



Health & Safety Policy

Northern College
Wentworth Castle
Stainborough
South Yorkshire
S75 3ET

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1.0 General Statement of Intent

Northern College is a residential college dedicated to the education and training of men and women who are without formal qualifications and are seeking to return to learning. It also offers training for those who are active in community and voluntary groups as well as in trade unions.

The overall aim of the Northern College is to advance adult education, particularly by the provision, organisation and arrangement of full-time or part-time courses of study or educational research, whether or not leading to any formal qualification. Our aim is to provide outstanding adult residential and community education for the empowerment and transformation of individuals and communities.

All of these aims require the active participation of people; college staff, students, contractors and partners. Therefore, health, safety and welfare of people is an integral part of all that the college does. In addition to this, the prevention of loss through the management of fire and security risks is vital.

This policy document sets out our position in relation to health, safety and welfare of people who are affected by our activities. It contains a statement of intent, a description of how responsibilities are organised within Northern College and an overview of the arrangements that have been put in place to support our intentions and fulfill our responsibilities.

Northern College recognises and accepts its duties as an employer as defined in the Health and Safety at Work (etc) Act 1974, The Management of Health & Safety Regulations 1999 and all other applicable regulations and codes of practice, so far as is reasonably practicable.

In order to ensure the health, safety and welfare of all employees, Northern College will provide and maintain, so far as reasonably practicable:

A safe place of work and working environment

Safe plant, equipment and systems of work

Information, instruction, training and supervision relating to safety

Adequate resources in both staffing and finance

All Northern College activities and objectives must ensure, so far as is reasonably practicable, the health, safety and welfare at work of all its employees and all others who may be affected by its undertaking, including contractors, students and partners.

We expect all employees and students to co-operate with our policies and comply with all legal obligations, by taking care of their own health, safety and welfare and have a regard for the health and safety of others.

In deciding what is reasonably practicable, we will ensure that any action that is taken to eliminate or control a risk is proportionate to the magnitude of that risk by balancing the cost of managing it with the severity and probability of any potential injury, damage or financial loss.

The collective knowledge and experience of our employees, student representatives and Trade Union representatives, will be used to make decisions on risks through formal and informal consultation.

Performance relating to the management of risks will be measured and reported to the health and safety committee in order to identify any deficiencies in the control measures.

The various arrangements that are implemented, and their supporting management systems, will be monitored, audited and reviewed on regular basis to ensure that they remain effective and to facilitate progressive improvements.

In order to implement this policy statement, Northern College recognises that the management of health and safety is a core management function and that all employees must contribute towards the control of risks. Where necessary, the College will take advice and assistance from external specialists and consultants to ensure best practice.

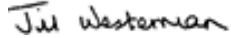
Annual reports will be made to the Governing body and Support Standards Committee on health and safety issues associated with the college. Ultimate responsibility in all areas of safety rests with the Principal and

the Chair of Governors. This duty is of no less importance than any of the responsibilities attached to that position.

It is vitally important that we manage safety effectively as the collective expertise and experience of college staff provides an essential and unique contribution to the aims of the college. This expertise and experience must not be diminished through injury or illness caused by avoidable and foreseeable risks.

Reviews of Health and Safety Policy will be made annually no later than 1 year after the date on this policy.

Signed:



5 October 2016

Jill Westerman
Principal

Northern College

Please note that this document is current as of Wednesday 5th October 2016 . For the latest version of this uncontrolled document please consult the author

2.0 Roles and Responsibilities

Organisation and Managerial Responsibilities;

Northern College is managed by Jill Westerman who is directly responsible for Health and Safety matters within the college. The Senior Management Team will seek external assistance where necessary to ensure that the company meets both its statutory obligations and the objectives laid down in this Health & Safety Policy.

We currently use Q1TUM (www.q1tum.co.uk) and HS Direct Ltd (0114 2444461) for gaining help and advice with health and safety matters where required.

The Principal, Senior Management Team, College Managers and the Health, Safety and Premises Manager are responsible for ensuring that the college's health & safety policy and associated procedures are implemented by all college personnel.

Day to day management of the college's operations is the responsibility of Principal Jill Westerman and Vice Principal Denise Pozorski, who are supported by College Managers and the Senior Management Team.

Employee/Contractor Responsibilities;

Each and every employee/contractor has a statutory duty to take reasonable care in relation to his/her own health & safety, and the health and safety of any other person who may be affected by his/her acts or omissions.

