

## Health and Safety Policy HS1

**Equality Impact Assessment:** Askham Bryan College recognises the importance of the Equality Act 2010 and its duties under the Act. This document has been assessed to ensure that it does not adversely affect staff, students or stakeholders on the grounds of any protected characteristics.

### 1. POLICY STATEMENT

The CEO, Principal and the Senior Management Team (SMT) recognise that provision of a safe and healthy working environment is essential to the wellbeing of staff and learners and the success of Askham Bryan College.

### 2. DEFINITIONS

It is the policy of the College to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees, learners, visitors, contractors and others who may be affected by the organisation's activities. The effectiveness of our Health and Safety Policy will be regularly monitored and reviewed, in consultation with employees and their representatives.

### 3. PRINCIPLES

The College is committed to continual improvement in the management of health and safety and the development of a positive and robust health and safety culture. To support this policy the SMT will ensure adequate resources are provided to enable the aims of this policy.

#### 3.1. The College aims to:

- prevent accidents and cases of work-related ill health;
- provide adequate control of health and safety risks arising from work activities including systematically identifying hazards in order to assess and control risks;
- implement and maintain an effective and properly resourced health & management system;
- define and delegate specific health and safety responsibilities;
- on an annual basis set health and safety targets and objectives which will be periodically reviewed;
- provide adequate health and safety information, training and supervision;
- consult with employees and their representatives on health and safety matters.

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#### 4. SCOPE AND LIMITATIONS

The Corporation regards these health and safety obligations as a minimum standard to be achieved throughout all College activities and requires staff at every level and learners to accept the promotion of high standards in health and safety as a core objective.

The College will provide a safe environment for all employees, learners, contractors and visitors which comply with current health and safety legislation so far as reasonably practical, including, making reasonable adjustments to comply with College policy for equalities and inclusiveness.

The College will:

- provide and maintain places of work that are safe and without undue risks to health;
- ensure that all premises, means of access and egress, plant equipment and vehicles under College control are designed, constructed, maintained and used, with due regard to health and safety ;
- make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- assess the risks to health of harmful substances used by employees and learners and introduce measures to remove/minimise such risks, so far as is reasonably practicable;
- ensure adequate information is available with respect to machinery and equipment used, detailing the conditions and precautions necessary to ensure they are used without risk to health and safety ;
- provide information, instruction, training and supervision as is necessary to ensure the health and safety at work of employees, learners, contractors and visitors;
- adopt the 'hierarchy of risk management' approach, whereby hazards are eliminated or substituted where reasonably practicable before considering the need for engineering control and then segregation. Only where this cannot be reasonably achieved will personal protective equipment (PPE) be considered;
- provide protective clothing and equipment as necessary and ensure, that personnel are adequately trained in the correct use of this, that it is worn/used when required and that it is checked and maintained regularly;
- provide facilities as appropriate to enable staff health and safety representatives to perform their functions and consult with them in promoting and developing measures to ensure high standards of health and safety at work and promote, through the consultative machinery, joint consultation on health and safety matters and encourage effective participation in such matters by employees;

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- ensure that at all times there is suitable training and retraining available for first aiders and arrange for the provision of first aid services to ensure, prompt and appropriate treatment of illness and injury occurring during the course of work;
- ensure that a satisfactory system is maintained for reporting, collecting, analysing and presenting information on accidents, incidents and sickness at work in order to facilitate all necessary investigative and corrective action; and
- arrange for medical advice to be provided on any aspect of health at work including the rehabilitation of employees returning to work following illness or injury;
- provide and maintain a health surveillance programme where appropriate.

**5. RESPONSIBILITIES**

The person with overall and final responsibility for health and safety in Askham Bryan College is the CEO.

