




exeter college

Health and Safety Policy

Written by: SHE Manager
CLT Sponsor: Steve Strang
Consulted with: SLT / CLT
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EXETER COLLEGE FURTHER EDUCATION CORPORATION
HEALTH & SAFETY POLICY

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1 Purpose

The Health and Safety at Work etc. Act 1974 requires all employers with 5 or more employees to prepare and, as often as may be appropriate, revise a written statement of their general policy with respect to the health and safety at work of their employees and the organisation and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all of his employees.

The Act prescribes that a general statement of policy, the organisation (including health and safety responsibilities) as well as details of the safe working arrangements must be included in the Policy.

2 Definitions

The legal requirements dictate the structure and content of the Health and Safety Policy and the content is wide-ranging by design, so any appropriate definitions will be placed within the context of the relevant policy area as required.

3 Policy

3.1 Policy Statement

Exeter College Further Education Corporation Health and Safety Policy Statement

In Pursuance of:

- **The Health and Safety at Work etc. Act 1974**
- **The Management of Health and Safety at Work Regulations 1999**

Exeter College, through the Board of Corporation and the Principal, has responsibility placed upon it by The Health and Safety at Work etc. Act 1974, to provide and maintain safe and healthy working conditions, equipment and systems of work for all their employees, and to provide such information, training and supervision as they need for this purpose.

They also accept responsibility for the health, safety and welfare of other people who may be affected by our activities.

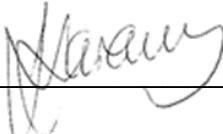
The College will need the support of all their employees in order to achieve the objectives of the safety policy. There will be employer / employee consultation on health and safety matters and individuals will be consulted before allocating particular health and safety functions.

The organisation and arrangements for implementing this policy are set out in the **College Health and Safety Policy**.

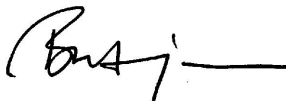
The College will ensure that all health and safety arrangements are appropriately implemented for students and staff involved in external work experience or work placement.

The College will co-operate with its various funding bodies in relation to health and safety matters and embraces the 'Safe Learner Blueprint'.

This Policy Statement and the College Health and Safety Policy will be regularly reviewed and revised, particularly as the business changes in nature and size.

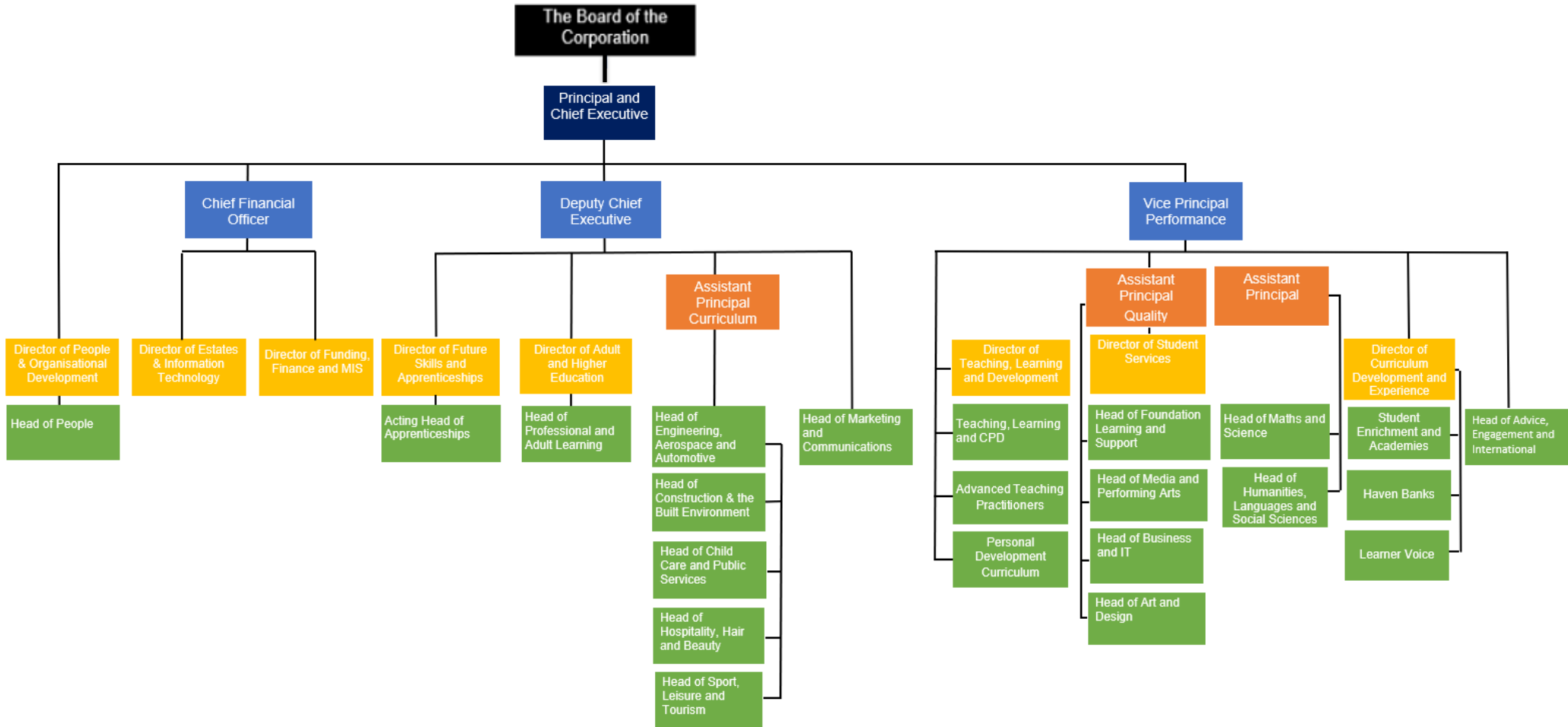
Signed:  _____ Principal

Date: March 2022

Signed:  _____ Chair
(Board of Corporation)

Date: March 2022

3.2 Exeter College – Health and Safety Organisational Chart - March 2022



3.3 Responsibilities

3.3.1. The Board of the Corporation and the Principal and Chief Executive are responsible for:

- a) The Principal and Chief Executive, through the College Board of the Corporation, has ultimate responsibility for the health, safety and welfare of College employees whilst at work, including visitors, students and any other person likely to be affected by College activities.
- b) Co-ordinating Health and Safety Policy and practice in the establishment.
- c) Arranging for the setting up of College Health and Safety management and consultative procedures involving staff and students in line with guidance 'Managing for health and safety' (HSG65)
- d) Ensuring that all staff receives appropriate health and safety information and training.
- e) Monitoring, implementing and updating changes in health and safety legislation and good practice.
- f) Monitoring the effective implementation of the Health and Safety Policy
- g) Allocating staff, funds and materials, within the approved College budget or from central funds, to meet the needs of the Health and Safety programme and Maintenance programme.
- h) Consulting with all employees on health and safety matters before making any health and safety decisions.

3.3.2. The Vice Principal and Deputy CEO, Vice Principal, Assistant Principals and Directors are responsible to the Principal for:

- a) Health, safety and welfare matters within their areas of control and will assist the Principal in establishing an effective policy
- b) Continuous appraisal of the effectiveness of the policy and ensuring that any necessary changes are brought to the notice of the Principal.
- c) Implementing the College's safety policies and procedures within their areas of responsibility
- d) Assisting in the investigation of accidents
- e) Ensuring that all staff receive appropriate Health and Safety information and training
- f) Implementing a programme of safety education for students as required by the Curriculum Council and the various funding organisations
- g) Ensuring that a written comprehensive risk assessment is undertaken of all work areas under their control. Where an assessment identifies that further action is to be taken to remove or reduce an identified risk that the necessary action is taken, and the risk removed or reduced. The Management of Health and Safety at Work Regulations 1999 and Regulatory Reform (Fire Safety) Order 2005 and other relevant Regulations.

- h) Ensuring that records of inspection of workplaces are completed and that procedures and information arising from risk assessments are brought to the attention of staff and students concerned.

