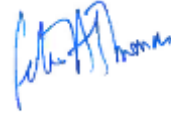


HEALTH AND SAFETY POLICY



Policy Review					
Author/Owner	Position	Approved by:	Approval Date	Review Cycle Review Date	Published on Website Y/N
Craig Cullen	Head of Infrastructure	Corporation: 	12.12.24	Annually	Y

DOCUMENT CONTROL – REVISION HISTORY (POLICIES ONLY)					
Author/Owner	Summary of Changes	Date	Date last reviewed by SED	Version	Recommend to SED Y/N
Craig Cullen/Neill Files	Updated to reflect amendments to related processes and procedures	05.11.18	12.10.16		No
Daniel Clark- Basten	Updated to reflect minor amendments to protocols.	17/11/2020			
Matt Horton	Updated	January 22			
Matt Horton	Small amendments			v1	
Craig Cullen	Update to reflect new job roles and structure changes, within the facilities department and remove reference to COVID 19	17/5/23	Not published	v2	
Bonita Portland/ Craig Cullen	Partial rewrite in conjunction with Sam Tant our Health and Safety Consultant from Educating Safely Addition of intent and impact statements to covering front page. Closure of comments added form review with H&S officer and Vice Principal	28/11/24		v3	

Initial Equality Impact Screening					
Has anyone else been consulted on this policy and/or procedure? Emma Cox Craig Cullen Bonita Portland Educating Safely					
What evidence has been used for this impact screening (e.g. related policies, publications)?					
Declaration (please tick one statement and indicate any negative impacts)					
<input checked="" type="checkbox"/>	I am satisfied that an initial screening has been carried out on this Policy and/or Procedure and a full Equality Impact Assessment is not required. There are no specific negative impacts on any of the Protected Characteristics groups.				
<input type="checkbox"/>	I recommend that an Equality Impact Assessment is required by the Equality and Diversity group, as possible negative impacts have been identified for one or more of the Protected Characteristics groups as follows:				
<input type="checkbox"/>	Age	<input type="checkbox"/>	Disability	<input type="checkbox"/>	Gender Reassignment
<input type="checkbox"/>	Race	<input type="checkbox"/>	Religion or belief	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Sexual orientation	<input type="checkbox"/>	Marriage and civil partnership	<input type="checkbox"/>	Pregnancy and maternity

Completed by:	Craig Cullen	Position:	Head of Infrastructure	Date:	28/11/24
Reviewed by Equality and Diversity Group: YES If Yes: Date: 18/10/2024					
Physically impaired, visually impaired and audial impaired considered and adjustments made, where reasonably practicable.					
I confirm that any recommended amendments have been made					
Summary of Comments including Recommendations from Equality and Diversity Group Review:					
Amended by Author:		Position:		Date:	

CONTENTS

1. STATEMENT OF INTENT 3

2. LEGAL FRAMEWORK AND SUPPORTING DOCUMENTATION 5

3. ROLES AND RESPONSIBILITIES 6

4. FIRST AID..... 13

5. CONTACTING THE EMERGENCY SERVICES..... 14

6. ACCIDENT, INCIDENT, NEAR MISS, OR DANGEROUS OCCURRENCE REPORTING AND INVESTIGATION 15

7. ACTIVE MONITORING SYSTEM..... 18

8. RISK ASSESSMENT 18

9. SLIPS, TRIPS AND FALLS 19

10. FIRE SAFETY 20

11. SHARPS 21

12. EVACUATION, LOCKDOWN, AND CRITICAL INCIDENTS..... 22

13. VISITORS AND CONTRACTORS..... 22

14. CONSTRUCTION AND MAINTENANCE 24

15. PERSONAL PROTECTIVE EQUIPMENT (PPE)..... 25

16. WORK-RELATED HAZARDS..... 26

17. HAZARDOUS MATERIALS (COSHH)..... 29

18. ASBESTOS MANAGEMENT 30

19. CLEANING 31

20. INFECTION CONTROL..... 31

21. ALLERGENS AND ANAPHYLAXIS..... 31

22. MEDICATION..... 32

23. SMOKING/VAPING 32

24. RESIDENTIAL AND NON-RESIDENTIAL TRIPS AND VISITS 33

25. SAFE USE OF COLLEGE AND PERSONAL VEHICLES 33

26. RADON 34

27. MONITORING AND REVIEW..... 34

28. RELATED POLICIES, PROCEDURES, DOCUMENTS, DEFINITIONS..... 34

1. STATEMENT OF INTENT


- 1.1 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 1974¹, the Management of Health and Safety at Work Regulations 1999 (as amended)², and associated protective legislation.
- 1.2 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.
- 1.3 The Corporation and the Senior Management Team (SMT) 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. A safe and healthy place of work (which includes the working environment).
 - b. Safe plant, equipment, and systems of work.
 - c. Safe handling, storage and transport of articles and hazardous substances.
 - d. Sufficient information, instruction, training and supervision as are necessary to ensure the Health and Safety of all employees.
 - e. Adequate facilities for welfare at work compliance.
 - f. 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.
- 1.4 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.
- 1.5 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


¹ <https://www.legislation.gov.uk>

² [The Management of Health and Safety at Work Regulations 1999 \(legislation.gov.uk\)](#)

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.

- 1.6 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.
- 1.7 Without detracting from these individual responsibilities, the Corporation will ensure the provision of competent advice on Health and Safety Policy matters.
- 1.8 This policy will be reviewed as necessary, by the Health and Safety Officer and its operation will be monitored by the college Health and Safety Committee.
- 1.9 This statement will be kept up to date and be available on the college SharePoint.

Signed: 
Name: Peter Thomas
Position: Chair of Corporation
Date: 12.12.24

Signed: 
Name: Mark Bolton
Position: Principal and CEO
Date: 12.12.24

2. LEGAL FRAMEWORK AND SUPPORTING DOCUMENTATION

2.1 This Policy has due regard to all relevant legislation including, but not limited to, the following:

- a. Health and Safety at Work etc. Act 1974³
- b. The Workplace (Health, Safety and Welfare) Regulations 1992⁴
- c. The Management of Health and Safety at Work Regulations 1999⁵
- d. The Control of Substances Hazardous to Health Regulations 2002⁶
- e. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013⁷
- f. The Construction (Design and Management) Regulations 2015⁸
- g. The Personal Protective Equipment at Work Regulations 1992⁹
- h. The Ionising Radiation Regulations 2017 (IRR17)¹⁰
- i. The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)¹¹
- j. The Health and Safety (First Aid) Regulations 1981¹²
- k. The Manual Handling Operations Regulations 1992¹³