The person responsible for overseeing, implementing and monitoring the policy is the Director Physical Resources. Director Physical Resources will report each term on health and safety matters to the Corporation resources sub-committee. The Deputy Director Physical Resources supported by the Health and Safety Manager will act as the deputy to the Director Physical Resources on matters concerning health and safety in the latter’s absence. The following personnel are responsible for the management of health and safety in particular areas:

<b>Title</b>	<b>Area</b>	<b>Responsibility</b>
Chief Executive Officer	Overall responsibility	All areas
Principal	All locations	Implementation of policy
Financial Director	Finance	All Funding
Director Curriculum	Curriculum	Students/teaching staff
Executive Director, Apprenticeships, Quality & Standards	Quality	Procedures
Human Resources Manager	Training	Training
Director Physical Resources	Facilities	Buildings, fittings & equipment
Health and safety Manager	Health and safety all locations	Policy advice and monitoring compliance
Heads of Department	Department control	Departmental Health and safety

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### **Health and Safety Consultation (Health and Safety Committee)**

The management of the College are committed to communication between staff/students at all levels as an essential part of effective health and safety management. Consultation will be facilitated by means of Health and Safety Committee meetings every term or as often as is deemed necessary.

The purpose of Health and Safety Committee meetings is to provide a forum in which information may be shared and staff/students questions on health and safety issues answered. In addition these meetings will provide an opportunity to assess the continuing effectiveness of the policy.

The Health and Safety Committee will consist of Heads of Departments.

## **6. IMPLEMENTATION ARRANGEMENTS**

### **Co-operation & Care**

If we are to build and maintain a healthy and safe working environment, co-operation between staff/students at all levels is essential.

All staff/students are expected to co-operate with safety personnel and to accept their responsibilities under this policy. Disciplinary action may be taken against any staff or student who violates safety rules or who fails to perform his or her duties under this policy.

Staff/students have a duty to take all reasonable steps to preserve and protect the health and safety of themselves and all other people affected by the operations of the College.

### **Safety Training**

Safety training is regarded as an indispensable ingredient of an effective health and safety programme. It is essential that every worker in the organisation be trained to perform his or her job effectively and safely. It is the opinion of the management of the College that if a job is not done safely then it is not done effectively.

All staff/students will be trained in safe working practices and procedures prior to being allocated any new role. Training will include advice on the use and maintenance of personal protective equipment appropriate to the task concerned and the formulation of emergency contingency plans.

Training sessions will be held as often as is deemed necessary and will provide another opportunity for staff/students to express any fears or concerns they might have about their jobs.

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### College Inspections

It is the policy of the College to comply with the Workplace (Health, Safety & Welfare) Regulations 1992.

Regular safety inspections of the College will be conducted by curriculum managers, line managers and employee representatives. In addition, inspections will be conducted by the executive in all relevant areas whenever there are significant changes in the nature and/or scale of operations.

College inspections will also provide an opportunity to review the continuing effectiveness of the policy and to identify areas where revision of the policy may be necessary.

The College inspections procedure and monitoring of health and safety and covers the following:

- Purpose
- Scope
- Responsibilities
- Accidents
- Risk Control
- Health and Safety Inspections
- Statutory Inspection Tests
- Safety Committee Meetings
- Health and Safety Representatives
- Health Surveillance
- Environmental Monitoring
- Policies and Procedures
- Health and Safety Audits

### Risk Assessment and Risk Control

The College requires that the risks of all activities, on and off site, which may significantly affect the health and safety of its staff, students and others are assessed. The risk control measures that are implemented should be what is reasonably practicable in the circumstances and should be regularly monitored and reviewed.

### Work Equipment

It is the policy of the College to comply with the law as set out in the Provision and Use of Work Equipment Regulations 1998 and the Lifting Operations and Lifting Equipment Regulations 1998. The College will endeavour to ensure that all equipment used in the College is safe and suitable for the purpose for which it is used.

All staff/students will be provided with adequate information and training to enable them to use work equipment safely.

The use of any work equipment that could pose a risk to the wellbeing of persons in or around the College will be restricted to authorised persons.

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All work equipment will be maintained in good working order and repair. All staff/students will be provided with such protection as is adequate to protect them from dangers occasioned by the use of work equipment. All work equipment will be clearly marked with health and safety warnings where appropriate.

### Personal Protective Equipment

It is the policy of the College to comply with the law as set out in the Personal Protective Equipment at Work Regulations 1992.

All staff/students who may be exposed to a risk to their health and safety while at work will be provided with suitable, properly fitting and effective personal protective equipment.

