

HEALTH & SAFETY POLICY



General Statement

The Corporation is committed to an organised, well-informed and proactive approach to health and safety reflecting the College's concern for excellence and continuous improvement in all that it does and meeting its responsibilities under the Health and Safety at Work etc Act 1974, the Management of Health and Safety at Work Regulations 1999 (as amended), and associated protective legislation.

It is the policy of the Corporation that the College operates its services at all times in such a manner so as to ensure, as far as reasonably practicable, the health, safety and welfare of employees, learners, those on work placements, visitors and all other persons who may be affected by its operations.

The Corporation and the Senior Management Team will, together with meeting their legal obligations, take every reasonable measure within their power to discharge their responsibilities for the provision, maintenance and improvement of:

- A safe and healthy place of work (which includes the working environment).
- Safe plant, equipment, and systems of work.
- Safe handling, storage and transport of articles and hazardous substances.
- Sufficient information, instruction, training and supervision as are necessary to ensure the health and safety of all employees.
- Adequate facilities for welfare at work compliance.
- Consultation with safety representatives appointed by recognised trade unions (and other employee representatives as may be required) and the provision of appropriate facilities to enable them to carry out their functions including representation on college health and safety committees.

The success in meeting these objectives is dependent upon the active assistance of everyone in the College. This includes employees, self-employed persons, volunteers, contractors working on campus, the general public and especially learners given their predominance in numbers.

A suitable assessment of foreseeable hazards and risks to employees, learners and other persons will be carried out as part of the ongoing risk assessment procedures of the College. Where significant risk is identified and cannot be eliminated, appropriate measures to reduce or minimise the risk will be taken and communicated to those concerned.

Employees are reminded of their legal duty to take reasonable care for the Health and Safety of themselves and others and to co-operate with the Corporation and SMT in implementing legal obligations.

Without detracting from these individual responsibilities, the Corporation will ensure the provision of competent advice on Health and Safety Policy matters.

This policy will be reviewed as necessary, by the Head of Estates Operations, and its operation will be monitored by the College Health and Safety committee.

This statement will be kept up to date and be available on the Intranet.



Signed:

Name: Peter Thomas

Position: Chair of Corporation

Date: 24th March 2022



Signed:

Name: Mark Bolton

Position: Principal & CEO

Date: 25th March 2022

Health and Safety Policy

Organisation - Roles and Responsibilities

Corporation

As the employer the Corporation has ultimate accountability for Health & Safety within the College. The Corporation will:

- monitor the effective implementation of the Health & Safety Policy.
- ensure that sufficient finance and resources are made available to achieve the objectives identified in the Policy Statement.

Principal

The Principal has overall responsibility for Health and Safety within the College and is required to take all necessary and appropriate action to ensure that legislative requirements are met in full and regulations and codes of practice adhered to. This will be achieved through the College Senior Management Team, senior managers, and other managers in supervisory roles.

Vice Principal Finance & Resources

The Vice Principal Finance & Resources is the Senior Manager appointed with responsibility for the preparation and revision of an effective Health & Safety Policy and systems for the execution of that policy. They provide the link between the broad strategic aims of the board of Governors and the implementation of the College Health and Safety Policies and Procedures.

Responsibilities include:

- ensuring the College successfully manages Health and Safety.
- chairing the College's Health and Safety committee.
- ensuring that the board of governors receive regular reports on health and safety.
- within the resources provided for the College, ensuring that there are adequate staff, funds and resources to support the health and safety programme.

Head of Estates Operations

The Head of Estates Operations reports to the Vice Principal Finance & Resources and has the responsibility for the preparation and revision of the Health and Safety Protocols. Further implementing and directing the practical measures that fulfil the College Health and Safety Policies and Procedures

- Responsibilities include providing strategic advice for the implementation of the College Health and Safety Policy and Procedure
- Ensure the college estate is managed safely and effectively and mandatory compliance is maintained
- Ensuring the implementation of a safety management system
- Line management of the Health and Safety Manager

Health and Safety Manager

The Health and Safety Manager reports to the Head of Estates Operations and has the responsibility for the College health & safety (H&S) requirements, ensuring that the College fulfils its legal obligations. Further to implementation of college wide Health and Safety Protocols and acts as a single point of contact and expertise for all matters pertaining to Health and Safety.

A key element of their responsibility is to advise and support College Managers in the development of suitable and sufficient health and safety management systems to ensure compliance with H&S law and College procedures.

They will:

- establish and implement an effective health and safety management system, working with external advisors where appropriate.
- review and develop the College's health and safety procedures to meet the requirements of current legislation and other relevant regulations.
- liaise with fire prevention advisors and monitor general fire safety and any requirements from fire risk assessments.
- ensure fire safety and emergency equipment is regularly inspected and serviced.
- implement approved contractor systems, e.g. SMAS and Construction Line, and monitor compliance by contractors with regard to College health, safety & safeguarding requirements, including the review of risk assessments and method statements for contracted works, maintain records of accidents, incidents and near misses and inform the relevant authorities when required and produce accident statistics for the health and safety committee to review at each meeting.
- oversee and participate in health and safety audits and provide reports.
- attend the College's Health and Safety committee.
- oversee the College's First Aid provision.
- oversee Health & Safety training ensuring that sufficient members of staff are in place to cover fire warden and first aid positions.
- ensure that periodic fire alarm audible testing, fire drills, emergency lighting inspections, fire extinguisher maintenance and inspection, inspections of emergency evacuation equipment are carried out and recorded.
- ensure that Personal Emergency Evacuation Plans (PEEPs) are in place for those that require a plan and they are administered and communicated to Fire Teams.
- manage the College's asbestos, ensuring there is an asbestos register and management plan, further ensuring contractors and staff are made aware of the asbestos register.
- provide site inductions to staff and contractors covering introductory level health, safety & environmental expectations, and protocols.
- control a single central Health & Safety file for the College via 'SharePoint'.
- assist departments in drawing up departmental risk assessments when requested and to compile Estates specific risk assessments responsible for the management of permit to work system.
- responsible for the implementation of CoSHH protocols and management.
- responsible for the management of the College's PPE protocol, providing advice to college managers/staff for implementation.

Assistant Principals and College Managers' Responsibilities

Assistant Principals and College managers have responsibility for the health, safety and welfare of all staff, learners and any other stakeholders who may enter their area, take an active role in

the implementation of the College health and safety procedures and achievement of health and safety objectives.