2.2 This policy operates in conjunction with the following Yeovil college documents:

- a. First Aid Policy
- b. Fire Safety Policy
- c. Fire Strategy Plan
- d. Health and Safety Training Needs Matrix
- e. Estates Management Policy

2.3 Yeovil college Emergency Procedures includes:

- a. Evacuation and Critical Incident Plan
- b. Personal Emergency Evacuation Plan (PEEP) Procedure
- c. Evacuation Procedure

³ <https://www.legislation.gov.uk>

⁴ [The Workplace \(Health, Safety and Welfare\) Regulations 1992 \(legislation.gov.uk\)](https://www.legislation.gov.uk)

⁵ [The Management of Health and Safety at Work Regulations 1999 \(legislation.gov.uk\)](https://www.legislation.gov.uk)

⁶ [The Control of Substances Hazardous to Health Regulations 2002 \(legislation.gov.uk\)](https://www.legislation.gov.uk)

⁷ [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 \(legislation.gov.uk\)](https://www.legislation.gov.uk)

⁸ [The Construction \(Design and Management\) Regulations 2015 \(legislation.gov.uk\)](https://www.legislation.gov.uk)

⁹ [Personal protective equipment \(PPE\) at work regulations from 6 April 2022 \(hse.gov.uk\)](https://www.hse.gov.uk)

¹⁰ [The Ionising Radiations Regulations 2017 \(legislation.gov.uk\)](https://www.legislation.gov.uk)

¹¹ [The Food Information \(Amendment\) \(England\) Regulations 2019 \(legislation.gov.uk\)](https://www.legislation.gov.uk)

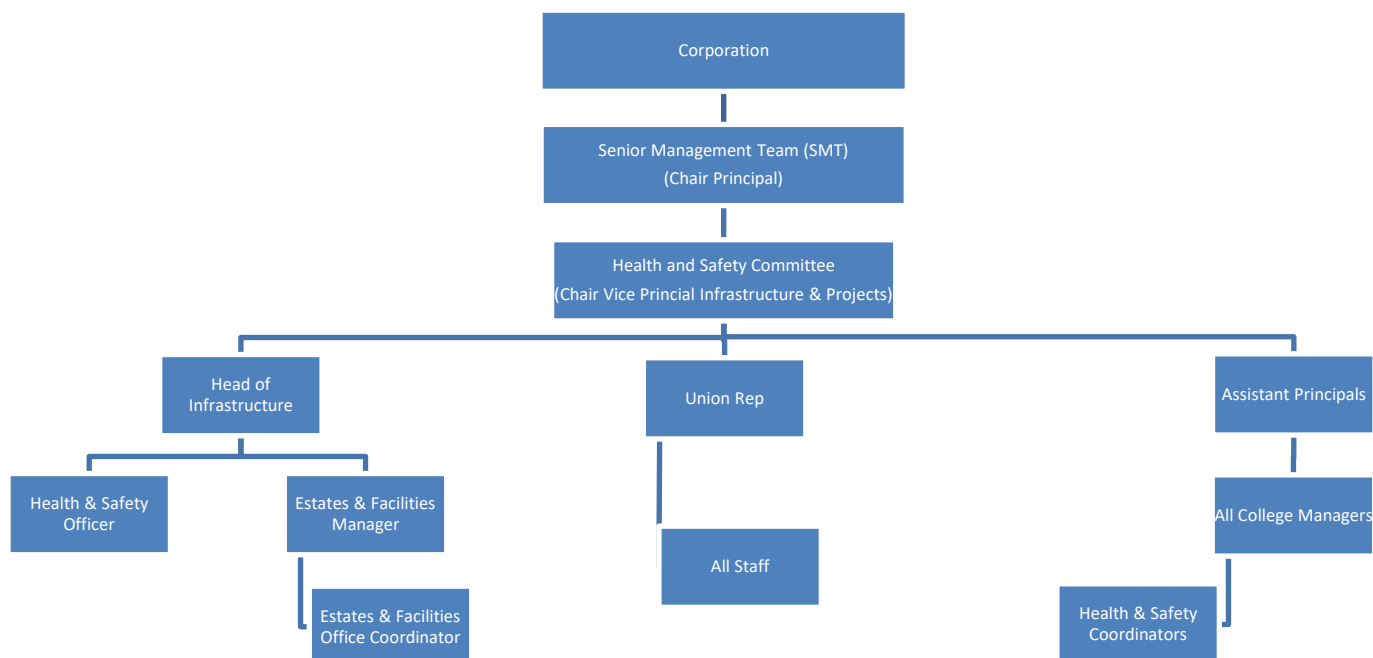
¹² [Legislation - First aid at work \(hse.gov.uk\)](https://www.hse.gov.uk)

¹³ [Manual handling. Manual Handling Operations Regulations 1992 - Guidance on Regulations - L23 \(hse.gov.uk\)](https://www.hse.gov.uk)

- d. Invacuation Procedure
- e. Contacting the Emergency Services

3. ROLES AND RESPONSIBILITIES

Hierarchy of Health and Safety at Yeovil College



3.1 Corporation

As the employer, the Corporation has ultimate accountability for Health and Safety within the college. The Corporation will:

- a. Monitor the effective implementation of the Health and Safety Policy.
- b. Ensure that sufficient finance and resources are made available to achieve the objectives identified in the Policy Statement.

3.2 The Principal

The Principal has overall responsibility for Health and Safety within the college and is required to take all necessary and appropriate actions 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 (SMT), senior managers, and other managers in supervisory roles.

3.3 Vice Principal Infrastructure and Projects

The Vice Principal Infrastructure and Projects is the senior manager appointed with responsibility for the preparation and revision of an effective Health and Safety Policy and systems for the execution of that policy. They provide the link between the broad strategic aims of the Corporation and the implementation of the college Health and Safety Policy.

Responsibilities include:

- a. Ensuring the college successfully manages Health and Safety.
- b. Chairing the college's Health and Safety Committee.
- c. Ensuring that the Corporation receive regular reports on Health and Safety.
- d. Within the resources provided for the college, ensuring that there are adequate staff, funds and resources to support the Health and Safety programme.

3.4 Head of Infrastructure

The Head of Infrastructure reports to the Vice Principal Infrastructure and Projects and has the responsibility for the preparation and revision of the Health and Safety Policy and associated procedures and plans. Further implementing and directing the practical measures that fulfil the college Health and Safety Policy.

Responsibilities include:

- a. Providing strategic advice for the implementation of the college Health and Safety Policy.
- b. Ensure the college estate is managed safely and effectively, and mandatory compliance is maintained.
- c. Ensuring the implementation of a Health and Safety Management System (HSMS) to meet the requirements of current legislation and other relevant regulations.
- d. Preparation of regular reports for management and the Corporation.
- e. Ensure a comprehensive Critical Incident Plan is in place and regularly practiced ensuring all parties are confident of their roles within the Plan
- f. Line management of the Health and Safety Officer.