Therefore, it shall be the duty of all employees/contractors whilst at work (including learners at the college):

To take reasonable care for the health & safety of themselves and others, who may be affected by their acts or omissions at work

To co-operate with the employer and colleagues to ensure that suitable and proportionate risk control measures are identified, implemented, and maintained. And to comply with all the college's health & safety policies and procedures

To refrain from intentional or reckless misuse of equipment and/or systems provided in the interest of health, safety and the environment

To co-operate with management when required on such things as accident prevention and all procedures with regard to health, safety and the environment as set out in the Health & Safety at Work etc. Act 1974 and the Environmental Protection Act 1990 and all associated Regulations and ACOPs (Associated Codes of Practice).

To maintain good standards of housekeeping in our premises

To report any accident or incident including near-misses (whether or not personal injury results) to either reception, a first aider or the Premises Manager.

To report any defects in equipment without delay to their immediate line manager and not to attempt repairs which they have not been authorised and specifically trained to undertake

To ensure that no potentially hazardous item, substance or machine is brought into the college or used without the prior knowledge and authority of their immediate line manager.

To use, and if applicable, wear any appropriate item of personal protective equipment. It is a requirement of law that any equipment supplied for safety must be used, and when not in use it is properly cleaned, stored and maintained.

To undergo any health, safety, environmental and operational training deemed necessary by Northern College.

Learners will be responsible for appointing a student union safety representative to sit on the college health and safety committee.

Staff Consultation;

If an employee/contractor becomes aware of any potential breaches of health & safety law, or unsafe working practices he/she must notify the SMT or the Vice Principal.

If an employee/contractor feels that health & safety procedures may be improved, for example by use of alternative equipment, they will be encouraged to discuss any suggestions with the management team.

Specific Safety Functions and Named Responsibilities;

Safety Function	Person Responsible
Accident reporting	All personnel
First Aider	Various personnel
Fire Warden	Various personnel
Contractor Assessment	Estates Team
Contractor Review	Estates Team
Health Surveillance	Human Resources
Online Safety Training	Estates Team and HR
Equipment Inspections	Estates Team
Risk Assessments	Grahame Morris
Safety Inspections	Grahame Morris
Safety Audits	Grahame Morris

3.0 Arrangements

This section defines our company arrangements and policies for dealing with our activities.

3.1 Accident Reporting & Investigation

It is the policy of Northern College that **all** accidents, incidents and near misses are reported and recorded into the company's accident record book which is kept online in our Safety First Package. All accidents forms must be given to personnel in the estates department to upload onto the Safety First Package.

The main objective of accident, incidents, near misses reporting and investigation is to reduce incidents and prevent future accidents.

It will be the responsibility of the principal or her nominated representative to notify the Health & Safety Executive in respect of any accident or occurrence for which notification is required by the:

Current - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

The following must be reported:

- Deaths
- Specified injuries to members of the public on our premises and taken to hospital.
- Over 7 day injuries – where an employee or self-employed person is injured at work and away from work or unable to perform their normal work duties for more than 7 consecutive days. This must be reported to the HSE using appropriate forms within 15 days of the accident.
- Some work-related diseases as per RIDDOR
- A dangerous occurrence – where something happens that does not result in an injury, but could have done.
- Gas Safe registered gas fitters must also report dangerous gas fittings they find, and gas conveyors / suppliers must report some flammable gas incidents

Any accident resulting in more than minor injuries or incident which might have resulted in serious injury will be investigated by the principal or her nominated representative. Depending upon the circumstances of the accident, the principal or her nominated representative may seek the assistance of an external health & safety advisor, both in the investigation and the formulation of preventative procedures to avoid repetition.

A study of the circumstances will help to reduce or remove the causes.

- When the reports are examined over a period of time, it can be seen whether preventative measures have been effective in reducing accidents.
- If these objectives are to be attained, investigation and reporting must be accurate, complete and consistent.
- All accidents and incidents resulting in injury to employees and/or to any other persons or near misses at Northern College, must be reported immediately to a first aider and be recorded in the college's accident book and reporting systems.
- Where there is more than one person injured in the accident a separate page should be used for each person.
- All relevant questions must be completed for every accident resulting in personal injury.
- Care should also be taken when completing the accident report form and when stating the nature of the injury. Unless a medical certificate has been submitted.