It is their responsibility to ensure that:

- the department health and safety file is maintained and kept up to date and contains suitable and sufficient information to ensure the safety of staff and visitors in their area of responsibility.
- staff are conversant with the Health and Safety Policy and procedures applicable to their area. On an annual basis, ensure that each member of their team has signed a record sheet confirming their understanding.
- suitable and sufficient risk assessments have been carried out on all department activities and are reviewed on a regular basis.
- written procedures for safe systems of work are produced to eliminate/minimise any hazards identified by the risk assessment.
- the preventative and protective measures required to eliminate reduce or control the identified risks to an acceptable level are implemented.
- provision is made for suitable staff training and the resources provided to ensure that safety standards within their area of responsibility are met and maintained.
- all areas are kept in a safe condition and safe working practices maintained.
- all accidents/incidents or dangerous occurrences are reported and investigated in accordance with appropriate procedures.
- first aiders and acting fire wardens are appointed to comply with college requirements.
- they appoint department safety coordinators, and ensure they have the knowledge and resources to carry out specific health and safety duties within the department and liaise with the Health and Safety Managers.
- all actions and recommendations from Audits, Walkabouts, Accident Investigations and from any other source must be recorded and followed up.

Lecturing Staff

Lecturing staff are responsible for the safety of learners in their charge. They are required to:

- supervise the activities, behaviour and safety of all learners and visitors in their area of responsibility and that they comply with the Health, Safety and Welfare regulations and College procedures.
- ensure that health and safety inductions are given to all learners when they first attend College, and that they are made aware of their rights and responsibilities under the safe learner concept.
- integrate all relevant aspects of safety into the teaching process in accordance with safe learner concepts.
- follow safe systems of work and observe safety regulations.
- report any accident/incident or near miss of any learner under their supervision via the college reporting system

Safety Co-ordinators

This role is vital to the successful management of health and safety within the department. They will act as a liaison in the exchange of information between their departments and the Health and Safety Manager.

Sufficient resources in terms of facilities, time and appropriate training must be made available to allow safety co-ordinators to undertake their role effectively.

They will:

- ensure that all staff within their department are familiar with the health and safety file and are aware of the requirements applicable to their area. Maintaining up to date records of their signed understanding
- monitor on behalf of their manager the health and safety provision within their area of responsibility, including completion of relevant documents and where appropriate carry out risk assessments;
- ensure that assessments are regularly reviewed or when significant changes occur to the process, the location, or the environment.

Union Safety Representatives

Workplace safety representatives are appointed by the recognised trades union within the College and are members of the College Health and Safety committee. They are consulted on College policy and procedures and liaise with staff in promoting and developing health and safety at work and monitoring its effectiveness.

All Staff

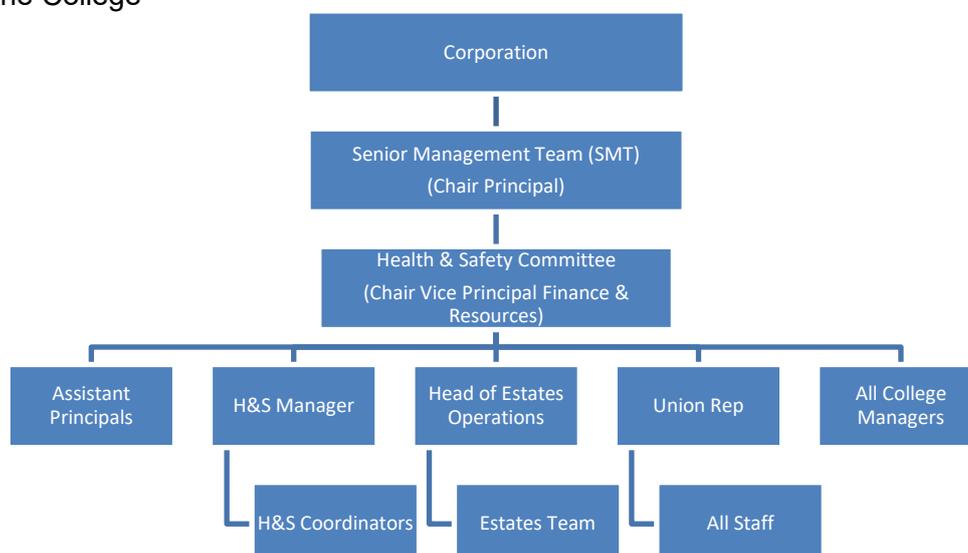
All staff are required to make themselves familiar with the department health and safety file.

They must:

- be familiar with the College Health and Safety Policy and working practices.
- take reasonable care of their own health and safety and other persons who may be affected by their acts or omissions.
- comply with all safety procedures and instructions provided by management and cooperate in discharging the College's legal duties in respect to Health and Safety law.
- sign a record sheet to confirm their understanding of these responsibilities and departmental H&S documents/protocols and procedures

Health and Safety Committee

The College Health and Safety Committee is responsible for keeping under review the College policy and procedures to ensure the health and safety of the staff, learners, and visitors to the College. The committee will meet at least termly. The committee structure will include representatives from a range of areas of the College



Health and Safety Policy

Overview of Protocols

The following overview of protocols are in place to ensure the health and safety of all employees, and others, whilst at work and as affected by working activities. Detailed protocols are available on Yeovil 365 home screen under the policies and procedures tab reference number P24

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Emergency Protocols

Protocol Statement

Yeovil College recognises the legal requirement to have in place effective emergency procedures to minimise the risk of injury to staff and other people towards whom it has responsibilities in a wide range of emergency situations. The safeguarding of life is always the priority in every procedure. All staff are encouraged to familiarise themselves with the emergency procedures.

Overview

Yeovil College must ensure that an evacuation plan for their site, buildings or parts of a building under their control is prepared, tested and reviewed at least annually. This plan largely coincides with the Fire Evacuation plan however all staff must be aware of but not limited to, the variants of this plan caused by circumstances such as:

- major Utilities failure.
- critical incidents involving individuals or small groups.
- security breaches/acts of terrorism.

Due to the size of the location and the fact that many staff are lone workers it is highly recommended that Yeovil College will:

- provide medical equipment to sustain life over and above that normally recommended (i.e., AED).
- train staff members in the use of all first aid equipment.
- inform the emergency services of the Emergency Plan.
- practise the emergency plan at least every twelve months.
- hold a debrief/review after any major incident to look at any lessons that may be learnt from it.

Communications

Any request for emergency help or advice should always be as concise and clear as possible answering the questions of “where, what, when, who.”