3.3.3. The Chief Financial Officer, is responsible to the Principal for:

- a) Ensuring that all staff are aware of the Health and Safety Policy, organisation and arrangements
- b) Ensuring the effective formulation and implementation of:
 - i) The College's Health and Safety Policy
 - ii) Safe working procedures and codes of practice
 - iii) Departmental safety using the assistance and expertise of the Safety, Health and Environment Manager, College and Occupational Health Nurse and the Human Resources Department
- c) Updating Health and Safety information as appropriate and reviewing and amending the Policy on a regular basis
- d) Ensuring that all risk assessments are carried out in accordance with The Management of Health and Safety at Work Regulations 1999 and the Regulatory Reform (Fire Safety) Order 2005
- e) Ensuring, through appropriate members of staff, that proper procedures are established and followed concerning the storage, use and disposal of chemicals and hazardous materials in compliance with COSHH. Regulations 2002 and the Environmental Protection Act 1990
- f) Liaising with the Department of the Environment to ensure that the College complies with the Ionising Radiation Regulations 1999
- g) Allocating funds within the approved College budget or from central funds to meet the needs of the Health and Safety programme and Maintenance programme

3.3.4. Heads of Faculty / Department and other Line Managers are responsible on a day-to-day basis for the health, safety and welfare of persons within their areas of control, including staff, students and other persons likely to be affected by the College's activities. To assist in achieving this they should:

- a) Study and understand the College Health and Safety Policy
- b) Ensure that the Faculty / Department Electronic Health and Safety information is kept current and implemented
- c) Ensure that accidents/incidents are recorded and investigated
- d) Ensure that statutory requirements are complied with for their Faculty / Department
- e) Ensure that their staff are aware of, and observe:

- i) The Health and Safety Policy
 - ii) First Aid Procedures
 - iii) Evacuation Procedures
 - iv) Their Faculty / Department's Safety Policy
- f) Ensure that reporting and recording procedures are carefully followed
- g) Co-operate with the Safety, Health and Environment Manager during inspections
- h) Ensure that risk assessments are carried out and recorded for their area of responsibility by competent members of their staff. Assistance is available if required from the College Safety, Health and Environment Manager or the College and Occupational Health Nurse.
- i) Allocate funds from their budgets for the health and safety requirements of their area of responsibility. e.g. The purchase of Personal Protective Equipment, maintenance of specialist equipment
- j) Ensure when new or second-hand equipment or machinery is purchased, that it complies with the Provision and Use of Work Equipment Regulations 1998 (PUWER)
- k) Training:
All College staff and students must have appropriate Health and Safety training as laid down by the Management of Health and Safety at Work Regulations 1999
 - i) Staff who may be required to change work areas or tasks, must receive safety training before starting
 - ii) Refresher training must be given when and where necessary
- l) Warning Signs:
Warning signs must be clear, un-obstructed and easily understood by all staff. Where appropriate, multilingual or pictorial signs must be displayed
- m) Safe Methods of Work:
All Faculties / Departments must:
 - i) Issue written instructions for safe methods of work specific to their areas. Contractors must be aware of and or given instructions where appropriate
 - ii) Ensure that proper precautions are taken in the use of workshop machinery and equipment
 - iii) Ensure that regular Health and Safety audits of machinery are undertaken
 - iv) Arrange for workshop machinery/equipment to be regularly monitored/serviced and records maintained
 - v) Report to the Chief Financial Officer or to the Director of Estates and IT, any defects in the fabric of College buildings.
- n) Control of Substances Hazardous to Health Regulations 2002 (COSHH):

All areas must comply with COSHH Regulations, and copy assessments sent to the College Safety, Health and Environment Manager. Any additional, replacement or discontinued substances must be assessed and recorded.

All safety data sheets for materials in your Faculty / Department must be obtained from the manufacturer and kept with the assessment and material being used.

- o) Personal Protective Equipment at Work Regulations 1992 (PPE):
All staff must observe regulations regarding the use of the above, students must use the appropriate safety clothing and equipment as prescribed.

3.3.5. The Director of Estates and IT is responsible, in consultation with the Chief Financial Officer:

- a) To be a member of the Health and Safety Committees
- b) To implement and oversee, with the assistance of the Safety, Health and Environment Manager, the health and safety policies and procedures in connection with current requirements of the Health and Safety at Work etc. Act 1974 and related legislation and the College's Health and Safety Policy.
- c) To formulate, with assistance from the Safety, Health and Environment Manager, effective policies which conform to relevant health and safety, environmental health and other related regulations in association with statutory authorities, notably the Health and Safety Executive and the Environmental Health Officer at the District Council, etc.
- d) With assistance from the Safety, Health and Environment Manager to develop, implement and manage systems which measure the performance of the health and safety policies, evidenced by an annual audit, which includes risk assessments.
- e) To ensure the regular review and updating of the College's Health and Safety Policy.
- f) To develop and monitor appropriate emergency procedures.
- g) With assistance of the Safety, Health and Environment Manager, to design and update health and safety sections of staff guidance and publicise all agreed policies and procedures.

3.3.6. Lecturing / Teaching staff are responsible through their Head of Faculty / Department to the Principal for:

- a) Familiarising themselves with the College Health and Safety Policy, and to instruct students regarding health and safety within their chosen curriculum area
- b) Ensuring Risk Assessments are completed and available for their curriculum area, which cover all significant risks, and control measures in place as required. This information must be forwarded to the Safety, Health and Environment Manager.
- c) The safety of students whilst they are in their charge at College or at external venues or locations.
- d) Ensuring that clear safety instructions and warnings are given, understood and obeyed
- e) Personally following safe working procedures and observing general safety regulations
- f) Ensuring that they and their students know the whereabouts of First Aiders and First Aid facilities

- g) Reporting and taking any practicable steps immediately to remove any hazard, existing or potential, and reporting without delay to the Head of Faculty / Department.
- h) Ensuring that protective clothing, safety guards, etc. are used as required and enforcing safe working procedures
- i) Following an accident/incident a member of staff should complete an Accident, Incident and Dangerous Occurrence Report form which must be submitted to the College Safety, Health and Environment Manager without delay.
- j) Ensuring that in the event of a serious accident, nothing is moved at the scene of the accident, excepting where it is essential to prevent another accident happening, e.g. an explosion, fire or electrocution, or to remove a casualty.
- k) Keeping up to date with health and safety legislation with regard to their curriculum area

3.3.7. Technical Resource Facilitators are responsible for:

- a) Carrying out the instructions of the College Leadership Team in ensuring observance of health and safety precautions throughout the College
- b) Where appropriate being aware of the COSHH Regulations and to assist as directed by the Head of Faculty / Department in making assessments of substances that are hazardous to health
- c) Where appropriate ensuring that proper measures are taken for the storage, use and disposal of hazardous material, in accordance with established College procedures
- d) Where appropriate assisting, as directed, in the maintenance of an inventory of hazardous substances
- e) Where appropriate, carrying out proper procedures when disposing of waste chemicals and hazardous substances in accordance with the appropriate legislation.
- f) Maintaining records, as directed by the Head of Faculty / Department, of all apparatus and checking that all equipment and apparatus is regularly inspected and serviced.

3.3.8. Resource and Estates Services Staff are responsible for:

- a) Assisting the Director of Estates and IT in maintaining the College premises in a safe condition
- b) Observing proper safe working procedures when carrying out work in the College
- c) Being aware of regulations concerning the storage of hazardous materials
- d) Regular monitoring and testing of firefighting equipment, emergency lighting, fire doors, etc. and reporting defects to the Director of Estates and IT / Safety, Health and Environment Manager
- e) Ensuring that rubbish and other combustible waste is safely removed from buildings

- f) Regularly monitoring the condition of the fabric of the College buildings, regular inspection of heating plant and regular monitoring of the condition of gas, electric, water supplies and drainage systems and to report any defects or necessary repairs to the Director of Estates and IT.
- g) Providing an effective, responsive and high-quality customer focussed security service for the College estate, so as to contribute to a safe and welcoming environment.
- h) Ensuring the best possible service delivery, members of the Estate Services Team will routinely patrol inside and outside College buildings, car parks and grounds, ensuring all those on the premises are bona fide and are behaving appropriately.
- i) Ensuring that the College's extensive CCTV system is monitored and the digital recording facility enables discs to be produced in evidence in line with the College's CCTV policy.

3.3.9. All Employees, including those more specifically identified in this policy statement, are responsible for:

- a) Familiarising themselves with the College Health and Safety Policy
- b) Maintaining good housekeeping and that all work areas are kept clean, tidy and free from obstruction
- c) Personally, following safe working procedures and observing College and other safety regulations, e.g. Personal Protective Equipment / Clothing (PPE/C).
- d) Ensuring that safety precautions are observed and that regulations regarding the use of PPE/C and protective clothing etc. are enforced
- e) Reporting details of faulty or potentially dangerous equipment to the Safety, Health and Environment Manager, the Deputy Head of Estates and Facilities Manager and person responsible for the work areas and the Head of Faculty / Department.
- f) Reporting any accident, however minor on the College Accident, Incident or Dangerous Occurrence Reporting Form, fully completed, signed and supported by witness statements where possible
- g) Ensuring that in the event of a serious accident, nothing is moved at the scene of the accident, excepting where it is essential to prevent another accident happening, e.g. an explosion, fire or electrocution, or to remove a casualty
- h) Ensuring awareness and compliance with the College fire drill and fire alarm procedures
- i) As far as it is reasonably practicable, ensuring that all work carried out conforms to the requirements of the Health and Safety at Work etc. Act 1974
- i) Observing the College's No Smoking policy

3.3.10. Students are responsible for:

- a) Co-operating and maintaining a tidy and safe working environment
- b) Observing College Health and Safety rules and regulations
- c) Using the appropriate safety equipment and clothing as directed.
- d) Using in a safe manner and not wilfully misusing, neglecting, damaging or interfering with apparatus, equipment, College premises or services
- e) Reporting any hazard, dangerous equipment or service to the Lecturer in charge of their class or to any other member of the College staff
- f) Reporting an accident immediately to the Lecturer in charge of their class or to any other member of the College staff
- g) Observing the College No Smoking policy

All students are responsible to the Principal, College staff, fellow students and themselves for Health and Safety issues.

