

Policy Title	Health and Safety Policy
Who does the policy apply to?	All College employees, including agency staff, contractors and those working under self-employed arrangements.
Aims	Sets out the College's arrangements to ensure health, safety and welfare in the workplace.
Should be read in conjunction with	Risk Assessment Procedures
Further advice may be sought from	The Head of Estates.
Review arrangements	<p>This policy will be reviewed every three to ensure its continuing relevance and effectiveness.</p> <p>The College may review the policy prior to this date should operational and/or legislative/guidance matters require it.</p> <p>Further details regarding revisions, the consultation and approval process and review cycle can be found at Section 5.</p>

Contents

1.0 Health and Safety Statement of Intent	4
2.0 Roles and Responsibilities	6
2.1 Organisation and Leadership Responsibilities	6
2.2 Employee, Student and Contractor Responsibilities	6
2.3 Specific Safety Functions and Named Responsibilities	7
3.0 Arrangements	7
3.1 Accident Reporting and Investigation	7
3.2 Alcohol and Controlled Drugs	8
3.3 Asbestos	8
3.4 Construction, Design and Management Regulations	9
3.5 Communication Regarding Health and Safety	9
3.6 Contractors and Sub-Contractors	9
3.7 COSHH Assessments	10
3.8 Display Screen Equipment (DSE)	10
3.9 Electricity at Work	10
3.10 Environmental Waste Management and Pollution Control	10
3.11 Equipment Inspections and Records	11
3.12 External Health and Safety Consultants	11
3.13 Fire Safety	12
3.14 First Aid Arrangements	12
3.15 Safety Guidance	13
3.16 Health and Safety Records	13
3.17 Health and Safety Training	13
3.18 Health Surveillance	13
3.19 Lone Working	14
3.20 Machinery Maintenance	14
3.21 Manual Handling Assessments	14
3.22 Noise	14
3.23 PAT Testing	14
3.24 Personal Protective Equipment	15
3.25 Pregnant Employees	15
3.26 Purchase Policy	15
3.27 Risk Assessments	15
3.28 Safety Audits and Monitoring	15

3.29 Serious or Imminent Danger.....	16
3.30 Transport and College Vehicle Safety	16
3.31 Welfare.....	16
3.32 Working at Height.....	16
3.33 Young Workers	17
3.34 Legionella	17

1.0 Health and Safety Statement of Intent

Northern College is a residential college dedicated to the education and training of men and women who are often 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.

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, the 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 the 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 fulfil 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 and 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.

2.0 Roles and Responsibilities

2.1 Organisation and Leadership Responsibilities

Northern College is led by the College Principal, who is directly responsible for Health and Safety matters within the college. The Senior Leadership Team (SLT) will seek external assistance where necessary to ensure that the college meets both its statutory obligations and the objectives laid down in this Health and Safety Policy.

The Governing Body will:

- a) ensure that the College operates to a documented Health and Safety Policy, and assign responsibility for effective Health and Safety Management
- b) receive and consider on a termly basis, information on the organisation and practices relating to health, safety and welfare
- c) comply with the responsibilities set out under Section 2 of the Health and Safety at Work etc Act (1974) for the staff of the College and under Section 3 for all other persons who may enter the premises.

The Principal, the Board of Governors, the Senior Leadership Team, College Managers and the Health, Safety and Premises Manager are responsible for ensuring that the college's Health and Safety Policy and associated procedures are implemented by all college staff.

Also providing and maintaining an environment for staff, students, apprentices, volunteers and visitors that is, so far as is reasonably practicable, safe, secure, without risks to health, and adequate as regards facilities and arrangements for their welfare.

2.2 Employee and Contractor Responsibilities

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

Therefore, it shall be the duty of all employees and contractors whilst at work/college:

- To take reasonable care for the health and 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 and 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 and Safety at Work 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 liaise with on-site partners to ensure wider site activities or behaviours do not impact on


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.

The Health and Safety Policy will be reviewed every 3 years unless any significant changes occur in which case it will be reviewed at that point.

Signed:  Northern College Principal

Date: 30 October 2019

the health, safety and security of Northern College site users.

- To report any accident or incident including near-misses (whether or not personal injury results) to either Reception, a first aider or the Health Safety and 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.
- To maintain agreed security standards in terms of signing in and displaying I.D. badges.

If an employee becomes aware of any potential breaches of health and safety law, or unsafe working practices they must immediately notify a member of the Leadership team and the Health Safety and Premises Manager.

If an employee feels that health and safety procedures may be improved, for example by use of alternative equipment, they will be encouraged to discuss any suggestions the Health Safety and Premises Manager.