Fire

Protocol Statement

Yeovil College acknowledges the extreme risks to life and property caused by fire, and the legal requirements to control fire risks. Fire safety is of paramount importance to Yeovil College therefore compliance with this policy is essential. Additionally, all members of staff are urged to remain vigilant and to take personal action to reduce fire risks and never to assume that it is someone else's responsibility.

Overview

Yeovil College will ensure that adequate resources are provided for compliance with its legal obligations in relation to fire safety. The activities necessary to this compliance involve the provision, maintenance and monitoring of:

- Fire risk assessments.
- Fire Logbook.
- Means of escape.
- Fire safety signage.
- Physical fire protection of premises.
- Fire alarms and detection systems.
- Firefighting appliances.
- Fire evacuation drills.
- Training information and instruction.

Yeovil College will appoint sufficient Fire Marshals from SMT and other senior roles. All other staff will act as fire wardens, as per the Yeovil College fire evacuation strategy and procedures. This will ensure prompt evacuation from each building and guidance to all on site in the event of a fire alarm.

A termly fire drill must be carried out in every building and appropriately recorded in CAFM.

Fire Action notices will be displayed in all buildings showing emergency phone numbers, detailing the procedures to be followed and assembly areas for that location. Appropriate fire safety signage will be installed in all buildings.

Induction training for all staff and students will be carried out within their first week of attendance at the College. Contractors will be inducted via the facilities team on arrival and will include actions to be taken in case of fire. Further training will be given to people whose activities or roles increase the likelihood that they may encounter fire situations. All staff with any responsibility for other people, ie visitors, must consider the fire safety implications of any procedures they innovate and take appropriate measures to reduce the risk of fire.

Where fire risks are above that of office and domestic premises, sufficient staff should be trained in the use of Fire Fighting Appliances, for example engineering, hospitality and construction. This must also include the fire investigation team (FIT).

All fires and fire related incidents must be reported to the management of Yeovil College via the accident/incident/near miss form.

Fire, Health and Safety Training and Induction Training

Protocol Statement

Yeovil College recognises the importance of ensuring that existing staff receive regular and current fire, health and safety information, training and instruction to assist them in meeting their legal obligation.

Yeovil College recognises the importance of ensuring that all new staff receive essential information for their health and safety at work as soon as possible after the commencement of their employment and an ongoing programme.

Overview

Yeovil College is therefore responsible for ensuring that it co-ordinates the delivery of fire, health and safety information, training and instruction to all employees throughout the College on a regular basis and this needs to be recorded and kept up to date within a Training Matrix or other form of recording system.

Yeovil College is responsible for ensuring that all campus users receive instruction and information on health and safety within their first week of attendance. Their attendance must be recorded within the appropriate systems that they complete a health and safety induction video.

Fire/health and safety training provision will be made available to appropriate roles at the College as an ongoing process, on a three-yearly cycle, or sooner if appropriate.

First Aid

Protocol Statement

Yeovil College recognises its duties to provide adequate first aid facilities for its staff and will also ensure that these systems take into consideration other people for whom Yeovil College has legal or moral responsibilities.

Overview

Qualified First Aid staff

Yeovil College is responsible for ensuring that sufficient suitable people are nominated and resourced to be First Aiders or Emergency First Aiders. The number required depends on the level of risk, number of employees based at a site, foreseeable absences and work patterns etc.

Summoning First Aid Assistance & First Aid Notices

User must follow the duty first aider action flow chart, which is clearly displayed in all areas of the College. Yeovil College has a 'Duty First Aider' on call throughout the opening times of the College.

First Aid notices must be displayed in all areas of the College and must be kept up to date by the SMT, cascaded down to their areas of responsibility.

Staff working outside normal working hours must follow the first aid flow chart and act as directed.

First Aid Boxes/Kits

Yeovil College will supply adequately stocked first aid boxes; these must be checked and maintained after each use by 'Duty First Aider/Emergency First Aider'. First aid supplies will be sourced from facilities by the 'Duty First Aider/Emergency First Aider'

First Aid Treatment & Recording Treatment

First aid treatment must only be provided by staff who are fully qualified First Aiders, holding a current first aid certificate. Any treatment provided must be strictly in accordance with the training given. Appointed Persons are not permitted to provide first aid treatment for which they have not been trained. First Aiders must keep a record via the accident form on the portal including all treatments in respect of injury or ill health. Additionally, if treatment has been given as a result of an accident at work, the accident reporting procedure must also be followed.

Responsibilities of 'Duty First Aider/Emergency First Aiders'

- monthly check of first aid equipment and first aid rooms;
- keeping records of all first aid treatment given;
- ensuring First Aid Notices are kept up to date;
- ensuring that their First Aid Certificates do not expire.

Manual Handling

Protocol Statement

Manual handling is the term used to describe the transporting or supporting of a load by hand or bodily force. This includes lifting, carrying, pushing, pulling or putting down a load.

Accidents involving manual handling activities are a major cause of over three-day injuries at work and can result in considerable pain and suffering for the individuals concerned. The Manual Handling Operations Regulations 1992 (Amended 2002) seek to prevent injury from the manual handling of loads.

Yeovil College will endeavour to ensure that hazardous manual handling activities are avoided as far as reasonably practicable. Where potentially hazardous manual handling activities cannot be avoided, Yeovil College will ensure that suitable and sufficient risk assessments are undertaken, and adequate control measures are subsequently introduced in order to reduce the risks as far as reasonably practicable.

Yeovil College will ensure that employees are provided with such information, instruction and training as may be necessary for them to appreciate the risks presented by manual handling activities foreseeable in their occupation and to ensure that they know how to apply any control measures that have been introduced.

Overview

Yeovil College should seek to eliminate hazardous manual handling activities. We should consider whether the hazardous manual handling activity is actually necessary or whether the desired result could be achieved in an entirely different way by, for example:

- carrying out the process in situ.
- bringing the process to the load rather than the other way around.
- automating or mechanising the process (e.g., the use of forklift trucks, hand operated pallet trucks or trolleys).

Where hazardous manual handling activities cannot be eliminated a manual handling assessment must be undertaken and adequate control measures introduced in order to reduce the risks.

These manual handling assessments should be recorded on the Manual Handling Risk Assessment Form, which incorporates a checklist of risk factors to look for. Manual handling assessments should be reviewed annually, or sooner if there has been a significant change in the activity to which they relate.

