

Title	Health and Safety Policy	
Aim	To state the College's policy and to outline the College's approach to health and safety	
Related Policies / Documents / Procedures	The Health and Safety Policy is related to many of the College's other policies.	
Date for Implementation	March 2008	
Approved by	Board of Governors	18 March 2008
Date of next review	March 2011	
Distribution	Leadership Team All College staff	
Version Control	Previous Versions approved:	

Health and Safety Policy

under

The Health and Safety at Work etc Act 1974

Health & Safety Review Statement

The College recognises its statutory duty to provide effective reviewing of its health and safety provision. This is achieved by informal and formal arrangements. Informal reviewing is expedited by College managers, who upon identifying or becoming aware of ineffective Health & Safety practices or situations, will remedy accordingly and where appropriate report to the College Leadership Team.

The Leadership Team receives and considers procedures, codes of practice and general health and safety systems in accordance with six monthly scheduled reviews or evidence of ineffectiveness.

The Board receives and considers an annual report presented by the Principal and Chief Executive. The content of the report addresses the following items:

- A summary of significant issues during the year together with action taken to address them.
- A statement of any suggested changes to health and safety policy.
- A statement regarding current health and safety resources together with identified health and safety needs.
- A summary report covering sickness, accidents, incidents and matters reported to the relevant authorities.
- A statement regarding safety inspections, external audit reports and other monitoring activities.
- A summary of contact with enforcement agencies eg HSE, EHO, Fire Service etc, including any enforcement notices received.
- A major College health, safety and welfare initiatives for the coming year.
- A summary of outstanding matters and planned remedial action.

Statement of Intent

1. It is the policy of the Co-operative College Trust (hereinafter referred to as "the College") to take all measures which are reasonably practicable to:
 - (a) Ensure the health, safety and welfare of all persons at work; and
 - (b) Protect employees and visitors to College premises against risks to

their health and safety which may arise from this organisation's activities.

The College undertakes to provide the necessary resources and seeks the co-operation of all employees, including those of contractors, with a view to implementing the requirements of the Health and Safety at Work Act 1974 and the relevant statutory provisions shown in **Appendix A**.

The Principal and Chief Executive has responsibility for implementing this Statement of Health and Safety Policy.

2. The College undertakes, so far as is reasonably practicable:
 - (a) To provide and maintain plant and systems of work that are safe and without risks to health.
 - (b) To arrange for ensuring safety and the absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
 - (c) To provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of all persons at work.
 - (d) To maintain all places of work in a condition that is safe and without risks to health, including access to and egress from such places of work.
 - (e) To provide and maintain a working environment for persons at work that is safe and without risks to health.
 - (f) To define the responsibilities of all persons at work.
 - (g) To promote employee involvement in health and safety at work.
 - (h) To identify any hazards which may exist and bring the attention of such hazards and the precautions necessary to the attention of persons at work.
 - (i) To record and investigate accidents and cases of occupational ill-health.
 - (j) To monitor health and safety performance on a regular basis.
 - (k) To provide and maintain appropriate personal protective equipment where necessary.
 - (l) To review this Statement of Health and Safety Policy annually.

All Persons at Work

In this Statement of Health and Safety Policy, "all persons at work" includes the Principal and Chief Executive, managers, employees, employees whose place of work is in their home, contractors, the employees of contractors and sub-contractors, other persons visiting the premises, the employees of other organisations affected by the College's work activities.

Part 2

Arrangements for Implementing this Statement of Health and Safety Policy

The Principal and Chief Executive is responsible for health and safety in the College and will monitor the implementation of the health and safety policy.

1. Individual Responsibilities

The Principal and Chief Executive has ultimate responsibility for the health and safety at work of all persons at work and visitors. Senior managers and line managers generally have responsibility for ensuring the health and safety of persons at work, contractors and visitors in their areas of responsibility respectively. These individual responsibilities are shown at **Appendix B** to this Statement.

2. Legal Requirements

Senior managers will take all necessary measures to ensure compliance by the College with legal requirements and duties. They will, in particular, take into account Approved Codes of Practice and Guidance published by the Health and Safety Commission and Health and Safety Executive respectively.

3. Health and Safety Instruction and Training

All senior and line managers are responsible for the identification of general and specific health and safety instruction and training needs of all persons at work. Health and safety training of persons at work will take place on induction, and where they may be exposed to new or increased risks through transfer or change of responsibilities, the introduction of new work equipment or a change respecting existing work equipment, the introduction of new technology, or the introduction of a new system of work or a change respecting an existing system of work.

4. Health and Safety Information

All senior and line managers, will ensure the dissemination of comprehensible and relevant health and safety information to persons at work. Facilities will be provided whereby the relevant health and safety information can be sourced by such persons.

