

There are 95 sections/subsections to this document. Use the **Contents** page to navigate to the section you require: point with cursor over name and press '**Ctrl + click**'

# Tyne Coast College

## Health & Safety Policy

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- We will consider any request for this policy to be made available in an alternative format or language. Please contact: Chief Finance Officer
- We review our policies regularly to update them and to ensure that they are accessible and fair to all. We welcome suggestions for improving the accessibility or fairness of this policy.

Approved by:	Version:	Issue Date:	Review Date:	Contact Person:
Executive Group, Board	v.12	January 2025	January 2028	Health & Safety Manager

**POLICY NUMBER: 31**

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# 1 Statement of Commitment & Intent

- 1.1 The College recognises and accepts its responsibility as a college of further education and as an employer, for conducting its affairs in such a way that the health and safety of its learners, employees and others who may be affected will not, so far as is reasonably practicable, be put at risk.
- 1.2 The College recognises that the Health and Safety at Work Act places a general duty on every employee to exercise personal responsibility and care for the health and safety of themselves and others, and to co-operate fully with the employer in meeting its responsibilities under the Act.
- 1.3 It will as a responsible employer make every endeavour to meet its legal obligations under the Health and Safety at Work Act and any other relevant legislation, and ensure insofar as is reasonably practicable, that all of its responsibilities are met, by paying continuous attention to all aspects of health and safety at work. Subject to constraints it will pay particular attention to the provision of the following, insofar as it is consistent with, and appropriate to, the duties of any particular employee or group of employees:
- (a) plant, equipment and systems of work that are safe;
  - (b) safe arrangements for the use, handling, storage and transportation of articles and substances;
  - (c) sufficient information, instruction, training and supervision to enable all employees to perform their duties safely and contribute positively to health and safety at work;
  - (d) a safe place of work, and safe access to, and egress from it;
  - (e) a healthy working environment;
  - (f) personal protective equipment as appropriate;
  - (g) adequate first aid facilities;
  - (h) adequate welfare facilities.
- 1.4 The College recognises, without detracting from its responsibility as an employer, that its Director / Head of Department have a duty within their areas of responsibility, to take all necessary steps to implement the College's Health and Safety Policy, including: the provision of risk assessment and appropriate controls; provision of written procedures and guidelines, pertaining to the activities of their respective Schools and Service.
- 1.5 The College will, as far as is reasonably practicable, take action to:
- a) implement systems to manage health and safety performance;
  - b) plan, organize, control, monitor and review all aspects of provision to ensure health and safety legal compliance and annually set objectives;
  - c) ensure continual improvement by implementing the Health and Safety Business Plan;
  - d) define roles and areas of responsibility for health and safety;



- e) conduct suitable and sufficient assessment of risk for all college activities and review regularly and as necessary, bringing the written results to the attention of all relevant employees, students, visitors or contractors;
- f) build up a body of guidance in the form of manuals of instructions, codes of practice, standards, procedures, advice etc., relating to the health and safety aspects of the activities undertaken within departments and bring these to the notice of relevant employees;
- g) extend the protection of this policy to: students on site, on work placement or on educational visits; to employees engaged in external activities on behalf of the College including driving for work; and to those persons who are not College employees but are attending any work place under the control of the College;
- h) promote the 'safe learner' concept.

1.6 Without detracting from the primary responsibilities of managers and supervisors for ensuring safe conditions of work for all, the College will appoint competent persons to provide technical and managerial advice on safety and health matters to assist management in meeting its health and safety obligations.

1.7 It is recognised that the part played by individual employees is crucial to the successful implementation of this policy.

1.8 No safety policy can be successful unless it actively involves employees. The College therefore undertakes to consult with employees and employee representatives and to agree with them adequate arrangements for joint consultation with, and the participation by employees in matters relating to health and safety. The College will maintain a formally constituted Health and Safety Council which will meet at least once per term.

1.9 This policy will be brought to the attention of all employees and will be reviewed and modified from time to time in light of experience of its operation. Any revisions or modifications will be brought to the attention of all employees affected thereby.

<b>Chief Executive</b> <i>Lindsey Whiterod</i>		<b>Chair of governors</b> <i>Malcolm Grady</i>	
Date:		Date:	

## 2 Statement of Organisation

### 2.1 OVERALL RESPONSIBILITY

Ultimate responsibility for Health & Safety rests with the College Governing Body which is responsible, as the employer of the College Staff, for ensuring their Health & Safety, and conducting the College's undertakings in such a way as to ensure the safety of staff, learners and visitors, so far as is reasonably practicable.

The governing body will be responsible for:

- a) ensuring that there is an effective policy for Health & Safety at Work in respect of its employees, learners and visitors, and that it is reviewed and updated on a regular basis;
- b) promulgation of policy and safety information among College staff;
- c) establishment of Health & Safety procedures in accordance with (Management of Health and Safety at Work Regulations 1999);
- d) ensuring that all Health & Safety risks are managed by appropriate arrangements to 'Terminate', 'Tolerate', 'Treat' or 'Transfer';
- e) ensuring that all transferable liability is covered by adequate insurance;
- f) ensuring that sufficient resources are made available to enable College Management to fulfil their legal obligations.

### 2.2 CHIEF EXECUTIVE'S RESPONSIBILITY

In practice the Governing Body's responsibilities as defined for Health & Safety are discharged through the Chief Executive. The Chief Executive shall provide leadership by:

- a) demonstrating the board's commitment to health and safety;
- b) ensuring the board and the organisation receives competent health and safety advice required by law;
- c) ensuring all staff, including the board, are sufficiently trained and competent in their health and safety responsibilities;
- d) ensuring that the workforce, particularly safety representatives, are consulted properly on health and safety matters, and that their concerns are reaching the appropriate level including, as necessary, the board;
- e) ensuring that systems are in place to confirm the organisation's risks are assessed, and that sensible control measures are established and maintained
- f) ensuring audits and inspections are undertaken to inform the Senior Management Team (SMT) about what the organisation and contractors actually do;
- g) ensuring SMT and the board receive regular health and safety performance data and reports on injuries and work-related ill health AND that the data is compared with others in the FE sector;
- h) ensuring changes in working arrangements that have significant implications for health and safety are brought to the attention of the board;
- i) ensuring appropriate board-level review of health and safety.

The Chief Operating Officer will Chair the College Health & Safety Council and formulate and update College Health & Safety Policy in their absence the Director of Estates will deputise. The Chief Operating Officer will take day to day responsibility for the safe operation of the College on behalf of the Chief Executive and report to the Chief Executive on all health and safety matters.

### 2.3 CHIEF OPERATING OFFICER

The Chief Operating Officer responsibilities are:

- a) formulate, systematically update and review the College Health & Safety Policy every three years or when a change occurs in accordance with the Health and Safety at work Act 1974, and associated regulations;
- b) the Health & Safety policy is implemented across the college;
- c) take a direct interest in the Health & Safety Policy of the College and support all persons who carry out that policy;
- d) maintain the College Health & Safety Council;
- e) do everything reasonably practicable to ensure that all sections of the College observe safe working practices;
- f) ensure that: staff trained in First Aid are available in adequate numbers throughout the college; First Aid is appropriate for the activity risks including the provision of kits, supplies and signs; the provision is maintained up to date and communicated effectively to all staff.
- g) ensure that Fire Wardens and Fire Marshals are appointed and trained;
- h) ensure that health, safety and welfare performance including claims/loss is measured, strategic targets set and that their progress is monitored and reviewed by the Governors to achieve continuous improvement and limit loss;
- i) ensure that Director / Head of Department are fully aware of their Health & Safety responsibilities;
- j) ensure that appropriate priority is given to Health & Safety matters, when new course provision, projects, plant, equipment etc. are introduced or installed;
- k) oversee the monitoring of contracted services e.g. SODEXO, Churchill and Estates contracts to ensure adequate health and safety provision for facilities/activities including: Dr Winterbottom Halls; EAT, COSTA, MSTC refectory, food and drink dispensing machines and associated activities; Cleaning; Reactive Maintenance and Garden maintenance.
- l) ensure that periodic safety inspections of premises, plant and equipment are conducted;
- m) hold systematic fire drills and evacuation procedures, and monitor the response of staff and learners;
- n) arrange for all staff and learners to be adequately trained in Health & Safety for the specific tasks they are required to undertake;
- o) establish and maintain a procedure for investigating and reporting accidents, incidents, dangerous occurrences and near misses promptly;





- p) monitor School and Service systems and self-inspection processes to ensure they are operating properly in accordance with procedures and on schedule;
- q) provide for systematic Health & Safety auditing;
- r) provide sufficient resources to achieve the implementation of responsibilities above including specifically that of:
  - 1 periodic maintenance and servicing of equipment;
  - 2 safe working practices and systems;
  - 3 supervision, training and information;
  - 4 safe place of work including safe access and egress;
  - 5 safe working environment.
- s) effective monitoring and completion of statutory inspection requirements (see active monitoring policy 3.3);
- t) the day to day control of Health & Safety Manager's duties;
- u) ensure ICT electrical items and systems are maintained;
- v) ensure all sub-contractors adhere to those procedures on regulation of contractors as outlined in **3.13 Managing Contractors**.
- w) monitoring of contracted services i.e. SODEXO and Churchill contracts to ensure adequate health and safety provision for facilities/activities including Cleaning and Catering including all food and drink dispensing machines and associated activities at: Dr Winterbottom Halls; MOST; Westoe: EAT; COSTA and refectory.

## **2.4 SENIOR EXECUTIVE GROUP (SMT) MEMBERS plus Assistant/Vice principals**

Each SMT member has the responsibility of ensuring the duties of the chief Executive and the board are satisfied by providing a safe and health workplace including adequate welfare facilities for their staff and students. This should be achieved by:

- a) fully supporting and contributing to the implementation of the **Health & Safety Policy**;
- b) ensuring that Director / Head of Department nominate at least one Health & Safety Co-ordinator for the school to provide support as required in **2.16 Health & Safety Co-ordinators**;
- c) organising for the preparation of procedures covering special risks;
- d) ensuring that all equipment, plant and substances used are suitable to meet the curriculum plan and are kept in good condition; this includes organising for the regular maintenance and servicing of equipment;
- e) ensuring the safe storage, handling, transportation and stacking of materials and substances have been arranged;





- f) ensuring that Director / Head of Department provide adequate information, instruction, training and supervision to ensure that work is conducted safely and without risks to health;
- g) monitoring compliance to role and responsibilities as defined and competence of Director / Head of Department through **Individual Performance Appraisal procedure**;
- h) ensuring Director / Head of Department provide appropriate induction training and mentoring of new starters, work experience students and casual/part time staff about hazards, associated risks and controls for safe work;
- i) ensuring Director / Head of Department provide learners, visitors, contractors and staff with appropriate information to ensure their safety while on STC premises and that the **3.13 Contractor Management Arrangements** is complied with;
- j) ensuring Director / Head of Department take immediate and appropriate steps to investigate and rectify any risks (or perceived risks) to Health & Safety arising from the college operation, preparation and learning activities;
- k) ensuring Director / Head of Department establish and enforce housekeeping procedures;
- l) ensuring. Director / Head of Department bring to the prompt attention of appropriate personnel any Health & Safety issue that requires attention;
- m) ensuring that all accidents and “near-misses” are properly investigated, recorded and reported following **3.5 Accident & Near Miss Reporting Procedure**, and that appropriate follow-up action is taken;
- n) ensuring safe access to, and egress from the workplace at all times;
- o) ensuring Director / Head of Department carry out an ongoing programme of risk assessments; ensuring that risk assessments are undertaken, reviewed within due date or through changes, recorded, brought to the attention of all interested parties and centrally stored on the Intranet;
- p) ensuring Director / Head of Department carry out regular scheduled inspections of work place/activities and audits of systems, taking action to correct all unsafe acts and rectify unsafe conditions;
- q) ensuring Director / Head of Department arrange sufficient number of Fire Wardens for their area and cover when appropriate;
- r) ensuring that those persons appointed within their Department to assist with protective and preventative arrangements are provided with the necessary information, instruction and training, together with adequate time to enable them to fulfil their functions;
- s) ensuring Director / Head of Department develop appropriate control measures, standards and procedures based upon risk assessments;
- t) ensuring Director / Head of Department identify, set and review Health & Safety targets as part of their department SAR and the measurement of Health & Safety performance;
- u) ensuring Director / Head of Department notify the Estates Department of any contractors who are planned to work at College sites, prior to their arrival;



- v) ensuring Director / Head of Department provide appropriate safety and personal protective equipment and ensure proper use;
- w) ensuring Director / Head of Department provide appropriate First Aid for their areas of responsibility and that First Aid kits, supplies and signs are appropriately located and maintained;
- x) ensuring Director / Head of Department liaise with the Health & Safety Manager to keep up-to-date, as far as is reasonably practicable, on legislation, codes of practice, etc. relating to the operation of the Department and ensuring that such requirements are observed;
- y) ensuring Director / Head of Department conduct an **annual performance review** each Director / Head of Department must prepare a brief **Annual Safety Report** which will contribute to the production of the College Annual Health & Safety Report and Health & Safety Action Plan. This may be brought about from the local committee consultation process.

## 2.5 ALL LINE MANAGERS

All line managers, Directors / Head of Department are responsible for ensuring that the Health & Safety Policy is implemented within their own Department and as such for ensuring that staff, learners, visitors and contractors under their control are not exposed to unnecessary risks to their Health & Safety. They must monitor the workplace to ensure that safe conditions are maintained. Where risks are identified they must ensure that these are rectified, so far as reasonably practicable.