Yeovil College must ensure that staff are provided with sufficient information, instruction and training about the manual handling tasks that they are required to undertake. For general office staff and trainers, who carry out limited manual handling tasks, the information contained in the Staff Safety Handbook will be sufficient for this purpose. Other staff who regularly carry out more hazardous manual handling activities may also require training in good manual handling techniques.

Slips, Trips and Falls

Protocol Statement

Yeovil College recognises that the most frequent cause of accidents in the workplace is slipping, tripping and falling, and that some of these accidents result in serious injury. Yeovil College is committed to trying to reduce the number of these accidents and the consequent suffering and other losses that follow them. All staff are encouraged to help in this effort by considering their own actions, reporting any non-injury slips, trips and falls, and reporting any hazards that they notice which might cause such accidents to the management of Yeovil College.

Overview

All staff will receive information, via the department's health and safety folder (i.e., department risk assessments) on the causes of slipping, tripping and falling accidents and the means of preventing them.

Premises defects, which appear to cause a hazard, will be reported to the management of Yeovil College.

Human behaviour is an underlying cause of many slipping, tripping and falling accidents, therefore all staff are asked to bear in mind that such accidents can happen to them and to take care in the selection of appropriate footwear, wet and slippery conditions and in the use of stairs and steps.

Staff will be instructed on the need to exercise care when walking over rough tracks and ground.

Yeovil College will collate information received on slipping, tripping and falling accidents, as well as analysing whether there is any pattern in these events so that remedial actions can be taken. Since every injury accident is usually predictable from the near misses or non-injury similar events that have occurred, it is most important that these incidents are reported even if no injury has resulted.

Electricity

Protocol statement

Electrical accidents are often serious and almost always avoidable. Yeovil College will comply with relevant legislation on electricity, train staff in the risks of electricity and safe working procedures and ensure that contractors comply with both national standards and local safety rules.

Overview

Definitions

- “Electrical equipment” includes anything used, intended to be used or installed for use, to generate, provide, transmit, transform, rectify, convert, conduct, distribute, control, store, measure or use electrical energy.
- “Danger” means risk of injury, i.e., Electric shock and burns from contact with live parts; injury from exposure to arcing, fire from faulty electrical equipment or installations; explosion caused by unsuitable electrical apparatus.
- “Electrical system” within the context of a building, is a network of conductors and equipment designed to carry, distribute and convert electrical power safely from the point of delivery or generation to the various loads around the building that consume the electrical energy.
- “Live” electrically connected to a source of potential difference, or electrically charged so as to have a potential different from that of earth
- “Charged” means an item has retained or acquired an electrical charge although it may be disconnected from the electrical system.
- “Dead” means neither live nor charged.

Principles

Anyone, employee or contractor, who works on an electrical system for Yeovil College must be competent to carry out that work safely. Such competence includes special training as necessary, for example for High Voltage work.

Staff will not interfere with or attempt to repair or adjust any electrical equipment unless they are competent and authorised to do so.

All electrical work will be carried out on dead systems with adequate precautions taken to ensure that the system cannot become live, except when the following conditions have all been fulfilled:

- a) it is unreasonable for the work to be done dead; **and**
- b) the risks of working on or near live conductors have been identified, assessed and the methods for controlling those risks have been identified; **and**
- c) it is reasonable to work live; **and**
- d) suitable precautions can be taken to prevent injury.

Where the degree of danger has been assessed as significant, written safe systems of work will be followed. Live working will normally require a permit-to-work system unless the danger is minimal, for example where voltages not exceeding 50 volts AC may be involved, and in such circumstances adequate safety precautions must still be taken.

Maintenance

All fixed installations, electrical equipment, and portable equipment used by Yeovil College will be identified, logged and regularly inspected, tested and maintained in accordance with legal guidance.

Electricity (continued)

Yeovil College does not perform portable equipment testing on all equipment. However, risk assessments in high-risk areas such as the hair and beauty salon, engineering, and other areas with large equipment may identify a need for PAT. Otherwise all equipment used on site requires regular visual checks.

The College recognises that staff/learners, visitors and contractors may bring their own laptop computers, tablets, and mobile phones chargers and other devices onto the campus. These items are deemed personal equipment and it is the individual's responsibility, via visual checks, to maintain and ensure the items are in good condition.

Earthing and safety devices such as residual current devices will be installed and maintained wherever these are needed to ensure safety.

Display Screen Equipment

Protocol Statement

Yeovil College recognises the risks of using Display Screen Equipment (DSE) and that misuse can lead to chronic injury. This Protocol sets out procedures to minimise the health risks of using DSE and to ensure compliance with the Display Screen Equipment Regulations 1992. Yeovil College will ensure that all equipment provided for DSE Workstations complies with legislative requirements.

Overview

Yeovil College must ensure that DSE Users are identified and that a DSE Assessment is completed for each User after completing the health and safety induction video. The self-assessments can be found on the Yeovil 365 home page, policies and procedures tab (R23). A self DSE workstation assessment can then be completed and forwarded to the line manager for action. Copies will be kept in the department health and safety folder and will be maintained by the coordinator. Records of DSE assessments must be retained for at least 3 years, and the assessment repeated if there has been any significant change to the workstation or the work that is carried out by the user.

“User” The Health and Safety (Display Screen Equipment) Regulations apply to workers who use DSE daily, for an hour or more at a time. We describe these workers as ‘DSE users. The regulations don’t apply to workers who use DSE infrequently or only use it for a short time. College

A DSE Workstation includes the IT equipment, the desk, chair and other furniture and equipment essential and ancillary to the work at the DSE and the immediate working environment.

DSE Users are entitled to a free eye test.

Yeovil College will provide a contribution towards the cost of corrective glasses for DSE Users where these are **needed solely due to the use of DSE** and this contribution is equal to the cost of a basic pair of such glasses.

All staff using DSE must read procedure Display Screen Equipment or the Health and Safety procedure DSE (R23) on Yeovil 365 policy and procedures tab. Managers are to ensure their staff are identified and their workstation has been risk assessed before, or as soon as practicable after, starting work with DSE.

Yeovil College has recognised the importance of completing a DSE for home working in line with the Health and Safety policy.

Lone Working and Out of Hours Working

Protocol Statement

Yeovil College recognises that there are a range of circumstances when staff may be working alone thereby increasing their risk of injury or personal safety. The purpose of this protocol system is to identify higher risk situations and measures that can be taken to minimise that additional risk.

There will still remain some circumstances where it is unacceptable for staff to be working alone, and these will be detailed.