3.5 Health and Safety Officer

- 3.5.1 The Health and Safety Officer reports to the Head of Infrastructure. They have the responsibility for the college Health and Safety requirements, ensuring that the college fulfils its legal obligations, the implementation of college wide Health and Safety Policy and acts as a single point of contact for liaison with the Health and Safety Consultant on all matters pertaining to Health and Safety.
- 3.5.2 A key element of their responsibility is to advise and support college Management on the development of suitable and sufficient Health and Safety Management (HSMS) to ensure compliance with Health and Safety law and college procedures.
- 3.5.3 Working collaboratively with our Health and Safety Consultant they will:
- a. Establish and implement an effective HSMS, working with external advisors where appropriate.
 - b. Review and develop the college's Health and Safety procedures to meet the requirements of current legislation and other relevant regulations.
 - c. Liaise with fire prevention advisors and monitor general fire safety and any requirements from Fire Risk Assessments.
 - d. Ensure fire safety and emergency equipment is regularly inspected and serviced.
 - e. Implement approved contractor systems, e.g. Safety Management Advisory Services (SMAS) and Construction Line, and monitor compliance by contractors with regard to college health, safety and safeguarding requirements, including the review of Risk Assessments and Method Statements (RAMS) and Public Liability insurance 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.
 - f. Participate in Health and Safety Audits and provide reports and action lists that will be issued and tracked to completion.
 - g. Report and advise at the college's Health and Safety Committee.
 - h. Oversee the college's First Aid provision.
 - i. Manage the Health and Safety training matrix, ensuring that sufficient members of staff are in place to cover fire warden and first aid positions.
 - j. 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.

- k. Ensure Personal Emergency Evacuation Plans (PEEPs) are in place for relevant staff and students and that they are administered and communicated to the Fire Teams.
- l. 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 and fulfil the role of Asbestos Coordinator.
- m. Control a college wide single central Health and Safety on SharePoint.
- n. Assist departments in drawing up Departmental Risk Assessments when requested and to compile Estates Department specific Risk Assessments.
- o. Responsible for the management of Permit to Work System (PTW).
- p. Responsible for the implementation of Control of Substances Hazardous to Health (CoSHH) Policy and management.
- q. Responsible for the management of the college's Personal Protective Equipment (PPE) Procedure, providing advice to college managers and staff for implementation.
- r. Produce and deliver monthly information to Health and Safety Coordinators for cascading to staff within their area of responsibility.
- s. Provide Site Inductions to staff and contractors covering introductory level health, safety and environmental expectations and procedures.

3.6 Assistant Principals and college Managers

3.6.1 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 department area, take an active role in the implementation of the college Health and Safety Policy and achievement of Health and Safety objectives.

3.6.2 It is their responsibility to ensure that:

- a. Their department Health and Safety file is maintained within the college's centralised filing system and kept up to date, containing suitable and sufficient information to ensure the safety of staff and visitors in their area of responsibility.
- b. 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.

- c. Suitable and sufficient Risk Assessments have been carried out on all department activities and are reviewed annually, or when significant changes occur to the process, the location, the environment or legislation, and are accessible to users
- d. Written procedures for Safe Systems of Work (SSW) are produced to eliminate/minimise any hazards identified by the Risk Assessment and accessible to users.
- e. The preventative and protective measures required to eliminate, reduce or control the identified risks to an acceptable level are implemented in a timely manner.
- f. 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.
- g. Ensure training records are kept within the department's Health and Safety centralised filing system and shared with HR when requested.
- h. All areas are kept in a safe condition and safe working practices maintained. Clear records and actions of checks must be maintained within the department's Health and Safety centralised filing systems.
- i. All accidents, incidents, near miss or dangerous occurrences are reported and investigated in accordance with appropriate procedures.
- j. First Aiders are appointed to comply with college requirements.
- k. Ensure all staff understand their responsibility of being a Fire Warden, and the location of the local Fire Wardens check sheet.
- l. They appoint Department Health and 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 Officer.
- m. All actions and recommendations from audits, site walkabouts, accident investigations and from any other source must be recorded and followed up in a timely manner.
- n. Ensure that specialist equipment is maintained as per manufacturer's recommendations and coordinating with the Facilities Team to ensure the central records are maintained and recorded in the Departments Health and Safety centralised filing system.

3.7 Lecturing Staff

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

- a. Supervise the activities, behaviour and safety of all learners and visitors in their area of responsibility and ensure that they comply with the health, safety and welfare regulations and college procedures.
- b. 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.
- c. Integrate all relevant aspects of Health and Safety into the teaching process in accordance with safe learner concepts.
- d. Ensure learners have read and understood relevant Risk Assessments
- e. Follow SSW and observe Health and Safety regulations.
- f. Report any accident, incident or near miss of any learner under their supervision via the college reporting system.

3.8 Health and Safety Coordinators

- 3.8.1 The Department Manager may appoint a Health and Safety Coordinator to take responsibility for the administration of the Health and Safety obligations of the department. 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 Officer.
- 3.8.2 Sufficient resources in terms of facilities, time and appropriate training must be made available to allow Health and Safety Coordinators to undertake their role effectively.
- 3.8.3 They will:
 - a. 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.
 - b. Maintaining up to date records of their signed understanding.
 - c. 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.
 - d. Ensure that Risk Assessments are reviewed annually or when significant changes occur to the process, the location, the environment or legislation.

- e. Ensure that all specialist equipment is serviced at the manufacture's recommended service intervals.

3.9 Trade Union Safety Representatives

Where Safety Representatives are appointed by a recognised Trades Union within the college, they will be invited to attend the college Health and Safety Committee. They are consulted on college policies and procedures and liaise with staff in promoting and developing Health and Safety at work and monitoring its effectiveness.

3.10 Health and Safety Committee

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

3.11 Staff

All members of staff will:

- a. Take reasonable care of their own Health and Safety, and that of others who may be affected by what they do, or omit to do, at work.
- b. Read all relevant Risk Assessments and suggest others where gaps are perceived.
- c. Cooperate with the college on Health and Safety matters.
- d. Carry out their work in accordance with training and instructions.
- e. Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- f. Familiarise themselves with the Health and Safety Policy and aspects of their work related to Health and Safety.
- g. Avoid any conduct which puts themselves or others at risk.
- h. Be familiar with all requirements laid down by the Corporation.
- i. Ensure that all staff, students and visitors are applying Health and Safety regulations and adhering to any rules, routines and procedures in place.
- j. Ensure all machinery and equipment (if relevant to job role) is in good working order and safe to use, including adequate guards, and ensure such equipment is not used improperly.