3.2 Alcohol and Controlled Drugs

It is categorically forbidden for employees to enter sites or places of work, to drive a vehicle, use or operate plant and equipment, or to assist or supervise in its use, whether on or off company business, in an unfit state due to the influence of alcohol or illegal drugs and other substances, such as glue. Disciplinary action will be taken if you are caught in the possession of illegal drugs on college property or in college vehicles.

Employees taking medicines or prescribed drugs under the direction of their G.P, dentist, or hospital doctor that may effect their ability to carry out their work duties have a duty of care responsibility and must notify their immediate line manager.

3.3 Asbestos

Asbestos is recognised as being an extremely hazardous substance and as such must be treated with the utmost care. When working on the campus staff and contractors will assume any suspicious material is asbestos and stop work unless there is conclusive evidence to the contrary.

No disturbance such as drilling, breaking or cutting etc shall be carried out to any material suspected of containing asbestos fibres. Any suspicious material shall be reported to the estates or premises manager immediately.

A management survey is available. Its purpose is to locate, as far as reasonably practicable, the presence and extent of any suspected asbestos containing materials (ACMs) in the building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and to assess their condition prior to starting work.

Refurbishment and demolition surveys should be made available where refurbishment work or other work involving disturbing the fabric of the building is carried out.

Northern College's policy is that we will not generally work on asbestos products. Under limited circumstances and when authorised, Northern College employees, with an appropriate current training certificate, will be allowed to work on non-licensed asbestos products as prescribed by the HSE. This type of work will be risk assessed separately from other tasks. Notifiable non-licensed work (NNLW) must be notified to the HSE before commencement of work. A copy of the RAMS must be signed by all employees when working with asbestos. Northern College will record all projects involving NNLW and keep records of employee health checks for those working on NNLW, this must be carried out prior to the start of work and renewed on a 3 year cycle.

3.4 CDM Regulations

Northern College recognises the requirements of these regulations and makes every endeavour to comply.

Briefly - The regulations call for:

Competence of all - A person must be capable of carrying out duties placed on him / her and must only accept knowing they are competent to carry out the task.

No person may arrange for a person to carry out works unless he is either,

- Competent
- Under supervision of a competent person

The business selects personnel based on ability and where possible seeks demonstration by certification. A training plan is maintained and personnel are encouraged to take on additional training in order to improve skills. Additional in-house training refresher sessions are provided in order to keep personnel up to date with current regulations.

Co-operation of employees, contractors and others

Every person involved in works must seek the co-operation of any other persons concerned at the same or adjoining site so far as necessary in order to ensure all may carry out works safely.

Similarly, they must co-operate to ensure others may continue with their works safely.

All persons involved must report anything which is likely to endanger the health or safety of himself or others.

A principle designer will be appointed in order to ensure work is managed such that it may continue safely where multiple trades or activities may be ongoing simultaneously. Liaison with others allows arrangements to be made that enable all to continue.

Co-ordination of activities

All persons must co-ordinate their activities with one another in a manner such that, so far as is reasonably practicable, the health and safety of persons carrying out the work and anyone affected by the construction work will remain safe from harm at all times.

It is recognised that all works may not be able to continue at the same time, therefore supervisors will discuss and plan such that the project may progress safely.

Prevention of accidents

Every person must ensure general principles of prevention are applied, so far as is reasonably practicable, to ensure the safety of all and works during all stages of a project.

This is a priority in all activities and the business ensures that method statements and risk assessments are produced identifying arrangements for safe working. All personnel are briefed on these to ensure they understand these arrangements and the risks that may be encountered by not following procedures.

Duties of Contractors

All contractors and principle contractors have specific duties placed upon them under these regulations and all must be aware and endeavour to comply.

The regulations spell out these requirements for both contractors and principle contractors

The business is fully aware and endeavours to comply, so far as is reasonably practicable. All personnel have been made aware of these duties through in-house training

The current CDM Regulations apply to most common building, civil engineering and engineering construction work. In the event that a project falls within the requirements of CDM, then the principal contractor must make provision for Welfare facilities as outlined under Schedule 2 of the CDM Regulations.

HSE must be notified of the site if the construction work is expected to either: last longer than 30 days and have more than 20 workers simultaneously involved on site at any one time; or exceeds 500 person days of construction work.

If a project fits into CDM by either of the above factors, then HSE should be notified on-line before construction work starts using form F10.