These duties include the following:

- a) fully supporting and contributing to the implementation of the **Health & Safety Policy**;
- b) nominate at least one Health & Safety Co-ordinator for the Curriculum Department to provide support as required in **2.15 Health & Safety Co-ordinators**. The Co-ordinators may have special knowledge of the area of work they are employed in and have a key role to play in ensuring good Health & Safety practice;
- c) arranging for the preparation of procedures covering special risks in their areas;
- d) establishing that all equipment, plant and substances used are suitable for the task and are kept in good condition; this includes the regular maintenance and servicing of equipment; reporting any defect which cannot be rectified, taking the equipment or materials out of service where necessary; to ensure compliance with specific TCC policies/ arrangements;
- e) arranging for safe storage, handling, transportation and stacking of materials and substances;
- f) providing adequate information, instruction, training and supervision to ensure that work is conducted safely and without risks to health; monitoring compliance and competence of staff through **Individual Performance Appraisal procedure**;



- g) ensuring appropriate induction training and mentoring of new starters, work experience students and casual/part time staff about hazards, associated risks and controls for safe work;
- h) providing learners, visitors, contractors and staff with appropriate information to ensure their safety while on TCC premises and that the **3.13 Contractors Management Procedure** is complied with;
- i) taking immediate and appropriate steps to investigate and rectify any risks (or perceived risks) to Health & Safety arising from the college operation, preparation and learning activities;
- j) establishing and enforcing housekeeping procedures;
- k) bringing to the prompt attention of appropriate personnel any Health & Safety issue that requires attention;
- l) ensuring that all accidents and “near-misses” are properly investigated, recorded and reported following **3.5 Accident & Near Miss Reporting Procedure**, and that appropriate follow-up action is taken;
- m) ensuring safe access to, and egress from the workplace at all times;
- n) carrying out an ongoing programme of risk assessments; ensuring that risk assessments are undertaken, reviewed within due date or through changes, recorded, brought to the attention of all interested parties and centrally stored;
- o) carrying out regular scheduled inspections of work place/activities and audits of systems, taking action to correct all unsafe acts and rectify unsafe conditions;
- p) arranging cover for Fire Wardens when appropriate;
- q) ensuring that those persons appointed within their department to assist with protective and preventative arrangements are provided with the necessary information, instruction and training, together with adequate time to enable them to fulfil their functions;
- r) developing appropriate control measures, standards and procedures based upon risk assessments;
- s) identifying, setting and reviewing Health & Safety targets and the measurement of Health & Safety performance;
- t) notify the Estates Department of any contractors who are planned to work at College sites, prior to their arrival;
- u) ensuring that appropriate safety and personal protective equipment is available and properly used;
- v) ensure appropriate First Aid is available for their areas of responsibility and that First Aid kits, supplies and signs are appropriately located and maintained. Must make all department staff aware of the First Aid provision and to report any unsuitability;
- w) liaising with the Health & Safety Manager to keep up-to-date, as far as is reasonably practicable, on legislation, codes of practice, etc. relating to the operation of the department and ensuring that such requirements are observed;

### **2.5.1 Health & Safety File – see 3.32**

### **2.5.2 Performance monitoring**

Assistant Principles and Director / Head of Department will provide a regular health and safety report as part of the performance monitoring process. Its content must consider where relevant:

- a) recent accidents, incidents and dangerous occurrences
- b) internal /external inspections/audits conducted and issues raised for action
- c) changes of legislation, guidance and standards which may affect the legal aspects of the operation
- d) any statutory inspection issues as a result of contractors reports
- e) any health and safety training carried out/to be carried out in their area

## **2.6 DUTY MANAGER**

The College has identified periods during College opening times, when there may not be a representative of senior management on site. To ensure the Chief Executive is represented, and to deal with matters which affect the College as a whole during these times, a manager will be appointed as the Chief Executive's representative.

### **Arrangements**

- a) The Principalship will ensure that a rota of Duty Managers is drawn up to cover the periods identified;
- b) If a member of staff concerned is unable to carry out a duty in accordance with the rota then they should arrange an exchange with another manager on the rota and report to the Principalship. If this exchange cannot be arranged then the Chief Executives Assistant should be informed, and they will then arrange for this duty to be covered;
- c) The Duty Managers will have particular responsibilities with regard to fire and emergency evacuation procedures which can be identified in **3.18 Duty Manager Guidance**;
- d) Duty Managers should note any problems or difficulties experienced during their period of duty and bring these to the attention of the relevant person as soon as reasonably practicable.

## **2.7 DIRECTOR OF ESTATES**

In addition to other duties prescribed under Director / Head of Department, the **Director of Estates** is responsible for ensuring:

- a) safe access and egress on all sites;
- b) buildings and support services are adequately maintained;
- c) plans and systems of electrical and gas supplies are maintained;



- d) the organized Portable Appliance Testing for all business support services in line with **3.19 Electricity at Work Supply and Fixed Wiring** and **3.20 Electricity at Work Portable Electrical Appliances procedure**;
- e) all fire-alarms, extinguishers, emergency lights, doors and emergency exits are inspected, tested and maintained in accordance with **3.22 Fire Precautions & Evacuation**;
- f) water supplies are maintained in accordance with the Legionnaires' Disease approved code of practice and **3.38 Legionella and water management risk**;
- g) all sub-contractors adhere to those procedures on regulation of contractors as outlined in **3.13 Contractor Management**;
- h) Asbestos is managed in line with legal requirements and the asbestos register and risk assessments are kept up to date and available;
- i) Statutory inspection is arranged through contractors and administration of the reports and actions are facilitated.

## 2.8 GENERAL SERVICES MANAGER

The General Services Manager has been contracted to take charge for all aspects of Health & Safety associated with Dr Winterbottom Halls, the Lifestyle Centre and Sodexo catering provision and all associated operations. Responsibilities are as defined in **2.6 All Line Managers** plus for Dr Winterbottom Halls sites:

- a) comply with all measures necessary to satisfy the 'National Minimum Standards for Accommodation of Students under Eighteen by Further Education Colleges
- b) provide safe access and egress;
- c) ensure buildings are adequately maintained;
- d) ensure electrical and gas supplies are maintained;
- e) ensure all fire-alarms, extinguishers, emergency lights, doors and emergency exits are inspected, tested and maintained in accordance with **3.22 Fire Precautions & Evacuation procedures**;
- f) water supplies are maintained in accordance with the Legionnaires' Disease approved code of practice and **3.38 Legionella and Water Management risk procedure**;
- g) all sub-contractors adhere to those procedures on regulation of contractors as outlined in **3.13 Contractor Management**.

## 2.9 EMPLOYEE RESPONSIBILITY

All employees must:

- a) fully co-operate with the College in carrying out their employers duties including conducting risk assessments and providing suitable controls;
- b) take reasonable care for their own Health & Safety;
- c) consider the Health & Safety of other persons who may be affected by their acts or omissions;

- d) work in accordance with information and training provided, including wearing personal protective equipment where appropriate;
- e) work in accordance with policies and arrangements specified by management;
- f) make themselves available for training and complete tests for competency where required;
- g) refrain from intentionally mis-using or recklessly interfering with anything that has been provided for Health & Safety reasons;
- h) report any hazardous defects in buildings, plant and equipment, or shortcomings in the existing safety arrangements, to their Line Manager;
- i) report any uncontrolled risks associated with activities, materials and substances;
- j) not undertake any task for which authorisation and/or training has not been given;
- k) be aware of the location of first aid equipment and qualified First Aiders;
- l) be aware of the arrangements for evacuating the building, for self, learners and visitors under your direct control;
- m) practice good housekeeping;
- n) report all accidents and near misses following **3.5 Accident, Incident & Near Miss Reporting procedure**.

**NOTE:** It is a disciplinary offence which could lead to dismissal, to work, cause or permit others to work in a way which is contrary to the requirements of Health & Safety Legislation or the College Health & Safety Policy.

## 2.10 HEALTH & SAFETY MANAGER

The duties of the Health & Safety Manager include the following:

- a) assist the Chief Operating Officer / Director of Estates in the day to day implementation of their responsibilities;
- b) advise the Chief Operating Officer and other college managers on Health & Safety legislation and on matters appertaining to the formulation, review and effectiveness of all policies on Safety, Health and Welfare;
- c) assist in development of policies and arrangements for the implementation of existing and new Health & Safety legislation;
- d) advise on matters pertaining to Health & Safety at Work where persons other than College employees are to be or are engaged in work for or on behalf of the College on College premises or locations;
- e) be available at the request of management to advise on safety, health, and welfare issues;
- f) conduct reviews of all policies on Health & Safety;
- g) undertake inspections, surveys and audits to determine the effectiveness of College Health & Safety Policies;
- h) undertake preliminary investigations of accidents where necessary. Conduct further investigation of those incidents which either require further investigation or are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, & prepare reports where necessary; recommending actions and controls as appropriate;
- i) provide advice and assistance to all levels of Management on risk management, assessments and control and thus accident prevention;





- j) co-ordinate and assist Safety Co-ordinators in conducting Risk Assessments throughout the College; conducting Risk Assessments where required;
- k) ensure College Health & Safety Procedures on controlling contractors are adhered to;
- l) attend Health & Safety Council meetings on an ex-officio basis and offer advice as requested; meet and co-operate with visiting Health & Safety Executive officers, Fire Service officers or Environmental Health officers;
- m) ensure the implementation of the college Fire Precautions and Evacuation and monitor its effectiveness by undertaking fire evacuation drills on all sites at least once per term;
- n) prepare a monthly review of accidents and incidents, and compile an annual report on accident statistics benchmarked against comparable performance;
- o) offer advice to senior management on the purchase and use of plant, equipment, substances and personal protective equipment;
- p) maintain a register of First-Aiders and inform the Chief Operating Officer and Director of Estates of any measures required to ensure the College is complying with its duties under the First Aid at Work Regulations;
- q) provide or arrange safety training as and when required;
- r) monitor the health and safety training matrix and all staff development lists of nominated/authorized personnel with Human Resources department;
- s) undertake staff development and attend meetings of appropriate professional bodies when required in order to keep abreast of current developments in the area of Health & Safety management;
- t) maintain all necessary Health & Safety records;
- u) provide for the continuous improvement of Health & Safety management across all sites of the College;
- v) further the implementation of a Health & Safety culture across the College;
- w) ensure all reportable accidents, diseases and dangerous occurrences are reported to the Health & Safety Executive and the Chief Operating Officer and where necessary other relevant personnel via monthly accident reports;
- x) report any electrical equipment which requires Portable Appliance Testing to the appropriate department.
- y) prepare an **Annual Business Plan** for the development of the college health and safety provision.

## 2.11 HEALTH & SAFETY COUNCIL

The College acknowledges the importance of employee involvement in Health & Safety matters and the importance of the positive role played by safety representatives appointed under The Health and Safety at Work Act 1974, The Safety Representatives and Safety Committee Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996. The College will provide the facilities and assistance such safety representation can reasonably require in order to carry out their functions.

### 2.11.1 Membership

The Health & Safety Council will consist of up to 16 members plus ex officio members these being made up of:

- a) Chief Executive (Chair person)
- b) Chief Finance Officer
- c) Marine Schools Safety Committee representative
- d) Up to four Director / Head of Department



- e) Director of IT
- f) Up to Three Representative of Employee Safety (non-union staff)
- g) Up to Three representatives of the U.C.U.
- h) Up to Three representatives of UNISON
- i) One representative of the GMB – no representation as of November 2014
- j) One representative of the Association of College Managers (AMIE) – no representation as of November 2014
- k) One student representative (optional when available)

With the following ex-officio members attending:

- Health and Safety Manager
- Director of Estates
- Learning & Development Manager

Other ex-officio members who may be called upon for competent advice may include:

- Senior Technician 'Marine & Engineering Schools'
- Individual specialists from schools or services

Ex-Officio members are present to provide competent advice or to ease the implementation of Council decisions. Attendance at Council meetings are open to others where the Council feel such attendance is relevant for the effective consideration of topics on the agenda.

### **2.11.2 Terms of Reference**

The Council will meet when required but at least once per term.

The council will:

- a) establish and maintain standards of health, safety and welfare in keeping with legal requirements and with College policy;
- b) promote co-operation amongst all staff in instigating, developing and monitoring measures to ensure the health safety and welfare of all employees, learners, visitors and contractors;
- c) consider reports or information provided by external bodies including: enforcing authority inspectors; specialist assessors; awarding bodies; government educational bodies and external auditors;
- d) review monthly reports of Health & Safety performance;
- e) review accident investigations and subsequent action where necessary;
- f) review reports and promote risk assessments, inspections and audits as methods of improving safety performance;
- g) recommend appropriate Health & Safety training to ensure competence and continuous improvement;
- h) consider effectiveness of emergency procedures and promote to staff, students, contractors and visitors;
- i) consider changes in the workplace affecting the health, safety and welfare of employees and others;
- j) consider new legislation and its impact on the college.

The minutes of Council meetings will be supplied to each member of the Council and brought to the attention of College employees through availability via the Intranet.



*All consultation arrangements will be in compliance with The Safety Representatives and Safety Committees Regulations 1977 and The Health & Safety (Consultation with Employees) Regulations 1996 and in accordance with INDG 232 'Consulting Employees on Health & Safety'.*

### **2.11.3 Agenda and Minutes of Meetings**

1. Apologies for Absence – minute taker
2. Minutes of the Previous Meeting held on \_\_\_\_\_ - chairperson
3. Matters Arising from Previous Minutes - chairperson
4. H&S Training Lists (standard agenda item) – Health and Safety Manager / Learning and Development Manager
5. Related Policy updates
6. Significant incidents/accidents since last meeting (including any enforcement officer visits)
7. Any Other Business - chairperson
8. Date of Next Meeting

### **2.12 LOCAL SAFETY COMMITTEES**

As part of the process of ensuring effective joint consultation on Health & Safety issues, and devolving responsibility for Health & Safety to a local level, the College has a system of Local Safety Committees chaired by the relevant Senior Manager.