- k. Use the correct equipment and tools for the job and any protective clothing supplied.
- l. Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- m. Report any defects in equipment or facilities.
- n. Take an interest in Health and Safety matters and suggest any changes that they feel are appropriate.
- o. Make suggestions as to how the college can reduce the risk of injuries, illnesses and accidents.
- p. Exercise good standards of housekeeping and cleanliness.
- q. Adhere to their common law duty to act as a prudent parent would when in charge of students.

3.12 **Students**

Students will:

- a. Exercise personal responsibility for the Health and Safety of themselves and others.
- b. Dress in a manner that is consistent with safety and hygiene standards and wearing the appropriate PPE in their specialist areas.
- c. Respond to instructions given by staff in an emergency.
- d. Follow the relevant Health and Safety procedure for the areas they operation within.
- e. Not misuse, neglect or interfere with items supplied for their, and other students', Health and Safety.

3.13 **Health and Safety Consultant**

Yeovil college engage a Health and Safety Consultant to provide advice, support and regular updates of changes to regulations or legislation. They will also conduct the external annual Departmental Health and Safety Audits and annual Fire Risk Assessments for the whole site.

4. FIRST AID

- 4.1 Yeovil college will act in accordance with the First Aid Policy at all times, to ensure ample provision is made for both trained personnel and first aid equipment on-site.

- 4.2 Yeovil college has carried out a First Aid Needs Risk Assessment to help inform the First Aid Policy. This will be reviewed annually, or sooner if there is a significant change, and will be available on SharePoint for staff.
- 4.3 Those with first aid responsibilities must read the First Aid Needs Risk Assessment and First Aid Policy.
- 4.4 The college will ensure that there is an appropriate number of first aid trained staff working within each Department, based upon the First Aid Needs Risk Assessment.
- 4.5 Further information regarding first aid arrangements can be found in the college First Aid Policy.

5. CONTACTING THE EMERGENCY SERVICES

5.1 First Aider

- a. Attend the incident.
- b. Call an ambulance if required.
- c. Contact Facilities and give the following information so that they can ensure the Ambulance is directed to the casualty:
 - i. Name of the individual
 - ii. Location of the casualty – buildings, floor, room number.
 - iii. Entrance the Ambulance is expected to arrive at.
 - iv. Who is in attendance – First Aider, Duty Manager, other support.
 - v. Reason for the Ambulance being called.

5.2 Estates Team

- a. Take the full details from the First Aider.
- b. Call SMT with the details.
- c. Arrange for a member of the Facilities Team to go the entrance the Ambulance is expected at so that they can direct the vehicle to the location of the casualty.
- d. Contact the Duty Manager to attend and pass on the full details of the incident.
- e. If the Duty Manager does not answer the call, ensure a member of SMT is contacted to attend.
- f. Contact the Safeguarding Team and pass on the full details.

- g. Obtain next of kin details from Por-Web and pass them on to the Duty Manager or SMT member attending the scene.

5.3 Duty Manager

- a. Support the First Aider at the scene.
- b. Call the next of kin.

6. ACCIDENT, INCIDENT, NEAR MISS, OR DANGEROUS OCCURRENCE REPORTING AND INVESTIGATION

6.1 Reporting and Investigation

- a. All accidents and incidents, including near-misses or dangerous occurrences will be reported, as soon as possible, using the relevant Report Form on SharePoint.
- b. All staff will be reminded on an annual basis of this process and signposted to the area on SharePoint.
- c. More in-depth information concerning reporting accidents and near-misses can be found in the sections below.
- d. The Health and Safety Officer shall compile all incident statistics for Committee Meetings to ensure incident trends are monitored and that SMT maintain an effective oversight.

6.2 Reporting Significant Accidents

6.2.1 Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013¹⁴, will be reported to the HSE at the earliest opportunity. The 'specified injuries' which must be reported include:

- a. Accidents to employees causing either death or major injury.
- b. Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven-day period does not include the day of the accident).
- c. Fractures, other than to fingers, thumbs and toes.
- d. Amputation of an arm, hand, finger, thumb, leg, foot or toe.
- e. Any injury likely to lead to permanent loss of sight or reduction to sight in one or both eyes.

¹⁴ [Reporting accidents and incidents at work \(hse.gov.uk\)](https://www.hse.gov.uk/reporting/)

- f. Any crush injury to the head or torso, causing damage to the brain or internal organs.
- g. Any burn injury (including scalding) which covers more than 10 percent of the whole body surface area or that causes significant damage to the eyes, respiratory system or other vital organs.
- h. Any degree of scalping requiring Hospital treatment.
- i. Any loss of consciousness caused by head injury or asphyxia.
- j. Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or that requires resuscitation or admittance to Hospital for more than 24 hours.

6.3 Reportable Occurrences

Additional reportable occurrences include the following:

- a. Collapse, overturning or failure of any load-bearing part of lifting equipment.
- b. The explosion, collapse or bursting of any closed vessel or pipe work.
- c. Electrical short circuit or overload resulting in a fire or explosion.
- d. Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, or injury caused by an explosion.
- e. Accidental release of a biological agent likely to cause severe human illness.
- f. Any collapse or partial collapse of scaffolding over five meters in height.
- g. When a dangerous substance being conveyed by road is involved in a fire or is released.
- h. The unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors.
- i. Explosion or fire resulting in the suspension of normal work for over 24 hours.
- j. Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas, or 500kg or more of these substances if release is in the open air.
- k. Accidental release of any substances which may damage health.
- l. Serious gas incidents.
- m. Poisonings.
- n. Skin diseases including, but not limited to: occupational dermatitis, skin cancer, chrome ulcer, or oil folliculitis/acne.
- o. Lung diseases including, but not limited to: occupational asthma, farmer's lung, asbestosis, or mesothelioma.

- p. Infections including, but not limited to: leptospirosis, hepatitis, anthrax, legionellosis, or tetanus.
- q. Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome.

6.4 Reporting Incidents

Should an incident require reporting to the Incident Control Centre (ICC), part of the HSE, The Health and Safety Officer, or a person appointed on their behalf, will file a report as soon as is reasonably possible. The person will complete the relevant report on the HSE website: <http://www.hse.gov.uk/riddor/report.htm>. Advice should be sought from the Health and Safety Consultant, where it is deemed necessary.

6.5 Reporting Hazards

Staff, students, contractors and visitors have a legal duty to report any condition or practice they deem to be a hazard. In most cases, reporting hazards should go directly to the Health and Safety Officer.

6.6 Reporting Accident

All accidents, however minor, will be investigated by the relevant department Manager or Health and Safety Officer and the outcomes recorded. The length of time dedicated to each investigation will vary on the seriousness of the accident. After an investigation takes place, a Risk Assessment will be carried out, or an existing Risk Assessment amended, if necessary to avoid reoccurrence of the accident.