3.5 Communication with workers

Northern College uses a variety of methods to communicate information with employees and contractors. Regular internal meetings are held to discuss any issue, including safety. There is also a safety meeting with union representatives - safety committee. A safety notice board in the main building is also kept up to date. There is a section of the VLE for safety updates, information and links to useful websites for staff.

Communication with employees whose first language is not English will be carried out using one or more of the following methods;

- Ensure adequate time to consult with employees where language and/or literacy may be issues so they can absorb the information and respond to you.
- Use an interpreter; this may be a trained work colleague.
- Get information translated and check that this has been done clearly and accurately by testing it with native speakers.
- Use pictorial information and internationally understood pictorial signs where appropriate
- Where information has to be in English, use clear and simple materials, and allow more time to communicate issues.

3.6 Contractors and Sub-Contractors

All contractors and sub-contractors who are working for the College will comply with the Colleges:

1. Health & Safety Policy.
2. Emergency procedures.
3. Hazard/accident reporting procedures.

All accidents and near misses need to be reported and recorded in the Accident Book located with first aid personnel.

The company's health and safety policy can be found on a notice board by the Premises Manager's office and can be forwarded to interested parties.

All contractors must complete the contractor's competence form before commencing work.

The Principal or her nominated representative is responsible for assessing and controlling contractors and subcontractors working for or on behalf of Northern College.

3.7 COSHH Assessments

For all materials or substances utilised which may be hazardous to health, a formal control of substances hazardous to health assessment will be carried out by the premises manager or health and safety advisor. A register of hazardous substances shall be kept on the online safety first system. All safety data sheets and relevant COSHH Assessments will be communicated to the operatives providing instruction for safe use.

3.8 Display Screen Equipment (DSE)

Working with Display Screen Equipment is recognised as being a major cause of injury and ill health. Northern College will carry out risk assessments and provide information, instruction and training to its entire DSE user staff. Employees must carry out the recommendations of the risk assessment and must report instances of injury or ill health suspected of being caused by DSE work to the person responsible for health & safety (Premises Manager or Health and Safety Advisor) at their earliest convenience. Self assessments can be completed using the web based learning system: Essential Skillz.

3.9 Electricity at Work

All work associated with an electrical system shall be undertaken in strict compliance with the Electricity at Work Regulations.

Only competent and qualified electricians are permitted to work on electrical equipment and systems including changing of fuses, carrying out repairs or maintenance of electrical equipment and installation of accessories.

A permit to work will be required when live working or testing and must only be carried out by competent and trained persons. Lone working is not allowed when live work takes place.

3.10 Environmental Waste Management & Pollution Control

Northern College recognises the importance of meeting their legal requirements and to manage its waste responsibly, reduce the volume of waste sent to landfill and maximise reuse and recycling where possible. Waste is unwanted materials, substances, equipment arising from commercial or industrial activities and includes:

Building and demolition materials; substances/chemicals (toxic or otherwise); discarded or broken utensils or equipment; contaminated soil, materials, plant etc.

Northern College management shall identify potential waste disposal requirements of a project and make adequate provision to ensure its suitably managed disposal in accordance with The Controlled Waste Regulations 1992. Management shall determine the nature of the waste for disposal and shall ensure that suitable assessment is undertaken, that appropriate safe working procedures are devised and suitable containment of waste confirmed.

Where undertaking removal of waste materials or products, management shall ensure that they are registered as a carrier in accordance with the controlled waste (The Controlled Waste (Registration of Carriers and Seizure of Vehicles) (Amendment) Regulations 1998). Where contract carriers, are to be engaged to remove the waste, management shall confirm those appointed are suitably registered to undertake the business and shall confirm the proposed method and location of disposal.

Northern College shall:

- Ensure that waste management is performed in accordance with all waste legislative requirements, including the duty of care, and to plan for future legislative changes and to mitigate their effects.
- Minimise waste generation at source and facilitate repair, reuse and recycling over the disposal of wastes, where it is cost effective.
- To coordinate each activity within the waste management chain.
- Promote environmental awareness in order to increase and encourage waste minimisation, reuse and recycling.
- Ensure the safe handling and storage of wastes on site
- Provide appropriate training for staff, on waste management issues.
- Where the site waste is the responsibility of the principal contractor the company will cooperate with the site rules as applicable.