Overview

We need to identify foreseeable lone and out of hours working situations, assess the additional risks, and specify practical measures which will reduce those additional risks to an acceptable level. Examples of the hazards are given below, together with generic suggestions for risk reduction.

Situation	Hazard	Suggested Risk Reduction Measures
Office, late work	Intruders Accidents	Improve security access, emergency contact procedure (radio, phone call, fire alarm) Pre-arranged work time communicated with manager, phone check time until off site
Injury whilst in remote location	Accidents	Inform your CAM of your whereabouts & expected time of return – agree regular intervals when you will call in if you are in a remote location or various locations throughout the working day If lone working after hours informs Estates team (CSOs’).

In all cases where emergency communications form part of the risk reduction measures, it is essential to check that systems are effective and train staff in their use.

These hazards and control measures must be entered in Risk Assessment records and reviewed annually or where there is any significant change in the activity or the level of hazard.

It is essential for all staff to take responsibility to let others know that they will be working alone, particularly where this is unusual, and a formal risk assessment has not been carried out.

Detailed types of lone working and perceived risk/controls are on the lone worker protocol under Health and Safety within Estates.

Accident/Near Miss/Incident Reporting and Investigation

Protocol Statement

Accidents cause injury, ill health, property damage, loss of time and money. Accidents are preventable and Yeovil College health and safety systems are reviewed regularly and updated to reduce the risks of accidents. Investigating and understanding the causes of accidents is an important means of improving our systems. Therefore, it is essential that all accidents and near miss incidents are reported to Yeovil College and thoroughly investigated so that we can learn from them. Investigation is not for allocating blame, and a no-blame culture is necessary to implement effectively this policy.

For Yeovil College purposes the following **definitions** are used:

- An accident is an unplanned event resulting in injury, ill health, loss or damage.
- An incident or dangerous occurrence is an unplanned event that nearly caused injury or ill health and may have caused loss or damage.
- A near miss, “near hit”, “close call”, or “nearly a collision” is an unplanned event that has the potential to cause, but does not actually result in human injury, environmental or equipment damage, or an interruption to normal operation

Overview

Yeovil College is responsible for implementing this policy. All staff should maintain awareness of accidents/incidents occurring in their area and should involve themselves in the investigation of any accidents/incidents which are serious, or which require to be reported to the Health and Safety Executive.

Yeovil College is responsible for:

- a. Formulating policy to ensure compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
- b. Mandatory reporting of notifiable injuries, diseases and dangerous occurrences to the Health and Safety Executive.
- c. Keeping a record of accident/incident statistics.
- d. Investigating every significant accident/incident so that the cause can be identified allowing corrective actions to be implemented.

All staff are responsible for:

- a. Recording all accidents/incidents involving staff, students, visitors, or contractors in the Accident/Incident/Near Miss form.
- b. If off site and on College business, serious accidents/incidents must be reported immediately by telephone to your line manager or SMT lead. In the event of an emergency call 999 immediately
- c. For other accidents/incidents Yeovil College must be as per the staff handbook.
- d. Co-operating fully with Yeovil College and the Enforcing Authority during any subsequent investigation.

Risk Assessment

Protocol Statement

Yeovil College acknowledges that risk assessment forms the basis of practicable methods of reducing accidents and other losses and it is committed to promoting the thorough use of this methodology in health and safety matters. Yeovil College recognises that suitable and sufficient risk assessments are required by legislation and that these must be regularly reviewed and updated. Staff will be trained to undertake competent risk assessments appropriate to their level and type of work.

Overview

Risk Assessment is not the reserve of experts and for the vast majority of activities it can be competently carried out by the people undertaking those activities provided they have been given some training on how this has to be done. Specialised and higher risk activities may require input and advice from safety specialists in a particular field.

All activities incurring a risk of injury or ill-health above the level of risk prevalent in daily living are required to be risk assessed. Where that assessment identifies that such a risk is significant the risk assessment must be recorded, and the outcomes brought to the attention of all people who may be affected by that activity. The risk assessment may take account of existing control measures, and where these are not sufficient to reduce the overall risk to an acceptable level; other control measures must be specified.

In all cases a hierarchy of risk reduction measures should be adopted starting with avoiding the risky activity altogether, changing the activity to reduce risk, isolating the risk process, reducing the length or quality of exposure to the risk, reducing the number of people exposed to risk, or as a last resort, using personal protective equipment.

A risk assessment form is available together with further written guidance.

All risk assessments must be retained for 6 years as per the Retention of Records Policy 2018 (P31) and be available for inspection by Health and Safety Executive Inspectors, Insurance Surveyors and others who may have reasonable grounds for seeing these. These will be retained within the department's health and safety folder, under appendix.

How to do a Risk Assessment

We all do risk assessments every day as we cross roads, travel to work or decide whether to take waterproofs with us or not. Risk assessment is NOT the reserve of risk or safety professionals and legislation never intended it to be. Everyone can carry out general risk assessments with a little simple guidance and the will to do it thoroughly.

There are clear steps to assessing risk:

- Identify the hazard; that means things that can cause harm. Make sure that you know the various types of harm that can result, for example a chemical may be poisonous but may also be very flammable.
- Think who could be harmed – who is likely to be affected by the hazard and how much/how often – this is the exposure.

Risk Assessment (continued)

- Work out the different ways they could be harmed, that is the risks or bad outcomes – for example, a spill of diesel gives a fire risk, but it also makes the ground slippery for anyone walking on it, so burns and slipping/falling injuries are both possible.
- Estimate how serious the resulting harm could be. Is it always trivial or is the worst-case scenario bad?
- Think through the hierarchy of reducing the overall risk:
 - Can the hazard be removed altogether?
 - Can the way of doing the task be changed?
 - Can the hazard be replaced by something less hazardous?
 - Can people be kept apart from the hazard i.e., they are not exposed to it by enclosure of process or distance guarding?
 - Can the hazard be controlled or reduced e.g., use smaller quantities, ventilation for fumes?
 - Can the exposure of people to the hazard be reduced e.g., limited time or staff access?
 - Can personal protective equipment and training reduce risk?
 - Are there remedial measures that can be taken after harm has occurred e.g., quickly accessible washing facilities?
- Write down the significant risks you have identified and what you are doing to control them. A risk assessment form is included to assist you in this process and the Yeovil College format, based on a Semi Quantitative 5x5 matrix. Tell the people who may be affected by the risks about your findings.
- Review the assessment in the light of any changes or new information that comes to light. Recommended annually or after any significant change to working practices.