All personal protective equipment provided by the College will be properly assessed prior to its provision.

All personal protective equipment provided by the College will be maintained in good working order.

All staff/students provided with personal protective equipment by the College will receive comprehensive training and information on the use, maintenance and purpose of the equipment.

The College will endeavour to ensure that all personal protective equipment provided is used properly by its staff/students.

### Manual Handling Operations

It is the policy of the College to comply with the law as set out in the Manual Handling Operations Regulations 1992 (as amended 2002).

Manual handling operations will be avoided as far as is reasonably practicable where there is a risk of injury.

Where it is not possible to avoid manual handling operations an assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual concerned. An assessment will be reviewed if there is any reason to suspect that it is no longer valid.

All **reasonably practicable** steps will be taken to reduce the risk of injury to the lowest practicable level possible.

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### **Display Screen Equipment**

It is the policy of the College to comply with the law as set out in the Health and Safety (Display Screen Equipment) Regulations 1992.

The College will conduct health and safety assessments of all workstations used by staff. Training will be given to allow staff to assess their workstation. The health and safety advisor will participate in assessments undertaken by staff when required.

The risks to users of display screen equipment will be reduced to the lowest extent reasonably practicable. Display screen equipment users will be allowed periodic breaks in their work.

Eyesight tests will be provided for display screen equipment users (as defined by the Regulation) on request.

Where necessary display screen equipment users will be provided with the basic necessary corrective equipment.

All display screen equipment users will be given appropriate and adequate training on the health and safety aspects of this type of work and will be given further training and information whenever the organisation of the workstation is substantially modified.

### **Control of Hazardous Substances**

It is the policy of the College to comply with the law as set out in the Control of Substances Hazardous to Health Regulations 2002

A risk assessment will be conducted of all work involving exposure to hazardous substances. The assessment will be based on the manufacturer or supplier's health and safety guidance and our own knowledge of the work process.

The College will ensure that exposure of staff/students to hazardous substances is minimised and adequately controlled in all cases.

All staff/students who will come into contact with hazardous substances will receive comprehensive and adequate training and information on the health and safety issues relating to that type of work.

Assessments will be reviewed periodically, whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.

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### **New or Expectant Mothers**

It is the policy of the College to comply with regulation 16 of the Management of Health and Safety at Work Regulations 1999 on women of childbearing age and new and expectant mothers both employees and students.

In addition to the general risk assessment, a further assessment of risk to new or expectant mothers will be conducted. Where a risk to new or expectant mothers is identified, working conditions and / or working hours will be adjusted so as to avoid or minimise the risk. Where this is not practicable the employee(s) concerned will be suspended from work on full pay until such time as the statutory maternity pay comes into effect.

### **Fire Safety**

The College's emergency evacuation procedures take account of fire hazards in specific areas of the College and, where appropriate, have been compiled with the assistance of the local fire service.

The College is responsible for conducting a fire risk assessment in accordance with regulatory requirements and reviewing and updating the assessment routinely or when circumstances demand.

The person(s) with responsibility for the maintenance and testing of fire alarms and firefighting equipment are the facilities/estates management team.

All staff/students within the College have a duty to report immediately any fire, smoke or potential fire hazards. The College fire alarm system has an automatic system/telephone link WHEN ACTIVATED to contact the emergency services only in the Equine areas.

All staff/students have a duty to conduct their operations in such a way as to minimise the risk of fire. This involves keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

The CEO supported by the physical resources department is responsible for the provision and maintenance of fire prevention and detection equipment.

Managers are responsible for keeping their operating areas safe from fire, ensuring that their staff/students are trained in proper fire prevention practices and emergency procedures.

Fire alarm call points are located at all emergency exits throughout the College. If a fire is detected it is the responsibility of any employee present to activate the alarm and evacuate the building.

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## Fire Fighting Equipment

Fire extinguishers are located at strategic points throughout the College. Water extinguishers and foam extinguishers must **not** be used on electrical fires. These should be tackled with dry powder or CO2 extinguishers. Staff are expected to tackle a fire themselves only if it would pose no threat to their personal safety to do so. Staff should only use fire extinguishers if trained to do so. If the situation is dangerous or potentially dangerous the person should activate the alarm and evacuate the building immediately.