3.3.11. The Safety, Health and Environment Manager will be responsible, in consultation with the Chief Financial Officer and Director of Estates and IT for:

- a) Assisting the planning and monitoring of health and safety policies, particularly to ensure the effective implementation of:
 - i) The College Health and Safety Policy
 - ii) Faculty / Departmental Health and Safety Information
 - iii) Safe Codes of Practice
 - iv) Safe Working Procedures
- b) Carrying out cross College safety audits in conjunction with the relevant 'line manager'
- c) Assisting in ensuring College premises are maintained in a safe condition, which is safe and without risk to health
- d) Organising throughout the College a system of reporting accidents, injuries, diseases and dangerous occurrences
- e) Advising Heads of Faculty / Department and Line Managers in undertaking risk assessments for their area in accordance with the Management of Health and Safety at Work Regulations 1999.
- f) Ensuring that warning notices, safety signs and posters are maintained and are appropriate and comply with the Health and Safety (Safety Signs and Signals) Regulations 1996
- g) Monitoring procedures relating to all current health and safety regulations
- h) Assisting in ensuring that the necessary safety precautions are taken by staff

- i) Keeping the Principal and Chief Executive, the Safety Committee, senior staff and other persons as may be necessary, informed of relevant correspondence with regard to health and safety
- j) Continually developing safe practices to ensure maximum safety for all staff
- k) Assisting managers in investigating accidents/incidents within their area of responsibility
- l) Arranging for the upkeep of reporting procedures throughout the College
- m) Maintaining relevant safety data for reference, including details of current health and safety legislation
- n) Forwarding to the various managers responsible for externally funded students, copies of accident notification forms involving their students.
- o) Assisting the Chief Financial Officer and Director of Estates and IT with the review, update and amendment of health and safety information, policy and guidance manual.
- p) Attending Safety, Health and Environment Committee meetings as an Ex - Officio member as required.
- q) Liaising with People (HR) to assist with co-ordinating first aid training requirements for staff and ensuring that there are adequate numbers to provide identified first aid cover throughout the College.
- r) Act as the College lead for Sustainability.

3.3.12. The College and Occupational Health Nurse is responsible, in consultation with the Director of People and Director of Student Experience, for:

- a) Providing advice and guidance in relation to health matters to both staff and students, on an appointment basis.
- b) Reviewing health disclosures to consider requirements for support or adjustments, with appropriate interpretation of the risk of potential harm.
- c) Maintaining appropriate and confidential health records.
- d) Consulting with and alerting management to any institutional practices which may have an adverse effect on the health and well-being of staff and students.
- e) Determining situations that may be potentially hazardous to health and advising on appropriate control measures, in conjunction with management and the Safety, Health and Environment Manager.
- f) Assessing the needs for health surveillance and co-ordinating the planning, implementation and evaluation of health programmes in conjunction with the Safety, Health and Environment Manager and Committees.
- g) Attending meetings of the Safety, Health and Environment Committee and giving professional advice where needed.

3.3.13. First Aiders

- a) Should be reliable and able to remain calm in an emergency and fit enough to be able to deal with a first aid situation
- b) Must deal with an accident or incident in the first instance. First aid includes treatment of minor injuries, which will not always need the services of medical or nursing personnel
- c) Must be permitted to leave their work immediately and go rapidly to the scene of an emergency when called
- d) Must fully complete an Accident, Incident or Dangerous Occurrence Reporting Form to record any treatment given.
- e) Are responsible in their area for keeping the first aid boxes clean and emergency kits stocked to the required standard.
- f) Must hold an approved First Aid at Work Certificate and be prepared to receive approved refresher training every three years and to attend annual refresher courses where possible
- g) Must be prepared to take further specific training as approved by the Health and Safety Executive if specific hazards exist in a First Aider's area.

3.3.14. Appointed Persons

- a) Should have completed training in Emergency First Aid
- b) Should render emergency first aid when required
- c) Take charge of the situation if a serious illness/injury occurs in the absence of a first aider (e.g., call for an ambulance)
- d) Be responsible for first aid equipment in his/her area in the absence of a first aider

3.3.15. The Health and Safety at Work etc. Act 1974

The Act requires all employees to always behave safely and responsibly. Any action, or failure to act, which endangers the safety of employees or other people could lead to disciplinary action, legal action or both. The employer also has legal obligations under the Act. A poster outlining the Act will be displayed in all workplaces and can be viewed on the College Health and Safety Portal

3.3.16. Safety Representatives

Regulations have been issued under the provisions of the Health and Safety at Work etc. Act 1974 for the appointment of safety representatives by 'recognised' Trade Unions, who will represent all employees. Line managers should know who the safety representatives are and what their powers are under the Safety Representatives and Safety Committee Regulations 1977

The functions of the Safety Representatives are:

- a) To report potential hazards and dangerous occurrences at the workplace to their line manager and the Safety, Health and Environment Manager without delay;
- b) To report complaints by any employee he/she represents relating to that employee's health, safety or welfare at work;
- c) To make representations to the employer on matters arising out of sub-paragraphs a) and b) above;
- d) To inspect the workplace;
- e) To represent the employees, they were appointed to represent in consultations at the workplace with inspectors of the Health and Safety Executive and of any other enforcing authority;
- h) To receive information from inspectors in accordance with section 28(8) of the Health and Safety at Work etc. Act 1974;
- i) To attend meetings of safety committees to which he/she has been appointed in the capacity as a safety representative in connection with any of the above functions.

To fulfil their functions, safety representatives should take all reasonable practical steps to:

- a) *Keep themselves informed of:*
 - i) *The legal requirements relating to the health and safety of persons at work, particularly the group or groups of persons they directly represent*
 - ii) *The particular hazards of the workplace and the measures deemed necessary to eliminate or minimise the risk deriving from these hazards, and*
 - iii) *The health and safety policy of their employer and the organisation and arrangements for fulfilling that policy*
- b) *Encourage co-operation between their employer and the employees in promoting and developing essential measures to ensure the health and safety of employees and in checking the effectiveness of those measures.*
- c) *Bring to the employer's notice, normally in writing, any unsafe or unhealthy conditions or working practices or unsatisfactory arrangements for welfare at work, which come to their attention whether on an inspection or through day - to-day observation. Such a report does not imply that all other conditions and working practices within the parameters laid down by the Health and Safety at Work etc. Act 1974 are safe and healthy or that the welfare arrangements are satisfactory in other respects*

Whilst there is provision for written reports, safety representatives are not precluded from bringing matters to the attention of the employer or his representative by a direct oral approach, particularly in situations where speedy remedial action is necessary. Indeed, it will be appropriate for minor matters to be the subject of direct oral discussion without a formal written approach.

Representatives should note the emphasis, which has been placed on the encouragement of co-operation between the employer and employee. This need for co-operation has also been written into the Act. Section 2(6) requires an employer to consult safety representatives with a view to the making and maintenance of arrangements which will enable him and his employees to co-operate effectively in promoting and developing measures to ensure the health and safety at work of the employee, and in checking the effectiveness of such measures.

It cannot be emphasised too strongly that there is a great need for a true spirit of co-operation in the common cause of health and safety to be nurtured at all levels.

The method of appointment and termination of appointment of Safety Representatives will be dealt with through relevant Trade Union Organisations.

Safety representatives are entitled to carry out inspections of the workplace monthly. This may be varied if the employer agrees to more frequent inspections, or if there has been a substantial change in the conditions of work. The employer is required to provide such facilities and assistance as the safety representatives may reasonably require. There is nothing to prevent the employer or his representatives from being present at these inspections if they wish, but independent investigations may be carried out.

An employer is required to allow a safety representative to take such time off with pay during the employee's working hours as shall be necessary for the purpose of performing his/her function as a safety representative, and as may be reasonable for undergoing training to carry out these functions. It has been recommended that leave of absence with pay should be given on the basis of a mutual recognition that attendance on courses will be subject to the exigencies of service and that any differences will be resolved within the already agreed procedures for grievances and disputes. On appointment Safety Representatives will be entitled to paid time off in order to attend basic training courses. All time off should be taken subject to reasonable notice being given to the safety representative's line manager, who should keep a record of time absent. Similarly, the employer must provide facilities and assistance to safety representatives for carrying out their functions. These will be accorded following consultation as circumstances require in each case.