3.11 Equipment Inspections & Records

Each employee/contractor must carry out a daily inspection of any equipment prior to its use, and must immediately report any defect, or suspected defect to the Premises Manager. The Premises Manager will carry out 6 monthly inspections of all company equipment, ladders, PPE, tools, etc, and will keep a record of such inspections. For the purposes of record keeping, each item of equipment shall have its own unique reference, which shall be clearly marked on it. Markings must be maintained so that they are clearly discernible at all times.

Where an inspection reveals a defect, it will be the responsibility of the estates department to ensure that the equipment is not used until such time as a suitable repair has been effected. If the equipment is beyond

repair it must be discarded, whether or not a suitable replacement is available, and any work relying on the use of such equipment must be suspended until a suitable replacement is available.

3.12 External Health and Safety Consultants

Northern College use Q1TUM and HS Direct Ltd who will provide:

Advise of any new safety legislation or changes in existing legislation.

Provide general assistance to Northern College to aid in the fulfillment of its obligations and duties as set out in statutes.

Assist, where required or requested, with the initial implementation of the changes required by changes in safety legislation.

It is the responsibility of Northern College to ensure that the safety consultants are notified whenever assistance or support is needed.

3.13 Fire Safety

In the event of a fire in Northern College premises the principal is the responsible person (RP) alternatively in their absence their nominated representative will take charge, in their absence the most senior person at the college will assume the responsibility, ref. internal Fire Policy.

Where a hot work permit is raised all Northern College maintenance and caretaking team (or contractors) are expected to adhere to its requirements.

Fire risk assessments will be carried out in all areas occupied by the organisation, the risk assessments will consider sources of ignition, sources of fuel and any extra sources of oxygen over and above what is present in the air. The assessment will evaluate the risk of a fire starting and the effect of the fire on people. The assessment will indicate control measures to remove or reduce the risk of fire starting. The significant findings of the assessment will be communicated to the relevant persons together with the necessary instruction and training.

Means of Escape

In the event of fire occurring, it is vital that staff and other persons are able to evacuate the premises.

All existing doors through which a person may have to pass to get out of the premises must be capable of being easily and immediately opened from the inside. Staff will not block or otherwise obstruct exits provided for emergency evacuation.

Access routes must always be maintained unobstructed to exit doors (internal and final exits) sufficient to allow easy access by the number of persons likely to use those routes, (750mm minimum).

Stairways in buildings must be free from any risk of fire or spread of fire e.g. no unauthorised portable heaters, combustible material etc.

Under no circumstances should fire doors be wedged open unless they are retained by automatic magnetic release systems or similar which are connected to the fire alarm system.

3.14 First Aid Arrangements

The principal or her nominated representative will ensure that as a minimum the organisation has an appointed person for first aid. The appointed person will be responsible for maintaining the first aid kit and taking charge after an accident, this includes calling for a person qualified in first aid or ambulance if necessary.

Northern College first aid names will be displayed in numerous locations on notice boards around the college campus.

3.15 Guidance

Northern College commits to operating to the very highest standards of Health, Safety and Quality and will therefore carry out its operations in accordance with best practice as advised by the Health & Safety Executive and various associations. This best practice will be reviewed on an annual basis and adopted annually or when evidence that significant improvements can be made by adopting sooner. Guidance documents are available to download from the health and safety section on the VLE.

3.16 Health & Safety Records

All records will be kept by the estates department, in written form indicated in the various appendices. Such records will include:

- Equipment inspections
- COSHH assessments
- Generic risk assessments
- Staff H&S training

In addition to the above general records, the following *contract specific records* will be maintained for each major project.

- Project start-up information
- Specific risk assessment
- Method statements and safe systems of work.
- Accident record book

3.17 Health & Safety Training

Northern College will provide training and refresher training as is necessary to ensure, so far as is reasonably practicable, the health and safety of all staff. During staff induction and upon any job transfer, safety training will be provided to ensure that the staff are trained in health & safety matters to a level appropriate to their responsibilities.

Induction Training

Every new employee will receive a safety induction on day one of his/her employment. The training will consist of fire safety, arrangements for first aid, manual handling, and display screen equipment use (where necessary) and general safety. New employees will also be given instruction and safety training on the equipment they will be required to use whilst discharging their duties. A training record will be kept and maintained in our online system. A health and safety induction is given to diploma students and any volunteers.

3.18 Health Surveillance

Any problems reported will be dealt with in a personal and confidential manner by senior management and human resources. Should Northern College have any concerns regarding the well being of any employee they may request a referral to a professional occupational health provider and or on request of an employee in matters relating to work related ill health issues Northern College will pay for conducting relevant medical surveillance were appropriate.