Committees are to operate in the following 6 areas:

1. All PVC College departments
2. Marine College Schools
3. Marine Offshore Safety Training Centre & Fire Safety Training Schools
4. TCC Business Support Services
5. Tyne Metropolitan College departments

#### **2.12.1 Membership:**

- a) The Chief Executive or Chief Operating Officer will nominate or authorise the chair to each Local Safety Committee;
- b) The chair of each local committee will arrange a fair representation of all interests/groups. Director / Head of Department and H&S Coordinators should always be represented at the meetings; there is no maximum membership and three will constitute a quorum;
- c) Deputies will be allowed should a regular member be unavailable for attendance;
- d) In addition, Safety Representatives from 'Recognised Trade Union(s)' have a right to attend these meetings, where they are not already members of the committee. It is strongly recommended that Representatives of Employee Safety for those who are not members of a union are also represented at the meetings;
- e) Where appropriate, student representation should be included in local consultation;



- f) The college Health & Safety Manager should be always invited as an ex officio member whenever possible, for the purpose of providing professional support and advice.

**2.12.2 Terms of Reference:**

- a) To support the activities and function of the College Health & Safety Council;
- b) To consider and determine the implementation of the Colleges Health & Safety Policy objectives, ensuring duplication of effort is avoided;
- c) To identify the issues that have College wide and/or resource implications for report to the College Health & Safety Council;
- d) To ensure that staff and student concerns relating to their Health & Safety are responded to;
- e) To facilitate an opportunity for the corporate resolution of issues at local level;
- f) To support the development and implementation of local safety procedures, rules and codes of practice;

The main purpose of local consultation is to facilitate first line action and resolve problems at source. Local Safety Committees will meet as required, but at least once per term.

**2.12.3 Agenda and Minutes of meetings:**

Local committee agendas should include:

- 1. Chair's account and confirmation of actions taken and progress made since last meeting;
- 2. Matters arising from Inspections and progress of actions;
- 3. Response to Accidents, Incidents and Near-Misses and progress of actions;
- 4. Items raised by members, staff and students and action plan;
- 5. College initiated issues (Information);
- 6. Emergency arrangements;
- 7. Insurance reports – progress on observations and recommendations;

Minutes of all meetings must be recorded as per agenda items and should also indicate:

- Date & time meeting held.
- Those present.
- Apologies.
- Information of any visit by an Enforcement Officer.
- Date of next meeting.

**NOTE:**

- a) Items referred to the college Health & Safety Council, must include an outline of the nature of the issue;
- b) Activity at local level regarding Health & Safety consultation, will be audited to ensure compliance with legislation;
- c) Copies of minutes must be sent to the college Health & Safety Manager who will also keep the Council apprised regarding the issues raised during local consultation.

## 2.13 SAFETY REPRESENTATIVES

Within the College the recognized Trade Unions appoint their own Safety Representatives.

Each respective Trade Union is required to notify the College of all such appointments annually, confirming the constituency they represent to the Executive Director of Human Resources, who will ensure that relevant members of the college management are informed.

The college recognises the valuable contribution that Safety Representatives can make, and will accommodate them appropriately to facilitate:

- a) the need for Safety Representatives to meet separately;
- b) Safety monitoring, including involvement in Inspections;
- c) Consultation with Management at Local and Senior level;
- d) The provision of relevant information that relates to the Health, Safety and Welfare of the staff they represent.

## 2.14 HEALTH & SAFETY CO-ORDINATORS

Director / Head of Department are required to nominate Health & Safety Co-ordinators. The Co-ordinators may have special knowledge of the area of work they are employed in and have a key role to play in ensuring good Health & Safety practice.

In particular they will:

- a) ensure the maintenance of all safety related documentation associated with their School or Service;
- b) carry out regular safety inspections in line with the **3.3 Active Monitoring Policy**, including checks on access and egress;
- c) advise management of the need for specialist safety inspections and risk assessments;
- d) regularly check the availability and completeness of first aid boxes;
- e) ensure that fire notices are prominently displayed;
- f) ensure that fire fighting apparatus is available and regularly maintained;
- g) assist in conducting and maintaining risk assessments;
- h) assist in conducting Personal Emergency Evacuation Plans.

## 2.15 FIRST AIDERS

The Health & Safety Manager will maintain a list of Appointed & Emergency First Aiders to deal with accidents and emergencies. These personnel will have sufficient training and qualifications in accordance with statutory requirements. Identities and contact numbers of first aiders will be available on the college Intranet. An honorarium may be given by the college for recognition of voluntary First Aiders.

First Aiders must ensure that all accidents reported to them and/or any treatment given by them to any individual, is recorded on an Accident Report Form (AR1) and that this form is processed as a matter of priority. Contact the Health & Safety Manager for guidance if necessary and if the accident/injury constitutes a RIDDOR reportable accident to the HSE.

First Aiders must comply with **3.23 First Aid** procedures.

## 2.16 FIRE WARDENS

Emergency procedures are designed to give warning of imminent danger and to allow persons to move to a place of safety. Director / Head of Department are responsible for ensuring that all employees, learners, contractors and visitors within their area are informed of and are fully conversant with the emergency procedures.

**Fire Wardens** will be appointed to investigate fire alarms, fight small fires where appropriate and safe to do and provide support in the management of evacuation particularly of persons with disabilities. Fire Wardens must comply with **3.22 Fire Precautions & Evacuation** procedure. The most senior member of staff trained as a Fire Warden will take charge of investigation, reporting and decision making. During normal working hours this would be the Director of Estates, Health & Safety Manager or the most senior member of the Estates staff. Outside of normal working hours or where the named staff are unavailable then the Duty Manager will be responsible for coordination and a Fire Warden member of Estates department staff responsible for investigation.

The duties of a Fire Warden will also include:

- a) bringing to the attention of the Director / Head of Department or any Senior Manager any potential fire risks e.g.
  - 1. accumulation of flammable material/debris;
  - 2. miss-used, abused, overloaded or defective electrical equipment;
  - 3. proximity of portable radiant supplementary heating appliances to flammable material;
  - 4. blocked exits and damaged fire equipment;
  - 5. ensuring that highly flammable liquids or substances are stored correctly when not in use.
- b) investigating the source of the fire where it is safe to do so;
- c) tackling only relatively minor fires and only then without exposing themselves to any risks and in accordance with the training and instructions given;
- d) report to their Director / Head of Department any anomalies observed during the evacuation process;
- e) inform their Director / Head of Department if for any reason they are absent from work;
- f) prevent unauthorised re-entry into the premises before the all-clear signal is given.

## 2.17 FIRE MARSHALS

**Fire Marshals** are responsible for ensuring an organized evacuation from the building. They will be given adequate instruction and training to ensure effectiveness. They are expected to:

- a) leave the building with staff and students in the normal manner;
- b) where possible wear the orange hi-viz vests provided if close by;
- g) on activating or hearing the alarms they will ensure that their designated areas are vacated as a matter of urgency, and ensure in the process that all doors and windows are closed;
- c) control the flow of people traffic by ensuring staff and students leave by the nearest exit. Where the risk is low (no sign of smoke, fire or any other

dangerous aspect associated with the building) it is deemed reasonable that they may be the last to assemble at the assembly points to ensure all staff and students have safely left the building;

- d) ensure staff and students have assembled at designated Assembly Points and do not stand around on the road or leave the area;
- e) ensure staff and students do not return to the building without instruction from a Fire Warden/Member of the Estates staff.

N.B. The silencing of the alarms does not instruct staff or students to return to the building.

## 2.18 LEARNER SAFETY RESPONSIBILITY

All learners attending the college are subject to the provisions of the Health and Safety at Work Act 1974. In particular learners must:

- a) not enter or remain within any hazardous areas except under the supervision of a lecturer or responsible person;
- b) use personal protective equipment where required;
- c) observe the safety rules pertaining to the area in which they are working;
- d) report all accidents to the lecturer in charge of the class;
- e) be aware of arrangements for evacuating the building;
- f) report any defective plant or equipment to a member of staff;
- g) not use plant or equipment for purposes other than its intended use or without appropriate training and authorization;
- h) keep walk ways and work areas tidy at all times and not obstruct exits;
- i) sound alarm upon identifying a fire;
- j) In an emergency all learners must evacuate the building upon hearing the alarm. They should:
  - a. leave class rooms quickly and quietly, shutting doors on exit.. Do not run. Do not return to pick up any materials;
  - b. always head in the correct direction towards the nearest fire exit;
  - c. assemble at the designated assembly points defined on the college map;
  - d. cross roads safely where necessary and do not stand in the road;
  - e. do not encroach on private property;
  - f. students throwing litter should be reprimanded.

Learners having any concerns regarding Health & Safety should raise the issue with their lecturer, who will then ensure that the correct procedures are followed. The Student Union may act in representing students in appropriate cases.

Any learner acting in a manner which could endanger the safety of themselves, or others may be subject to college disciplinary procedures, and may also face prosecution under the Health and Safety at Work Act.

### 3 Statement of Arrangements and Procedure

#### 3.1 ABRASIVE WHEELS POLICY



#### AIM:

It is the intention of Tyne Coast College to ensure all practicable steps will be taken to provide and maintain grinding machines (which incorporate abrasive wheels) and ensure their use is safe and without risks to health.



#### SCOPE: (including Definition)

Definition: abrasive wheels covers the following types of equipment

- Pedestal grinding machines
- Horizontal grinding polishing machines
- Portable hand grinding machines and
- Abrasive cutting blades and associated equipment

The main types of risk: are those which result from flying particles, wheel breakage/explosion or disintegration and those which are caused by contact between the wheel and the operator's hand.

Exposure – All locations



#### LEGISLATION:

Provision and Use of Work Equipment Regulations 1998 (PUWER)



#### RESPONSIBILITIES:

The persons responsible for the implementation of this policy will be individual Director / Head of Department.



#### PROCEDURE:

1. Ensure that all grinding machines, cutting machines and abrasive wheels are suitable for use for that task.
2. Ensure they are maintained in efficient state, in efficient working order and in good repair. Truing and dressing to be carried out as required by trained staff



3. Ensure they are inspected: before being put into service or when moved; at suitable intervals to ensure they are safe to operate, conditions are maintained and that any deterioration can be detected and remedied; and on exceptional circumstances which are liable to jeopardise the safety. Inspections are to be recorded and kept.
4. Provide adequate health and safety information which is readily comprehensible and, where appropriate, written instructions pertaining to the use of the work equipment to the user and the supervisors.
5. All newly purchased equipment and those purchased after 29<sup>th</sup> December 2009 must comply with European standards for safety i.e. CE mark.
6. Carry out assessments of risks to users of abrasive wheels, maintenance staff and others.
7. Take measures as far as is practicable/reasonably practicable to prevent or control those risks identified as a result of the risk assessment.
8. Coolant to be provided to reduce risks of very high temperatures where required i.e. next to pedestal grinding machines.
9. Ensure all other legal requirements and good practice are followed. i.e. stop/emergency stop controls, balancing of grinding machine, appropriate lighting, marking for speed (rpm) and rotation and warning signs.
10. Also see policy on 'Machinery Safety' and 'Maintenance and isolation of plant and equipment'



## RISK ASSESSMENT:

Work tasks requiring use of abrasive wheels must be risk assessed.

**Reference Document:** various



## Inspection requirements:

Weekly workshop inspection checklist.

Annual general inspection of pedestal drill by competent contractor or trained staff



## RESTRICTIONS:

The use of that work equipment is restricted to those persons given the task of using it.

Repairs, modifications, maintenance or servicing of that work equipment is restricted to those persons who have been specifically designated to perform operations of that description.



## TRAINING:

Only trained and authorized persons for mounting, truing and dressing of abrasive wheels, a record of which will be kept on training records. Refresher training as specified.

Only competent persons will be allowed to use equipment with abrasive wheels. In the majority of cases staff will be employed with this knowledge, understanding and skill. Whereby this is not the case then records will be kept of training provided to those persons using abrasive wheels.

## 3.2 ACADEMY SCHOOLS



### AIM:

Tyne Coast College will provide health and safety advice and services where required. If health and safety advice and services are provided by a third party then Tyne Coast College will assess the provision and service level agreement to ensure suitability.



### SCOPE: (including Definition)

An academy is a school directly funded by central government (specifically, the Department for Education) and independent of direct control by local government in England.

An Academy may receive additional support from personal or corporate sponsors, either financially or in kind, but must meet the same National Curriculum core subject requirements as other state schools and be subject to inspection by Ofsted.



### LEGISLATION:

The H&S at Work Act and all Health and Safety Regulations



### RESPONSIBILITIES:

Each Academy School must manage their premises, employees and activities taking due regard to all legal requirement and standards of good practice.



### PROCEDURE:

Service level agreement (SLA) should include but not be restricted to:

#### General SLA requirements of service:

A professional service to academies covering statutory requirements and Occupational Health and Safety monitoring and promotion. Each academy will require a designated Chartered H&S Advisor and Qualified Occupational Health Nurses to provide professional advisory support and guidance.

The scope of services required to deliver to the academy shall include the following key elements:

## **Health & Safety Policy and Procedures**

Key elements of the service are:

- System development of academy based Health & Safety policies.
- Advise on changes in legislation.
- Supporting the academy in introducing changes to working practices as a result of recommended improvements in health & safety performance.

## **Monitor Health & Safety compliance**

Key elements of the service are:

- Audit academy management systems and procedures.
- Advice and support on maintaining and or improving current standards.
- Assist and support revisions to Health and Safety documentation and working practices.
- Advise on the selection of appropriate contractors.
- Assist in monitoring contractors.
- Assist and identify Health and Safety training needs for all employees and volunteers.