Information to be provided by Employers to Safety Representative.

The Regulations require employers to make information within their knowledge available to safety representatives to enable them to fulfil their functions. Such information should include:

- a) *Information about the plans and performance of their undertaking and any changes proposed insofar as they affect the health and safety at work of their employees.*
- b) *Information of a technical nature about hazards to health and safety and precautions deemed necessary to eliminate or minimise them in respect of machinery, plant, equipment, processes, systems of work and substances in use at work, including any relevant information provided by consultants or designers or by the manufacturer, importer or supplier of any article or substance used, or proposed to be used, at work by their employees.*
- c) *Information which the employer keeps relating to the occurrences of any accident, dangerous or notifiable industrial disease and any statistical records relating to such accidents, dangerous occurrences or cases of notifiable industrial disease.*

- d) *Any other information specifically related to matters affecting the health and safety at work of their employees, including the results of any measurements taken by the employer or persons acting on their behalf in the course of checking the effectiveness of their health and safety arrangements.*

3.3.17. Health and Safety (Consultation with Employees) Regulations 1996

Although consultation with trade union representatives has been a requirement since 1977, when the Safety Representatives and Safety Committee Regulations (SRSCR) were implemented, there has been no obligation to consult employees who were not affiliated to a trade union. These Regulations require employers who recognise a trade union to consult union-appointed safety representatives on safety matters affecting the group or groups they represent. However, the HSCER 1996 were drawn up after the European Court of Justice ruled in 1994, that it was insufficient for organisations to only consult with trade union representatives.

Therefore, the College consults with all of its employees either directly or via an appointed representative. The recognised trade unions at the College have agreed to represent non-union employees with respect to Health and Safety matters.

3.3.18. Safety, Health and Environment Committee

There is a Safety, Health and Environment committee, which meets at regular intervals as shown on the College calendar, this shall not be less than once a term. The membership and its constitution will comply with the Safety Representatives and Safety Committees Regulations 1977. Minutes of these meetings will be available to all staff.

Membership – October 2020

Committee Members		Telephone Nos.
Steve Strang	Director of Estates & IT	0494
Nick Anderson	HoF Maths & Science	0340
Tracey Bennett	HoF Hospitality, Hair & Beauty	0539
Andy Wells	HoF Engineering, Automotive & Aerospace	0370
Lucinda Sanders	Director of Adult and Higher Education	0874
Tim Robinson	HoF Business and IT	0580
Megan Snell	Teaching, Learning & Development Representative	0819
Ben Hedden	Manager Haven Banks	0150
Jo Crocker	HCP Representative	0651
Matt Keele	Construction Representative	0391
Sam Wilson	Business Solutions Representative	0400
Ex-Officio		
Rosa Brown	College & Occupational Health Nurse	0484
Mike Loomes	Safety, Health and Environment Manager	0459
Richard Masters	UCU H&S Representative	0395
S U Representative/s	Students' Union Representative/s	0302

3.4 Arrangements



3.4.1. Illness/Accident

A First Aid

Details of the College first aid procedure will be displayed on the College HR Staff Hub and throughout the College premises. Rooms containing First Aid boxes are clearly indicated. If such a door has to be locked for Estate Services or safety reasons a First Aid box will be situated in an obvious position nearby in the corridors, normally by exits or lifts.

B Qualified First Aiders

A list of First-Aid contacts trained to give assistance if required during the daytime working hours is on the College Portal People (HR) pages. Access by clicking on the link below:
<https://adexecollacuk.sharepoint.com/sites/staff/SitePages/FirstAid.aspx>

C First Aid Boxes

Suitable and sufficient First Aid boxes/kits are located in all premises and vehicles as appropriate, managed by First Aiders.

3. Accident and Emergency Procedure

Do not leave the patient alone and render first aid if possible, but only if you are trained to do so.

Contact the nearest first aider(s) (see 3.4.1. – B above) who will conduct their duties in line with the relevant procedures found in section 3.3.13 of this policy.

They will arrange help for the patient, or organise transport to the Accident & Emergency Department, Royal Devon & Exeter Hospital, Barrack Road, Exeter, by Ambulance. Dial 9 – 999 in an emergency or 9 - 111 for a non-emergency.

Following an accident

Complete an Accident, Incident or Dangerous Occurrence Reporting Form and submit to relevant HoF/D and then the Safety, Health and Environment Manager without delay.

Report the accident immediately to Head of Faculty / Department or Line Manager.

If an ambulance is called, contact Estates Services or if an ambulance is called out of normal working hours, inform Estates Services and the Duty Manger, mobile telephone number 07733 107510

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

General

Details of all injuries, however minor, incurred at work must be entered on an Accident / Incident and Dangerous Occurrence form and submitted to the relevant HoF/D and Safety, Health and Environment Manager without delay.

The Safety, Health and Environment Manager must be informed immediately in the event of a serious accident or incident, including a near miss and also when an employee, student or self-employed person working under the College's control remains **absent for more than seven consecutive days**, following an accident at College or if they have been detained in hospital.

- (a) Following an accident, a member of staff must complete an Accident, Incident or Dangerous Occurrence Reporting Form, which must be submitted to their HoF/D and then the Safety, Health and Environment Manager immediately.
- (b) When completing an Accident, Incident or Dangerous Occurrence Reporting Form regarding an accident to a student. If a student is funded through an external contract, this fact must be recorded on the form. All Accident forms must be completed in full.
- (c) Notify Head of Faculty / Department or line manager.

Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013

All injuries, diseases and dangerous occurrences as specified within the above Regulations shall be reported without delay to the Safety, Health and Environment Manager or in his absence the Director of Estates and IT, who shall advise the Health and Safety Executive within the specified time schedule.

The Safety, Health and Environment Manager will take the appropriate reporting action in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Notification and reporting of injuries and dangerous occurrences

The Regulations require that the relevant enforcing authority is notified 'by the quickest possible means e.g. telephone', and subsequently an official F2508 report will be generated either by the enforcing authority or by the Safety, Health and Environment Manager regarding incidents including:

- a) The death of any person as a result of an incident arising out of or in connection with work
- b) Any person at work suffering a **specified major injury*** as a result of an accident arising out of or in connection with work
- c) Any person who is not at work suffering an injury as a result of an accident arising out of or in connection with work and where that person is taken from the site of the accident to a hospital for treatment in respect of that injury
- d) Any person who is not at work suffering a specified injury as a result of an accident arising out of or in connection with work at the College.
- e) Where there is a dangerous occurrence
- f) Incidents of non-consensual physical violence
- g) Where, as a result of an accident arising out of or in connection with work a person is absent from work for more than 7 consecutive days.

The Safety, Health and Environment Manager must also report as soon as practicable, and in any case within 10 days of the accident/incident, using the approved form, any situation where a person at work is incapacitated for work of a kind, which they might reasonably be expected to do. Details of Notifiable Injuries and Diseases are available from the College Safety, Health and Environment Manager or the College and Occupational Health Nurse.

*A specified injury is defined as:

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours

3.4.2 Fire Procedures and Guidance

GENERAL STAFF INSTRUCTION

All staff must be familiar with the fire procedures as required by the Regulatory Reform (Fire Safety) Order 2005, the Management of Health and Safety at Work Regulations 1999 and the Health and Safety at Work etc. Act 1974. Specific Fire Risk Assessments have been completed for each College property and on these the following general procedures are based.

Fire procedures are posted throughout the College and can be found on exit routes normally adjacent to fire alarm call points and are conspicuously placed in all classrooms. All staff must ensure that they are totally familiar with the various means of escape by walking the routes from the area in which they are normally deployed. Staff should know their assembly points, which are also indicated in the fire procedure for the building.

If you have to evacuate the premises:

- Do exit quickly and calmly
- Do not stop to collect personal belongings
- Close doors behind you, but do not lock them
- Do not use any lifts
- Do go directly to open air
- Do not enter an adjacent building
- Do go directly without stopping to your designated fire assembly point

On hearing the alarm staff not at their usual workstation must evacuate the building and go to the designated fire assembly point for that area. On no account must they return to their own Faculty / Department.

The 'break glass' fire alarm call points can be found on corridors and adjacent to final exit doors.

Portable firefighting equipment is sighted in 'high risk' rooms and at regular intervals in corridors. Under no circumstances should portable firefighting equipment be used by any untrained personnel. Those who have been trained should only use it if it is safe to do so.

Where College Fire Marshals have been utilised, any instructions they give to staff must be complied with. Fire Marshals are exercising their duties under the direct authority of the College Principal.