5. Joint Consultation

All managers will ensure that there is an effective system for employee involvement on health and safety related issues.

6. Risk Assessment and Safe Systems of Work

Senior management recognise the duty on employers to undertake suitable and sufficient risk assessments leading to formal health and safety management systems, including the preventive and protective measures control exposure to hazards.

Risk assessments will be undertaken and, where necessary, appropriate preventive and protective measures prepared, documented and implemented by line managers for those workplaces, activities and tasks where there is a risk of injury or occupational ill-health. Where appropriate, all persons at work will be trained in the implementation of safe systems of work and other precautionary measures arising from risk assessments.

7. Health and Safety Monitoring

Health and safety monitoring of individual locations will be undertaken by nominated managers.

A formal procedure for reporting hazards in their work will be maintained and implemented.

8. Accident and Ill-Health Reporting, Recording and Investigation

All managers, will ensure there is an effective system for the reporting, recording and investigation of accidents, ill health and sickness absence involving all persons at work, contractors and visitors in accordance with current legal requirements.

9. Welfare Amenity Provisions

Managers will ensure that welfare amenity provisions eg sanitation, hand washing, showering facilities, clothing storage, drinking water and facilities for taking meals, are provided and properly maintained in locations under the control of the College.

10. First Aid Arrangements

Managers will ensure adequate provision of first aid kits and treatment for employees and other persons present on site.

11. New Work Equipment Acquisition and Project Work

Managers will ensure that all new work equipment, processes and project work do not expose persons at work to risk of injury and/or ill-health.

12. Maintenance of the Workplace, Equipment, Systems and Devices

Managers, will ensure there is a satisfactory system for maintaining workplaces, work equipment, systems and devices in an efficient state, in efficient working order and in good repair, including the need for frequent examination, testing and maintenance of any equipment, systems and devices.

13. Emergency Procedure

Senior management will follow the procedures laid down by Co-operatives^{UK} and the Co-operative Group to cover identified major emergencies, including the appointment of competent persons to oversee the implementation of any evacuation procedures.

14. Contractors' Activities

All managers, will ensure that there is an effective procedure for regulating the activities of contractors in accordance with the Co-operatives^{UK} guidelines.

15. Substances Hazardous to Health

Managers, will ensure that all substances hazardous to health are identified, assessed and controlled in such a way as to prevent risk of injury or ill health to all persons at work during their use, handling and storage.

Managers will ensure that sufficient information relating to the hazards and precautions necessary on the part of all persons at work is made available to all persons at work exposed to such substances.

16. Security

Managers will take all reasonably practicable measures to protect all persons at work and their property from acts of physical assault, vandalism, theft, arson or other danger.

17. Fire Protection

Managers will ensure there is a satisfactory system for the protection of all persons at work in the event of fire.

18. Advice and Information

Advice and information on any aspect of health and safety at work is available from the Leadership Team.

Date

Principal and Chief Executive
The Co-operative College Trust

Appendix A

Current Health and Safety Legislation Affecting the Co-operative College Trust

The following is a list of statutes and regulations ('the relevant statutory provisions') which apply to the College's operations.

- Health and Safety at Work etc Act 1974
- Construction (Design and Management) Regulations 1994
- Construction (Health, Safety and Welfare) Regulations 1996
- Control of Substances Hazardous to Health Regulations 2005
- Electricity at Work Regulations 1989
- Health and Safety (Consultation with Employees) Regulations 1996
- Health and Safety (Display Screen Equipment) Regulations 1992
- Health and Safety (Safety Signs and Signals) Regulations 1996
- Health and Safety (First Aid) Regulations 1981
- Health and Safety (Information for Employees) Regulations 1989
- Health and Safety (Young Persons) Regulations 1997
- Management of Health and Safety at Work Regulations 1999
- Management of Health and Safety at Work (Amendment) Regulations 1994
- Manual Handling Operations Regulations 1992
- Noise at Work Regulations 2005
- Personal Protective Equipment at Work Regulations 1992
- Provision and Use of Work Equipment Regulations 1998
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- Safety Representatives and Safety Committees Regulations 1977
- Safety Signs Regulations 1980
- Smoke-free (Premises and Enforcement) Regulations 2006
- Smoke-free (Exemptions and Vehicles) Regulations 2007
- Smoke-free (Signs) Regulations 2007
- Social Security (Industrial Injuries) (Prescribed Diseases) Regulations 1985
- Workplace (Health, Safety and Welfare) Regulations 1992
- Corporate Manslaughter 2005

together with:

- Fire Precautions Act 1971
- Fire Precautions (Workplaces) Regulations 1997

Appendix B

Individual Duties and Responsibilities for Health and Safety at Work

1. Chief Executive

The Chief Executive will ensure that there is an effective Statement of Health and Safety Policy and will periodically assess the implementation and effectiveness of same.