2.3 Specific Safety Functions and Named Responsibilities

Safety Function	Person Responsible
Accident reporting	All staff
First Aider	Named staff (list in reception)
Mental Health First Aid	Human Resources Manager
Fire Warden	Named staff (list in reception)
Contractor Assessment	Head of Estates and Facilities
Contractor Review	Head of Estates and Facilities
Health Surveillance	Human Resources Manager
Online Safety Training	Health Safety and Premises Manager
Equipment Inspections	Health Safety and Premises Manager
Risk Assessments	College Managers with assistance from the Health Safety and Premises Manager
Regular Safety Inspections	Health Safety and Premises Manager
Internal Safety Audits	Health Safety and Premises Manager

3.0 Arrangements

This section defines the college's arrangements and policies for dealing with our activities.

3.1 Accident Reporting and Investigation

It is the policy of Northern College that accidents, incidents and near misses are reported and recorded into the college's Accident Record Book. All completed Accident Forms must be brought to the Estates Team to upload onto the Online Record Book. First aiders have access to these records.

Health and Safety cover outside of normal operational hours is provided as follows:-

- A. Caretaker until 22:30
- B. Contracted security personnel 22:30 – 07:00

In all cases personnel are trained first aiders and fire marshals.

The main objective of accident, incident and near miss reporting, and investigation is to reduce incidents and prevent future accidents. It will be the responsibility of the Head of Estates and Facilities, as the nominated representative of the Principal, to notify the Health and 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 (RIDDOR) 2013.

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 identified in 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 Head of Estates and Facilities, as the nominated representative of the Principal. Depending upon the circumstances of the accident, the Principal or her nominated representative may seek the assistance of an external Health and Safety Advisor, both in the investigation and the formulation of preventative procedures to avoid repetition.

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 college 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 where employees 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 GP, dentist, or hospital doctor that may affect 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 Health, Safety and Premises Manager or another member of the Estates Team 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 employees will not work on asbestos products. Any works or tests completed will be undertaken by a registered and competent asbestos company employed by the college.

3.4 Construction, Design and Management 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 duties knowing they are competent to carry out the task.

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

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.

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.

Duties of Contractors

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.

3.5 Communication Regarding Health and Safety

Northern College uses a variety of methods to communicate information with employees, students and contractors. Regular Health and Safety Committee meetings are held to update representatives and discuss issues. A safety notice board in the main building, by the Cutler Stair, is also kept up to date. There is a health and safety section on the VLE for safety updates, information and links to useful websites for staff.

Additional appropriate measures, such as pictorial information, or the use of an interpreter, may be used to communicate with employees, students and contractors whose first language is not English.

3.6 Contractors and Sub-Contractors

Head of Estates and Facilities, as the nominated representative of the Principal, is responsible for assessing and controlling contractors and subcontractors working for or on behalf of Northern College.

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

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

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

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

The college's Health and Safety Policy can be found on a notice board by the Old Reception and can be forwarded to interested parties.

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 Health Safety and Premises Manager or Health and Safety Advisor. A register of hazardous substances shall be kept, reviewed and updated. 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 potential 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 Health Safety and Premises Manager or Health and Safety Advisor immediately. Self-assessments can be completed using the web-based learning system: Essential Skillz. Information on this is located in the [health and safety](#) section on the VLE.

3.9 Electricity at Work

All work associated with an electrical system shall be undertaken in strict compliance with the Electricity at Work Regulations 1989.

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. Permits are supplied by the Estates department. Lone working is not allowed when live work takes place.

3.10 Environmental Waste Management and Pollution Control

Northern College recognises the importance of meeting its legal requirements and the need 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 and plant

The Head of Estates and Facilities 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. The Head of Estates and Facilities 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, The Head of Estates and Facilities 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, The Head of Estates and Facilities 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.
- Co-ordinate 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 co-operate with the site rules as applicable.

3.11 Equipment Inspections and Records

Each employee must carry out a daily inspection of any equipment prior to its use, and must immediately report any defect, or suspected defect to the Health Safety and Premises Manager. The Health Safety and 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 affected. 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 Hill H&S Advice Ltd. who will:

- Advise of any new safety legislation or changes in existing legislation.
- Provide general assistance to Northern College to aid in the fulfilment of its obligations and duties as set out in statutes.
- Assist, where required or requested, with the implementation of changes required by new 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). In their absence, the Head of Estates and Facilities, as the nominated representative of the Principal, will take charge. In their absence the most senior person at the college will assume the responsibility.

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, students 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.

Fire drills are to occur and be recorded at least twice per year.

3.14 First Aid Arrangements

The Head of Estates and Facilities, as the nominated representative of the Principal, 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 contacts are displayed in numerous locations on notice boards around the college campus.

Mental Health First Aid

Northern College will ensure all employee mental health concerns are addressed by appointing an approved Mental Health First Aider. A Mental Health First Aider is a person who has been formally accredited to administer mental health first aid in their workplace, by attending a Mental Health First Aid Course that has been delivered by an Accredited Mental Health First Aid Instructor.