FIRE SAFETY

Fire safety is everyone's responsibility. All employees, students, contractors and visitors are expected to follow established safety procedures to ensure the safe use of electrical/gas appliances, the safe use, storage and disposal of hazardous/combustible materials and compliance with the requirements of the Colleges Policy on Smoking.

In addition to the legal fire prevention requirements, advice on specific fire prevention practises is available from the College Safety, Health and Environment Manager.

FIRE PRECAUTIONS

Fire doors must be kept clear of obstruction and closed at all times, unless they are doors which automatically close when the alarm is activated. This is to maintain compartmentalisation of the building and to prevent the spread of the fire and/or toxic smoke.

Corridors, stairways, landings and escape routes must be kept clear at all times of anything that is likely to cause a fire or accident or to impede evacuation in an emergency.

Hazardous materials must be stored, used and disposed of in accordance with all legal requirements and safe working practices.

All firefighting equipment must be kept free from obstruction and be readily available for use in an emergency. Portable firefighting equipment must not be removed or repositioned without authority from the Safety, Health and Environment Manager.

Any obvious or suspected damage to, or misuse of, a fire alarm or firefighting equipment must be reported immediately to the Estates Office on extension 0456 / 0451

Fire Action Procedure

Any person suspecting or discovering a fire must:

- Any person discovering a fire must activate the nearest Fire Alarm Call Point. This action will automatically activate the audible / visual alarms
- If you are last to leave a room, close but do not lock doors behind you.
- Leave the building by the nearest available Exit to the outside
- Do not use any lift
- Go immediately to the designated Fire Assembly Point

- Await further Instructions. Do not re-enter any building until instructed to do so by a Fire Officer, Senior Member of the College Leadership Team or Estates Staff.
- Instructions given by the nominated staff (Fire Marshals/Estates Staff) must be followed. Breaches of these procedures will be considered serious and will be dealt with under the College's Disciplinary Procedures

On hearing or seeing the alarm (Continuous Siren / Flashing Light) any person must:

- Leave immediately by the nearest exit to the outside
- If you are last to leave a room, close but do not lock doors behind you
- Do not stop to collect belongings
- Keep moving swiftly, do not run
- Do not use any lift
- Go immediately to the designated Fire Assembly Point
- Await further Instructions. Do not re-enter any building until instructed to by a Fire Office, Senior Member of the College Leadership Team or Estates Staff.
- Instructions given by the nominated staff (Fire Marshals/Estates Staff) must be followed. Breaches of these procedures will be considered serious and will be dealt with under the Colleges Disciplinary Procedures

DUTIES OF LECTURERS

Lecturers are responsible for their students when in class and must make themselves aware of fire procedures for the buildings and sites in which they lecture. **Please familiarise yourself with the Fire procedure notices in the classrooms/corridors.**

On hearing or seeing the evacuation signal, a continuous sounding of the fire alarm and or flashing beacons, the lecturer must ensure that students under his or her supervision are made aware of the location of the assembly point. Also, that they leave the building by the nearest available exit route in a calm and orderly manner

EVACUATION PROCEDURE FOR THOSE WITH DISABILITIES

Wheelchair Users or those with mobility issues - Personal Assistant in Attendance (Buddy system)

The tutor is responsible for making sure the person with mobility issues is aware of the evacuation procedure and for appointing a Buddy if appropriate. On hearing the fire alarm, the Buddy in attendance will (if situated on the ground floor) evacuate the building with the person with mobility issues by the nearest available exit and proceed to the assembly point.

When situated elsewhere than on the ground floor the attendant shall proceed with the person with mobility issues to a fire resisting enclosure (Refuge Point) usually located on a stairwell. The Buddy once at a Refuge Point should stay with the person with mobility issues and must ensure that a message is relayed by the fire marshals, tutors or fellow students to the co-ordinator giving the exact location i.e., lift lobby, or stairway, and floor level. Once it is safe to do so the individual with mobility issues should be assisted in exiting the building – this may vary from a supporting arm or the use of the EVAC Chair.

To use the EVAC chair you must be familiar with its operation – the full instructional video is viewable here: https://www.youtube.com/watch?v=vETgg_O_cA

Where the individual cannot safely be assisted out of the building, they should stay in the refuge area. The location of any remaining students/staff must be passed on to the Fire Officer in charge of the first fire appliance to arrive so that appropriate rescue can take place.

A Personal Emergency Evacuation Plan (PEEPs) document is available on the Health and Safety Portal and must be completed for those with specific needs and properly communicated to staff/buddies in areas used by the identified students.

The Fire Service will normally be in attendance within approximately 3 to 5 minutes of receiving the call.

Deaf/Hearing Impaired Persons.

The majority of College buildings are fitted with strobe beacons; these are located in public areas and corridors. Deaf or hearing-impaired students who are likely to be working in an isolated area are encouraged to advise an appropriate member of the staff of this fact, so that they may be notified of any alarm. (Buddy system)

Blind/Visually Impaired Persons

Blind/visually impaired persons are advised to locate and become familiar with evacuation routes and assembly points in their early days at the College and should also make special arrangements (Buddy system) for their evacuation in the event of fire.

FIRE MARSHALS

In most of the College buildings, it is not practicable to have a roll call or to keep a formal register due to the significant proportion of people coming and going at any one time. As a result, Fire Marshals are trained and appointed to assist in the safe evacuation of all students, staff and visitors present from pre-designated areas of the building.

Fire Marshals have been trained to assist staff, students and visitors evacuate their designated area of the building when the alarm sounds. They will be familiar with all exit points and will direct staff, students, and visitors towards the most appropriate exit. Additionally, their training allows them to act as fire co-ordinator and to be the first point of contact with the emergency services when they arrive on site.

It must be stressed, however that Fire Marshals are not trained to be fire-fighters but may have had portable fire extinguisher training to extinguish small fires but only if safe to do so.

When the Alarm Sounds

In the event that the fire alarm sounds, Fire Marshals are to:

- Direct staff, students and visitors towards the nearest available exit
- Maintain a steady flow of people evacuating the building and to prevent 'bottlenecks' building up by redirecting staff, students and visitors towards other available exits if safe to do so, so that they are not placed at risk.
- Direct staff, students and visitors away from potential sources of fire, if they are known.
- Actively seek assurance that there are no staff, students or visitors waiting at Refuge Points under their control.

- Ensure, so far as is reasonably practicable, that the floor is clear or is actively evacuating. Closing fire doors behind them.
- Leave the building themselves by the nearest available exit
- Report to the Fire Co-ordinator, who will be at the fire control point, on the status of their area using a pre-determined short checklist.
- Remain with the Fire Co-ordinator so that they can be re-deployed to aid in controlling other aspects of the evacuation or to be at the disposal of the Senior Officer of the emergency services on site.
- Assist once permission has been given on informing those at assembly points to re-enter
- Take part in a de-brief session with the Fire Co-ordinator once permission to re-enter has been given.

You must read, understand and obey College Fire Procedures. Fire doors must always be unlocked but closed when not in use. They must not be obstructed. Close them behind you. Posters must not be attached to fire doors and the visibility panels must not be obscured.

3.4.3. Fire Drills

Fire drills (practice emergency evacuations) will take place at the beginning of the new Academic year during Fire Drill Week and at other times if deemed necessary and appropriate.

All new staff and students must be informed of what to do in case of fire / emergency evacuation during their initial induction programme.

Fire Drills are extremely important in order that we may test the procedures and learn how to evacuate the College quickly and in an orderly fashion. It is important that all staff respond in a positive manner and set an example for students to follow.

Where circumstances dictate, alternative fire drills will be developed, working with the local fire service (Devon and Somerset Fire and Rescue Service), to ensure the College meets the necessary requirements e.g. non-evacuation fire drills during a pandemic where it is not suitable to evacuate large numbers to move through College buildings and gather at assembly points.

3.4.4. Health and Safety Inspections

Heads of a Faculty / Department will be responsible for ensuring that regular inspections take place. A record must be kept of inspections in a safety book within their Faculty / Department. Where hazards are identified, these must be entered on a College Hazard Form and submitted to the Safety, Health and Environment Manager immediately.

Safety inspections will also be carried out by Union Safety Representatives and the Safety, Health and Environment Manager.

3.4.5. Lifts

You must enter and leave the lifts with care.

Give priority to those with physical or sensory disabilities.

Do not overload the lifts.

You must not endanger life by tampering with the mechanisms in any way. No open food or drink to be taken into lifts.

Lifts must not be used in the event of fire.

Some lifts in the College are not suitable to transport goods and this is to be adhered to by all staff.

3.4.6. Parking

The College operates a 'Pay and Display' policy at a number of sites, the Terms and Conditions vary and are clearly displayed at each Pay Point. All visitors must obtain a Parking Permit in addition to a Pay and Display Ticket, which must be clearly displayed. You must not park motorcycles or bicycles except in authorised places. You must not create dangerous situations by careless parking or create an obstruction, especially of fire exits / routes or walkways. Vehicles illegally parked on College premises may be issued with a Parking Charge Notice (PCN).