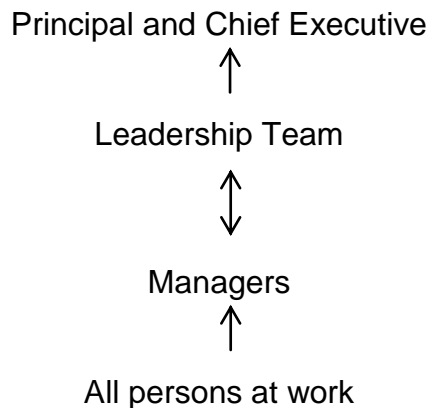
2. Senior Managers

Senior managers are primarily responsible for ensuring the maintenance of appropriate levels of health and safety at work in the areas under their control.

Senior managers are responsible for the following in their areas of control:

- (a) Co-ordinating the implementation of this Statement of Health and Safety Policy.
- (b) Monitoring and reviewing the effectiveness of this Statement in terms of its application to the particular operations and activities.
- (c) Ensuring the development and implementation of health and safety training for management and staff.
- (d) Promoting health and safety awareness within his respective areas of control.
- (e) Keeping themselves informed of incidents, accidents and ill health arising in individual locations or to persons at work.
- (f) Monitoring systems for ensuring the provision and maintenance of safe work equipment, working conditions and systems of work.
- (g) Monitoring procedures for the provision and maintenance of personal protective equipment for staff.
- (h) Monitoring the provision and maintenance of welfare facilities, including first aid and fire protection procedures.
- (i) Monitoring health and safety performance, including systems for the reporting, recording, investigation and analysis of accidents and ill health arising amongst staff and other persons at work.
- (j) Monitoring systems for joint consultation on health and safety matters.
- (k) Co-ordinating health and safety training activities and provision of information to staff.

Health and Safety Responsibility Chart



3. Managers

Managers are directly responsible for ensuring the health, safety and welfare of all persons under their supervision and leadership.

They must ensure that all tasks and work practices undertaken in their sections are performed with the utmost regard for the health and safety of all those involved. In particular, they are responsible for ensuring:

- (a) All accidents, incidents and cases of work-related ill-health are reported immediately to a senior manager.
- (b) Plant, machinery, work equipment and systems of work are safe and without risks to health.
- (c) Safe arrangements for the handling, storage and movement of materials, equipment and substances hazardous to health or safety.
- (d) The provision of sufficient information, instruction, training and supervision to enable persons at work to work safely, avoid hazards and contribute positively to their own health and safety at work.
- (e) The inspection on a regular basis, of their workplace, equipment, systems and devices, including lighting arrangements, passageways, fire alarms, fire escapes, fire appliances and first aid facilities, to ensure their efficiency and maintenance in an efficient state, in efficient working order and in good repair.
- (f) Ensure persons at work for whom they are responsible are aware of the procedures in place to deal with serious and imminent danger.

4. All Persons at Work

All persons at work must:

- (a) Take reasonable care for their own health and safety, and that of other persons who may foreseeably be affected by their acts or omissions at work.
- (b) Co-operate with management enabling them to comply with current health and safety legislation.

- (c) Not intentionally or recklessly interfere with or misuse anything provided for the purpose of health and safety at work in furtherance of a statutory requirement.

In particular, every person at work must:

- (a) Use any machinery, equipment, dangerous substance, transport equipment, means of production or safety device provided to them in accordance with any training in the use of the equipment concerned which has been received by them and the instructions respecting that use which have been provided by management.
- (b) Inform their immediate manager:
 - (i) Of any work situation which represents a serious and immediate danger to health and safety.
 - (ii) Of any matter which represents a shortcoming in the College's protection arrangements for health and safety.

5. College Health and Safety Officer

Principal and Chief Executive will act as the College Health and Safety Officer and provide an advisory service to managers, employees and other persons on site with regard to:

- (a) Health and safety policy formulation and development.
- (b) Structuring and operating all parts of the organisation (including the supporting systems) in order to promote a positive health and safety culture and to secure effective implementation of policy.
- (c) Planning for health and safety, including the setting of realistic short- and long-term objectives, deciding priorities and establishing adequate performance standards.
- (d) Day-to-day implementation of policy and plans, including accident and incident investigation, reporting and analysis.
- (e) Reviewing performance and auditing the whole management system.