6.7 Trend Identification and Analysis

- 6.7.1 Yeovil college will undertake regular evaluations of all reported incidents. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident or illness.
- 6.7.2 Training will be given to relevant people following trend analysis to help prevent recurrence. For instance, if people are tripping on stairs, a change in behaviour to holding the handrail will greatly reduce the occurrence of tripping.

7. ACTIVE MONITORING SYSTEM

- 7.1 It is good practice to actively monitor systems prior to accidents, ill health or incidents taking place; this involves regularly checking compliance procedures and the achievement of objectives. The college's procedure for actively monitoring our system includes:
- a. Annual Audits, including Fire Risk Assessment reviews and Health and Safety Audits and Site Inspections. This must include issuing and tracking to completion any actions raised.
 - b. Annual examination of documents to ensure compliance with standards.
 - c. Routine inspection of premises, plants and equipment.
 - d. Regular reports and updates to the Audit Committee.
 - e. External measures, such as surveys by contractors and service providers, along with visits from Environmental Health, Ofsted and the Health and Safety Consultant.
- 7.2 This will be managed through both the Health and Safety and Estates Management calendars, which will be agreed in advance and reviewed annually.

8. RISK ASSESSMENT

- 8.1 Department Managers have responsibility for ensuring potential hazards are identified and Risk Assessments are completed for their respective areas in the college. The Health and Safety Officer will adopt a co-ordinating role, to ensure that a Risk Assessment matrix is maintained and reviewed annually, or sooner if there is a significant change. This will be scrutinised at Committee level.
- 8.2 All relevant staff receive Risk Assessment training. This will be recorded on the Health and Safety Training Matrix.
- 8.3 Risk Assessments will consider the needs of staff, students, visitors and contractors, and will identify all defects and potential risks along with the necessary solutions or control measures.
- 8.4 Risk Assessments will be reviewed annually or sooner if:
- a. There is any reason to suspect that they are no longer valid
 - b. There has been a significant change in related matters

- c. Following relevant incidents.
- 8.5 The Corporation will be informed of key Risk Assessments where it has been identified that further control measures are needed, allowing issues to be prioritised and actions to be authorised, along with funds and resources.
- 8.6 College staff will record any significant findings of any Risk Assessments, including the following:
- a. The identified hazards
 - b. How people might be harmed by them
 - c. What the college has implemented to control the risk
- 8.7 Yeovil college will appoint an Educational Visits Co-ordinator and ensure they receive the training necessary to carry out the role. The Educational Visits Co-ordinator will ensure Risk Assessments are completed by staff leading trips. Trip Leaders will also receive training. This will be recorded on the Health and Safety Training Matrix.

9. SLIPS, TRIPS AND FALLS

In line with HSE guidance, control measures are in place to effectively control slip trip and fall risks. The college utilises the following procedure:

- a. Identify the hazards and risk factors, including:
 - b. Environmental (such as floor, steps, slopes),
 - c. Contamination (such as water, food, litter).
 - d. Organisational (such as task, safety, culture).
 - e. Footwear (footwear worn for evening events may not be in line with the college Uniform Policy).
 - f. Individual factors (such as weather, supervision, pedestrian behaviour).
 - g. Decide who might be harmed and how.
 - h. Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced.
 - i. Record the findings.
 - j. Review the assessment as listed in 7.4 above.
- 9.2 The HSEs Slips, Trips and Falls checklist is utilised to assist with the above and reviewed on an annual basis by the Health and Safety Officer.

10. FIRE SAFETY

- 10.1 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 and, 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.
- 10.2 Yeovil college will ensure that adequate resources are provided for compliance with its legal obligations in relation to fire safety. The activities necessary for compliance involve the provision, maintenance, and monitoring of:
- a. Fire Risk Assessments and their statutory annual review.
 - b. Fire Logbook.
 - c. Means of escape.
 - d. Fire safety signage.
 - e. Physical fire protection of premises.
 - f. Fire alarms and detection systems.
 - g. Fire door maintenance and inspections.
 - h. Fire extinguisher maintenance and inspection.
 - i. Firefighting appliances.
 - j. Fire evacuation drills.
 - k. Training information and instruction, recorded on the Health and Safety Training Matrix.
- 10.3 Yeovil college will appoint sufficient Fire Marshals from within the Facilities Team, who will follow a clear procedure for managing a fire incident. 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.
- 10.4 A termly fire drill will be carried out in every building and appropriately recorded in CAFM.
- 10.5 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.

- 10.6 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 this 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, i.e. visitors, must consider the fire safety implications of any procedures they innovate and take appropriate measures to reduce the risk of fire.
- 10.7 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, Creative, Science, Hospitality and Construction. This must also include the Fire Investigation Team (FIT).
- 10.8 All fires and fire related incidents must be reported to the management of Yeovil college via the accident/incident/near miss form.

11. SHARPS

- 11.1 For the purposes of this Policy, 'sharps' is defined as sharp objects such as needles, scalpel, razor blades and broken glass, which pose a risk of an accidental penetrating injury, laceration or puncture to skin.
- 11.2 Sharps are not likely to be found commonly on college premises; however, staff will be vigilant towards the following circumstances in which sharps may be found:
- a. During college-based vaccination programmes
 - b. Where an individual within the college requires injections to manage a health condition
 - c. Where a student brings a sharp into the college
 - d. Where glass is broken within the college, or broken glass is found on or around the college premises
 - e. Where drug paraphernalia, e.g. needles, are found on or around the college premises
- 11.3 In the context of this Policy, offensive weapons are not considered sharps. Offensive weapons will be handled in line with the college Security Policy.
- 11.4 All relevant staff members will receive handling and disposing of sharps training as part of their induction training. This will include:

- a. The safe collection and disposal of sharps.
- b. Assembling sharps boxes and verifying that they are compliant with the accepted standards.
- c. The procedure to log incidents and who to inform.
- d. Immediate action in the event of sharps or needlestick injury.
- e. Brush and pan.
- f. Sharps box for disposal.

12. EVACUATION, LOCKDOWN, AND CRITICAL INCIDENTS

- 12.1 Yeovil college will follow the Evacuation and Critical Incidents procedures in the event of an emergency or crisis.
- 12.2 All staff will fully understand and effectively implement the college's Emergency Procedures and will be reminded of this annually.
- 12.3 All relevant staff are trained in safe evacuation and how to deal with critical incidents.