Bicycles stored anywhere on a College site other than the designated areas will be removed by the Estates Services Team.

At the Hele Road Campus parking is restricted to authorised visitors and Blue Badge Holders only. There are no staff parking facilities at the Hele Road Campus. Staff and visitors who contravene this procedure will be asked to move and or issued with a Parking Charge Notice (PCN). Access for emergency vehicles must be kept clear at all times.

3.4.7. Speed Limits

You must drive DEAD SLOW on College premises. The speed limit is 5 miles per hour on all College sites. Be aware of pedestrians, they have the right of way. Always allow for those with sight and hearing impairment.

3.4.8. Gangways, Exits and Entrances

You must not obstruct corridors, exits or staircases. Designated fire exits must be kept clear and free from all obstructions at all times. Fire doors must be kept closed, unless designed to remain open and must be unlocked.

You should not walk on the main drive into the College at Hele Road. This is reserved for traffic.

3.4.9. Stairhead Safety

Staircases must always be kept clear. Do not sit on the stairs or on radiators or in or around stair heads.

3.4.10. Running

You must not run on College premises, in or between the buildings.

3.4.11. Smoking

The College has a No Smoking Policy in place, enforced across all sites.

Section 2 (2) of the Health and Safety at Work etc. Act 1974 places a duty on employers to 'provide and maintain a safe working environment which, is so far as is reasonably practical, safe, without risks to health'

On the 1st July 2007, the Health Act 2006 came into effect. This legislation bans smoking in certain premises, places and vehicles. This ban applies to all workplaces and enclosed public places.

Smoking, this includes 'Electronic Cigarettes/devices', is not permitted in any part of the College premises or on any of the College grounds at any time, by any person regardless of their status or business with the Corporation

Smoking, this includes 'Electronic Cigarettes/devices', is not permitted in any vehicles belonging to or leased to the College

Employees wishing to smoke must do so in their designated break times and must go off-site to do so. This includes those who wish to smoke 'electronic' cigarettes

Assistance can be provided to those employees who wish to give up smoking. Employees wishing to do this should contact the Occupational Health Department or call the NHS Smoking Helpline on 0800 1690169 or visit their website at:

<https://www.nhs.uk/smokefree/help-and-advice/support>

All employees are responsible for complying with this policy and also ensuring that students, visitors and all others, whom they may come into contact with through the course of their employment, also comply with this policy.

Failure to comply with the new law is a criminal offence. Penalties and fines are as follows: For smoking in smoke free premises or work vehicles a fixed penalty notice of £50 imposed on the person smoking, or a maximum fine of £200 if prosecuted and convicted by a court.

Any employee who is found to be smoking on the College premises will also be liable to disciplinary action in accordance with the College's disciplinary procedure.

3.4.12. Protecting yourself against infection.

Simple measure such as hand washing will help protect you and others from cross infection. However, blood borne viruses such as Hepatitis B or C and H.I.V. are a risk, which may be spread by body fluid contact. To prevent cross infection, you should:

- Wear gloves when carrying out first aid procedures
- Cover your own skin sores or wounds with a waterproof plaster
- Wear a plastic apron when dealing with large quantities of a casualty's body fluids. Plastic glasses will protect your eyes against splashes.

If your eyes, mouth or wounds on your skin are splashed by a casualty's blood, wash thoroughly and contact the Occupational Health Adviser (Ext. 0484).

All first aiders at College are issued with vent aid face shields which they should use for mouth-to-mouth ventilation.

All staff at risk of infection within the College are familiarised with the current procedures to be employed to control this risk by the College and Occupational Health Nurse at their pre-employment assessment.

Specific health and safety measures are developed and promulgated to all staff and students during an outbreak which places everyone at risk to include, but not limited to, an epidemic or pandemic. The College will adhere to all government guidance provided to FE education settings and for workplace safety. The Business Continuity Group have produced contingencies for such events and will manage the initial response in the first instance.

All staff should take care that they are not pricked by any glass or needles which, they may have to handle at the College. Any accidents involving hypodermic needles must be reported to the Occupational Health Adviser and an accident form completed.

3.4.13. Housekeeping

It is essential that all work areas are maintained in a clean and tidy condition, failure to do so may constitute a breach of health and safety procedures. It is your responsibility to ensure that good housekeeping is applied in your work area and not that of the cleaning staff. Ensure that walkways and fire exits are kept clear of any kind of obstruction and that rubbish, especially combustibles are not allowed to accumulate; it must be cleared daily.

Litter can be a hazard causing slips, trips, falls and fires, do not drop it.

3.4.14. Contractors

All members of staff are asked to co-operate as far as they can in ensuring that contractors follow safe working practices. Any dangerous or potentially dangerous situations should be reported immediately to the Safety, Health and Environment Manager. Contractors should be provided with a copy of the College Safety procedures. All contractors must be selected from the list of companies approved by the Corporation and have the necessary insurance requirements in place. All queries must be directed to the Deputy Head of Estates & IT and Facilities Manager (Ext 0498).

3.4.15. Safety Procedures for Contractors.

Contractors appointed to undertake work at the College shall:

- a) Comply with the Health & Safety at Work etc. Act 1974 and all relevant subordinate legislation, especially the Management of Health and Safety at Work Regulations 1999 and the Construction (Design and Management) Regulations 2015 and approved codes of practice.
- b) Appointed contractors will at all times comply with College health and safety procedures.
- c) Contractors will ensure at all times the health and safety of themselves and others who may be affected by their undertaking.
- h) Contractors will ensure that College fire procedures are followed and that access and egress, to and from all College sites is not obstructed in any way.
- i) Equality & Diversity Obligations. Exeter College is committed to safeguarding and promoting the welfare of children, young people and adults, we are also responsible for promoting equality of opportunity and access to all, irrespective of age, background, race, gender, religion, ability, disability or sexuality. We fully expect all contractors to share our commitment and responsibility and note that the College will:
 - Investigate complaints of discrimination, bullying or harassment and take prompt and appropriate action
 - Ensure that all members of the College, contractors, visitors and work placement providers are responsible for complying with the College policy
 - Inform all people that discrimination is not acceptable
 - Stop discrimination, bullying or harassment and take positive action when it occurs

3.4.16. Permits to work

Permits to work are held by the Estates department. These will be issued by the SHE Manager where the following work is involved:

- a) Hot Work such as welding, oxyacetylene cutting and disc cutting etc.
- b) Working in confined spaces
- c) Working at height
- d) Excavations
- e) Removal of Asbestos

Permits to work must be signed off by a member of Estates on completion of the work.

3.4.17. Personal Protective Equipment and Clothing (PPE / C)

Personal protective equipment / clothing will be supplied free of charge to employees where hazards cannot be controlled by other means. Where there is a requirement to use PPE / C, which will be identified on the risk assessment or the COSHH assessment then the PPE / C must be worn, and appropriate training will be given. PPE / C must be suitable for the type of protection required and must be maintained in clean and working order. Where students are required to wear PPE / C, staff must ensure that it is worn and that it is worn correctly. The provision and use of PPE / C is the responsibility of the Head of Faculty / Department or Line Manager. Advice regarding the correct use and choice of PPE / C is available from the Safety, Health and Environment Manager.

3.4.18. Hazards and Risks

A Hazard is anything that has the potential to cause harm, such as chemicals, electricity, working from ladders, an open drawer, unsafe acts or conditions, etc.

The Risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

Risk Rating = the probability x the severity x the frequency.

If you discover a potentially serious hazard remove it or deal with it yourself if possible or prevent contact or access to it. Inform the Safety, Health and Environment Manager or the Deputy Director of Estates and Facilities Manager immediately (Ext. 0459 or 0498). Then complete an Accident, Incident or Dangerous Occurrence Form, which should be submitted to the Safety, Health and Environment Manager immediately. The form is available on the Health and Safety Staff Hub pages.

YOU MUST NEVER IGNORE A HAZARD OR DANGEROUS SITUATION

3.4.19. Risk Assessments

The Management of Health and Safety at Work Regulations 1999

Risk assessments will be carried out in order to:

- Assess the risks to the health and safety of employees to which they are exposed whilst they are at work, and
- Assess the risks to health and safety of persons not employed by the College arising out of or in connection with the work of the College.
- Record significant findings of the risk assessments to include suitable and sufficient control measures
- Review and revise risk assessments to ensure they are relevant and up to date

Additional and specific risk assessments shall be made for Fire, New and Expectant Mothers and for Young Persons, who are defined as under the age of 18 years and are seen as being at particular risk. Every employer shall ensure that young persons employed by him are protected at work from any risks to their health or safety, which is a consequence of their lack of experience, or absence of awareness of existing or potential risks or the fact that young persons have not yet fully matured.