To fulfil these functions, the Principal and Chief Executive will:

- (a) Maintain adequate information systems on relevant law and on guidance and developments in general and safety management practice.
- (b) Be able to interpret the law and understand how it applies to the organisation.
- (c) Establish and keep up-to-date organisational and risk control standards.
- (d) Establish and maintain procedures for the reporting, investigation, recording and analysis of accidents, occupational ill health and incidents.
- (e) Establish and maintain adequate and appropriate monitoring and auditing systems.
- (f) Ensure the provision of health and safety information, instruction and training to employees and others in accordance with current legal requirements.
- (g) Present themselves and their advice in an independent and effective manner, safeguarding the confidentiality of personal information.

On site managers are responsible for ensuring that all managers are advised of all matters relating to the health, safety and welfare of staff, visitors and contractors with particular reference to:

- (a) Health and safety management and administrative procedures.
- (b) Current and impending health and safety legislation.
- (c) The provision of a safe and healthy working environment.
- (d) Occupational health and hygiene.
- (e) Safety and accident prevention.
- (f) Health and safety training.
- (g) Documentation of procedures, operating requirements and instructions.

The Principal and Chief Executive will assist in the investigation of incidents where required.

The Principal and Chief Executive has the following relationships:

Within the organisation

With senior managers on matters of policy and authority to stop work which is being carried out in contravention of agreed standards and which puts people at risk of injury and/or ill-health.

Outside the organisation

Liaison with local authority environmental health officers, Health and Safety Executive inspectors, local police and fire service officers, equipment suppliers, licensing officials, officers of the College's insurers, contractors and members of the public.

Appendix C

The Hazards that can Arise and the Precautions Necessary on the Part of All Persons at Work

Hazards	Precautions
1. Careless/unsafe behaviour	Do: <ul style="list-style-type: none"> • Take reasonable care for your health and safety and that of other persons, including members of the public. • Co-operative with management to enable them to comply with legal requirements. Do Not: <ul style="list-style-type: none"> • Intentionally or recklessly interfere with or misuse anything provided for the purpose of health and safety at work.
2. Dangerous situations	Do: <ul style="list-style-type: none"> • Inform your immediate manager of any work situation, which represents a serious and immediate danger or where there may be a shortcoming in management's protection arrangements.
3. Fire	Do: <ul style="list-style-type: none"> • Operate the nearest fire alarm on discovering a fire. • Leave the workplace immediately by the nearest available exit on hearing the fire alarm, and report to your manager at your evacuation assembly point. • Store flammable substances separately. • Store waste paper and packaging materials in the bins provided. • Dispose of cigarette ends carefully. • Report defective electrical sockets, wiring and appliances to your departmental manager. • Keep fire exits unobstructed. • Ensure you are aware of the evacuation procedure and means of escape, together with the assembly point. Do Not: <ul style="list-style-type: none"> • Smoke in non-smoking areas. • Overload electrical sockets. • Store flammable materials carelessly.

4. Slips, Trips and Falls	<p>Do:</p> <ul style="list-style-type: none"> • Be careful when walking on staircases and surfaces that may be slippery. • Report potential tripping hazards to your immediate manager. • Wear suitable footwear. • Use the proper access equipment when you cannot reach items. <p>Do Not:</p> <ul style="list-style-type: none"> • Read whilst walking. • Leave the bottom drawers of filing cabinets open. • Stand on swivel chairs to reach overhead items. • Wear unsuitable footwear that may cause slips, trips and falls.
5. Work Equipment	<p>Do:</p> <ul style="list-style-type: none"> • Use any work equipment in accordance with the instruction and training provided. • Report defects in work equipment to your immediate manager. • Use scissors and knives carefully. <p>Do Not:</p> <ul style="list-style-type: none"> • Use defective work equipment. • Attempt to repair or modify work equipment. • Use razor blades or unsuitable knives for sharpening pencils or other cutting purposes.
6. Manual Handling	<p>Do:</p> <ul style="list-style-type: none"> • Lift equipment, boxes, parcels and other items carefully and in accordance with the manual handling instruction received. • Use any manual handling aids provided. • Report manual handling hazards to your immediate manager. <p>Do Not:</p> <ul style="list-style-type: none"> • Attempt to lift anyone or anything if you feel it is beyond your capacity.