13. VISITORS AND CONTRACTORS

- 13.1 At Yeovil college we recognise our duty to provide a safe environment for any contractors/visitors to the site.
- 13.2 Contractors/visitors may not be aware of the risks associated within the site, therefore they must:
 - a. Contractors will be required to submit RAMS, insurance details, EDBS certificate number and confirm an understanding of Safeguarding/Prevent on Campus prior to arrival.
 - b. Contractors will be issued with a copy of the Contractors Code of Conduct, which they must read prior to attending site. On arrival at site they must sign to say they have read the document.
 - c. Sign in on arrival at Reception or the Facilities Office, depending on the visit requirement (i.e. visitor to Reception, contractors to Facilities);
 - d. Contractors must be made aware of the presence of Asbestos on site and sign to say they have been informed. Where work will be taking place in areas that

Asbestos is present, they must read the Asbestos Register for that area before any work begins.

- e. Be given/informed of any relevant safety information prior to/on arrival, such as fire alarm testing, planned evacuations, and first aid contact number.
- f. Be accompanied by the person they are visiting, who in turn is responsible for the contractors'/visitors' safety. On leaving the location visitors and contractors must sign out and hand in their badge to Reception or Facilities (whomever they signed in with).
- g. All contractors on site who have a valid EDBS will be given a green armband to wear when they sign in, and are permitted access to site as necessary, unaccompanied. They may also take responsibility for other contractor colleagues who do not have an EDBS, and will be requested to record they are assuming that responsibility.
- h. Any contractors onsite who do not have a valid EDBS will be given a pink armband to wear and must be escorted at all times by someone who is EDBS certified.
- i. It is also the responsibility of the contractors and sub-contractors to ensure that the health, safety and welfare of Yeovil college staff, visitors and others, is not out at risk from their work activities and practices, and that safe systems of work are adhered to, at all times.
- j. All contractors and visitors will report to the pre-arranged 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.
- k. The activities of contractors whilst they are on site will be monitored to ensure that their methods or works are safe, and do not put the safety of Yeovil college employees at risk.

13.3 Yeovil college will ensure that Safe Systems of Work exist 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., Construction Line/SMAS). Before undertaking any work involving hazardous operations or the use of hazardous substances, an agreed method statement must be drawn up. Copies of Risk Assessments, Method Statements, or similar documentation must be submitted and approved by the Health and Safety Officer as confirmation that risks to Health and Safety are being properly managed.

13.4 Yeovil college must ensure that contractors are made aware of any known hazardous environments (such as asbestos related hazards).

13.5 It is the responsibility of the contractor/sub-contractor to ensure that their employees adhere to all relevant legislation and Yeovil college rules regarding Health and Safety whilst on Yeovil college property. This includes the Contractors code of conduct, which must be read by every Contractor who must sign to say that they have read and understood the document and will abide by the contents.

14. CONSTRUCTION AND MAINTENANCE

14.1 When undertaking construction or maintenance work, the college will do so in accordance with The Construction (Design and Management) (CDM) Regulations 2015. Construction work means the carrying out of any building, civil engineering or engineering construction work, including:

- a. The construction, alteration, conversion, fitting out, commission, renovation, repair, upkeep, redecoration, or other maintenance, decommissioning, demolition or dismantling of a structure;
- b. The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion;
- c. The installation, commission, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure;
- d. The assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure;
- e. The removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure.

14.2 Senior Managers will ensure that all construction and maintenance projects have a formally appointed principal designer and principal contractor. Head of Infrastructure or other appointed individual(s) will liaise with the principal contractor to identify if the scope of the project means that it should be notified to the HSE.

14.3 All relevant staff will read the procedure relating to construction and maintenance.

15. PERSONAL PROTECTIVE EQUIPMENT (PPE)

- 15.1 PPE means all equipment worn, or held, by staff or students which is designed to protect them from specified hazards. Yeovil college will provide employees and students who are exposed to a hazard at the college, which cannot be controlled by other means, with PPE where appropriate. Visitors and volunteers will also be supplied with PPE when appropriate.
- 15.2 Staff and students will use the PPE provided, and care for it according to the instructions and training given. Supervising staff will ensure PPE fits the wearer properly. Where more than one item of PPE must be worn, the items should be compatible and remain effective. PPE will not be worn if wearing it causes a hazard greater than the hazard it is intended to protect the wearer from.
- 15.3 Students are informed at induction to report any loss or defects relating to PPE to their lecturer.
- 15.4 Damaged PPE must not be used and will be disposed of in line with the manufacturer's instructions if it is not possible to repair.
- 15.5 PPE includes protective laboratory and workshop equipment, such as protective clothing, safety footwear, face masks, and respiratory protective equipment. Clothing that is not specifically designed to preserve the Health and Safety of the wearer, e.g. college uniform, does not constitute PPE.
- 15.6 Thorough Risk Assessments are carried out by the relevant Department lead to determine the suitable PPE to be used for each hazard and these are reviewed annually or sooner if there is a significant change.
- 15.7 Staff and students will receive appropriate Health and Safety training to ensure they know how to properly use, maintain and store PPE, and how to detect and report faults.
- 15.8 Equipment manuals are readily available, and warning signs are clearly displayed in areas, and on equipment, where PPE is mandatory.
- 15.9 When not in use, PPE will be properly stored, kept clean, and in good repair.
- 15.10 Yeovil college understands its duty to cover the costs of purchase, cleaning and repair for all PPE required.

- 15.11 All Department Managers will keep a record of all PPE issued to ensure it remains relevant and in date.
- 15.12 Users must conduct regular checks of their PPE to ensure that items are still fit for purpose. When this is not the case, the PPE must be taken out of use and replaced by their Line Manager or Tutor.

16. WORK-RELATED HAZARDS

16.1 Manual Handling

- 16.1.1 Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task, and/or a person's ability to hold or grasp the particular item in a safe and balanced manner.
- 16.1.2 The college will, as far as practicable, reduce the need for members of staff to carry out any manual handling tasks that involve a risk of injury.
- 16.1.3 Where manual handling tasks are necessary, the college's Manual Handling Risk Assessment(s) will be implemented. The control measures will be monitored to ensure they are reducing the risk of injury and being implemented correctly.
- 16.1.4 In some cases, specific Manual Handling Risk Assessments are required. Departments must be aware of the manual handling tasks carried out and ensure they are covered by a suitable and sufficient risk assessment.
- 16.1.5 The capability and circumstances, e.g. age of staff, will be considered where manual handling tasks are required. Where there is an unacceptable risk of injury or harm, no manual handling tasks will take place.
- 16.1.6 All members of staff will receive manual handling information and training as needed.
- 16.1.7 Where moving and handling of students is required, training will be provided to all relevant staff and refresher training provided every 2 years.