Written assessments and safety procedures will be prepared for all the areas of Yeovil College. Risk assessments will include specific mention, where relevant, of:

- Manual Handling
- Display Screen Equipment
- Fire
- Machinery and Equipment
- Slips, trips and falls
- Work at height

Reporting Health and Safety Concerns and Follow-up

Protocol Statement

Yeovil College encourages the involvement of all staff and contractors/visitors in improving its safety performance and welcomes an open dialogue on health and safety concerns. Hazards or suspected hazards should be reported promptly to the office so that they can be remedied quickly.

Any reports of health and safety concerns should be as clear and concise as possible to assist Yeovil College in investigating and rectifying problems. Genuine concerns, even if they turn out to be ill-founded, will be treated with equal process and no-one will be penalised in any way for raising such issues.

Yeovil College adopts a no blame culture, but we do seek responsibility and causes for further prevention.

Overview

Yeovil College will deal with premises defects and items of fixed plant and machinery, either themselves or by calling in contractors to carry out the work. The speed of such actions will depend on the degree of hazard posed by the defect and the time and costs of putting it right. Sometimes matters can be made safe immediately but more complex repairs may necessitate temporary measures to ensure safety to be put in place before the work can be planned and done.

In all cases Yeovil College will do all that is reasonably practicable to minimise risks to health and safety, but the choice of the solution to achieve adequate health and safety may not always satisfy all other interests. For example, if part of a building has to be closed until funds can be found to carry out repairs, it may achieve safety requirements but may cause inconvenience to former users.

Site Contractors/Visitors

Protocol Statement

Yeovil College recognises it has a duty to provide a safe environment for any contractors/visitors to the site.

Overview

Contractors/visitors to any location may not be aware of the risks associated within the site, therefore all visitors must:

- sign in on arrival at Reception or facilities, depending on the visit requirement (i.e. visitor to reception, contractors to facilities);
- contractors will be required to submit RAMs' Methodology, insurance details, DBS certificate number and confirm understanding of Safeguarding/Prevent on Campus prior to arrival
- be given/informed of any relevant safety information prior to/on arrival, fire alarm testing, planned evacuations, first aid number.
- be accompanied by the person they are visiting, who in turn is responsible for the contractors'/visitors' safety.
- on leaving the location they must sign out and hand in their badge to Reception or facilities.

Yeovil College will ensure that Safe Systems of Work exists for the management of contractors. Where contractors are to carry out work on Yeovil College property, they will be asked to provide evidence of health and safety competence in advance (i.e., Constructionline/SMAS). Before undertaking any work involving hazardous operations or the use of hazardous substances, an agreed method of work will be drawn up. Copies of Risk Assessments, Method Statements, or similar documentation must be submitted and approved by the person responsible as confirmation that risks to health and safety are being properly managed.

Yeovil College must ensure that contractors are made aware of any known hazardous environments (i.e., asbestos related).

It is the responsibility of the contractor/sub-contractor to ensure that their employees adhere to all relevant legislation and Yeovil College rules in regard to health and safety whilst on Yeovil College property.

It is also the responsibility of the Contractors/Sub-contractors to ensure that the health, safety and welfare of Yeovil College staff, visitors and others is not put at risk from their work activities and practices, and that safe systems of work are adhered to at all times.

All contractors/visitors will report to the prearranged designated person prior to commencing work. They must familiarise themselves with any Health and Safety processes that may apply to the part of Yeovil College in which they will be working and be aware of what to do in the event of a fire, the fire assembly points and the first aid number.

The activities of contractors whilst they are on site will be monitored to ensure that their methods or work are safe, and do not put the safety of Yeovil College employees at risk.

Workplace Equipment

Protocol Statement

Yeovil College recognises the risks of using Workplace Equipment and that improper use can lead to severe injury. This protocol sets out procedures to minimise the health risks of using Workplace Equipment and to ensure compliance with the Provision and Use of Work Equipment Regulations 1998. Yeovil College will ensure that all equipment provided complies with legislative requirements.

Definitions

Workplace equipment is taken to include such items as hand-tools, power tools, plant, log cutters, etc.

Overview

Yeovil College will ensure that all workplace equipment is fit for purpose in respect that it is the correct type and maintained in a safe condition. Maintenance logs will be kept and monitored regularly at department level. All defects must be reported at department level and the equipment labelled as defective.

Yeovil College will also ensure that staff have received suitable training and information on the equipment and that it is used correctly.

Control of Substances Hazardous to Health

Protocol Statement

Yeovil College recognises the risks involved in using certain chemicals and that misuse can lead to severe injury. This protocol sets out procedures to minimise the health risks of using chemicals and to ensure compliance with Control of Substances Hazardous to Health Regulations 2002.

Overview

Yeovil College will ensure that control measures are in place to minimise the risk of injury and/or illness due to chemicals. This will include safe storage, handling and use.

Yeovil College will investigate the possibility of substituting chemicals that pose a threat for less harmful ones.

Yeovil College will also ensure that staff have received suitable training and information on any chemicals that they use and that any chemicals are used correctly. Such training may include CoSHH Assessors who can act as the competent persons and advise staff.

Each department, where appropriate will create its own CoSHH register, and if products are deemed medium risk and above, create individual CoSHH Assessments to be reviewed under normal 'Review' conditions. For ALL products, the minimum of an MSDS must be held on record, either electronically or hard copy within the department's H&S File. The decision on risk level will be assisted with information drawn from the MSDS and advised by the College's Health & Safety Officer.

Personal Protection Equipment (PPE)

Protocol Statement

Yeovil College recognises the requirement to provide certain items of Personal Protection Equipment to staff and learners. This protocol sets out procedures to ensure compliance with the Personal Protective Equipment at Work Regulations 1992.

Overview

PPE is equipment that will protect the user against health or safety risks at work. It can include items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses. It also includes respiratory protective equipment (RPE).