## Fire Doors

Fire doors designed to slow the spread of fire and smoke throughout the College have been installed at strategic points. Fire doors are designed to close automatically after opening and must never be blocked, jammed or tied open.

## Emergency Exits/Corridors

Emergency exits are located at strategic points throughout the College. Exit doors and corridors must never be locked, blocked or used as storage space.

Emergency lighting has been installed in exit corridors, above emergency exit doors and throughout the College in case of power failure.

## Smoking- including all forms of Vaping

**All College premises are entirely smoke-free environments. Smoking is only permitted on the College grounds in designated areas. Smoking is not permitted anywhere else including car parks, and playing field, or in the College buildings at any time. All transport provided or contracted by the College will be smoke free. Additionally, all private vehicles being used for College business will be smoke-free when there are passengers present. No-smoking signs will be prominently displayed around all College grounds and in College vehicles used by the College, as required by the Health Act 2006.**

This policy applies to staff, students, visitors, contractors and other users when they are on College premises and sites or using College vehicles.

## Emergency Evacuation Procedures

In the event of the fire alarm being activated whether by actual fire or inadvertently by some action that triggers a false alarm, or in any other emergency situation (such as a bomb scare), all staff/students must leave the building by the nearest available exit and assemble at the designated assembly point.

The designated assembly point for all departments is:

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**Department**

**Assembly Point**

All Departments

All ERV are marked at the entrance to buildings.

Practice fire drills will be conducted each term to ensure staff/student familiarity with emergency evacuation procedures.

**Accident Investigation & Reporting OSHEN will change all of this section**

It is the policy of the College to comply with The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, also known as "RIDDOR"

The College considers accident investigation to be a valuable tool in the prevention of future incidents. In the event of an accident resulting in a reportable injury a report will be drawn up by the health, safety & sustainable developments advisor or a designated person detailing:

- The circumstances of the accident including photographs and diagrams wherever possible;
- The nature and severity of the injury sustained;
- The identity of any eyewitnesses;
- The time, date and location of the incident;
- The date of the report.

All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable.

*For significant incidents* the completed report will then be submitted to and analysed by the Health and Safety Committee will attempt to discover why the accident occurred and what action should be taken to avoid a recurrence of the problem.

All reports *on significant incidents* will be submitted to the College's insurance risk advisors for assessment.

A follow up report will be completed after a reasonable period of time examining the effectiveness of any new measures adopted.

The Health and Safety Manager is responsible for reporting all cases of accident and disease to the heads of department. The Campus Principal will be informed when the accident involves major injury.

Accident records are compiled and stored by the Health and Safety Manager.

The Health and Safety Manager is responsible for reporting cases of accident and disease to the relevant enforcing authority under the RIDDOR where applicable.

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### **First Aid Provision**

The College's first aid procedure can be found in policies and procedures on the staff intranet under Health and Safety. The procedure contains the following:

- Purpose
- Scope
- Definition of First Aid
- Legal duties
- Procedure
- Training
- First Aid Facilities
- Contents of First Aid Boxes
- Information/induction
- Records/Reporting

A College first aid needs assessment is in place and will be reviewed on a regular basis. The College will provide and maintain first aid facilities and a suitable number of first aiders on site in line with this assessment.

### **Approved Contractors**

The organisation will only use contractors who have proved able to discharge their primary responsibility to safeguard their employees and other persons who may be affected by their undertakings. This will be achieved by a selection and evaluation procedure to ensure that only competent contractors are used by the organisation.

### **Safety Rules and Procedures**

Site safety rules will be issued to all contractors and will be clearly stated in contractual arrangements, together with any special health and safety requirements likely to affect cost or timescales.

The organisation will make arrangements for the exchange of all relevant information arising from risk assessments and emergency procedures, particularly steps required to protect contractors' employees from other contractors and their employees, as well as the day-to-day activities of the employer's workplace.

### **Equipment**

Plant and equipment, such as temporary access platforms, ladders, personal protective equipment, lifting equipment, internal transport vehicles and electrical equipment, will not be loaned to contractors unless exceptional circumstances prevent contractors from using or hiring their own. Even in these circumstances, contractors will only be permitted to use such equipment with written authority to do so for a specified task and period, provided the equipment is in a sound condition and the contractor is competent to use it.

