mothers and ensure associated records and documentation are maintained. Necessary control measures must be implemented, followed, monitored, and reviewed if needed.
- 6.4 Provision is made to support new and expectant mothers who need to take time off work for medical reasons associated with their condition. Where relevant, a suitable rest area is provided to enable the new or expectant mother to rest in a degree of privacy and calm.

7. Visitors and Members of the Public

- 7.1 Visitors to the College include the Governors, parents/guardians/carers, general staff, peripatetic staff, couriers, contractors, speakers, and (less frequently) members of the emergency services, or people from regulatory or inspection bodies.
- 7.2 Visitors are required to sign in and out of each Campus via the reception team at the front entrance. Visitors are typically under the supervision of a member of staff who are responsible for ensuring the visitor is safe throughout their visit to comply with the College's Safeguarding Policy.
- 7.3 It is the responsibility of all visitors to take reasonable care of their own health and safety and not to act in a manner that places themselves and/or others in danger, however they will be led by College staff in the event of an emergency.

8. Lone workers

- 8.1 The Health and Safety Executive (HSE) defines lone workers as 'those who work by themselves without close or direct supervision.' The College have identified lone working situations and made arrangements to mitigate the risk of harm to staff working unsupervised.
- 8.2 These risks are typically associated with estates staff who are opening/locking the building and are more likely to work out of normal College hours to accommodate for maintenance and project works.
- 8.3 The College will ensure, as far as is reasonably practicable, that employees and contractors who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety.
- 8.4 The College will determine, by risk assessment, those activities where work can be done safely by one unaccompanied person. This will include the identification of hazards from means of access and/or egress, plant, machinery, goods, substances, environment and atmosphere, etc.

9. Violence and Aggression

- 9.1 Violence at work is defined by the Health and Safety Executive as 'Any incident in which a person is verbally abused, threatened or assaulted in circumstances relating to his or her employment.'
- 9.2 The College believe that this area of risk is minimal in view of the absence of any previous issues, and do not see this as an area of significant risk moving forward. With regards to interactions between staff members, and between staff and learners, there are behavioural policies and codes of conduct in place which are publicised with the College website.
- 9.3 Should the nature of this risk change, either because of individuals or through greater interaction with members of the public, this will be reassessed. In that case, the College would robustly investigate any reported incidents of violence to staff and provide all possible support to them following such incidents, including management and occupational health support. It is also College policy to involve the Police and seek a conviction of any person who assaults a member of staff.

10. Stress Management

- 10.1 The Health and Safety Executive has defined stress as: "the reaction people have to excessive pressures or other types of demands placed upon them." Some levels of pressure, even when high, can be motivating and provide a challenge. However, pressures at a level which the individual is unable to cope with, could result in stress.
- 10.2 The College has a legal duty to ensure the health and welfare of staff whilst at work, and the College recognises that stress must be taken seriously and commit to taking reasonably practicable steps to avoid and reduce unnecessary workplace stress.
- 10.3 This policy is primarily concerned with stress arising from or affecting the individual in the working environment. It does, however, recognise that causes of stress may be external to the workplace or be combined with causes within the workplace, and regardless of the causes the College encourage employees to seek help and support, from their line manager, a member of the leadership team or via employee counselling service.

11. Welfare Arrangements

- 11.1 The College have evaluated the welfare facilities required in order to comply with the Workplace (Health, Safety and Welfare) Regulations and have confirmed that the existing facilities meet or exceed the minimum requirements outlined.
- 11.2 Well-equipped sanitary and washing/changing facilities are provided in sufficient numbers for staff and learners using them. Facilities are also provided for drinking water, hot drinks, and all staff and learners are catered for with hot meals available on site.
- 11.3 All areas benefit from suitable heating, lighting and ventilation, and welfare facilities are designed so as to be easily cleaned, the Estates and Facilities Manager ensures the areas are kept clean through effective contract management.