Yeovil College will ensure that all PPE is suitable for the wearer and the task for which it is intended eg:-

- Eyes – Safety spectacles, goggles, face screens, face shields, visors to protect against chemical or metal splash, dust, projectiles, gas and vapour.
- Head and Neck – Industrial safety helmets, bump caps, hairnets and sun cream, warm/cold weather hats to protect from Impact from falling or flying objects, risk of head bumping, hair getting tangled in machinery, chemical drips or splash, climate or temperature.
- Ears – Earplugs, earmuffs, semi-insert/canal caps to prevent against ear damage, hearing loss, other conditions such as tinnitus.
- Hands and arms – Gloves, gloves with a cuff, gauntlets, sun cream and sleeving that covers part or all of the arm to prevent against Abrasion, temperature extremes, cuts and punctures, impact, chemicals, electric shock, radiation, biological agents, burns and prolonged immersion in water.
- Feet and legs – Safety boots and shoes with protective toecaps and penetration-resistant, mid-sole wellington boots and specific footwear to prevent against Wet, hot and cold conditions, electrostatic build-up, slipping, cuts and punctures, falling objects, heavy loads, metal and chemical splash, vehicles.
- Lungs – face masks, face coverings and respirators to protect against Oxygen-deficient atmospheres, dusts, gases and vapours.
- Whole body – Conventional or disposable overalls, boiler suits, aprons, chemical suits to protect from Heat, chemical or metal splash, spray from pressure leaks or spray guns, contaminated dust, impact or penetration, excessive wear or entanglement of own clothing
- high visibility jackets – banksmen and security staff.

The listed examples above are not exhaustive and the issue, use and provision of ongoing PPE will be determined by the department's own Risk Assessment process.

In addition, Yeovil College will ensure that all PPE is regularly maintained and stored in a suitable place.

Yeovil College will also ensure that staff have received suitable training and information on any chemicals that they use and that any chemicals are used correctly.

Noise

Protocol Statement

Yeovil College recognises that the nature of work within the grounds may produce excessive noise levels which can be harmful to health. If noise levels are significant, a noise survey will be undertaken, and suitable control measures introduced.

Overview

Yeovil College will ensure that control measures are in place to conform to The Control of Noise at Work Regulations 2005 (Noise Regulations 2005) to minimise the risk of injury and/or illness to all staff due to the effects of noise.

Yeovil College will ensure that all new machinery will operate within safe working levels of noise emission, or alternatively, noise enclosures will be installed; the exposure of employees to noise will be minimised wherever possible via engineered solutions.

This will be monitored by each department and raised as part of their Risk Assessment process.

Yeovil College provides ear defence for the use of all employees in areas where the noise exceeds 80dBA, and where noise exceeds 85dBA, the wearing of hearing protection shall be mandatory.

Working at Height

Protocol Statement

Yeovil College recognises that it has a duty of care to staff who may be exposed to the risk of injury through working at height, under the Work at Height Regulations 2005

Overview

Yeovil College will ensure that control measures are in place to minimise the risk of injury due to working at height.

Where appropriate all working at height will be avoided, and if deemed necessary via the risk assessment process, suitable access equipment will be used by competent staff, and/or contractors.

Yeovil College will ensure that all ladders, step ladders and other access equipment are safe and fit for purpose. Whilst not in use, it will be kept secure at all times and only authorised users gaining access.

All access equipment will be identified, and an asset register kept, either electronically or hard copy in each department.

Yeovil College will also ensure that staff have received suitable training and information on the equipment and that it is used correctly.

Use of Company/Staff Vehicles

Protocol Statement

Yeovil College vehicles shall only be driven by authorised drivers who hold a valid driving licence (where relevant) and who have been trained to drive the particular vehicle. Drivers must annually complete the Facilities driver forms where Facilities will confirm eligibility to be an authorised driver. It is the responsibility of the authorised driver to update Facilities of any changes to their driving license. Authorised drivers are responsible for the serviceability of the vehicle and should immediately bring any defect to the attention of Facilities. Authorised drivers must fully complete the Facilities transport booking form and the driver vehicle checklist before completing a trip in any College vehicle.

Yeovil College holds the right to ensure that any drivers of vehicles hired in for use or own by Yeovil College, have the appropriate training and will therefore arrange for additional skills session which will hold a pass/fail criterion – those who fail will not be authorised to driver such vehicles, i.e., minibuses. This will also keep Yeovil College in line with its conditions.

All road traffic accidents and dangerous occurrences must be reported immediately to the Head of Estates Operations.

Operation of agricultural and/or construction type vehicles will be prohibited throughout Yeovil College unless the operator is fully competent and has the appropriate licences, i.e., CPCS Card. criterion

Use of Personal Vehicles for College Business

The Yeovil College Travelling & Subsistence Policy (P17) sets out guidance and guidance for essential car users.

The College has a responsibility to ensure that drivers are qualified and fit to drive, and that the vehicles they use are insured and road worthy. All staff are required to complete their driver declaration confirming all required details are in place. These declarations are obtained annually by HR via the self- disclosure form which forms part of the annual appraisal process. Spot checks will be made throughout the year to ensure that the declarations are accurate.

Vibration

Protocol Statement

Yeovil College recognises that the nature of work within the grounds and use of ageing equipment may produce excessive vibration levels which can be harmful to health. Risk assessments will be carried out in accordance to Control of Vibration at Work Regulations 2005 which relate specifically to HAV (Hand arm Vibration). If vibration levels are significant, a vibration survey will be undertaken, and suitable control measures introduced to prevent HAV-related diseases such as hand-arm vibration syndrome and carpal tunnel syndrome.

Overview

Yeovil College will ensure that control measures are in place to minimise the risk of injury and/or illness to all staff due to the effects of vibration.

Yeovil College will ensure that all new machinery will operate within safe working levels of vibration emission, or alternatively, vibration dampening measures will be installed; the exposure of employees to vibration will be minimised wherever possible.

Yeovil College staff will conduct a vibration risk assessment for each task monitoring where appropriate and provides vibration resistant gloves for the use of all employees involved with vibrating machinery areas, and this protective equipment must be worn when machinery is operating.

Asbestos

Protocol Statement

Yeovil College recognises that the nature of work within the Estates portfolio and the age of construction will mean that certain premises will contain an amount of Asbestos through the original construction and/or remedial work in the early years prior to 2000.

Overview

Yeovil College contracted out its Asbestos Surveying to a third-party specialist and they have created an Asbestos Register for all Yeovil Colleges Estates portfolio. This is readily available through the Estates and Facilities Department. Control measures are in place to ensure that any maintenance team member or external contractor will be made aware of any Asbestos within their working area, therefore taking the appropriate safety measures.

Yeovil College will ensure that all maintenance team members and contractors receive a full briefing prior to starting any task and that they sign to say they have received this safety briefing and had sight of the Asbestos Register.

Yeovil College will ensure that all members of the Facilities team are Asbestos Awareness trained on a three-year cycle and any work on asbestos will be carried out by trained and competent staff to the required level, Non-licenced work or Licensed Removal.