3.19 Lone Working

Where such work is carried out at the college, the principal or her nominated representative will ascertain the procedures to be followed in case of emergency, e.g. lone worker injury etc. and details will be provided to all company employees/contractors required to work in or on such premises. Guidance documentation is available on the VLE.

3.20 Machinery Maintenance

All machines including power tools, jet wash equipment, saws, drills etc shall be subject to regular inspection by the contract managers, who will withdraw damaged or unsuitable equipment from service immediately. All machinery shall also be subject to maintenance and service as per the manufacturers instruction and maintenance schedule.

3.21 Manual Handling Assessments

The estates department and premises manager will carry out specific manual handling assessments for any necessary operation which has been highlighted as requiring a detailed assessment by the general risk assessment. Where practical, manual handling should be avoided by utilising mechanical means to minimise the risks arising from manual handling.

Manual handling assessments will consider the load to be handled, e.g. tools, equipment, materials etc, its size and weight, the individual, the task and the environment in which the task takes place.

3.22 Method Statements (Safe Operating Procedures)

Work Instructions (Method Statements) will be developed for all the companies operations, information from the risk assessments will be used to formulate these documents which will be used in training and given to members of staff, the work instructions will be reviewed and updated either periodically or when something significant changes. Method statements are written using our online system and are made available to customers prior to works commencing.

3.23 Noise

Regular exposure to high noise levels can cause deafness and tinnitus. Noise assessments will be carried out when ever it is suspected that noise levels may be above 80db(a), and hearing protection will be provided for all operatives likely to be affected. Information and advice to use hearing protection will be issued.

Where noise levels are at 85db (a) or above, where possible, the estates department will take measures to reduce the exposure of noise to its employees by means other than hearing protection. The wearing of suitable hearing protection shall also be enforced.

3.24 PAT Testing

All portable electrical appliances will be tested in accordance with the regulations, at the recommended intervals, 'as may be necessary to prevent danger'. It will be the responsibility of the premises manager to ensure that all equipment provided is suitable for the task, including any provided by a student.

Each employee/contractor must carry out a daily visual inspection of any equipment prior to its use, and must immediately report any defect, or suspected defect to their line manager/site manager.

3.25 Personal Protective Equipment

The need for personal protective equipment will be determined through risk assessment and will be provided by Northern College free of charge. The relevant PPE must be worn at all times whilst carrying out work and in compliance with any mandatory requirements of specific sites. Details of the correct PPE will be made available to employees within the risk assessments and method statements relevant to the works. No employee/contractor will be permitted to start work without the correct PPE and the necessary information, instruction and training to enable him to utilise the equipment correctly and without risks to safety and health. It will be the responsibility of each contract manager and his site foreman to monitor the wearing of PPE on sites under their control. Persons found to be persistently breaching PPE rules will be subject to disciplinary procedures which may include ejection from the college.

3.26 Pregnant Workers

Northern College recognises that pregnant workers are more vulnerable to injury and as such will carry out specific risk assessments where a worker notifies them of a pregnancy. Such assessments will consider the worker's duties, working conditions and hours. Where it is deemed that a risk to the mother or baby is present, suitable controls will be introduced to minimise that risk.

3.27 Purchase Policy

The Health and Safety at Work Act 1974 imposes duties upon Northern College and those providing goods and services to the College. Health & Safety legislation affects purchasing decisions including the use of contractors or out-sourced activities. This also includes the purchase of new or hired equipment, maintenance services and goods; but is not limited to such legislation as The Supply of Machinery (Safety) Regulations (amended in 2011), The Provision and Use of Work Equipment Regulations (PUWER) 1998 and The Control of Substances Hazardous to Health Regulations.

When purchasing or hiring machinery/equipment Northern College will make sure it has all the relevant information and instructions on how it works, including the appropriate safety features and certifications of compliance. All suppliers of services will be competent and trained. All users of the equipment will receive suitable training and instruction before being allowed to use equipment. The equipment must be safe, meet all relevant UK and EU supply Directives and be CE marked; it will be maintained in line with current legal requirements, and manufactures/suppliers guidance or ACOPS ruling at the time of use.

3.28 Risk Assessments

The Principal or her nominated representative will prepare a generic risk assessment covering the common risks encountered in the company's normal business. If necessary, external assistance will be sought to carry out the generic risk assessments. The significant findings of the risk assessments will be relayed to all staff. Risk assessments will be available via the health and safety section on the VLE.