## **Focused advice and support**

Key elements of the service are:

- Access to named Chartered Health and Safety Practitioners.
- Assistance with incident and accident investigations and support in suggesting and introducing remedial measures.
- Liaise with enforcing agencies on behalf of the academy.
- Expert witness assistance (challenging claims).
- Academy -based Health and Safety tool box talks.

## **Occupational Health**

Key elements of the service are:

- Access to health promotion including advice and guidance.

- Advise on fitness for work for new and existing employees.
- New and expectant mother – advice on risk assessments and appropriate adjustments.
- Health surveillance.
- Food handling – hygiene medicals.
- Advice and provision on vaccinations – in line with relevant risk assessments.
- Advice on communicable diseases and infection control.
- Advice and guidance on adjustments and restriction of duties.
- Assist with Ergonomic advice and support.
- Advice and support for short and long term sickness absence.
- Advice on medical issues in relation to ill health retirement/medical capability.
- Disability advice.
- Provision of Occupational Health appointment
- Other additional, rechargeable services should be made available from Occupational Health as required.

**Bespoke Specialist Health & Safety Training and Support – examples include:**

- Ladder Safety & Work at Height
- Manual Handling
- Accident and Incident Investigation
- Self inspection
- Risk Assessment
- Health & Safety Awareness
- COSHH



## **RISK ASSESSMENT:**

Provision by Academy Schools only



## Inspection requirements:

School Inspections:

- Ridgeway Primary Academy
- Redby Academy
- Monkwearmouth Academy
- UTC North East Futures

Tyne Coast College yearly scheduled inspections

Local Authority inspections as part of H&S contracted provision



## RESTRICTIONS:

None specified



## TRAINING:

None specified

### 3.3 ACTIVE MONITORING POLICY



#### AIM:

It is the intention of Tyne Coast College to ensure systems are developed to regularly actively monitor and report health and safety performance with the aim for ensuring legal compliance and continuous improvement.



#### SCOPE: (including Definition)

The College operates a system of Safety Inspections to ensure the pro-active management of health and safety in identifying hazards and potential accidents before they can cause injury to people and damage to equipment, buildings and the environment.

Safety Inspections provide the College with the opportunity to discover poor housekeeping, conditions of floors, passages and stairs, inadequate waste disposal, damaged tools and equipment, poor lighting, inadequate fire prevention and protection, failure to use the appropriate personal protective equipment, dangerous machinery, poor food hygiene, etc.

Definition: Active methods monitor the design, development, installation and operation of management arrangements. These tend to be preventive in nature and will include:

- a) routine inspections and surveys of premises, plant and equipment by staff
- b) thorough examination (statutory inspection)
- c) health surveillance to prevent harm to health
- d) planned function check regimes for key pieces of plant
- e) routine audits and appropriate corrective action
- f) reporting of information about any significant trends in terms of corrective action that is necessary and lessons learned.
- g) third parties contractors (partners) of college provision are appropriately monitored based on risk.

The main types of risk: non-compliance with legislation and good practice

Exposure – All locations



#### LEGISLATION:

The Health and Safety at Work Act 1974.

Management of Health and Safety at Work Regulations 1999





## RESPONSIBILITIES:

### **Chief Finance Officer:**

will ensure that these policies and procedures are implemented and adhered to on a sustainable basis in their areas of strategic responsibility.

**The Health and Safety Manager:** will ensure that the appropriate policies, procedures and active monitoring protocols are in place and reviewed from time to time.

- will ensure that an appropriate system for carrying out occupational health and safety inspections and surveys are in place.
- Will ensure college weekly H&S/Premises inspection schedule is produced at least one month in advance and communicated to relevant Assistant / Vice Principals/ Director / Head of Department for attendance.
- Will ensure college weekly H&S/Premises inspection are conducted, reports produced and actions logged on RT system for action management.
- will ensure that serious breaches of health and safety requirements are investigated.
- will ensure that audits are carried out periodically to ensure the effectiveness of control measures.

### **Director / Head of Department**

- will ensure that these policies and procedures are implemented and adhered to on a sustainable basis in their area of operational responsibility.
- will ensure that staff who carry out health and safety inspection and surveys are suitably trained or experienced, or accompanied by someone who is suitably trained or experienced.
- will ensure that regular occupational health and safety inspections are carried out, in accordance with the TCC policy.
- will ensure that appropriate corrective action is taken as a result of non-conformances highlighted in inspection reports.
- will ensure that the findings of inspections are communicated to members of staff and, where appropriate, students and others affected by work activities.
- Will ensure all new items of equipment used in their area of responsibility which require thorough examination (statutory inspection) are added to the college's Statutory Inspection Schedule List i.e pressure vessels, power presses, Local Exhaust ventilation (LEV), lifting equipment, lifts, cranes, Fork lift Trucks, Breathing Apparatus (BA) and power presses, guards and protection devices.

- Will ensure that all items of equipment which require thorough examination (statutory inspection) has a written scheme of examination available for the examination to take place and are examined in good time as specified by the college's Statutory Inspection Schedule List.
- Will ensure that all thorough examination reports are recorded and are actioned immediately or where necessary the equipment is put out of action through isolation and notices.

### **Director of Estates**

- Will ensure appropriate competent person(s) are employed to conduct the thorough examination (statutory inspection);
- Will ensure appropriate systems are in place for the effective communication and administration of the thorough examination (statutory inspection) process;
- Will ensure the senior technician has arranged for the thorough examination (statutory inspection) of workshop equipment.

**Senior Technician or Head of Curriculum Department** will be responsible for ensuring all workshops are inspected on a regular basis using an appropriate checklist and records kept.



## **PROCEDURE:**

### **Termly Departmental Inspections**

1. Director / Head of Department should ensure that termly safety inspections are carried out in areas within their control.
2. Any immediate action necessary to reduce imminent risk should be taken as appropriate.
3. Any remedial action, that is not immediately necessary, should be identified and scheduled into an action plan.
4. Director / Head of Department will liaise with the Health and Safety Manager when deciding on corrective actions.
5. The findings of the health and safety inspections and any action that is necessary should be recorded on an appropriate document. Health and Safety Checklists are available on the intranet.
6. The Health and Safety Manager should be informed when termly safety inspections have been completed.
7. Head of Employer Engagement assesses the safety performance of third party contractors of college provision.

### **Top-level Scheduled Weekly Safety Inspections**

1. Inspections will be conducted by at least one member of senior management on a weekly basis throughout term time. Usually by the Chief Finance Officer, Director of Estates and Health and Safety Manager and

inspections will include all areas of the college on a zone by zone basis. Aspects requiring action will be recorded on the college 'Helpdesk – Sysaid' system or communicated to Director / Head of Department for further assessment and action.

### Specific Safety Inspections

1. Director / Head of Department may conduct specific inspections of their areas on a frequency based around assessed risk i.e. fabrication and engineering workshops more frequently than office environments. Aspects requiring action will be communicated to Director / Head of Department for further assessment and action.
2. Records of the inspections will be held by the department in the area to which they apply. Inspection records and reports will be made available to staff for information and be available for inspectors from enforcing authorities.

### Workshop Inspections

1. The Senior Technician/ Head of Curriculum Department will be responsible for ensuring all workshops are inspected on a regular basis using an appropriate checklist.
2. All proposed actions must be followed up in good time and the Health and Safety manager must be informed of any significant health and safety concerns.
3. Checklist records are to be held by the Senior Technician/ Head of Curriculum Department.

### Noise/Vibration/Slip/Glazing Surveys

The Health and Safety Manager will be responsible for arranging surveys of specific hazard groups as and when required.

### Audits

The Health and Safety Manager will be responsible for arranging audits of all aspects of the health and safety management system.



### RISK ASSESSMENT:

none



### Inspection requirements:

Termly Departmental Inspections

Top-level Scheduled Weekly Safety Inspections

Specific Safety Inspections

Workshop Inspections

Audits



## RESTRICTIONS:

Access to areas requiring special training/competences e.g. radioactive materials, roof work, engineering workshops



## TRAINING:

none

### 3.4 ACCESS AND EGRESS



## AIM:

It is the intention of Tyne Coast College to ensure all reasonably practicable steps will be taken to provide and maintain safe means of access and egress to college premises.



## SCOPE: (including Definition)

1. Definition: This policy covers the following:
  - a. access to and egress from the College.
  - b. routes through common areas, work shops and class rooms.
  - c. access to and egress from an individuals office and work place.
  - d. emergency exit routes.
  - e. limitation of access to hazardous areas.
  - f. temporary arrangements for access and egress.
  - g. external pathways and roadways within the perimeter of the College. for all staff, students and visitors. Where reasonable adjustment can be made then this policy shall include all those with mobility disabilities and special needs.
2. The main types of risk: are those which result from slips, trips and falls, collision with moving vehicles, hazardous areas and safe exit in emergency
3. Exposure – All locations



## LEGISLATION:

Workplace (Health, Safety and Welfare) Regulations 1992

Building Regulations including document M

Equality Act 2010



## RESPONSIBILITIES:

The Director of Estates is responsible for implementing this policy in all common areas of the College. The Director of Estates and Director / Head of Department where appropriate will be responsible for implementing this policy within their areas.



## PROCEDURE:

There will be regular inspections of access/egress routes.

Typical items which should be checked and recorded during an inspection include:

1. suitability and condition of flooring.
2. presence of obstructions in walkways.
3. items stored on top of cabinets in walkways.
4. encroachment of furniture and equipment.
5. ease of passage through security doors during emergency evacuation.
6. presence and condition of emergency lighting.
7. suitability of lighting.
8. handrails on stairways and guard-rails on the edges of ledges etc.
9. facilities for persons with limited mobility.
10. condition and ease of use of doors.
11. presence of any blockages in walkways which could prevent .
12. access/egress and emergency signage
13. suitability of access to electrical equipment.
14. details, duration and condition of any temporary access arrangements.



## RISK ASSESSMENT:

GEN 001/002 Staff/Class room RA's

GEN 019 Corridor condition and flooring report

GEN 021 Slips in corridors of Westoe campus



## Inspection requirements:

Scheduled formal inspections



## RESTRICTIONS:

Cleaning of Marmolium flooring etc. is restricted to non-chemical cleaning solutions unless further risk assessment is conducted.

Temporary passageway restrictions and hazards i.e. cleaning, maintenance, construction development should be fully signed for hazards, disabled access and fire exits.



## TRAINING:

none

### 3.5 ACCIDENT, INCIDENT AND NEAR-MISS REPORTING



## AIM:

It is the intention of Tyne Coast College to ensure systems are developed to reactively monitor and report health and safety performance including accident incident and near-miss with the aim for ensuring legal compliance and continuous improvement.



## SCOPE: (including Definition)

1. Definition (for internal reporting use only):  
ACCIDENT - An unplanned event which causes injury to person, damage to property or a combination of both out of or in connection with work activities.  
INCIDENT/NEAR-MISS - An unplanned event which does not cause injury or damage but could have done so.  
DANGEROUS OCCURRENCE – an incident/near miss that could lead to serious injury, illness or death  
SECURITY INCIDENTS – As per above definitions reported by members of the security team.
2. The main types of risk: non-compliance with legislation and good practice plus inability to defend civil claims effectively
3. Exposure – All locations except security incidents at Dr Winterbottom Halls



## LEGISLATION:

Management of Health and Safety at Work Regulations 1999

Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013



## RESPONSIBILITIES:

**Director / Head of Department** must ensure that:

- (i) all accidents/incidents are investigated, AR1 form is complete with all details of injured party, witnesses and signatures, and that the form is processed as required, actions are implemented and closed out and records kept;
- (ii) where necessary, relevant personnel are informed of an injury to learners or staff in their Department area:
  - a. in the case of a learner their parents and/or their employer, if applicable. If the learner is a resident of Dr. Winterbottom Hall the resident Tutor's act in loco parentis and must be informed.
  - b. for an employee, where possible, their immediate family will be informed.

**Health & Safety Manager** must ensure:

- a) appropriate investigations have taken place and investigate further if required;
- b) that records are kept for the purpose of data collection and legal reporting requirements;
- c) the reporting of all RIDDOR reports to the HSE.

### Staff

Members of staff injured or involved in a near-miss whilst carrying out their work duties must complete a form **AR1**. If the injured person is unable to complete the form, then it should be completed by a witness or the injured persons supervisor.

### Learners

If a learner is injured or involved in a near-miss they must report it to the lecturer responsible for the class. If this is not practicable the incident should be reported to any member of staff who will ensure that the appropriate action is taken and that an **AR1** form is completed. If the learner is taken to hospital due to an accident (not illness) it is essential that it is reported to the HSE via the Health & Safety Manager immediately.

### Visitors/contractor

Any visitor or contractor injured whilst on the College premises must report the injury immediately to a member of staff or the person responsible for their presence on site to ensure that the College procedures are adhered to, and an **AR1** form is completed. If the visitor/contractor is taken to hospital due to an accident (not illness) it is essential that it is reported to the HSE via the Health & Safety Manager immediately.



## PROCEDURE:

All accidents must be reported to the Director / Head of Department and Health and Safety Manager on the College Accident Report Form AR1 (available on the



College Intranet). They will then ensure that all reportable fatalities, non-fatal injuries, diseases and dangerous occurrences are reported to the Enforcing Authority. Accidents and Near-Misses should be reported as soon as practicable after the event

### Action to be taken

If an accident occurs in a class or is reported to a member of staff, that member of staff should:

1. summon a First Aider using the contact numbers on the First Aid posters located throughout the college;
2. ensure the site of the accident is made safe or persons are kept clear of any danger;
3. inform the line manager and Director / Head of Department and/or the Health and Safety Manager immediately if the accident is deemed serious or if a dangerous occurrence may put others at risk. In the evening the Duty Manager should be informed of the accident and they can be contacted through the Reception at South Shields (3500) or TyneMet (5000);
4. note the names of any witnesses and or the position of any relevant objects;
5. complete the accident report form AR1 ensuring injured party details are available and signatures provided. N.B. Although we endeavour to provide injured party signatures on all occasions it is unlikely in all circumstances that this can be achieved.