3.4.20. Control of Substances Hazardous to Health (COSHH) 2002 Regulations

The College will keep records of risk assessments for substances hazardous to health which are being used, and the means by which the risk is eliminated or reduced to an acceptable level. Results of any atmospheric or medical monitoring shall be recorded, as will the results from any maintenance checks on ventilation equipment designed to reduce exposure to substances hazardous to health.

COSHH assessments are an integral part of any risk assessment carried out under Regulation 3 of the Management of Health and Safety at Work Regulations 1999.

All College staff will comply with the COSHH Regulations when using substances. Any hazardous substances for disposal, must be stored in the chemical store at the Maths and Science Centre and must clearly state the quantity and its' description.

3.4.21. Asbestos

Due to the age of some of the College's buildings, there is a certain amount of asbestos containing material present. The College has a legal duty to manage any asbestos containing materials.

The asbestos containing materials have been identified and the information is held in registers that are available from the Estates Department. These registers are available to all contractors, maintenance staff and anyone else who may need to work on the fabric of the College.

Only authorised staff may carry out invasive work, therefore any work involving demolition, drilling, cutting etc. must not take place without first gaining approval and consulting the register. If in any doubt contact the Deputy Director of Estates and Facilities Manager or Safety, Health and Environment Manager before work commences. All work is carried out by a suitable operative or contractor with the relevant training, qualifications and licences for handling and disposal.

Exeter College has a programme of encapsulating or removing asbestos containing materials. In the meantime, existing materials are marked and managed to ensure they are safe and will not present any risk to those using the College.

3.4.22. Duty not to misuse

The Health and Safety at Work etc. Act 1974 imposes one duty on all people at work and members of the public, including children, not to intentionally interfere with or misuse anything that has been provided in the interest of health, safety or welfare, whether it has been provided for the protection of employees or other persons. The provision is clearly to protect things intended to ensure people's safety and include fire escapes and fire extinguishers, perimeter fencing, warning notices for particular hazards, protective clothing, guards on machinery and special containers for dangerous substances.

Anyone contravening this section of the Act will be liable to a criminal conviction, fine or imprisonment.

3.4.23. Manual Handling

Regulation 4 (1) of the Manual Handling Operations Regulations 1992 establishes a clear hierarchy of measures for the employer:

- a) Avoid hazardous manual handling operations as far as is reasonably practicable
- b) Assess any hazardous manual handling operations that cannot be avoided; and
- c) Reduce the risk of injury so far as is reasonably practicable

A good general guide to safe lifting practices is available here <http://www.hse.gov.uk/pubns/indg143.pdf> and all staff should make themselves familiar with it. The College will hold regular training sessions on safe manual handling, which all employees are entitled to attend and may be mandatory for higher risk workers. The training sessions will cover amongst other things

- a) How potentially hazardous handling operations may be identified
- b) How to deal with unfamiliar handling operations
- c) The proper use of handling aids
- d) The proper use of personal protective equipment
- e) Features of the working environment that contributes to safety
- f) The importance of good housekeeping
- g) Factors affecting individual capability
- j) Good handling techniques

3.4.24. Electrical Appliances

All electrical installations and the majority of appliances within the College will be tested periodically and maintained as necessary by the College. Personal appliances, such as kettles, televisions etc. should not be brought into the College. However, if it is absolutely necessary, permission must be gained from the Deputy Director of Estates and IT, who will, if appropriate, arrange for the appliance to be tested.

Personal equipment such as smart phones, tablets and laptops may be used as these are very low voltage, however chargers have the potential to represent a significant hazard and must be checked.

Where portable appliances are used, it is the responsibility of those using them to regularly visually inspect them, paying attention to the condition of plug tops, damage to cables and appliance

housings. Where damage is found the equipment or appliances must be taken out of use until repaired.

Work on electrical appliances or installations, can only be undertaken by authorised personnel who have the relevant qualifications or competence. Where work is undertaken it will comply with the Electricity at Work Regulations 1989 and associated ACOPs and non - statutory regulations such as the IEE Regulations. Work on live conductors is not permitted.

3.4.25. Working at Heights

All care must be taken whilst working at heights, death and serious injuries have occurred when falling only a matter of a few feet. All access equipment such as ladders, towers etc. must be maintained in a safe condition and only suitably trained staff may use them. Any work at height must be properly planned before being carried out and only by competent persons using the proper equipment. Do not stand on tables or chairs in order to reach anything.

3.4.26. Gas Appliances

All gas appliances will be serviced annually. Work is not permitted on any gas fitting or gas storage vessel unless carried out by an approved contractor or persons approved by the Health and Safety Executive, such as the Gas Safe Register.

3.4.27. Waste Disposal.

The College and all employees shall at all times ensure, that the duty of care in respect of controlled waste is observed in compliance with the Environmental Protection Act 1990. Always follow the manufacturer's information regarding the disposal of waste and make sure that only College approved licensed contractors are used. The controlled waste transfer note issued by the contractor must be sent to the Estates Department.

The disposal of electrical and electronic equipment is managed in accordance with the Waste Electrical and Electronic Equipment (amendment) Regulations 2015 (WEEE)

3.4.28. Educational Visits

The College recognises that certain trips and visits are of educational benefit to the students taking part. Such activities provide opportunities for the development of the whole student as well as increasing subject knowledge and understanding through first-hand experience. The College has a legal and moral responsibility for the health and safety of students and employees when they are engaged in educational visits and other off-site activities.

It is essential that all educational visits arranged by the College are organised properly within current legal requirements and guidelines. This will include the necessity to undertake a Risk Assessment, which must be recorded and applied before any visit can occur.

Information regarding the procedures to follow for Educational Visits is available on the College Health and Safety Portal → Educational Visits, where you can also find the necessary forms. ***The College has a Policy on Educational Visits that must be followed for all visits.*** The Safety, Health and Environment Manager and the Educational Visits Coordinator are available for advice at any time.

3.4.29 Mobile Telephones

The use of handheld and hands-free mobile phones whilst driving on College business is prohibited. Failure to observe this ruling will result in disciplinary action being taken in addition to any criminal charges brought.

A substantial body of research shows that using a hand-held or hands-free mobile phone while driving is a significant distraction, and substantially increases the risk of the driver crashing. High mileage and company car drivers are more likely than most to use a mobile phone while driving.

The Devon & Cornwall Police advice is:

Never use a handheld phone while driving. Making or receiving a call, even with a hands-free kit is dangerous.

On 27th February 2007 the Department for Transport (DfT) introduced tough new penalties for motorists who break the law and use a handheld mobile phone while driving.

Further information on this specific aspect of work related road safety can be found on:
<http://www.rospa.com/road-safety/advice/drivers/distraction/mobile-phones/>

3.4.30. College Vehicles

College vehicles, including cars, minibuses and commercial vehicles are only permitted for use by College employees, or those authorised by the College, on College business

Those who drive a College vehicle must hold the appropriate valid UK driving licence, or its equivalent and have at least 2 years' experience. The licence must contain your correct name and address; you are liable to a fine of £1000 if you fail to notify the DVLA of any relevant changes to your details. Prior to driving a College vehicle, you must bring a copy of your driving licence to the Estates Office, where the copy of your licence will be held securely and will remain confidential in compliance with the Data Protection Act. You must also confirm by email to Poolcars@exe-coll.ac.uk that you have no more than 6 points on your licence.

Those who drive a College vehicle must not have more than 6 penalty points on their licence. If you have previously been disqualified from driving, you must notify the Estates Office or Human Resources of the reason for your disqualification.

All staff who drive a College minibus must be at least 21 years old, hold Category D1 on their driving licence, be considered medically fit and evidence they are competent to drive a minibus. All UK car licence holders who took their test prior to 1st January 1997 will hold Category D1 until their licence expires. The statutory risk assessment process will help indicate which good practice option proving competency is most appropriate and College policy dictates that one of the options must be undertaken.

College staff who hold a car (Class B) licence can legally drive certain minibuses without Category D1 on their licence as long as certain conditions are met. The conditions are:

- The driver is 21 or over
- Has held a car driver (B) licence for not less than 2 years
- The vehicle is being used by a non-commercial body for social purposes but not for hire or reward
- The minibus driver receives no consideration for driving other than out of pocket expenses
- The minibus weighs no more than 3,500 kg
- No trailer must be towed

Please note: All current College minibuses weigh in excess of 3500 kg.

If your test was taken after 1st January 1997 and you do not have category D1 on your licence, then you must take a separate minibus test through the DVLA. In order to do this, you must apply for a provisional D1 licence before taking lessons through a DSA registered driving school, you must then undertake a medical and pass both a theory and practical driving test. It is not sufficient just to take the DCC or any other minibus test.

3.4.31 Estates Services

The safety of all those who use Exeter College is paramount, therefore we endeavour to provide an effective, responsive and high-quality customer focussed security service for the College Estate, so as to contribute to a safe and welcoming environment.