All risk assessments will be produced using our online management system and are made available to all interested parties upon request. Employees should have a copy of risk assessments for the work they carry out.

3.29 Safety Audits and Monitoring

At regular intervals the Health, Safety and Premises Manager or his nominated representative will carry out a health & safety audit. The audit will consider the effectiveness of the welfare facilities; emergency procedures, safe methods of work etc. identified at the outset, and will identify any corrective action required. Where the Premises Manager considers it necessary in order to maintain the desired level of health & safety, they may seek the assistance of an external health & safety advisor in carrying out audits and identifying corrective actions.

3.30 Serious or Imminent Danger

These procedures are in line with Regulation 8 of the Management of Health & Safety at Work Regulations 1999.

It is a policy of Northern College that no employee or contractor will be made to work in dangerous conditions without due regard to health and safety and all employees should be aware that there are regulations and procedures regarding serious or imminent danger.

Managers, supervisors and employees are reminded that they must not under any circumstances undertake work or instruct others to undertake work where there is a risk of imminent danger without adequate controls, safety procedures, training and personal protective equipment being in place to minimise that risk.

Northern College authorises any employee to remove himself/herself to a relative place of safety when he/she has reason to believe he/she is at serious risk or in imminent danger. Work will not resume in that area until the risk has been minimised.

Some emergency events can occur and develop rapidly, thus requiring employees to act without waiting for further guidance, for example, in a fire. Employees must make themselves familiar with the emergency procedures, escape routes and location of fire fighting equipment.

Under no circumstances will work activities take priority over safety considerations.

3.31 Transport & Company Vehicle Safety

It is the policy of Northern College to only employ drivers who are competent.

Driver approval and competence

A person may only operate company vehicles if he or she;

1. Has held a full UK license for a minimum of 2 years

2. Has not been disqualified from driving for drink and/or drug offences in the last 5 years nor has any prosecution pending
3. Holds the correct license for the type of vehicle being operated

Drivers must inform the college of any circumstances that may lead a driver to being unfit for driving duties. Drivers must inform HR immediately they become aware of any pending prosecution for any driving offence. All drivers will be asked to present their licenses to HR, these will be photocopied and returned.

3.32 Welfare

Northern College's employees and contractors will be able to use toilet and washing facilities within the premises. For contractors, it will be the responsibility of their manager to ascertain if this is possible prior to commencement of a contract. Where it is not possible, it will be the responsibility of the contractor to establish the location of suitable temporary facilities.

3.33 Working at Height

It is the policy of the company to comply with the Work at Height Regulations 2005. Work at height will be avoided wherever possible, where work at height can not be avoided; the site foreman is responsible for carrying out a risk assessment and selecting appropriate work equipment to access height and ensuring the appropriate safety measures to prevent falls are implemented.

Only trained and competent staff will be allowed to work at height.

Where the risk of a fall can not be eliminated measures and equipment will be put in place to minimise the distance and consequences of a fall should one occur.

3.34 Young Workers

Risk Assessments must be carried out in compliance with The Management of Health & Safety at Work Regulations 1999 and the Health & Safety (Young Persons) Regulations 1997. In line with the Health & Safety (Young Persons) Regulations 1997, young persons are defined as those full or part-time employees under the age of 18 years. This includes young persons on job experience working within the firm. There are also special provisions for young people in the Working Time Regulations 1998 concerning limits of hours of work, rest from work and annual holidays.

There are particular definitions of people by age in Health & Safety Law:

A young person is anyone under 18 years of age

Young workers are seen as being particularly at risk because of their possible lack of awareness of existing or potential risks, immaturity and inexperience. The responsible person will therefore:

- Assess risks to young workers
- Take into account their inexperience, lack of awareness and immaturity
- Prohibit certain activities where higher risks are identified
- Not allow the young person to operate any machinery or equipment without proper supervision and training
- Provide training to ensure competence before allowing any unsupervised activity to be undertaken
- Provide suitable supervision at all times
- Not employ any person under the age of 14 years for any paid or non paid employment

I have read and understood the contents of this Safety Policy.

Anything I did not understand has been explained to me to my satisfaction.

I agree to follow the Safety Policy and understand that any instructions are provided for my safety and the safety of others.

<u>Print Name</u>	<u>Signed</u>	<u>Date</u>
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