<p>7. Electricity</p>	<p>Do:</p> <ul style="list-style-type: none"> • Check that wires, leads and telephone cables are: <ul style="list-style-type: none"> ○ In good conditions and properly connected to the appliance. ○ Securely attached to the plug; and not allowed to trail across floors. • Use a fused multi-socket block where more than one appliance is supplied from a power point. • Switch off, remove the plug and report to your manager in cases where an electrical appliance may appear to be defective or dangerous. • Keep electricity cables and flexes away from wet areas, or where they could be subject to damage. • Report any dangerous wiring, connections, overheating of appliances, etc to your immediate manager. <p>Do Not:</p> <ul style="list-style-type: none"> • Attempt to repair defective electrical appliances, cables, flexes, plugs or sockets. • Use defective electrical appliances. • Touch or attempt to move electrical equipment with wet hands. • Overload electrical sockets.
<p>8. Housekeeping and Cleaning</p>	<p>Do:</p> <ul style="list-style-type: none"> • Keep working areas tidy, returning equipment and materials to their correct storage points at the end of each day. • Keep floor areas free of obstruction. <p>Do Not:</p> <ul style="list-style-type: none"> • Work untidily. • Leave lower filing cabinet drawers open.
<p>10. Stacking and Storage</p>	<p>Do:</p> <ul style="list-style-type: none"> • Ensure goods are stacked on the shelving provided, or in the area set aside for storage. • Ensure marked gangways are kept clear. <p>Do Not:</p> <ul style="list-style-type: none"> • Obstruct gangways. • Place regularly used items out of normal reach.

11. Working at Heights

Do:

- Store ladders only on the racks provided.
- Ensure ladders are inspected regularly for wear.
- Ensure the correct pitch of a ladder (one out: four up) when using same.
- Report defects in ladders to the supervisor.

Do Not:

- Use defective ladders.
- Work off ladders at the wrong pitch.
- Attempt to reach items, which are out of reach.
- Use chairs, open drawers, shelves or any makeshift devices for obtaining access.

Appendix D

The College Leadership Team

- 1. The College Leadership Team shall be responsible for:**
 - (a) The establishment of policy and subsequent development of policy.
 - (b) Establishing and developing the organisation and arrangements for implementing this policy.
 - (c) Planning strategies and implementation of those strategies to secure elimination or control of risks.
 - (d) Setting corporate health and safety objectives and developing measures of management performance (key performance indicators).
 - (e) Reviewing performance and auditing the whole health and safety management system.
 - (f) The development of a corporate safety culture throughout the organisation characterised by openness, co-operation and commitment to learn.
 - (g) Identifying the resources required to secure the above and service.

Appendix E

Health and Safety Grievance Policy and Procedure

The following policy and procedure relates only to occupational health and safety problems, disputes or grievances.

1. In the event of any health and safety problem, dispute or grievance, employees should refer the matter in writing to their manager and a health and safety representative.
2. If the employee is dissatisfied with the outcome, or in the event of there being a risk of death, serious or imminent danger or risk to health, the employee may stop work, immediately leave the workplace and proceed to a place of safety.

The matter should be reported as soon as possible to the manager and Principal and Chief Executive who must investigate and determine the action required.

3. After the investigation, the employee will be informed that:
 - (a) The College has, so far as is reasonably practicable, eliminated the risk and that employees must resume normal working; or
 - (b) The College does not consider the matter constitutes a serious risk to health or safety and that employees must resume normal working; or
 - (c) The College will undertake further investigation and may, if necessary, obtain an expert opinion. In this case, employees will be suspended on full pay or be transferred to alternative work whilst the investigation takes place.

Note

Refusal by employees to resume normal working when instructed will be considered a breach of College discipline. The matter will then be dealt with under the College's normal disciplinary procedure.

Appendix F – Specific Policies

Alcohol and Substance Abuse Policy

The College is committed to ensuring the health, safety and welfare of its employees and those affected by its activities. It will take all reasonable steps to reduce, if not eliminate, the risk of injuries or incidents occurring due to individuals suffering from the effects of alcohol or substance abuse. This policy applies to all employees and all persons coming onto the College premises.

The College will undertake and regularly review risk assessments to identify and assess the risks associated with alcohol and substance abuse. The risk assessments will consider the scope of all work activities undertaken by the College to determine the appropriate policies and arrangements for managing the risks associated with alcohol and substance abuse by employees and, where relevant, students, contractors, customers and the public.

The College prohibits the drinking of alcohol by employees in the workplace or on College business other than reasonable drinking of alcohol in connection with approved social functions. The College regards drinking to an 'unreasonable level' as any of the following situations:

- The individual is over the legal limit stipulated for driving (ie 35mcg/100ml of breath alcohol concentration).
- In the opinion of management, the individual's performance is impaired. This may be at less than the legal limit stipulated for driving.
- In the opinion of management, the individual's behaviour may cause embarrassment, distress or offence to others.
- The individual continues to drink when instructed to stop by a manager.