12. Smoking in the Workplace

- 12.1 With the exception of the designated smoking areas at each Campus, the buildings owned and operated by the College, as well as the vehicles used for educational visits are a no smoking area.
- 12.2 Smoking or vaping outside of the designated smoking area is a fire risk, and any employee that breaches the no smoking policy will be subject to disciplinary procedures.

13. Food Safety and Allergies

- 13.1 The College recognises as part of the food provision, that several community members (learners, parents, visitors and staff) may suffer from potentially life-threatening allergies or intolerances to certain food types.

The College work with learners, parents and the catering departments to ensure there are suitable arrangements in place to mitigate these risks.

- 13.2 The College does not guarantee a completely allergen free environment, rather to minimise the risk of exposure by effectively identifying the hazards along with clear instructions and information.

14. Sports Equipment and Gymnasiums

- 14.1 The College sports facilities are available for staff to use at specified times. Equipment includes various cardiovascular exercise machines, weightlifting equipment, and multi-functional fitness rigs. The Assistant Director of Sport is responsible for ensuring the risk assessment is current and relevant.
- 14.2 In order to use the gymnasium, staff are required to contact the Sports department for an induction prior to using the equipment. Rules will be explained as part of the induction, to be recorded and signed off by both parties,

15. Building Maintenance

- 15.1 The College recognise the requirements of the Construction (Design and Management) Regulations, to which the Estates and Facilities Manager ensures compliance. This includes identifying when projects are likely to exceed 30 working days or more than 500-person days of construction work and will therefore fall within the additional requirements described in Part 3 of the regulations.
- 15.2 A planned preventative maintenance (PPM) program has been devised to identify all of the routine maintenance and inspection activities required to maintain College premises and equipment in good order. Records are kept of inspections, maintenance, repairs and servicing activities.

16. Control of Contractors

- 16.1 Contractors employed by the College must be able to demonstrate that they have suitable arrangements for securing proper health and safety, including, where necessary, a written statement of policy. Contractors are also required to provide copies of any relevant insurance policies to the College prior to the commencement of any works.
- 16.2 Contractors are selected based on technical competence, experience, and suitability for the work. The department manager must review each contractor thoroughly prior to commencement of works.
- 16.3 Prior to commencement of works, contractors are required to provide insurance details, proof of membership at relevant trade bodies (e.g. Gas Safe Register), health and safety policies, and references where applicable.
- 16.4 All work by contractors is either supervised or directly monitored by estates staff, or will be subject to periodic checks, in order to review progress, and to keep a check on the quality of workmanship and to ensure that no unauthorised work is taking place.
- 16.5 On completion of any major works, the Estates and Facilities Manager receives the relevant certification, operating instructions, product guarantees, and any other health and safety information.

17. Slips and Trips

- 17.1 The College have reviewed each Campus for slip and trip hazards and taken action to resolve the issues identified and recorded these in the risk assessment.
- 17.2 The prevention of slip and trip accidents in the workplace relies on the involvement of all staff and everyone is encouraged to deal with hazards when noticed, to store equipment in designated locations and keep walkways free from obstructions and trailing cables etc. They are also encouraged to report hazards, seeking assistance with any which they cannot personally resolve.

- 17.3 Steps and stairs are equipped with handrails and step edges are kept in good condition and highlighted, including with the installation of textured/non-slip noses, where necessary. External step edges are also painted where necessary, for visibility.
- 17.4 The College employ a cleaning services provider, who have designed cleaning regimes to ensure that dust, grease and other slip hazards are well controlled.
- 17.5 The College's cleaning contractor also remove waste on a daily basis to ensure that it does not accumulate and cause a trip hazard.