Completing the accident form:

- a) Staff must complete all parts of the Accident Report (AR1) form. Any member of staff or first aider can complete an AR1 form when an accident/incident, dangerous occurrence, first aid treatment or near miss has taken place;
- b) They must then forward the AR1 form immediately to the line manager or Director / Heads of Department responsible for the injured party and a copy to the Health & Safety Manager;
- c) The line manager or Director / Heads of Department or nominated deputy must record action statements on AR1 form to prevent recurrence or reduce the risk of recurrence and implement action. Please ensure record of evidence of action i.e. via helpdesk request; email (plus date) or minute, as this is an auditable document. **Risk assessment review and update should always be an action;**

- d) If the line manager is not the Director /Heads of Department then the AR1 must be forwarded to the Director / Heads of Department or nominated deputy for authorization and further comment/action if any;
- e) AR1 must be held by Director / Heads of Department or nominated deputy for their records and for follow up of actions;
- f) A copy must be sent to Health and Safety Manager for comment & further recommendation if any.

**NB.: this is an auditable document and can be used to defend civil claims and prove compliance with regulation 5 of the Management of Health & Safety at Work Regulations 1999**

### **Reporting**

Any accident or near-miss involving:

- A fatality
- machinery,
- failure of equipment,
- a fall from height,
- the injured person requiring transporting to hospital,
- failure of a safety device,

should be reported to the Director / Head of Department and the Health and Safety Manager in the first instance by telephone immediately.

**TRANSPORT** - Where an injured or sick person requires transport to hospital but the First Aider decides that an ambulance is not justified, then a taxi should be used. The member of staff in charge will ensure that where possible:

someone accompanies the injured person to hospital. If a taxi is used then the injured person should be accompanied by a friend or competent member of staff.

in the case of a learner under the age of 18 or vulnerable adults they should always be accompanied to hospital.

**INVESTIGATION** - Heads of Director / Head of Department should undertake the preliminary investigation of accidents & incidents within their Department area. The College Health and Safety Manager will arrange where necessary for a full investigation of the accident/incident to take place, and will be involved in the investigation if appropriate.



**RECORD KEEPING** - The College Health and Safety Manager will be responsible for keeping records of all accident/incident reports. These records will be assessed, and the Health and Safety Manager will provide a monthly report of the main findings to the Chief Operating Officer and ensure a full report is included in the Annual College Safety Report. Records for RIDDOR reportable fatalities, non fatal injuries, dangerous occurrences, occupational diseases, exposure to carcinogens, mutagens and biological agents and gas related injuries and hazards must be kept for a minimum of three (3) years after the date of the report.



### **RISK ASSESSMENT:**

Not applicable



### **Inspection requirements:**

Not applicable



### **RESTRICTIONS:**

Not applicable



### **TRAINING:**

none

### 3.6 AGGRESSIVE BEHAVIOUR



#### AIM:

It is the intention of Tyne Coast College to ensure that all employees are treated and treat others with dignity and respect, free from aggressive behaviour. The College has a firm commitment to equality of opportunity and as such will not tolerate the aggressive behaviour of one member of its community by another. The purpose of this policy is to assist in developing a working environment in which aggressive behaviour are known to be unacceptable and where individuals have the confidence to complain about aggressive behaviour, should it arise, in the knowledge that their concerns will be dealt with appropriately and fairly.



#### SCOPE: (including Definition)

Definition: "Aggressive Behaviour" is defined as use or threat of physical violence, verbal abuse, threats, intimidation, harassment, coercion or other conduct which threatens or endangers the health, safety, or physical well-being of any person. It covers aggressive behaviour by students, employees and also by third parties such as parents of students, customers, suppliers or visitors to our premises

The main types of risk: are those which result in personal injury, property damage, harassment, bullying and stress.

Exposure – All locations occurring both in and out of the workplace, business trips, events or work-related social functions.

#### RELATED POLICIES

Harassment and bullying policy

Safeguarding policy

Security policy

Staff code of conduct

Staff disciplinary and procedure policy

Student anti-bullying policy

Student behaviour policy



#### LEGISLATION:

Health and Safety at Work Act 1974



#### RESPONSIBILITIES:

**All employees** should take the time to ensure they understand what types of behaviour are unacceptable under this policy.

**Staff or students** identified as being responsible for such acts should expect to be held accountable under the procedure set forth in this policy. If someone believes they have been subjected to aggressive Behavior by a member of staff, student or other person he/she must report the incident to the Estates Department or another member of the Senior Management Team as soon as possible following the incident. The Estates Department will advise the individual of their right to file a complaint with the Police.

**The Principals** are responsible for implementing this policy for curriculum incidents.

**The Executive Director of Human Resources** is responsible for implementing this policy for staff incidents.

**The Director of Estates** are responsible for implementing this policy for incidents relating to members of the public.



## PROCEDURE:

### Reporting an Incident

A member of staff who believes that they have has been subjected to aggressive behaviour by another member of staff, student or other person must report the incident to the Estates Department.

Upon receipt of a report of Aggressive Behaviour:

1. Staff have full autonomy in contacting Police immediately where deemed necessary;
2. Staff may use reasonable force to control or restrain students ('Reasonable in the circumstances' means using no more force than is needed.'). See below.
3. A directive of "No Contact" with the complainant will be immediately issued by the Director of Estates;
4. The College Principle (or Director of HR when relating to staff behavior) will determine whether or not interim suspension is warranted until further investigation and adjudication of the alleged violation.
5. The College Principle (or Director of HR when relating to staff behavior) will request to speak to the class/club/team, etc. to acknowledge the incident, determine the well-being of the group, and advise that the matter is being addressed.
6. Whereby the aggressive behavior results in personal injury then an Accident Report Form (AR1) must be completed.

**High-risk areas:** Aggressive behaviour risks must be taken into account when risk assessing: lone working; security; home visits; cash carrying; duty managers role and reception.

**Use of force:** Please refer to guidance about the use of physical restraint in schools for governing bodies, headteachers and school staff: ***Use of reasonable force in schools***

This guidance provides clarification on the use of force:

- to help school staff feel more confident about using reasonable force when they feel it is necessary
- to make clear the responsibilities of school leaders and governing bodies in respect of this power

Use of force (Key points)

- School staff have a power to use force and lawful use of the power will provide a defence to any related criminal prosecution or other legal action.
- Suspension should not be an automatic response when a member of staff has been accused of using excessive force.
- Senior school leaders should support their staff when they use this power.

Note on item 4: whereby the aggressive behaviour results in a reportable accident at work then it must be reported to the Health and Safety Executive (HSE) via the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013

***“accident includes an act of non-consensual physical violence done to a person at work” (RIDDOR 2013) – N.B. the violent act must result in an injury to staff as specified by Regulation 4 which includes bone fracture but not of finger or toe OR which leads to an injury to a ‘non worker’ (visitor/student etc) as specified by Regulation 5 and that person is taken from the site of the accident to a hospital for treatment in respect of that injury;***

### **Procedure for Adjudication of Aggressive Behaviour Cases**

**AGGRESSIVE BEHAVIOUR BY STUDENTS** - All aggressive Behaviour complaints involving students against members of college staff will be referred to the College’s Student Disciplinary Committee and will be adjudicated according to the student conduct procedures set forth in the Student Code of Conduct/Student Behaviour Policy.

If it a student is found responsible the following actions will occur:

1. staff who have or will have direct contact (i.e., teach, advise, coach) with the student in the current period and the following academic period will be notified of the student’s action.
2. staff who are victims of aggressive Behavior will be notified of the outcome of the College’s Student Disciplinary Committee

**AGGRESSIVE BEHAVIOR BY STAFF** - All aggressive behaviour complaints involving staff against other members of college staff will be referred to the College's Staff Disciplinary and Procedural Policy and will be adjudicated according to those procedures and Staff Code of Conduct.

**AGGRESSIVE BEHAVIOR BY PARENTS** - All aggressive behaviour complaints involving parents against members of college staff will be referred to the Director of Estates as a potential security issue and will be adjudicated according to the Security Policy.

**AGGRESSIVE BEHAVIOR BY OTHERS i.e. VISITORS, MEMBERS OF THE PUBLIC AND CONTRACTORS** - All aggressive behaviour complaints involving others against members of college staff will be referred to the Director of Estates as a potential security issue and will be adjudicated according to the Security Policy.

**ADVICE: Dealing with aggressive people and confrontational situations**

The following guidance is taken directly from the **Suzy Lamplugh Trust** publication on 'Dealing with aggression'.

In the workplace, aggression may include verbal abuse, ostracism, discrimination, racial or sexual harassment, bullying etc. You need to assess the situation and assess what actions can be taken to contain or curtail the aggression.

It is important, even if someone is trying to provoke you, not to respond in kind. Meeting aggression with aggression leads to confrontation and someone could get hurt. When faced with aggressive people or confrontational situations lone workers should:

- Stay calm; speak gently, slowly and clearly. Do not argue or try to outsmart the person verbally. Breathe slowly to control your own tension.
- Avoid body language which may be misinterpreted, such as looking down on the aggressor; hands on hips/folded arms; raised arms; any physical contact. Keep your distance.
- Talk through the problem; suggest going to see a colleague.
- Try to compromise and offer the aggressor a way out of the situation.
- Carry a mobile phone and contact your line manager using a 'duress' code word where necessary.
- Report all incidents to your immediate supervisor; ensure that your complaint is taken seriously.
- Sometimes it is not possible to contain and diffuse the threat of violence so be prepared.
- While talking, assess possible ways you can escape if the situation worsens.
- Try to prevent the aggressor blocking any possible escape routes.
- Never turn your back. If you are trying to get away, move gradually backwards.



- Avoid having loose objects (ornaments, vases, ashtrays etc) on top of reception desks as they may be used as a weapon.

Physical self-defence should only be used as a last resort because it limits your options of getting away and will invariably commit you to a fight. Remember also, that if you respond physically you could be legally liable for assault.



## RISK ASSESSMENT:

Considered in lone worker RA's and security policy



## Inspection requirements:

None required



## RESTRICTIONS:

None required



## TRAINING:

Staff supporting learners with a diagnosed learning disability with known aggressive behaviours to receive where necessary BILD accredited non-violent physical crisis intervention training i.e. NAPPI training.



### 3.7 ALCOHOL AND DRUGS



#### AIM:

It is the intention of Tyne Coast College to promote the health and well-being of all staff and students and minimise problems arising from the effects of alcohol or drugs within the workplace. Also not to allow those who are under the influence of drugs and alcohol to undertake work activities if it may cause negative safety implications.

**Due to the complexity of this policy a separate policy document is available entitled MANAGEMENT OF ALCOHOL OR SUBSTANCE RELATED INCIDENTS POLICY (this policy relates to employees only) and can be found on the intranet under 'Policies'.**



#### SCOPE: (including Definition)

Definition: Any substance that is being used recreationally or through prescription that may cause intoxication and resulting impairment of judgement and mobility. Prescription drugs are drugs that can be dispensed only upon presentation of a legally valid prescription

The main types of risk are those which result from intoxication and resulting impairment of judgement and mobility

Exposure – All locations but specifically while using machinery and vehicles



#### LEGISLATION:

Misuse of Drugs Act 1971

Road Traffic Act 1988 - it is an offence to drive if you have more than 80 mg of alcohol per 100 ml of blood



#### RESPONSIBILITIES:

**The Director of Human Resources** will be responsible for implementing this policy for members of staff. HR policies and procedures 'Policy on management of alcohol or substance related incidents' specify for staff only.

**Director / Head of Department** will be responsible for implementing this policy for learners.



## PROCEDURE:

1. The College will, in consultation with staff, students and their representatives encourage and support staff and students who may have alcohol or drug related problems, which affect their work or study, to seek medical assistance.
2. Where Director / Head of Department identify performance problems with employees that may be attributable to the effects of alcohol or drugs they will liaise with the HR Department following the Management of Alcohol or Substance Related Incidents Policy to determine whether there is sufficient concern to warrant a medical evaluation.
3. In cases where the effect of alcohol or drugs abuse is admitted by a member of staff, or it is confirmed, the College will agree upon a programme of treatment in consultation with the College's Medical Advisor.
4. Students who are believed to have brought into college alcohol or drugs will be required to accept a search or be asked to leave the premises. Drug misuse or possession will be reported to the police as appropriate.

Not with-standing the above, any member of staff or a student who commits a clear breach of College Rules due to overindulgence of alcohol or drugs on one or more occasion, or is found in unlawful possession of a controlled substance, will be subject to disciplinary procedures as appropriate.



## RISK ASSESSMENT:

none



## Inspection requirements:

none



## RESTRICTIONS:

Staff and students under the influence of alcohol or drugs will not be allowed to conduct any risky college activity.



## TRAINING:

TBA

### 3.8 ASBESTOS



#### AIM:

It is the intention of Tyne Coast College to ensure all reasonably practicable steps will be taken to provide and maintain safe working premises by managing any potential asbestos exposure or where reasonably practicable remove.



#### SCOPE: (including Definition)

1. Definition: a highly heat-resistant fibrous silicate mineral that is used as a construction filler material, can be woven into fabrics, and in fire-resistant and insulating materials.
2. The main types of risk are those which result from inhalation of airborne fibers e.g. Mesothelioma, asbestos related lung cancer and Asbestosis
3. Exposure – All locations which contain asbestos containing materials.



#### LEGISLATION:

The Control of Asbestos Regulations 2012



#### RESPONSIBILITIES:

The Director of Estates is responsible for the implementation of this policy.