The College will take all reasonable steps to prevent employees carrying out work-related activities if they are considered to be unfit/unsafe to undertake the work as a result of alcohol consumption or substance abuse.

The College expressly prohibits the use of any illegal drugs or any prescription drugs that have not been prescribed for the user. It is a criminal offence to be in possession of, use or distribute an illicit substance. If any such incidents take place on College premises, in College vehicles or at a College function, they will be regarded as serious, will be investigated by the College, and may lead to disciplinary action and possible reporting to the Police.

No employee or other person under the College's control shall, in connection with any work-related activity:

- Report, or endeavour to report, for duty having consumed drugs or alcohol likely to render him/her unfit and/or unsafe for work.
- Consume or be under the influence of drugs or alcohol whilst on duty [unless,

in the case of alcohol, with the agreement of line management for the purposes of official College entertaining].

- Store drugs (other than authorised prescription drugs) or alcohol in personal areas such as lockers and desk drawers.
- Attempt to sell or give drugs or alcohol to any other employee or other person on the College premises.

Employees must inform their line manager regarding any prescribed medication that may have an effect on their ability to carry out their work safely, and must follow any instructions subsequently given. Drugs that cause drowsiness must not be used whilst at work.

Any employee suffering from drug or alcohol dependency should declare such dependency, and the College will subsequently provide reasonable assistance, treating absences for treatment and/or rehabilitation as any other sickness absence. (Failure to accept help or continue with treatment will render the employee liable to normal disciplinary procedures.)

Display Screen Equipment Policy

The College will take all reasonable steps to ensure the health and safety of 'users' and 'operators' of display screen equipment (DSE), where 'users' are employees, including volunteers, temporary employees, and operators are self-employed persons.

The College recognises that risks associated with DSE are directly related to the type and layout of the workstation, the nature of the work and the physical and mental attributes of the person using the DSE. The College will therefore provide all necessary information, training and support to users and operators to enable them to understand and manage these risks. The College will also ensure that suitable and sufficient DSE risk assessments are undertaken and, whenever possible, eliminate or, if not, reduce all identified risks to as low as is reasonably practicable.

The Health and Safety Officer will:

- Ensure that all DSE workstations in the College's workplace(s) comply with the minimum requirements specified in the Schedule to the Health and Safety (Display Screen Equipment) Regulations 1992.
- Ensure that DSE assessments are performed for individual workstations for each DSE user or operator (other than very occasional users).
- Review all completed DSE assessments and initiate risk control measures indicated in the assessments (e.g. provision of new or modified equipment or aids, modification of working methods, training).
- Ensure that DSE assessments are reviewed for their confirmed application at least once every 12 months and when any significant change is made to the workstation.
- Ensure that an eye and eyesight test by a competent person is arranged for any user that requests such a test and that, where such a test had been arranged, further tests are arranged at regular intervals, as specified by the competent person.
- Ensure that users are reimbursed for the cost of basic spectacles or contact lenses prescribed specifically for use with DSE at work.
- Ensure that adequate training is provided to all users to enable them to use DSE in a safe and healthy manner.
- Ensure that work activities are planned to avoid prolonged periods of DSE use.

The Principal and Chief Executive will ensure that:

- DSE assessments are conducted and recorded by means of an interview with the DSE user or operator and a visual assessment [using the assessment record checklist], or review an assessment conducted by each user or operator.
- A summary of DSE assessments are submitted for review and approval by the Board of Governors.
- The DSE user or operator is advised of the findings of his/her individual

assessment.

- A file of all DSE assessments is maintained.
- General advice and information is provided to all DSE users and operators on the optimum arrangement of their workstation and action they can take (posture, exercise, breaks, etc) to ensure comfort and the avoidance of repetitive strain injuries or other harm arising from DSE use.

Lone Office Working Policy

The College will avoid the need for employees to work alone away from main College premises wherever reasonably practicable. Where lone working is necessary, the College will take all reasonable steps to ensure the health and safety of employees working alone.

The College will ensure that a risk assessment is conducted and that arrangements are in place prior to employees working alone.

Line Managers will ensure that:

- Lone working is avoided as far as is reasonably practicable.
- Emergency procedures are in place so that employees working alone can obtain assistance.
- Any employee working alone is capable of undertaking the work alone.
- Arrangements are in place so that someone else is aware of a lone worker's location.
- Persons working alone are provided with adequate information, instruction and training to understand the hazards and risks and the safe working procedures associated with working alone.

The person conducting the lone working assessment will:

- Involve the employee who is working alone in the assessment process and the development of safe working methods.
- Advise the employee undertaking the lone working of the findings of the assessment.
- Maintain a file of all lone working assessments.