18. Adverse Weather

- 18.1 Through the College's planned preventative maintenance program (PPM), heating equipment is maintained to ensure that internal working conditions are reasonable.
- 18.2 Should this equipment fail for any reason, portable oil heaters may be used alongside additional clothing as a temporary measure whilst a solution is found. If the temperature falls below 16 degrees and cannot be rectified in a reasonable amount of time, staff may be permitted to work from home and a decision may be taken to close the College at the Principal's discretion.
- 18.3 Staff are expected to make reasonable efforts to attend work without putting themselves or others at risk. Travel warnings should be adhered to in the event of extreme weather such as snow and ice. The College will contact all staff and learners if the College is closed.
- 18.4 The College employ the services of a third-party gritting provider for gritting external areas during the winter months. This service is provided prior to the College opening hours.

19. Electrical Safety

- 19.1 All work on electrical equipment and installations is carried out by our electrical contractors, who have demonstrated their competence via membership of multiple third party accredited approved contractor schemes, such as NAPIT and NICEIC, demonstrating that they hold the necessary competence and work in line with the required standards such as; the Electricity at Work Regulations.
- 19.2 The electrical installation will be tested and inspected at least every five years however in practice this process, and completion of any required remedial actions, is undertaken by our electrical contractors over the course of the five years, with around 20% being inspected and upgraded each calendar year.
- 19.3 Arrangements for the electrical safety of portable electrical equipment, are also mentioned within the section of this policy on Work Equipment. All portable appliances are inspected and tested each summer by our electrical contractors.

20. Gas Safety

- 20.1 The risks associated with the storage and use of gas systems and appliances include fire, explosion and poisoning by the by-products of combustion, including carbon monoxide. The College will ensure that all work carried out on gas systems and appliances and their use are in accordance with the requirements of the Gas Safety (Installation and Use) Regulations 1998.
- 20.2 Gas appliances include domestic/commercial boilers for heating and hot water requirements, as well as gas-fired appliances in support departments, and (in academic settings) there are gas taps within science laboratories and some workshops.
- 20.3 It is the responsibility of the Estates and Facilities Manager to ensure that a maintenance schedule is in place for all gas appliances and that they are safety checked annually as a minimum and serviced in accordance with the manufacturer's recommendations. All work on gas appliances is carried out by a Gas Safe Registered engineer, records of all servicing, maintenance and repairs are kept on file.

- 20.4 Carbon monoxide detection is installed in relevant areas of the Campuses where there is a risk of a build-up being present: i.e. near to combustion appliances.

21. Pressure Systems and Pressure Vessels

- 21.1 Pressure systems/vessels are located in the science and catering departments across the Campuses. Maintenance and testing work carried out on these appliances are undertaken by qualified and competent (Gas Safe registered) engineers.
- 21.2 Testing on pressure vessels is carried out in accordance with the Pressure System Safety Regulations (2000) and are inspected by a competent third-party on an annual basis.
- 21.3 Records are retained of all inspections, testing, examinations and maintenance which takes place, and of any other correspondence or report relating to the systems.

22. Legionella

- 22.1 The College has implemented arrangements to prevent the growth of legionella bacteria in water systems, in accordance with the HSE's 'Approved Code of Practice (L8) – Legionnaires Disease: The Control of Legionella Bacteria in Water Systems'.
- 22.2 The Estates and Facilities Manager is the 'responsible person' appointed with the authority and responsibility for day-to-day management and testing of the water systems. The execution of this responsibility is outsourced to a specialist water treatment company to support monitoring and maintaining the water system. This includes monitoring temperatures, cleaning storage vessels, and taking water samples.
- 22.3 The College operate a flushing and cleaning regime to ensure all infrequently used outlets are flushed weekly as a minimum. Following periods of low footfall such as the summer break, the College ensure the outlets are flushed prior to the Campuses becoming fully occupied.

23. External Areas

- 23.1 The Campuses each have large car parks which can become busy, especially at peak operating hours during the College drop-off and pick-up times. Vehicular and pedestrian movement is considered under an external area risk assessment, which is completed by the Compliance and Safety Officer on an annual basis, or whenever there is significant change to the area itself or to the process of transporting learners.
- 23.2 Speed in the car parks are limited to 5mph, with speed bumps and 'shark teeth' bumps to discourage speeding in the car park. Signage is also displayed throughout the external grounds.
- 23.3 Deliveries of goods and equipment is diverted from peak operating hours (08:00 – 09:00 and 15:00 – 16:00) to limit disruption and minimize risk to pedestrians.