#### PROCEDURE:

1. The College will take action to identify asbestos and asbestos containing materials (ACM's) in College premises, record their location and condition, undertake a risk assessment, and prepare and implement a plan to manage the risks from them in line with legislation.
2. Where asbestos has been identified within the College but is in a safe and sound condition it will be clearly marked with appropriate asbestos warning signs. Where it is found to be in an unsafe or dangerous condition it will be either made safe or removed.
3. No work shall commence without assessment of the potential exposure of employees and others to asbestos as a result of that work and a statement of a suitable plan of work shall be made before the work commences.

## PREVENTION OF EXPOSURE

Asbestos is hazardous in the form of airborne fibres, but employees will not be affected by it if they do not disturb asbestos-containing materials. Employees can prevent inadvertent exposure to asbestos if they:

- a) consult the nominated person before carrying out any work that might disturb asbestos-containing material in any part of the building.
- b) follow the written plan and use the control measures that are in place when carrying out any work that will disturb asbestos.
- c) report any damage to, or deterioration of, any asbestos-containing material.

## REMOVAL

Removal of asbestos will only be undertaken by competent contractors, unless the activity is specifically exempted by the regulations and the person removing the asbestos has had sufficient training and follows HSE guidance for removal and disposal.

The responsible person will ensure:

- a) the competence of the contractor undertaking the work.
- b) that the required license under the Control of Asbestos Regulations 2012 has been obtained from the Health and Safety Executive.
- c) staff or students must not be exposed to asbestos materials while the removal or disposal is underway.
- d) that disposal of asbestos waste is only done through a licensed waste contractor.
- e) that adequate air monitoring is undertaken by an independent analyst before, during and after any work is done and records of the results are maintained.



## RISK ASSESSMENT:

Asbestos risk assessment, survey, plan and register conducted by a specialist contractor and available on college risk assessment system.



## Inspection requirements:

Specialist contractor to conduct as part of survey.

Estates to inspect management plan and condition frequently.



## RESTRICTIONS:

Permit to work for removal of licenced asbestos materials.



## TRAINING:

Asbestos awareness training



### 3.9 BOMB THREAT, TERRORISM, FIREARMS AND DEALING WITH SUSPICIOUS ITEMS



#### **AIM:**

It is the intention of Tyne Coast College to ensure systems are developed to manage any potential for terrorism including bomb threat, firearms and suspicious items and provide arrangements to ensure the safety of all staff students and visitors to the college.

**Due to the complexity of this policy a separate policy document is available entitled PREVENT and TERRORISM and can be found on the intranet under 'Policies'.**



#### **SCOPE: (including Definition)**

See PREVENT and TERRORISM POLICY



#### **LEGISLATION:**

See PREVENT and TERRORISM POLICY



#### **RESPONSIBILITIES:**

See PREVENT and TERRORISM POLICY



#### **PROCEDURE:**

See PREVENT and TERRORISM POLICY



#### **RISK ASSESSMENT:**

See PREVENT and TERRORISM POLICY



#### **Inspection requirements:**

See PREVENT and TERRORISM POLICY



#### **RESTRICTIONS:**

See PREVENT and TERRORISM POLICY



#### **TRAINING:**

See PREVENT and TERRORISM POLICY

### 3.10 COMPRESSED GAS CYLINDERS (non – SCUBA)



#### **AIM:**

It is the intention of Tyne Coast College to ensure all reasonably practicable steps will be taken to provide, use, handling, transport, store and maintain compressed gas cylinders in compliance with the legislative requirements.



#### **SCOPE: (including Definition)**

Compressed air

Acetylene

Argon

Oxygen

Medical grade oxygen

Fire suppression systems

NOT SCUBA or Fire Extinguishers



#### **LEGISLATION:**

Dangerous Substances and Explosive Atmospheres Regulations 2002,

The Regulatory Reform (Fire safety) Order 2005,

The Control of Substances Hazardous to Health Regulations 2002,

The Provision and Use of Work Equipment Regulations 1998,

The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009



#### **RESPONSIBILITIES:**

Director / Head of Department are responsible for implementing this policy in their area.



## PROCEDURE:

It is the responsibility of the line manager to:

1. ensure information and instructions are made available from suppliers on specific requirements for use, handling storage, transport, storage and maintenance of the compressed gas cylinders.
2. provide adequate information to employees and learners involved in the handling or use of compressed gas cylinders to enable them to identify and understand the risks associated with them.
3. conduct risk assessments as necessary and implement associated controls to eliminate or reduce risks.
4. ensure staff and student know to identify and report any apparent faults in the equipment - work must cease and the fault must be reported to the line manager, lecturer or supervisor in charge who will ensure that the correct procedure is carried out as defined by the supplier;
5. ensure all compressed gas cylinders should be handled with care and when in use or transit secured in the upright position\* (\*exception: LPG use in forklift trucks).

## RECORDS

In sections where transportable gas containers are used, records will be kept of the following:

1. information and training given to employees and learners.
2. assessments of the risks associated with using compressed gasses.
3. actions taken as a result of the assessments.
4. supply and training in the use of personal protective equipment.
5. modifications and safety devices fitted to existing and new plant and equipment.
6. incidents involving compressed gasses, cylinders or related equipment.
7. ill health related to the use of compressed gases.
8. the supply and return of compressed gas cylinders.



## RISK ASSESSMENT:

WELD 003 Heat Processes – Welding & Cutting with Oxy-Acetylene

WELD 009 Set-up, Storage and handling of gas cylinders

GEN 004 Fork Lift Truck Operations

Gas Welding workshop risk assessment

Lone worker risk assessment template





## Inspection requirements:

Visual inspection prior to use



## RESTRICTIONS:

Staff must never transport pressurised gas cylinders in vehicles which have not been specifically modified for this purpose. College insurance must be notified and compliance with The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009.



## TRAINING:

Compressed gas safety training

Oxy-gas safety training

### 3.11 CONFINED SPACES



#### AIM:

It is the intention of Tyne Coast College to ensure that access to, and control of confined spaces, are managed via permits to work to prevent unauthorised access and safeguard all entrants.



#### SCOPE: (including Definition)

A confined space will include any, tank, vat, pit, pipe, flue or similar confined space. A confined space is a place which is substantially enclosed (though not always entirely), and where serious injury can occur from hazardous substances or conditions within the space or nearby (e.g. lack of oxygen).



#### LEGISLATION:

The Confined Spaces Regulations 1997



#### RESPONSIBILITIES:

The Director / Head of Department and the Director of Estates will be responsible for the implementation of this policy in their areas &/or activities.



#### PROCEDURE:

1. Where work in confined spaces is required, the College will carry out a risk assessment to determine whether or not the work will constitute a hazard to those persons undertaking the work.
2. If the risk assessment shows that dangerous fumes are liable to be present or the proportion of oxygen in the air is liable to be substantially reduced then the work will be undertaken by competent contractors.
3. If the risk assessment shows no such hazards are present then the work may be undertaken by College employees under a permit to work system.
4. Design work tasks so as to avoid the need for entry into confined spaces where practicable
5. Provide such information, instruction and training as is necessary to enable the appointment of "competent persons" capable of carrying out risk assessments when entry into confined spaces is planned.
6. Maintain a documented permit to work system which must be used whenever entry into "confined spaces" is required.
7. When planning entry into confined spaces for employees:
  - a. a rescue plan must be devised

- b. stand-by personnel are identified and posted
  - c. maintain sufficient serviceable sets of safety belts, ropes, hoists and other equipment necessary for safe entry and emergency removal
  - d. maintain sufficient serviceable sets of appropriate breathing apparatus to ensure safe entry where there is danger from gases, fumes, vapours, etc or where there is liable to be a deficiency of oxygen
  - e. provide training in the use of breathing apparatus (and safety ropes where necessary) for those employees who may be required to use such equipment when working in confined spaces
8. provide other such equipment and resources as are necessary to safely carry out entry into confined spaces.
9. when entry into confined spaces by contractors and sub-contractors (including the self-employed) is required:
- a. risk assessments, method statements and rescue plans must be provided to the college for checking prior to issue of permit to work
  - b. ensure that only serviceable sets of approved breathing apparatus (and safety ropes) are used so as to allow safe entry into confined spaces where there is danger from gases, fumes, vapours, etc or where there is a deficiency of oxygen.
  - c. ensure that users of breathing apparatus and safety ropes have received adequate training in their use.



## RISK ASSESSMENT:

Specific risk assessment, rescue plan and method statement required at each confined space entry event.



## Inspection requirements:

Prior to entry by Director of Estates



## RESTRICTIONS:

Only competent and physically capable persons to be allowed in confined spaces.  
No lone working in confined spaces.  
No confined space work without authorised permit and appropriate equipment.



## TRAINING:

Confined space training by a recognised accredited body

### 3.12 CONSTRUCTION



#### AIM:

It is the intention of Tyne Coast College to ensure that any construction work carried out at its premises is done so without risks to the health & safety of its employees, learners and others.



#### SCOPE: (including Definition)

“Construction work” means the carrying out of any building, civil engineering or engineering construction work and includes—

(a) the construction, alteration, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration or other maintenance (including cleaning which involves the use of water or an abrasive at high pressure, or the use of corrosive or toxic substances), de-commissioning, 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 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.

(d) 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.

(e) the installation, commissioning, 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,

but does not include the exploration for, or extraction of, mineral resources, or preparatory activities carried out at a place where such exploration or extraction is carried out;



#### LEGISLATION:

Construction (Design and Management) Regulations 2015



#### RESPONSIBILITIES:

The Director of Estates will be responsible for the implementation of this policy.

Where applicable the College will appoint, at the appropriate time a CDM Co-ordinator and Principal Contractor for each project. The College will ensure that those appointed are competent and have adequate resources available to carry out their duties competently.



## PROCEDURE:

1. The College will ensure that construction work is carried out on the premises without risks to health and safety and in accordance with statutory provisions.
2. Where limited knowledge of design, specification, procurement and construction processes is available within the College, the role of Principal Designer will be contracted out.
3. Where a project is notifiable, the college must give notice in writing to the Executive as soon as is practicable before the construction phase begins. The project is notifiable if the construction work on a construction site is scheduled to - (a) last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project; or (b) exceed 500 person days.
4. A Principal Designer will be selected and appointed as soon as possible to discharge the College's duties and advise on aspects in relation to the design. They will ensure compliance with their statutory duties, by taking into account the general principles of prevention and any pre-construction information to eliminate, so far as is reasonably practicable, foreseeable risks to the health or safety of any person.
5. The Principal Designer must plan, manage and monitor the pre-construction phase and liaise with the Principal Contractor to coordinate matters relating to health and safety during the pre-construction phase and where required the may take responsibility for managing the Principal Contractor on behalf of the college and co-ordinate health and safety issues throughout the project.
6. Adequate information will be provided (and continue to be provided as it becomes available) to the Principal Designer and Principal Contractor/construction team in relation to the site, premises, work activities and processes where the construction work is carried out. Where this information is not readily to hand steps will be taken to determine the availability of such information by means of a site survey, public utility or local authority.
7. Principal Contractors appointed to carry out construction work will be required to show that they are competent and have made adequate provision for health and safety. To achieve this, pre-qualification systems for contractors will be established to compile a list of approved contractors who are competent; tender documents will be structured to assist decision-making in relation to provisions for health and safety, and pre-qualification health and safety plans or post tender interviews will be used where appropriate to complement this process.

8. The Principal Contractor with assistance from the Principal Designer must draw up a construction phase plan, which must set out the health and safety arrangements and site rules.
9. The Principal Designer must prepare a health and safety file appropriate to the characteristics of the project which must contain information relating to the project which is likely to be needed during any subsequent project to ensure the health and safety of any person. The file must be reviewed, updated and revised from time to time to take account of the work and any changes that have occurred.
10. No construction work will commence until an adequate health and safety plan has been prepared by the Principal Contractor and authorised by the college's nominated person.
11. Employees and learners will be informed of any risks involved in the construction work taking place and any preventative or protective measures required.
12. Regular meetings will be arranged with all interested parties to exchange information, co-operate with and co-ordinate action to ensure that statutory duties are met, that procedures are followed in the event of serious and imminent danger and that arrangements for health and safety remain appropriate to the risks involved during commissioning and hand over.
13. The health and safety file will be kept readily available for inspection. Where interest in the building is disposed of to a third party the health and safety file will be handed over to those acquiring the interest and that the purpose and nature of the file is fully understood.
14. The health and safety file after the completion of the work must be updated as additional works are conducted.



## RISK ASSESSMENT:

Specific risk assessment must be conducted as part of the design and construction phase plan



## Inspection requirements:

As required throughout the construction work



## RESTRICTIONS:

As imposed by the college or Principal Designer



## TRAINING:

CDM training for Director of Estates

### 3.13 CONTRACTOR MANAGEMENT



#### AIM:

It is the intention of Tyne Coast College to ensure through the planning, co-ordination, control and monitoring of the activities of contract companies for the effective minimization of the risks presented to employees, learners, other persons on site and the public.

Furthermore, the College is committed to ensuring that where any construction work is carried out at its premises, it is done so without risks to the health and safety of its employees, learners, or others and in accordance with the Construction Design and Management Regulations 2015. Also see H&S Policy 'Construction'.



#### SCOPE: (including Definition)

Third party contractors including those with permanent or temporary presence on Tyne Coast College premises.

Contractors working on projects governed by Construction Design and Management Regulations 2015.



#### LEGISLATION:

Section 3 of the Health and Safety at Work Act 1974,

Construction Design and Management Regulations 2015



#### RESPONSIBILITIES:

The Director of Estates will be responsible for the implementation of this policy. Individual designated managers will be responsible for the control of contractors dependent on activity.