Employees working alone will:

- Follow the safe working arrangements developed by the College for lone working.
- Take reasonable steps to ensure their own safety.
- Inform their line manager/assessor of any incidents or safety concerns.

Employees Working Overseas

The College will take all reasonable steps to ensure the health, safety and welfare of employees when they travel overseas as part of their work.

Advice on overseas travel will be obtained from the relevant government bodies. Where the risk is considered unacceptable, employees will not be allowed to travel overseas as part of their work. Employees may refuse to travel overseas where there are reasonable grounds for them to do so.

Every time employees travel overseas, the College will ensure that arrangements, including emergency arrangements, are in place prior to the travel. Where possible, identified hazards will be eliminated; otherwise the risks will be reduced to as low as is reasonably practicable.

The College will provide adequate information, instruction and training to those working overseas. Employees will make proper use of any equipment and systems of work provided for their safety and will use the designated means of transport.

The Principal and Chief Executive will:

- Review advice from the Foreign & Commonwealth Office, the World Health Organisation and the UK Department of Health prior to allowing employees to travel overseas.
- Ensure that documentation is completed and recorded for all aspects of the travel and the workplace that will be visited.
- Ensure that employees are informed of the hazards and risks associated with travel overseas.
- Ensure, as far as is practicable, that employees are aware of the culture and customs of the country that they are visiting in order that they do not inadvertently put themselves at risk.
- Ensure that employees are aware of safe working procedures to be followed when working overseas.
- Ensure that suitable emergency procedures are in place and that employees are informed of them.
- Ensure that arrangements are in place for the provision of adequate in-country medical support.
- Ensure that procedures are in place for employees working overseas to obtain emergency assistance.
- Ensure that employees working overseas have the required vaccinations and preventative medication.
- Ensure that the overseas travel record is completed prior to the employee's leaving the UK.
- Ensure that adequate travel insurance is in place.

Employees travelling overseas will:

- Advise their line manager of any tangible impediment to their travel, eg a

known medical condition.

- Ensure that any required vaccinations are up to date.
- Apprise themselves fully of all instructions and warnings given by the College or other bodies prior to their departure.
- Keep a copy of the completed overseas travel record.
- Ensure that any mobile phones provided are fully charged and, if possible, that a signal can be obtained in the destination country;
- Ensure that they are aware of site safety when working in a new workplace;
- Not engage in any activity not recognised as being essential to the travel activity.

Employees may refuse to travel overseas where they have reasonable grounds for doing so, for example on advice from the Foreign & Commonwealth Office.

Travel by Car

The College shall take all reasonable measures to reduce the risks to staff, other road users and the public resulting from driving to as low as is reasonably practicable.

The College takes a holistic view of the risks associated with travelling by car by considering both the skills required and behaviour whilst driving, with particular regard to those travelling long distances or during unsocial hours. The College shall provide adequate information and instruction to employees.

At all times while driving employees shall conduct themselves in accordance with the law and the College's policy and shall use their own judgment to ensure that they reduce the risks to themselves and to others to as low as is reasonably practicable.

The Principal and Chief Executive will:

- Ensure so far as possible that all drivers employed, or acting on behalf of the College, behave in a safe and considerate manner, obeying all applicable road safety legislation and showing respect for other road users.
- Ensure that evidence is provided by all drivers that they hold a full current licence for the class (es) of vehicle(s) that they drive on College business.
- Ensure that evidence of suitable insurance is demonstrated for all privately owned vehicles used for College business.
- Ensure that all drivers of their own vehicle on College business provide evidence of a current MOT for the car.
- Ensure that all drivers advise the College of:
 - All endorsements to their driving licence or disqualification from driving.
 - Any change of a privately owned vehicle used for College business.
 - Any change to insurance conditions.Immediately after the penalty is imposed or any change occurs.
- Ensure that all vehicles owned or operated by the College are subject to regular servicing by a reputable garage and routine examination ensuring the vehicles' continued road/operational worthiness.
- Ensure that, for College-owned vehicles, all maintenance procedures, equipment and replacement parts are suitable for the vehicle in question.

Employees will:

- Be responsible for their own safety, for any passengers or loads carried in the vehicle and for ensuring that the vehicle is safe to use (including hired vehicles).
- Ensure that passengers are carried only in accordance with the vehicle manufacturer's design specification, with a seat for everyone and only one person per seat.
- Ensure that seat belts are installed for the driver and all passenger seats and worn on all journeys.
- Take breaks every two hours when driving, especially on long-distance trips,

to ensure that they do not suffer fatigue.