To ensure the best possible service delivery members of the Estates Services Team routinely patrol inside and outside College buildings, car parks and grounds, ensuring all those on the premises are bona fide and are behaving appropriately. CCTV is an integral part of security arrangements for all College premises and is operated in accordance with the College's CCTV Policy. With regards to operation of a surveillance system, the College remains committed to full compliance with the Information Commissioner's Office (ICO) Code of Practice. The College's extensive CCTV system is monitored, and a digital recording facility enables discs to be produced in evidence if necessary and in accordance with the General Data Protection Regulation (GDPR).

Estates Services Offices are located at:

Hele Road (Tower Building)	Tel: 0457
Queen Street (Victoria House)	Tel: 0280

There are two 'Emergency Only' Estate Services mobile telephones:

- **07810 787 318** (Hele Road);
- **07789 237 424** (Queen Street)

Please record and or programme both these numbers into your own mobile telephone for emergency use. The team is in constant touch by radio and can react quickly if appropriate and necessary.

Exeter College also rota a Duty Manager, who remain on duty Monday, Tuesday, Wednesday and Thursday evenings between 5.00 pm and 9.00 pm during term times. If you are responsible for an event that will take place on a Friday evening or continues after 9.00 pm on any night of the week, you must inform the Duty Manager accordingly and gain their approval, as they are required to stay on site until the event is finished. If they are unable to stay it may be possible to appoint an alternative member of CLT. If this is not possible, the event cannot take place

The Evening Duty Manager's telephone number is: **07733 107510**

3.4.32 Occupational Health and Wellbeing

College employees are to declare any aspect relating to their health that may put them at risk while undertaking the work for which they are employed or that may be affected by the environment in which it is to be undertaken.

The College is committed to the promotion of wellbeing in the organisation and preventing employees from being subject to undue stress whilst at work. To the extent that is reasonably practicable, the College will endeavour to balance job demands and pressures with individual capabilities, and to support staff suffering from stress or common mental health problems such as anxiety and depression.

A personal risk assessment may be undertaken to identify the extent and causes of employees' stress, together with reasonable adjustments to support staff, including any necessary interventions to prevent and manage stress more effectively. Working hours may be temporarily adjusted or suitable alternative work may be offered to staff.

Health Monitoring and Surveillance

Employees will be provided with health monitoring / surveillance appropriate to the risks to health and safety resulting from their employment, as identified by risk assessment or legal statute, in accordance with the Management of Health and Safety at Work Regulations 1999 and the Control of Substances Hazardous to Health (CoSHH) Regulations 2002 (as amended).

Health Referrals

Employees can be referred to Occupational Health as and when necessary if any concerns are raised with respect to their health or fitness to perform work duties.

3.4.33 Medical Disclosures

Students

Health declaration forms are completed online, both during application to the College and at any point throughout the year. Enrolled learners should be encouraged to complete this via their eILP, if they haven't already done so.

Health forms are screened by the College & Occupational Health Nurse, with staff guidance attached where necessary, typically in the form of a Health Support Plan (HSP). Staff are responsible for viewing the contents of the HSP and seeking additional training where required from the nurse.

We strive to support learners to achieve the highest degree of independence possible, however, it's important that staff feel confident and competent in supporting learners' medical needs, including response in an emergency. It is not enough to rely on first aid provision or the College nurse for known medical needs and is a whole College responsibility. The link below contains generalised guidance in some of the most common medical needs at College:

<https://adexcollacuk.sharepoint.com/sites/ss/SitePages/SupportingHealthandWellbeingNeeds.aspx>

Staff

All health information is stored within the HR system, with access restricted.

3.4.34. Medicines

Staff and students are expected to be responsible for the safe keeping and administration of their own medicines, where appropriate. The College does not dispense medication. All learners

should be reminded to carry relevant emergency medication such as asthma inhalers, EpiPens and diabetic supplies. These should never be locked away and must be immediately accessible.

Prescribed medicines must be stored securely in the original pharmaceutical container with a valid prescription label attached. Small quantities should be carried wherever possible, to reduce the potential for harm or misuse should this be mislaid.

If a learner requires support to administer a medication, or safely store it, this should be discussed with the College Nurse who will provide individual guidance. Staff are permitted to support in the administration of medication, once they have received relevant training.

3.4.35. New and Expectant Mothers

Risk assessments of the activities undertaken by Exeter College will take into account the needs of pregnant employees and new mothers, in accordance with the Management of Health and Safety at Work Regulations 1999. The assessment will identify and address the risks to the unborn child, a child of a woman who is still breastfeeding and to the mother and will determine which tasks the employee can perform.

The assessment will ensure that adequate steps are taken to avoid the risk to new and expectant mothers arising from exposure to physical, biological and chemical agents and from working conditions.

Where the risk cannot be avoided then working hours may be temporarily adjusted or suitable alternative work will be offered. If this is not viable then suspension on full pay will be exercised for as long as is necessary to protect the health and safety of the mother and that of her child.

3.4.36 Non-English / Low Literacy Levels

The College will ensure that all information, instruction, and training is provided to all employees and contractors in a language and format that the employee can readily understand. This may include any translated inductions, safety briefings, signage, works procedures, risk assessments, health and safety updates and all other forms of communication deemed necessary to ensure that the employee is competent to carry out their work activities.

Adequate time will be allocated to consult with employees where language and/or literacy may be issues, to enable employees to absorb and respond to information provided.

3.4.37 Lone Workers

Wherever practicable, College employees are not to work alone in high-risk activities or areas.

Lone working is not permitted where there is a reasonably foreseeable risk that the work may result in an accident, violence or harm.

Where it is unavoidable, the lone worker will ensure that management is aware of their whereabouts and the nature of the work being undertaken. The lone worker will make contact with nominated personnel at pre-arranged times throughout, and on completion of, the activity. Such arrangements will be documented in a specific risk assessment or College procedure which will be communicated to all persons potentially involved.

Lone workers are included in the Company Liability insurance cover, in accordance with the Employer's' Liability (Compulsory Insurance) Act 1969.

Working from Home

A risk assessment is carried out in conjunction with the Line Managers for each home-worker to identify any potential risks.

Home visits are undertaken as and when required depending on the outcome of the risk assessment.

3.4.38. Display Screen Equipment

The College recognises the need to protect staff from the risks of working with display screen equipment (DSE), such as PCs, laptops, tablets and smartphones.

All staff who use DSE daily, for an hour or more at a time, are classified as 'DSE users' and are subject to the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992.

In accordance with DSE regulations, all DSE users will be the subject of an ergonomic assessment to identify the measures required to reduce the risk of harm as a result of DSE use.

Employees whose work requires them to use DSE daily for a significant part of the day will be entitled to a free vision screening or eye test on request. Where such examinations identify the requirement, the Company will provide, free of charge, corrective appliances required specifically for DSE work.

Staff whose work requires them to use DSE for a significant part of their working day are to vary their work routine such that they perform other work activities away from their display screen equipment. Where practicable, discretion will be exercised as to when staff can take breaks. It is recognised that short, frequent breaks are more satisfactory than occasional, longer breaks: e.g. a 5-10 minute break after 50-60 minutes continuous screen and/or keyboard work is likely to be more effective than a 15-20 minute break every 2 hours.

4 Implementation

The policy describes a broad range of responsibilities across all levels of the college. The Policy will be delivered and followed at all levels and subject to frequent revisions as appropriate to ensure that the College maintains a safe environment. It is the responsibility of any staff who suspect any reason why the policies or procedures are no longer effective or are not being followed should address them with their individual line managers and the Safety, Health and Environmental Advisor for potential review.

The full delivery of a safe workplace is supplemented by the carrying out of risk assessments specific to individual work areas generated within faculties/departments which will contain additional controls, procedures and instructions not detailed in this policy.

5 Associated Documentation

A range of specific appendices, policies, draft policies and procedures are in addition, but not in whole a part of this policy. They include:

- Accident, Incident or Dangerous Occurrence Reporting Forms
- Asbestos Management
- Bomb Threats
- Legionella Management
- Display Screen Equipment
- Drivers of College Vehicles (including 'own' vehicles)
- Educational Visits Policy
- Fire Prevention, Precautions and Evacuation Procedures specific to all properties within the College Estate
- Generic Risk Assessments
- Accident, Incident and Dangerous Occurrence Forms
- Procurement of Contractors
- Safeguarding (Child Protection / Vulnerable Adults)
- Supporting learners with health needs
- Prevent
- Work Based Learning, Student Placements and Projects
- Dealing with offensive weapons
- Power to restrain and search
- Sustainability Policy

Additional College Policies and Procedures and information can be found on the College Staff Hub:

<https://adexecollacuk.sharepoint.com/sites/tlp/SitePages/QualityAssurance.aspx>