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### Co-ordination

A competent, named individual will be appointed to co-ordinate each contract, including at least daily site visits and out-of-normal-hours communications. This individual will be expected to encourage and develop the right safety culture amongst contractors.

### Reporting

Everyone is expected to report danger (within their capability to recognise unsafe practices) to their manager or supervisor, who will be expected to either:

- stop the work if serious or imminent danger to persons or property, other than the contractor's employees, is foreseen
- notify the department or individual responsible for co-ordinating the work by telephone or in writing, depending on the circumstances.

Where construction work is carried out, such reporting and consultation will be in accordance with the principal contractor's health and safety plan or site rules.

### Safety Document Management

The college requires documentation to demonstrate compliance with statutory and college policies. Proper documentation is critical to the college's quality assurance programme for the control of all activities that might affect health and safety.

### College Safety Rules

#### General

- All staff/students should be aware of, respect and adhere to the rules and procedures contained in this policy;
- All staff/students shall immediately report any unsafe practices or conditions to the relevant manager;
- Any person under the influence of alcohol or any other intoxicating drug, which could impair motor skills or judgement, whether prescribed or otherwise, shall not be allowed into the College;
- The harassment of any other person by threatening or using physical violence or using abuse is forbidden;
- Horseplay, practical joking or any other acts, which could jeopardise the health and safety of any other person, are forbidden;

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- Any person whose levels of alertness and/or ability are reduced due to illness or fatigue will not be allowed into the College if this might jeopardise the health and safety of that person or any other person;
- Staff/students shall not adjust, move or otherwise tamper with any electrical equipment, machinery or air or water lines in a manner not within the scope of their duties, unless instructed to do so by a senior member of staff;
- All waste materials must be disposed of carefully via authorised routes and in such a way that they do not constitute a hazard;
- No member of staff/students should undertake a task that appears to be unsafe;
- No member of staff/students should undertake a task until he or she has received adequate safety instruction and is authorised to carry out the task;
- All injuries must be reported to the Health and Safety Manager or a delegated representative;
- Staff/students should take care to ensure that all protective guards and other safety devices are properly fitted and in good working order and shall immediately report any deficiencies to the line manager or the Health and Safety Manager;
- Work shall be well planned and supervised to avoid injuries during the handling of heavy materials and while using equipment;
- No staff/students should use chemicals without the knowledge or protective equipment required to work with those chemicals safely;
- After work in a workshop or laboratory, wash hands thoroughly before eating, drinking or using the toilet;
- Suitable clothing and footwear will be worn at all times. Personal protective equipment shall be worn wherever appropriate;

### Working Environment

The College requires all offices, workshops and other workplaces to be suitable for the work activities which take place in them so as to protect the health and safety of staff, students and others who work there. All operations that involve a risk of injury or harm should be avoided as far as is reasonably possible. Key points are:

- Work areas must be kept clean and tidy;
- Any spillage must be cleaned up immediately;

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- Waste materials and rubbish must be removed routinely and recycled when practicable;
- All flammable waste materials must be discarded in sealed metal containers;
- Sharps should be disposed of safely in a sealed container provided by a specialist contractor;
- Never undertake potentially hazardous activities whilst working alone;

### **Walkways**

- Walkways and passageways must be kept clear from obstructions at all times;
- If a walkway or passageway becomes wet it should be clearly marked with warning signs and/or covered with non-slip material;
- Trailing cables are a trip hazard and should not be left in any passageway;
- Any change in the floor elevation of any walkway or passageway must be clearly marked;
- Where objects are stored in or around a passageway, care must be taken to ensure that no long or sharp edges jut out into the passageway in such a way as to constitute a safety hazard;
- In the case where a passageway is being used by a vehicle or other moving machinery an alternative route should be used by pedestrians wherever possible. If no alternative route is possible the area should be clearly marked with warning signs;