- Plan their journeys to avoid travel in adverse weather and excessive hours.
- If necessary, due to adverse weather, journey length or the number of hours worked, make use of overnight accommodation arranged at the College's expense at the discretion of the driver.
- Record repairs and maintenance needs for College-owned vehicles in a vehicle-specific logbook and draw any concerns/defects to the attention of the College.
- Report promptly any problems with the condition of hired vehicles to the supplier and also inform the College.
- Not use mobile telephones while driving, instead switching the phone off and picking up messages when taking breaks from driving.
- Find a safe place to park to make telephone calls or receive messages.
- On a long journey take regular breaks to help relax and reduce tiredness.
- Not stop on the hard shoulder of a motorway except in an emergency.

Smokefree Policy

This policy has been developed to protect all employees, service users, customers and visitors from exposure to secondhand smoke and to assist compliance with the Health Act 2006.

Exposure to secondhand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

It is College policy that all our workplaces are smokefree, and all employees, associates, volunteers and visitors have a right to work in a smokefree environment. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace. This includes company vehicles. This policy applies to everyone in a College workplace.

The College recognises that the health, safety and welfare of employees, learners, sub-contractors and anyone else directly affected by the College's operations are of prime importance. The College has therefore developed and enforces a dedicated Smokefree policy. This policy is applicable to all employees as well as sub-contractors who undertake activities on behalf of the College and any learners or visitors to the College's premises.

As part of the College's induction process, new starters will be told about this policy and shown where it is located in the College's employee handbook. Recruiting Managers are responsible for informing job applicants of this policy. Employees are responsible for informing their visitors and students to the premises of this policy.

Policy Implementation

Overall responsibility for policy implementation and review rests with the Principal and Chief Executive. However, all staff are obliged to adhere to and support the implementation of the policy. The Principal and Chief Executive shall inform all existing persons in College workplaces of the policy and their role in the implementation and monitoring of the policy. Appropriate 'no-smoking' signs will be clearly displayed in College workplaces.

Smoking is prohibited within the College's premises.

Employees who go outside to smoke are restricted to taking smoking breaks in their normal refreshment breaks. Employees should inform their colleagues if they wish to take a smoking break and ensure that there is sufficient cover before taking a break.

Homeworkers

Homeworkers are not required to refrain from smoking during the course of work that is carried out for the College in their home, unless they invite others into an area of their home for work purposes.

Non-compliance

Disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply with the smokefree law may also be liable to a fixed penalty fine and possible criminal prosecution.

Help to Stop Smoking

The NHS offers a range of free services to help smokers give up. Visit gosmokefree.co.uk or call the NHS Smoking Helpline on 0800 169 0 169 for details. Alternatively you can text 'GIVE UP' and your full postcode to 88088 to find your local NHS Stop Smoking Service.

Stress at Work

The College will take all reasonable steps to reduce health and safety risks from stress in the workplace to as low a level as reasonably practicable.

Causes of stress (stressors) will be identified and managed. A suitable and sufficient assessment of the risk of these stressors will be undertaken. Identified risks will be reduced to as low as is reasonably practicable through safe systems of work, suitable equipment and information and training. Employees will make proper use of any equipment and systems of work provided for their safety.

Any reports of stress at work will be investigated and individuals will be provided with appropriate support.

The Principle and Chief Executive will:

- Determine if stress in the workplace is a problem by seeking employee views.
- Review job descriptions to identify tasks that may involve stressors.
- Identify all those who may be affected by work-related stress.
- Eliminate work-related stress or, where this is not possible, evaluate the risk of work-related stress, considering the existing arrangements that are in place.
- Identify additional arrangements to reduce the risk of work-related stress to as low a level as reasonably practicable, which could include changing working procedures, providing information and training, improving communication, and changing working procedures.
- Review workplace conditions to ensure that they do not contribute to work-related stress.
- Ensure that members of employees are consulted on arrangements for reducing work-related stress.
- Ensure that grievance and disciplinary procedures are adequate and communicated to all members of employees.
- Set up arrangements for individuals to report work-related stress.
- Encourage employees to inform their line manager of any concerns regarding stress.
- Ensure that support, which may include, for example, confidential counselling, special leave and back-to-work assistance, is provided to members of employees who are suffering from stress at work.
- Ensure that, when a work-related stress report is made, the underlying causes and actions to remove these causes are identified.
- Ensure that all members of employees, and especially line managers, are trained to identify the symptoms of stress.
- Encourage a culture in which stress is not regarded as a sign of weakness.
- Ensure that the arrangements for reducing work-related stress are monitored and reviewed for their effectiveness.

Employees will:

- Inform their line manager if they are suffering from excessive pressure or stress at work.
- Follow appropriate systems for work laid down for their safety.