16.2 Working at Heights

16.2.1 Procedures concerning employees working at heights are addressed in the Estates and Compliance Procedure. Staff MUST NOT carry out any working at height unless they are:

- a. Appropriately trained.
- b. Have read or written a relevant task specific Risk Assessment.
- c. Have identified any safer ways of working that do not involve working at height.
- d. Have read the Estates and Compliance Procedures.

16.3 Lone Working

16.3.1 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.

16.3.2 The purpose of the Lone Working Procedure is to identify higher risk situations and measures that can be taken to minimise that additional risk.

16.3.3 There will remain some circumstances where it is unacceptable for staff to be working alone Managers must make themselves aware of the Lone Working Procedures.

16.4 Stress Management

16.4.1 Staff will be aware of the symptoms of stress, including sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible.

16.4.2 All staff wellbeing matters are managed in line with the Health, Wellbeing and Fitness to Study Policy.

16.5 Display Screen Equipment (DSE)

- 16.5.1 Yeovil college recognises the risks of using DSE and that misuse can lead to chronic injury.
- 16.5.2 The DSE Policy sets out procedures to minimise the health risks of using DSE and to ensure compliance with the Display Screen Equipment Regulations 1992¹⁵.
- 16.5.3 Yeovil college will ensure that all equipment provided for DSE workstations complies with legislative requirements.
- 16.5.4 Yeovil college will ensure that DSE Users are identified and that a DSE Assessment is completed for each User after completing the Health and Safety Induction video. A DSE Assessment must be completed and forwarded to the DSE Assessor for action.
- 16.5.5 Copies will be kept in the Department Health and Safety File and will be maintained by the Health and Safety Co-ordinator. Records of DSE Assessments must be retained for at least 10 years, and the Assessment repeated annually, or sooner if there has been any significant change to the workstation, environment or the work that is carried out by the User.
- 16.5.6 Each Department will have a trained DSE Assessor who will be responsible for assisting with any actions required following the DSE Assessments.
- 16.5.7 DSE Users are entitled to a free eye test.
- 16.5.8 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.
- 16.5.9 Yeovil college has recognised the importance of completing a DSE Assessment for home working in line with this Health and Safety Policy.
- 16.5.10 All DSE Assessments that had raised an issue for the User, must be sent to the Health and Safety Officer for investigation.

16.6 **Noise**

¹⁵ [The Health and Safety \(Display Screen Equipment\) Regulations 1992 \(legislation.gov.uk\)](https://www.legislation.gov.uk)

16.6.1 Managers must ensure that, where there is a risk of noise-induced hearing loss, further action is taken via the Risk Assessment process to reduce the level of noise to the lowest possible limits. Due regard must be paid to The Control of Noise at Work Regulations 2005¹⁶. Further advice might be necessary from the college Health and Safety Officer or Occupational Health.

17. HAZARDOUS MATERIALS (COSHH)

- 17.1 Yeovil college staff must only purchase hazardous materials from a reputable source, making sure that the relevant Material Safety Data Sheet (MSDS) is provided by the retailer on or before delivery and a COSHH Assessment is then completed prior to using the product.
- 17.2 The college will only order supplies of hazardous materials when existing stocks are no longer adequate, and in quantities that are no larger than necessary.
- 17.3 No chemicals or other hazardous materials will be used without the permission of the Department Manager.
- 17.4 The Department Manager is responsible for ensuring all products that may be hazardous to health are COSHH Assessed before being used, taking into account the advice on the relevant MSDS or Hazcard – the latter is provided from CLEAPPS, recognised by Ofsted and the HSE as a definitive basis for undertaking practical work safely. CLEAPPS is an advisory service providing support in Science and Technology for educational establishments. They provide assessments and Hazcards for the use, storage and disposal of chemicals used in Science and Technology. CLEAPPS membership enables employers to discharge their responsibility under the Health and Safety at Work Act and subsequent regulations.
- 17.3 Department Heads will ensure that the relevant control measures and appropriate guidelines are put in place to manage the risks identified in the COSHH Assessments. Control measures will be checked and reviewed on an annual basis or sooner if there is significant change, to ensure continued effectiveness, even when they are known to be reliable.
- 17.4 Relevant Department Heads will ensure that at least two staff members are suitably trained in the handling of hazardous chemicals and materials (where applicable).

¹⁶ [HSE - Noise: Regulations](#)

- 17.5 All equipment, materials and chemicals will be held in appropriate containers and areas conforming to Health and Safety Regulations. Hazardous substances will be labelled with the correct hazard sign and contents label. Storage life will be considered by Department Heads. All COSHH and Ionising Radiations Regulations will be adhered to.
- 17.6 No staff member or student should ever be put at risk through exposure to any hazardous substance used in our practical teaching. No potentially hazardous materials will be used in lessons without the approval of the Department Head.
- 17.7 Where a substance has a workplace exposure limit, control measures will ensure that exposure is below the limit.
- 17.8 The Department Head will keep an up-to-date inventory of all the hazardous chemicals and materials held at the college. An annual audit of hazardous materials will be undertaken by the Health and Safety Officer, with routine surveillance to ensure that they remain safe to store. Unwanted or surplus chemicals and materials, including those that have become unsafe, will be disposed of by a registered waste carrier, in accordance with college Procedures.
- 17.9 The Health and Safety Officer will ensure that all First Aiders are aware of the location of COSHH Assessments in the event of an injury.

18. ASBESTOS MANAGEMENT

- 18.1 In accordance with HSE guidance and legislation¹⁷, an Asbestos Management Survey has been undertaken, by a United Kingdom Accreditation Service (AKAS) accredited surveying organisation.
- 18.2 As a result of the Asbestos Management Survey, risks are identified and dealt with on a priority basis.
- 18.3 An annual re-survey will be completed. This will take place sooner if there are any changes to legislation, changes to the areas containing Asbestos or if there are any concerns.
- 18.4 Further details concerning the management of asbestos can be found in the Estates Management Policy.

¹⁷ [Asbestos - HSE](#)

19. CLEANING

- 19.1 Yeovil college provides a safe and hygienic environment for people to learn and work. Contract cleaners are monitored to ensure the standard required in the contract is met.
- 19.2 Waste disposal is managed through Estates and Facilities to ensure it is removed in a timely manner and recyclable items are placed in the correct receptacles.
- 19.3 This all ensures that a safe environment is offered to students and staff that complies with The Workplace (Health Safety and Welfare) Regulations 1992. By adhering to these Regulations, the college ensures the correct standards are implemented and a better working and learning environment is provided.

20. INFECTION CONTROL

- 20.1 Yeovil college employ a contract company to ensure suitable and sufficient infection control is in place.
- 20.2 Should Government Guidance be issued to manage a particular infection situation; a relevant risk assessment will be written and processes put in place immediately to ensure such infections are controlled and reduced to as low a risk as reasonably practicable.
- 20.3 In the event of an epidemic or pandemic, the Critical Incident and Business Continuity Plans will be activated, and Government Guidance followed.