3.15 Safety 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 and 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 and 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 Health and Safety 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 and 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 staff are trained in health and safety matters to a level appropriate to their responsibilities. It is the responsibilities of line managers, along with guidance from the Health Safety and Premises Manager to identify training needs, and the Health Safety and Premises manager will monitor training to ensure it is completed.

Induction Training

Every new employee will receive an Online Safety Induction on the first day 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 on our online system.

3.18 Health Surveillance

Any health concerns reported will be dealt with in a personal and confidential manner by the

Human Resources department. 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 where appropriate.

3.19 Lone Working

Where such work is carried out at the college, the Head of Estates and Facilities, as the nominated representative of the Principal, 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 or contractors required to work in or on such premises. Guidance documentation is available on the health and safety section 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 manufacturer's instruction and maintenance schedule. It is the responsibility of the Health and Safety Premises Manager to ensure this is completed.

3.21 Manual Handling Assessments

The Estates Department and Health Safety 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 Noise

Regular exposure to high noise levels can cause deafness and tinnitus. Noise assessments will be carried out whenever 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 by the Health Safety and Premises manager

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.

3.23 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 Health, Safety and Premises Manager to ensure that all electronic equipment provided is PAT tested, including any provided by a student.

Each employee and 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.

3.24 Personal Protective Equipment

The need for personal protective equipment (PPE) 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 or 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 contractor to provide their own PPE. The Health Safety and Premises Manager may monitor the wearing of PPE on college grounds. Staff found to be breaching PPE rules will be subject to disciplinary procedures. Contractors' in breach of PPE requirements may be required to stop work until PPE has been procured.

3.25 Pregnant Employees

Northern College recognises that pregnant employees may be more vulnerable to injury and as such will carry out specific risk assessments where an employee notifies them of a pregnancy. Such assessments will consider the employee'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.

3.26 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 and 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.

3.27 Risk Assessments

The Head of Estates and Facilities, as the nominated representative of the Principal, will prepare an up to date risk assessment covering the common risks encountered in the college'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.

Line Managers will produce risk assessments to cover individual tasks/activities relating to college business. This will extend to College employees working externally (within the wider estates including the parkland and gardens) as well as other off site environments.

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

All risk assessments will be reviewed annually unless any significant changes occur before the review date.

3.28 Safety Audits and Monitoring

At regular intervals the Health, Safety and Premises Manager or his nominated representative will carry out a Health and 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 Health Safety and Premises Manager considers it necessary in order to maintain the desired level of health and safety, they may seek the assistance of an external Health and Safety Advisor in carrying out audits and identifying corrective actions. Reports will be discussed and reviewed at Health and Safety Committee meetings and any appropriate actions will be completed.

3.29 Serious or Imminent Danger (presenting a significant risk to life or limb)

These procedures are in line with Regulation 8 of the Management of Health and 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 themselves 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 firefighting equipment.

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

3.30 Transport and College Vehicle Safety

It is the policy of Northern College to only employ drivers who are competent. A person may only operate college vehicles if he or she;

- Has held a full UK licence for a minimum of 2 years
- Has not been disqualified from driving for drink and/or drug offences in the last 5 years nor has any prosecution pending
- Holds the correct licence for the type of vehicle being operated

Where driving college vehicles is part of a post-holder's role, the staff member must inform the college of any circumstances that may lead to him or her 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.

3.31 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.

3.32 Working at Height

The college will comply with the Work at Height Regulations 2005. Work at height will be avoided wherever possible. Where work at height cannot be avoided the Health Safety and Premises Manager 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 cannot be eliminated measures and equipment will be put in place to minimise the distance and consequences of a fall should one occur.

3.33 Young Workers

Risk Assessments must be carried out in compliance with The Management of Health and Safety at Work Regulations 1999 and the Health and Safety (Young Persons) Regulations 1997. In line with the Health and 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 college.

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.

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, usually their line manager, will therefore:

- Assess risks to young workers
- Consider 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

3.34 Legionella

As directed from the Legionnaires' Disease – Technical Guidance ACOP L8 and HSG274, Northern College is:

- Committed to control, prevent and minimise the risk from legionella
- To provide and maintain safe and healthy working conditions, equipment and systems of work for all staff, students, contractors and visitors
- To provide such resources, information, training and supervision as needed for this purpose.

Northern college will do all that is reasonably practicable to manage the risk of legionellosis and will follow the steps laid out in the procedures and written control schemes.

4. Policy Sign Off and Ownership Details

Document name:	Health and Safety Policy
Version number:	1.0

Effective from:	07/10/2019
Next planned periodic review date:	July 2022
Policy owner:	Assistant Principal – Student Experience

5. Revision History

Version No	Effective date	Revision description/summary of changes	Author
1.0	07/10/2019	Periodic review – significant re-write.	Head of Estates and Facilities – Phil Austin