24. Driving and Minibuses

- 24.1 The College recognises its responsibility not only for the safety of the staff driving the vehicles but also the passengers and other road users.
- 24.2 Only staff who are on the College's approved driving register are permitted to drive the vehicles owned by the College, having been subject to a driving license check and undertaken the minibus driving course provided by an external training provider.
- 24.3 Regular inspections are carried out on the vehicles to check their condition. This is carried out in the form of a visual check prior to each use and during routine MOT checks and servicing. If a fault or concern with a vehicle is reported, it will be taken out of service until it has been checked. All inspections and tests are carried out by reputable, qualified mechanics.

25. Display Screen Equipment

- 25.1 To comply with the Display Screen Regulations (DSE) 2002, all staff are required to complete a workplace DSE assessment as part of their induction training via the Smartlog e-learning platform.
- 25.2 Suitable furniture is provided for office-based staff which ensures that sufficient space is available, and workstations and chairs can be appropriately adjusted.

26. Hazardous Substances

- 26.1 All reasonable steps are taken to control exposure to hazardous substances in line with the Control of Substances Hazardous to Health Regulations (COSHH) 2002.
- 26.2 The use of hazardous substances is taken into account when completing risk assessments across the College and sufficient controls are put in place, including the use of PPE and safe storage. To supplement this, COSHH risk assessments and safety data sheets are available for all hazardous substances.
- 26.3 Suitable local exhaust ventilation equipment is provided across the college and is regularly tested at least every 14 months.

27. Manual Handling

- 27.1 Manual handling includes a variety of movements that most staff will undertake at some point. All staff are required to complete manual handling training as part of their induction.
- 27.2 All staff should assess the task and only continue if they feel confident to do so without risking personal injury or jeopardising the safety of others around them.
- 27.3 Learners may be permitted to carry out manual handling tasks, specifically in practical sessions such as construction, but must only do so under the guidance and supervision of trained staff. Suitable control measures for these tasks have been identified in the relevant risk assessments.

28. Lifting Equipment

- 28.1 To comply with the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998, arrangements are in place to reduce the risks associated with lifting equipment.
- 28.2 All lifts are subject to thorough routine inspections in line with the regulations, which are carried out by an external company.

29. Work Equipment and Machinery

- 29.1 All work equipment and machinery are subject to risk assessments and suitable control measures are put in place including signage, emergency stop devices and safety guards. These are supplemented with Safe Systems of Work.
- 29.2 Learners may be permitted to use work equipment and machines but must only do so under the guidance and supervision of trained staff.

30. Noise and Vibration

- 30.1 Some activities carried out across the College may result in exposure to harmful levels of noise and/or vibration. This may include maintenance work, use of noisy machinery, vibrating hand tools and activities carried out in music/theatre studios.
- 30.2 Equipment and machinery are risk assessed, and suitable control measures put in place, including monitoring of noise levels, implementing time limits, signage and PPE.

- 30.3 Occupational Health services are available for all staff and changes may be made to an individual's job in line with their advice.

31. Work at Height

- 31.1 Working at Height is defined as any task where a person could fall and sustain injury. Most staff are likely to work at height at some point and therefore are required to complete mandatory training as part of their induction.
- 31.2 All tasks and activities that involve working at height are risk assessed, and suitable control measures put in place, including pre-use safety checks and restricted access.
- 31.3 Learners may be permitted to work at height, specifically in practical sessions such as painting, but must only do so under the guidance and supervision of trained staff.
- 31.4 Higher hazard work at height involving the need for cherry pickers, cranes or working on roofs will be subcontracted to a specialist firm with a permit to work, or to staff who have received appropriate training on using the equipment.