#### PROCEDURE:

1. The College will only use contractors who have proved able to discharge their primary responsibility of safeguarding their employees and other persons who may be affected by their undertaking.
2. Persons responsible for appointing contractors will ensure that they have been suitably assessed as competent at the pre-contract stage by asking relevant questions and by obtaining evidence of competency.
3. The Contractor shall keep the College indemnified against all claims brought against the College howsoever arising and, by whomsoever made in respect





of injury to persons or damage to property sustained by reason of the act of default of the Contractor, or the Contractor's employees.

4. The Contractor and his employees shall use their own equipment unless the College has given consent in writing (which consent may be subject to such conditions as the College sees fit), to use equipment belonging to the College in which event, the Contractor shall indemnify the College in respect of any loss or damage to the equipment.
5. The Contractor may use the College's electricity supply to power pistol drills and other hand tools but shall not use the College's compressed air line or other services without the prior consent of the College Representative.
6. The College has fire evacuation plans for its sites. These plans include assembly points for personnel. The Contractor will be briefed on this aspect by the College Representative. From time to time, fire drills are held, and the Contractor and his employees are required to participate in these practices. The Contractor's supervisor should be provided with instructions on fire evacuation plans from the College Representative on the first day of work.
7. Contractors who use the College as their place of work must:
  - a. Individually sign the Contractor Visits Declaration form on entry to all college buildings each day
  - b. Be provided with a brief induction taking into account their work area(s); safe access and egress; fire and emergency plans; use of college equipment and electricity supplies; any hazards, risks and controls associated with the specific college activities and environment which they may interact with; lines of communication.
  - c. Be allocated a senior member of College staff to oversee their activities and ensure their safety while on the college premises.
  - d. Be risk assessed by the nominated senior member of College staff to ensure their activities do not cause additional risks to College staff, students and members of the public. This may occur through a review of the contractor's risk assessment/method statement for the work undertaken;
  - e. Be given the opportunity to receive up to date policies, procedures and communications for health and safety purposes.
  - f. Be allowed to communicate effectively any concerns which may affect the health and safety of themselves and of others.



## **RISK ASSESSMENT:**

Specific risk assessment must be conducted as appropriate



## Inspection requirements:

As required



## RESTRICTIONS:

As imposed by the college



## TRAINING:

In-house contractor management training



### 3.14 DANGEROUS SUBSTANCES AND EXPLOSIVE ATMOSPHERES



#### AIM:

It is the intention of Tyne Coast College that all reasonably practicable steps will be taken to ensure working with dangerous substances or in explosive atmospheres will be safe and without risks to health.



#### SCOPE: (including Definition)

Dangerous substances are any substances used or present at work that could, if not properly controlled, cause harm to people as a result of a fire or explosion or corrosion of metal. They can be found in nearly all workplaces and include such things as solvents, paints, varnishes, flammable gases, such as liquid petroleum gas (LPG), dusts from machining and sanding operations, dusts from foodstuffs, pressurised gases and substances corrosive to metal.

An explosive atmosphere is defined as a mixture of dangerous substances with air, under atmospheric conditions, in the form of gases, vapours, mist or dust in which, after ignition has occurred, combustion spreads to the entire unburned mixture.



#### LEGISLATION:

Dangerous Substances and Explosive Atmospheres Regulations (DSEAR)



#### RESPONSIBILITIES:

Chief Operating Officer will be responsible for ensuring plans and appropriate budgets are available for regular risk assessment and completion of appropriate controls.



#### PROCEDURE:

1. The college will ensure that all dangerous substances and explosive atmosphere are identified, and an appropriate risk assessment is conducted on all sites in line with DSEAR 2002.
2. Where actions have been proposed then it is the duty of the college to ensure these actions are complete so far as is reasonably practicable.



#### RISK ASSESSMENT:

DSEAR 001 – 005



## Inspection requirements:

Formal Annual Inspection

DSEAR Inspection with risk assessment



## RESTRICTIONS:

Competent person to conduct DSEAR risk assessment



## TRAINING:

Gas cylinder and oxy/acetylene cylinder training

### 3.15 DISPLAY SCREEN EQUIPMENT



#### AIM:

It is the intention of Tyne Coast College to ensure all reasonable steps will be taken to secure the health and safety of employees who work with display screen equipment (D.S.E.) and those designated as users.



#### SCOPE: (including Definition)

All computers and associated workstations



#### LEGISLATION:

The Health and Safety (Display Screen Equipment) Regulations 1992



#### RESPONSIBILITIES:

The Health and Safety Manager is responsible for implementing this policy.

All line managers are responsible for ensuring their staff who are designated users complete DSE Risk Assessment during induction and refreshers every 5 years or following workstation changes.



#### PROCEDURE:

1. All staff where required are to be provided with appropriate DSE training including the risks to health and how these are to be avoided.
2. All staff where required must conduct self-assessment of their own workstation taking into account D.S.E., software, furniture, working environment and the employee to report and agree any action with their line manager.
3. All staff and their line managers are to take all reasonable measures to remedy any risks found as a result of the assessment.
4. Where issues arise or disagreements occur, the Health and Safety Manager will adjudicate on the basis of health risk.
5. Incorporate changes of tasks within the working day, in order to prevent intensive periods of on-screen activity.
6. All staff where required must review and revise their self-assessment every time there is a change in their workstation design or their location OR if no change then at least every 5 years.
7. All staff are permitted to arrange for the provision of eyesight tests prior to employment and at regular intervals thereafter and where a visual problem is



experienced in relation to DSE use. Application to be provided to the Health and safety Manager using the appropriate form.

8. The college must provide a system to arrange for a free supply of glasses (basic lens and frame) where required specifically for working with D.S.E. The employee may upgrade to designer frames and fund the excess cost themselves.



## RISK ASSESSMENT:

TCC DSE Workstation Assessment Form

(DSE Self-Assessment Form)



## Inspection requirements:

None



## RESTRICTIONS:

This policy applies to DSE Workstation Users only as defined by DSE Regs 1992.



## TRAINING:

DSE on-line training on induction and refresher

### 3.16 DIVING OPERATIONS



#### AIM:

It is the intention of Tyne Coast College to ensure all reasonable steps will be taken to secure the health and safety of employees who dive as part of college activities.



#### SCOPE: (including Definition)

Diving Operations at Marine Offshore Safety Training centre (MOST) are carried out to support Helicopter Underwater Escape Training exercises and training exercises that utilise the equipment used to fly offshore (Namely EBS and CA-EBS equipment). Diving operations may also include Staff Training and minor maintenance procedures in the environmental pool.



#### LEGISLATION:

Diving at Work Regulations 1997, ACOP L104 (Second Edition 2014)



#### RESPONSIBILITIES:

The management structure for controlling and supervising diving operations at Tyne Coast College will be in accordance with the Diving at Work Regulations 1997, ACOP L104.

A list of the named staff currently in the positions of responsibility listed below can be found in the MOST dive log.

**The Diving Contractor:** is the Chief Executive of Tyne Coast College. The Diving Contractor is responsible for all diving operations conducted at the College and shall ensure that “a clear reporting and responsibility structure is laid down in writing” in order to manage the diving operations.

**The Manager of Diving Operations:** is the Director / Head of Department for Marine Offshore Safety Training (MOST) and is responsible for the day to day operational requirements of diving operations within the MOST. The Manager will ensure that all insurance, Certification, Validation and Tests are undertaken and in-date and will also satisfy themselves that all functional and legal requirements have been met, and shall generate, maintain and revise the following:

- Risk assessment for diving operations
- Diving Project Plan



- Diving Emergency Plan
- Diving Operations Record (Dive Log)

**Note:** These documents are available from MOST and are incorporated into the dive log.

**The Assistant Manager of Diving Operations:** is the MOST Curriculum leader and will assist the Manager in the day to day operational requirements of diving at MOST. In the absence of the Manager the Assistant Manager will assume these responsibilities.

**The Diving Supervisor:** is the person with overall responsibility for diving operations carried out in the environmental pool, and for the safe conduct of all divers in his charge. Diving operations will be conducted under a single appointed Diving Supervisor, and during HUET exercises they are also responsible for all staff and students engaged in the exercise. All Diving Supervisors must be appointed in writing by the Diving Contractor, must be familiar with the diving techniques to be used in the operation.

All Diving Supervisors will read and follow the Diving Project Plan and Diving Emergency Plan.

The Diving Supervisor is responsible for diving operations during the period of supervision, and they are empowered to give any reasonable instruction to diving team members, their actions cannot be overruled by the Management whilst they are “supervising”. If the Diving Supervisor believes that the health and safety of any person is being compromised then they will immediately order the cessation of diving operations.

All Divers will be suitably qualified to the appropriate HSE standard and for the diving techniques to be used in the operation.

All Divers will have read and understood the Diving Project Plan and Diving Emergency Plan and will hold a current HSE Dive Medical certificate. The majority of Divers will be qualified in First Aid and in Therapeutic Oxygen Administration.

The Support Technician / Dive Tender must be competent to carry out the duties assigned to them.

Any member of the Diving Team that believes that health and safety is/has been compromised, must report this to the next level of management.

All channels of communication, right up to the Diving Contractor and the HSE (Diving), must remain open.



## PROCEDURE:

Diving operations will be conducted in accordance with the Diving Project Plan and the Diving Emergency Plan, copies of which are held by the Manager of Diving Operations, the Assistant Manager of Diving Operations and incorporated in the Diving Operations Log.



## RISK ASSESSMENT:

MOST 015 Diving Operations - Held on the college Intranet.



## Inspection requirements:

All dive equipment is to be inspected IAW the recommended schedules – Dive Regulators, Cylinders and Spare Air units are to be serviced annually and checked prior to every use. Defective equipment must be reported to the Assistant Manager of Diving Operations. Any equipment suffering a failure or defect must not be used until fully repaired tested and where necessary certified.



## RESTRICTIONS:

All divers to be fully qualified for the type of diving operation.

All divers to be in date for HSE dive medical.

All divers and dive supervisors have completed the HUET diver training programme.

No diving operations are to take place without the full dive team being in place.



## TRAINING:

Diver Training will take place at least annually at MOST. Records of diver training will be kept by the Assistant Manager of Diving Operations for audit purposes.

### 3.17 DRIVING POLICY (WORK RELATED)



#### **AIM:**

It is the intention of Tyne Coast College to ensure all reasonable steps will be taken to secure the health and safety of employees who drive as part of college activities.

**Due to the complexity of this policy a separate policy document is available entitled WORK RELATED DRIVING POLICY and can be found on the intranet under 'Policies'.**



#### **SCOPE: (including Definition)**

See WORK RELATED DRIVING POLICY



#### **LEGISLATION:**

See WORK RELATED DRIVING POLICY



#### **RESPONSIBILITIES:**

See WORK RELATED DRIVING POLICY



#### **RISK ASSESSMENT:**

See WORK RELATED DRIVING POLICY



#### **PROCEDURE:**

See WORK RELATED DRIVING POLICY



#### **Inspection requirements:**

See WORK RELATED DRIVING POLICY



#### **RESTRICTIONS:**

See WORK RELATED DRIVING POLICY

### 3.18 DUTY MANAGER GUIDANCE



#### AIM:

It is the intention of Tyne Coast College to ensure all reasonable steps will be taken to secure the health and safety of all employees and others by providing a nominated duty manager during working hours when the college is open to the public.



#### SCOPE: (including Definition)

The Duty Manager acts as the Chief Executive's representative and is required to deal with matters which affect the college as a whole, however in an emergency they should contact relevant managers for assistance and guidance where necessary, even when those managers are not on duty.



#### LEGISLATION:

Management of Health and Safety at Work Regulation 1999

Regulatory Reform Fire Safety Order 2005



#### RESPONSIBILITIES:

It is the duty of the Chief Executive / Chief Operating Officer to:

- nominate the Duty Managers.
- arrange an appropriate schedule.
- ensure regular updates are made to nominated emergency contact telephone list and Duty Manager File.

Duty Managers are responsible for the management of the premises outside of normal working hours and during absence of the Chief Executive's or Chief Finance Officer. They are to be available at their desk up to a time designated whereby they will relocate to the main reception area.

Specific responsibilities include managing: 1. Fire Alarm panel and associated emergencies; 2. Personal Emergency Evacuation Plans (PEEP's); 3. Safeguarding and responding to allegation or incident of abuse; 4. Actions to be taken in response to bomb threat, terrorism, firearms and suspicious items; 5. Communication with other senior managers, emergency contacts and insurance; 6. the transportation of sick or injured people; 7. First Aiders and first aid; 8 Incident and Accident reporting; 9. Educational Visits; 10. Business Continuity and the BC Plan.



## PROCEDURE:

### **Duty Times:**

Day Duty: 08:30 – 17:00

Evening Duty: 17:00 – 21:00 (these times may vary depending upon evening class schedules)

### **Duty Manager Location:**

Duty Managers can work from their own office or any suitable location, however they should contact reception to confirm they are on duty and inform them where they will be located and note the time that reception ceases to be staffed. From the time that reception ceases to be staffed by support staff, duty managers should be located at a designated point which in the majority of cases will be at the main reception at Westoe or Coast Road Campuses. Contact telephone numbers will be signposted at each sites designated location.

### **Two way Radio**

Duty Managers on evening duty should carry a hand held radio for internal communication for that site where applicable. Radios will be provided by the Director of Estates from a designated point. Instructions to its operation will also be given in the duty managers file.

### **Duty Manager's Information File.**

The Duty Managers Information File is located at a designated point.