### **Tool and Equipment Maintenance**

- College machinery and tools are only to be used by qualified and authorised personnel. It is the responsibility of the manager to determine who is authorised to use specific tools and equipment;
- It is the responsibility of all staff/students to ensure that any tools or equipment they use are in a good and safe condition. Any tools or equipment, which are in anyway defective, must be repaired or replaced;
- All tools must be properly and safely stored when not in use;
- No tool should be used without the manufacturers recommended shields, guards or attachments;
- Approved personal protective equipment must be properly used where appropriate;
- Persons using machine tools must not wear clothing, jewellery or long hair in such a way as might pose a risk to their or other's safety;

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- Staff/students are prohibited from using any tool or piece of equipment for any purpose other than its intended purpose;
- Never distract a person who is using machinery or tools;
- People using machinery must know how to stop it in an emergency;

### Personal Protective Equipment

- Staff/students must use all personal protective equipment provided to them in accordance with the training and instruction given to them regarding its use;
- Staff/students who have been provided with personal protective equipment must immediately report any loss of or obvious defect in any equipment provided to their line manager or the health, safety & sustainable developments advisor;

### Electrical Safety

- All electrical equipment brought into the College must be tested before use. The Director of Physical Resources will specify what tests are necessary;
- Repairs or maintenance of electrical equipment is not to be undertaken by a person unless they are authorised and trained to do so. Defective equipment must not be used until it has been repaired, checked, and passed as safe for use. In the meantime, it should be taken out of service and suitably labelled to prevent others from using it;
- Obvious visual signs of potential electrical faults include damaged plugs and pins, significant wear or DIY repairs to flex coverings, and exposed wires;

### Manual Lifting and Moving

- Lifting and moving of objects should always be done using mechanical devices rather than manual handling wherever reasonably practicable. The equipment used should be appropriate for the task at hand;
- The load to be lifted or moved must be inspected for sharp edges, slivers and wet or greasy patches;
- When lifting or moving a load with sharp or splintered edges gloves must be worn. Gloves should be free from oil, grease or other agents that could impair grip;
- The route over which the load is to be lifted or moved should be inspected to ensure that it is free of obstructions or spillage which could cause tripping or spillage;
- Staff/students should not attempt to lift or move a load that is too heavy to manage comfortably;

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- Where team lifting or moving is necessary one person should act as co-ordinator, giving commands to lift, lower etc.
- When lifting an object off the ground staff/students should assume a squatting position, keeping the back straight. Lift the load by straightening the knees and not the back. These steps should be reversed for lowering an object to the ground.

## 7. MONITORING AND REVIEW

The Health and Safety Department will be responsible for the oversight of the effectiveness of these arrangements. This policy will be reviewed annually by the Health and Safety Manager.

## 8. SUPPORTING/RELATED DOCUMENTS

This Policy will be supplemented as and when necessary by additional policies and procedures, such as, but not limited to:

- HS2 Food Hygiene;
- HS3 Work Experience;
- HS4 Control of substances hazardous to health COSHH;
- HS5 Offsite Activities;
- HS7 Wellbeing at work;
- HS9 Risk assessments procedure;
- HS10 Induction of new employees in H & S;
- HS11 Asbestos Safety HS13 Storage and maintenance of compressed gases;
- HS19 Serious infection/epidemic;
- HS20 Blood borne viruses and contamination of person or equipment;
- HS21 First Aid Policy;
- HS22 Accidents and incidents (near miss) reporting;
- HS24 Fire alarm procedure;
- HS25 Smoking in the workplace;
- HS28 Portable Electrical Equipment (PAT testing);
- HS29 Safety of new and expectant mothers;
- HS31 Guidance on lone working

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## **9. REGULATIONS**

In all aspects of health and safety, the College will comply with the following legislation:

- Health and Safety at Work Act 1974;
- Health Act 2006;
- Workplace (Health, Safety & Welfare) Regulations 1992;
- Provision and Use of Work Equipment Regulations 1998;
- Lifting Operations and Lifting Equipment Regulations 1998;
- Personal Protective Equipment at Work Regulations 1992;
- (Display Screen Equipment) Regulations 1992;
- Control of Substances Hazardous to Health Regulations 2002;
- RIDDOR Regulations 2013; and
- Equality Act 2010

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