21. ALLERGENS AND ANAPHYLAXIS

- 21.1 As requested by Student Services, Parents or Students (age dependent) are required to provide the college with up-to-date information relating to allergies, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required. Staff who have severe allergies should inform relevant colleagues or Departments, including actions to be taken in the event of an allergic reaction occurring, including what medication needs to be administered.
- 21.2 Under The Human Medicines (Amendment) Regulations 2017¹⁸, the college is able to purchase adrenaline auto-injector (AAI) devices without a prescription, for emergency use on

¹⁸ [The Human Medicines \(Amendment\) Regulations 2017 \(legislation.gov.uk\)](https://www.legislation.gov.uk)

students who are at risk of anaphylaxis, but whose device is not available or is not working. The college currently do not hold spare AAIs.

21.3 The Catering Team will ensure that all pre-packed foods for direct sale (PPDS) made on the college site meet the requirements of Natasha's Law, i.e. the product displays the name of the food and a full, up-to-date ingredients list with allergens emphasised, e.g. in bold, italics or a different colour. Pre-packed food purchased direct from external suppliers will have labelling that complies to Natasha's Law.

21.4 Yeovil college have a Administering Medication Policy, which is reviewed and held by the SENCO. First Aiders must read this policy.

22. MEDICATION

22.1 Yeovil college's Administering Medication Policy will be read, understood and adhered to at all times. Foundation Learning staff will receive annual training in supporting students with medical conditions.

22.2 The college will obtain notification from parents/carers or students (age dependent) regarding any medication that students are required to take.

22.3 Only trained staff will administer medication. The college's Administering Medication Policy will be followed at all times.

22.4 A record will be kept of any medication that students take whilst onsite, including self-administered. This will be administered by the Student Experience Team.

23. SMOKING/VAPING

23.1 At Yeovil college smoking or vaping will only be permitted in the designated smoking area.

23.2 All staff and students will be made aware of the on-site rules.

23.3 Contractors and visitors are not permitted to smoke or vape on site.

24. RESIDENTIAL AND NON-RESIDENTIAL TRIPS AND VISITS

- 24.1 Procedures concerning college trips and visits, including trips abroad, are contained in the college's Residential and Non-Residential Trips and Visits Policy. This Policy is reviewed annually, or sooner if there is any significant change to procedures or legislation.
- 24.2 The college recognises that learners can derive considerable value and educational benefit from taking part in trips and visits. The college has a responsibility to ensure that all trips and visits from the college comply with the requirements of Health and Safety legislation¹⁹, the requirements of the Children's Act 2004 and that all practical steps are taken to ensure learners Health and Safety.
- 24.3 As detailed in 7.7 above, an Educational Visits Co-ordinator has been appointed to oversee all arrangements necessary to ensure compliance to legislation.

25. SAFE USE OF COLLEGE AND PERSONAL VEHICLES

- 25.1 The driver will be aged over 21 years and hold a full and in-date license for appropriate for the type of vehicle being used.
- 25.2 Drivers will complete the Driver Risk Assessment form from the Facilities Office and supply a photocopy of their Driving License, which will be checked on an annual basis.
- 25.3 The vehicles will carry strictly one person per seat and seat belts will be worn at all times.
- 25.4 Fines accrued will be paid by the driver at the time the offence was committed.
- 25.5 User must conduct vehicles checks for any faults or defects prior to being used. Any faults or defects must be reported immediately to Estates and Facilities.
- 25.6 Any faults, defects or damage that occurs whilst the vehicle is under the control of the driver must be reported to the Facilities Team immediately. The vehicle must only be used following discovery of reported failings if it safe to do so and is roadworthy.
- 25.7 Users must record mileage including the starting and closing mileage. This must be given to Facilities when the vehicle is returned.

¹⁹ [Health and safety on educational visits - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

- 25.8 The Yeovil college Travelling and Subsistence Policy sets out guidance for essential car users.
- 25.9 The college has a responsibility to ensure that drivers are qualified and fit to drive, and that the vehicles they use are insured and roadworthy.
- 25.10 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.
- 25.11 Spot checks will be made throughout the year to ensure that the declarations are accurate.

26. RADON

- 26.1 Yeovil college acknowledges it is in a radon area. For the purposes of ensuring compliance with The Ionising Radiation Regulations 2017 (IRR17) a Radon Risk Assessment will be carried out. Active radon monitoring will take place at intervals decided by the previous results.
- 26.2 Where monitoring shows radon is above the legal action level, active or passive systems will be deployed to ensure levels are reduced.
- 26.3 Radon barriers will be installed in all new buildings that are planned.

27. MONITORING AND REVIEW

The effectiveness of this Policy will be reviewed annually or sooner if there is significant change to legislation or regulations. The Corporation will monitor the Policy annually.

28. RELATED POLICIES, PROCEDURES, DOCUMENTS, DEFINITIONS

- a. Risk Assessments
- b. Individual Risk Assessments
- c. Evacuation, Lockdown and Critical Incident Procedure
- d. Fire Evacuation Procedure
- e. Fire Warden Procedure
- f. Fire Risk Assessment Procedure
- g. Fire Safety Policy

- h. Personal Emergency Evacuation Plan
- i. Departmental Policies and Procedures
- j. Safeguarding and Prevent Policy and Procedure
- k. First Aid Needs Analysis
- l. First Aid Risk Assessment
- m. First Aid Policy
- n. Asbestos Register
- o. Asbestos Management Survey
- p. COSHH Assessments
- q. Material Safety Data Sheets
- r. Personal Protective Equipment Procedure
- s. Contractor Risk Assessments and Method Statements
- t. Accident, Incident and Near Miss Recording and Investigation
- u. Annual Audits – Internal and External
- v. Slips Trips and Falls Controls
- w. Training Procedures
- x. Management of Sharps
- y. Management of Visitors and Contractors
- z. Management of CMD Regulations 2015
- aa. Management of Manual handling
- bb. Management of Working at Heights
- cc. Management of Lone Working
- dd. Stress Management
- ee. Display Screen Equipment Assessments and Management
- ff. Management of Noise
- gg. Management of Allergens and Anaphylaxis
- hh. Management of Medication
- ii. Smoking and Vaping Procedure
- jj. Use of college and Personal Vehicles for Work Purposes
- kk. Residential and Non-Residential Trips and Visits Policy
- ll. Management of Ionising Radiation Regulations 2017
- mm. Health, Wellbeing and Fitness to Study Policy
- nn. Administering Medication Policy