Legionella

Protocol Statement

Yeovil College recognises that the nature of environment and Estates portfolio, there are a number of water pipe systems that could attract the growth of the Legionella bacteria. Therefore, it has taken steps towards managing this hazard.

Overview

Yeovil College will ensure that control measures are in place to minimise the risk of illness to all staff, learners, contractors and visitors due to the effects of Legionella.

Yeovil College will ensure that there is an adequate monitoring/testing regime in place, and this is carried out by competent persons.

Yeovil College provides regular weekly flushing and a random testing regime to be able to continually monitor the piping system and or associated plant which could become contaminated. All of these random and/or planned testing/maintenance are recorded on the central data base held in the Estates and Facilities Department office, or on Yeovil 365 home page policies and procedures tab. (Policy ref number P49)

Personal Emergency Evacuation Plan (PEEP)

Protocol Statement

The College operates its services at all times in such a manner as to ensure as far as is reasonably practicable the health, safety and welfare of its employees, and the health and safety of all other persons who may be affected by its operations.

The Management of Health and Safety at Work Regulations 1999 and The Regulatory Reform (Fire Safety) Order 2005 require a risk assessment to be carried out to take into consideration all employees and all other people who may be affected in the workplace, and to make adequate provision for any disabled people who may use or may be on the premises, this includes ensuring that any person with a disability can leave the premises safely in the event of a fire.

Overview

As part of the College Fire Safety procedure an assessment of emergency evacuation of any mobility/hearing/sight impaired person who will be attending the College should be carried out.

This Personal Emergency Evacuation Plan will record the arrangements that have been made to evacuate an individual with a permanent or temporary disability should an emergency situation arise e.g., fire alarm activation, that requires evacuation, particularly from buildings with more than one floor.

The nature and extent of assistance that may be required during an emergency evacuation will need to be assessed with the individual to determine their mobility capabilities. The PEEP should not reveal any specific medical details about an individual's disability but provide sufficient information as to the provisions needed to ensure the individual's safety.

The new PEEP questionnaire is available from Estates and/or HR. These will be carried out between the departmental manager/CAM and the individual concerned and H&S guidance and/or support can be sought from the College's Health & Safety Officer.

The contents of the PEEP will only be made available to those members of staff who may be required as a buddy, support, assistance or Facilities Emergency Response team.

The individual to whom the PEEP applies are duty bound to inform Yeovil College of any significant changes to their personal ability which may alter the support mechanism already in place, firstly through their departmental manager/CAM or direct to HR.

The Personal Emergency and Evacuation Plan (PEEP) Procedure (R29) is available on the Yeovil 365 Policy and Procedure tab.

Smoking Protocol

Protocol Statement

The policy of the corporation is for the College to operate its services at all times in a manner as to ensure as far as is reasonably practicable the health, safety and welfare of employees and the health and safety of all other persons who may be affected by its operations.

On July 1st, 2007 the Health Act 2006 came into effect making it illegal to smoke in any enclosed work or public place. A smoke-free England will ensure a healthier environment, so everyone can socialise, relax, travel, shop and work free from second-hand smoke.

Yeovil College operates with a Smokefree policy (P26) which includes electronic cigarettes/vaping, in all its buildings. The College has designated smoking areas for staff and learners which are the only permissible areas to smoke or vape. The Smokefree policy (P26) applies to all internal areas of all buildings and external areas excluding the designated smoking shelters. This is to ensure the wellbeing of its staff, students and visitors to site by protecting them from the effects of second-hand smoke. This Smokefree Policy (P26) sets out the details which is available on the Yeovil 365 Policy and Procedure tab.

This policy complies with the Health Act 2006 and aims:

- To guarantee the right of employees and learners to breathe in air free from tobacco smoke.
- To guarantee a healthy working environment and protect the current and future health of employees from the harmful effects of passive smoking.
- To raise awareness of the dangers associated with exposure to tobacco smoke and encourage those who do smoke to stop.
- To provide support and advice to those wishing to cease smoking by signposting students and staff to the NHS website and Somerset Health Federation.

Overview

The term smoke or smoking refers to both tobacco and electronic cigarettes/vaping. The smoke-free environment covers all College properties and includes any part of the property owned or leased by the College, including grounds and car parks, and any enclosures within those areas including vehicles.

Without exception, no person employed by the College, contracted by the College or visiting the College, will be permitted to smoke anywhere on the property.

Yeovil College has made provision for 'Smoking' areas within the grounds and smoking anywhere else will be deemed as gross miss-conduct and dealt with appropriately through the Yeovil College disciplinary process.

Due to Covid-19 both smoking shelters have been closed to promote social distancing. Smoking is only permitted at the top car park where designated "*yellow feet*" have been marked out to demonstrate 2-meter distance.

Covid-19 Coronavirus

Protocol Statement

Yeovil College is committed to the safety and wellbeing of all its staff, students and visitors at all times. This procedure R68 outlines the Health & Safety requirements of all visitors to the Campus in line with the Health and Safety Executive & Public Health England guidelines: The College has put in place additional hand washing stations and sanitising posts

The College has outlined a strict policy of expectations in relation the Covid-19 for being on Campus as set out below:

- Maintain social distancing
- Refrain from physical contact
- Uphold personal hygiene by washing hands frequently
- Sneeze or cough into tissue/s or the crook of your arm
- Avoid unnecessary travel
- Face coverings will be worn at all times from entering the Campus to your place of learning/work. Measures are in place to regularly clean Doors, bannisters, buttons and anything that is frequently touched, especially if it's touched by lots of people, more regular cleaning than normal. Examples of frequently touched objects include:
 - work surfaces like desks, platforms and workstations
 - handles on doors, windows, rails, dispensers and water coolers
 - common areas like toilets, reception, changing rooms, corridors and lifts
 - vehicle handles, steering wheels, seat belts and internal surfaces
 - control panels for machinery, control pads and switches
 - computer keyboards, printers, touch screens, monitors and phones
 - taps, kettles, water heaters, fridges, microwaves and cupboards
 - shared equipment like tools, machines, vehicles, pallet trucks and delivery boxes
 - post and goods coming in or being shipped out

Overview

From the outset of the Covid-19 Pandemic the college has taken the safety of all the learners/staff as paramount and as such have put in place stringent measures from both extra hand cleaning facilities located around the Campus and procedures outlining the expectations of all personnel visiting the Campus.