The contents of the Duty Manager's Information File:

- Fire Alarm panel details and operating instructions. Locations of panel. Redcare monitoring details.
- Location of Personal Emergency Evacuation Plans (PEEP)
- Safeguarding Flowcharts
  - Safeguarding Children
  - Safeguarding Adults
- Responding to Allegation or Incident of Abuse
- Bomb Threat Procedure
- Managers contact telephone numbers. \*\*\*\*\* **CONFIDENTIAL** \*\*\*\*\*

- Guidance on the transportation of sick or injured people
- First Aiders List
- Insurance Information and emergency contact details
- Centre Maps for all campuses
- Accident/Incident/Near Miss Report Form (AR1)
- Educational Visits – Emergency Action Cards
- Business Continuity Plan – Incident Response Matrix

### **Educational Visits**

In the event that a group on an Educational Visit are late returning to the College or experience a problem during the visit the EV documentation will be passed to the Duty Manager by Reception Staff so that the Duty Manager can provide support to the EV Group Leader.

### **Fire Evacuation**

1. In the event of a fire alarm activation on the premises where the duty manager is located then the Duty Manager should go to the Alarm Panel and try to identify the location of the alarm activation (The Alarm Panels locations are in the duty managers file). At Coast Road College the panel information is transferred to two way radio screen direct to the Fire Wardens.
2. The Duty Manager is responsible for calling the fire brigade if required
3. Estates staff will respond to the alarm and go to the location of the activation to determine the cause of the fire signal. Evacuation procedure should be followed as specified in 3.23 Fire and Evacuation Procedures. Estates staff to contact Duty Manager via Dr Winterbottom Halls security (3999 or see telephone numbers in duty manager file).
4. The Duty Manager should liaise with Estates staff (by radio if at the same location and by telephone if not). Duty manager must liase with Fire and Rescue Service and take advice on reentry of the buildings.
5. The Duty Manager should ensure that the PEEP file is checked to identify whether there is anyone in the area of the fire alarm activation who requires assistance to evacuate the building. If there is then they should alert Estates staff and the Fire and Rescue Service to the location of the individual(s) and **if there is a real threat to life** Estates staff &/or Fire and Rescue Service Officers should provide **immediate** assistance.

6. If the fire alarm is a false signal, or the Individuals who are identified in the PEEP are in locations where there is no significant threat to life, Estates staff & Fire and Rescue Service Officers should be informed of their location, and the individuals should be informed at the earliest opportunity about the situation to reassure them and prevent them from attempting to evacuate the building unnecessarily.

**Note : The PEEP File is located at the designated point at each site.**

7. Once the Fire and Rescue Service have been called to attend a fire alarm activation at the College, the only person who can give the all clear to allow people to enter the affected buildings is the Duty Manager having been appraised by the Senior Fire and Rescue Service Office who attends the call out.



## RISK ASSESSMENT:

LW 001 Duty Manager lone working at Westoe campus



## Inspection requirements:

Not required



## RESTRICTIONS:

Duty managers to be designated employees only



## TRAINING:

One to one or group training with Director of Estates or Health and Safety Manager



### 3.19 ELECTRICITY AT WORK – SUPPLY AND FIXED WIRING INSTALLATIONS



#### AIM:

It is the intention of Tyne Coast College to ensure all reasonably practicable steps will be taken to provide and maintain electrical installations & systems and ensure their use is safe and without risks to health.



#### SCOPE: (including Definition)

All electrical supply, installations, systems and equipment (maintenance, repair, installation and testing). Not Portable Appliances



#### LEGISLATION:

Electricity at work regulations 1989



#### RESPONSIBILITIES:

The Director of Estates will be responsible for the maintenance, repair, installation and testing of all electrical circuits and equipment which supply power, heating and lighting to all areas within the College as well as all electrical equipment used for access, cleaning and maintenance of the buildings. Assistant / Vice Principals/ Director / Head of Department will be responsible for the inspection, maintenance, repair and testing of all other electrical equipment used within their department.



#### PROCEDURE:

The responsible persons will ensure that:-

1. Fixed installations are maintained in a safe condition by carrying out routine safety testing at least every 5 years.
2. A safe system of work for maintenance, inspection or testing is implemented and maintained.
3. No electrical equipment shall be put into use where its strength and capability may be exceeded in such a way as may give rise to danger.
4. Construction and protection must take into account Adverse or hazardous environments
5. All conductors in a system which may give rise to danger shall either be suitably covered with insulating material or/and have such precautions taken to prevent, danger.
6. Earthing or other suitable precautions must be available and be of sufficient strength and current carrying capability for the system.



7. Where necessary to prevent danger, every joint and connection in a system shall be mechanically and electrically suitable for use.
8. Integrity of referenced conductors - If a circuit conductor is connected to earth or to any other reference point, nothing which might reasonably be expected to give rise to danger by breaking the electrical continuity or introducing high impedance shall be placed in that conductor unless suitable precautions are taken to prevent that danger.
9. The system has a means for protecting from excess current.
10. Means for cutting off the supply and for isolation.
11. Precautions for work on equipment made dead.
12. No live work is carried out unless absolutely necessary. If live work is to be used, then only competent authorised persons may carry out such work in accordance with regulation 14 of the Electricity at Work Regulations. A PERMIT TO WORK SYSTEM MUST BE IN OPERATION AND DULY SIGNED BY A COMPETENT SUPERVISOR.
13. No employee or learner to carry out work on equipment or systems above 650 volts, at mains supply frequency. Such work will be carried out under contract by approved contractors who will be competent, trained and equipped for this type of work.
14. Adequate working space, access and lighting
15. All staff who carry out electrical work are competent to do so and must be trained and experienced. All staff who conduct specialist electrical work i.e. high voltage work, require further training and experience.
16. Safety information is exchanged with contractors, so that they are fully aware of the Colleges health and safety arrangements.
17. Records are maintained of the above.



## RISK ASSESSMENT:

none



## Inspection requirements:

TBA



## RESTRICTIONS:

No live working without PERMIT TO WORK



## TRAINING:

TBC

### 3.20 ELECTRICITY AT WORK - PORTABLE ELECTRICAL APPLIANCES



#### AIM:

It is the intention of Tyne Coast College to ensure all reasonably practicable steps will be taken to provide and maintain portable electrical appliances and ensure their use is safe and without risks to health.



#### SCOPE: (including Definition)

All portable electrical appliances (maintenance, repair, use and testing)

Portable equipment is defined as not being part of a fixed installation but can be connected to a fixed installation or generator by means of flexible cable or plug.

It may be either handheld or hand operated while connected to the supply.

Within this broad category it could be earthed, (supplied by a 3 core cable), or it could double insulated, (supplied by a 2-core cable and bearing the BS Kite Mark).

Examples are:-

Drills, extension leads, lamps, grinders, floor cleaners, kettles etc: i.e.- domestic type equipment.

Portable office equipment such as computers and printers: i.e. electronic equipment.

Portable laboratory equipment.

Special care must be taken to include all electrical equipment in the inspection/testing scheme and this includes equipment used in outstations, on fieldwork, etc.

Students' personal equipment where the equipment poses risk of shock or fire.

#### Equipment not included

- Equipment hire in. This should be approved safe by the lender.
- Equipment having a voltage of less than 50 v ac or 129 v dc.



#### LEGISLATION:

Electricity at work regulations 1989

## Guidance

Institution of Engineering and Technology is (IET) code of practice for in service inspection and testing of electrical equipment fourth edition.

HSE's 'guidance on maintaining portable electrical equipment in low-risk environments'



## RESPONSIBILITIES:

The Director of Estates will be responsible for the maintenance, repair, installation and testing of all electrical circuits and equipment which supply power, heating and lighting to all areas within the College as well as all electrical equipment used for access, cleaning and maintenance of the buildings. Assistant / Vice Principals/ Director / Head of Department will be responsible for the inspection, maintenance, repair and testing of all other electrical equipment used within their department.



## PROCEDURE:

The responsible persons will ensure that:-

1. portable equipment is inspected and tested as frequently as required (this will depend on the environment it is used in). Portable appliance inspection and testing must be in line with the HSE guidance document entitled 'Maintaining portable electric equipment in low-risk environments'. See portable appliance arrangements below.
2. a safe system of work for maintenance, inspection or testing is implemented and maintained.
3. safety information is exchanged with contractors, so that they are fully aware of the Colleges health and safety arrangements.
4. records are maintained of the above.

## Portable appliance arrangements

### Minimum requirements

1. all portable appliances used on college premises **MUST** have a formal 'visual inspection' on a frequent basis. See 'frequency of testing' chart below.
2. if the item passes it should receive a visual inspection pass sticker dated and initialed by the competent inspector



3. If when visually inspected the item passes but it is found that the item neither has a CE or BS stamp then the item **MUST** also have a portable appliance test (PAT).
4. electrical items brought in by staff from home must be reported to the Estates Department and should also receive a visual inspection.
5. Electrical items brought in by students which poses risk of shock or fire should also receive a visual inspection.

### **Check list for visual inspection**

1. Is there an electrical test pass sticker, either **GREEN** for pass or **RED** for fail.
2. Is there damage (apart from light scuffing) to the cable sheath?
3. Is the plug damaged (e.g. the casing cracked or pins bent)?
4. Are there inadequate joints, including taped joints, in the cable?
5. Is the coloured insulation of the internal cable cores showing where they enter the plug?
6. Does the appliance appear to have been subjected to conditions for which it is not suited, (e.g. wet or excessively contaminated?)
7. Is there damage to the external casing of the equipment or are there loose screws or parts, etc?
8. Is there evidence of overheating (e.g. burn marks or discolouration)?
9. Is the main on/off switch damaged, and does it operate incorrectly?

If you can answer “YES” to any of the points from 2 to 9 then this indicates that the appliance is potentially dangerous and must be taken out of use until passed as safe by a qualified person.

### **Inspection & testing of microwave cookers**

Lack of cleanliness and poor maintenance of the door seals on microwave ovens can lead to leakage levels in excess of the recommended limit. Microwave ovens should be tested annually using a microwave detection instrument to ensure compliance with the 5 mW/cm<sup>2</sup> maximum limit

The safety interlock switches and the door seals should be inspected regularly for any signs of damage to ensure that they function correctly and safety.

### **Portable appliance testers**

The portable appliance testers used in the college are designed to be used by people with no special technical knowledge. However, they are not suitable for use on, and may cause damage to:

- COMPUTERS
- PRINTERS
- OTHER EQUIPMENT WITH ELECTRONIC COMPONENTS

This type of equipment requires only a visual inspection of signs of damage.

### Frequency of testing

The recommended intervals between electrical inspection and tests, which are tabled below, are the maximum and may require to be reduced in the light of experience.

Equipment	USER CHECKS	FORMAL VISUAL INSPECTION	COMBINED INSPECTION AND TEST
Electronic equipment (e.g.computers, monitors, photocopiers - not handheld rarely moved).	No	Yes, 4 years	No
Double insulated (class ii) NOT hand held. Moved occasionally, (e.g. desk lamps).	No	Yes, 4 years	No
Double insulated (class ii) and hand held. e.g. some floor cleaners, some kitchen equipment	Yes	Yes, 1 year	No
Earthed equipment, (class i) e.g. electric kettles, most electric fires, flexible task lighting).	Yes	Yes, 1 year	Yes, 1 year
Cables (leads and plugs), extension leads	Yes	Yes, 1 year	Yes, 1 year

and battery-charging equipment			
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NOTE: in certain harsh environments it may be necessary for a more frequent inspection and/or test i.e. in college workshops, laboratories or salons.

### Labelling, recording and reporting

1. GREEN labels denote a pass unless the label has a clear 'PASS' statement
2. RED labels denote a fail.
3. They should carry the tester's initials.
4. They should be dated with the date from which the equipment should no longer be used, i.e. one year on from the date of the test.
5. Equipment that fails testing should be referred to a properly qualified individual for repair. **Under no circumstances should repairs be attempted by anyone else.**
6. Individuals undertaking repairs should do so with the equipment unplugged and the system de-energised.
7. It is necessary to identify each piece of department equipment with a unique number. It may be convenient to label the equipment with its number but it is not necessary to do this, provided that each test results can be unmistakably connected to the piece of equipment.

### User safe operating guidelines

1. Do not attempt to repair or make alterations to equipment, and never remove permanently fixed covers from appliances.
2. Report any defects and label equipment "Out of Order".
3. Do not use damaged or defective equipment and equipment which has failed a test.
4. Remember to switch off equipment and unplug before cleaning or fitting new parts.
5. Always remove plugs by holding the plug and not pulling the cord.
6. Ensure that cables are not squashed under furniture, doors or touching warm radiators.

7. Do not overload socket outlets. Avoid or minimise the use of adapters. Overloaded sockets can lead to fire hazards. If necessary, use a fused 3 amp block extension board to BSA 1363A.
8. Do test the residual current device if fitted.
9. Do not use electrical equipment in a wet environment. Avoid drinking near electrical equipment.
10. Do not bring in personal items of electrical equipment without first checking with the Health and Safety Manager.
11. Do find out the correct fire extinguisher to use on an electrical fire.

### **User checks (visual)**

The person using the equipment should be encouraged to look critically at the electrical equipment they use and visually check for signs that the equipment is not in sound condition, for example:

1. There is damage (apart from light scuffing) to the cable sheath.
2. The plug is damaged, for example the casing is cracking or the pins are bent.
3. There are inadequate joints, including taped joints in the cable.
4. The outer sheath of the cable is not effectively secured where it enters the plug or the equipment. Obvious evidence would be if the coloured insulation of the internal cable cores were showing.
5. The equipment has been subjected to conditions for which it is not suitable, e.g. it is wet or excessively contaminated.
6. There is damage to the external casing of the equipment or there are some loose parts or screws.
7. There is evidence of overheating (burn marks or discoloration).

These checks also apply to extension leads and associated plugs and sockets. Checks should be undertaken by the user when the equipment is taken into use and during use. Any faults should be reported to management and the equipment taken out of use immediately. Management should take effective steps to ensure that the equipment is not used again until repaired by a person competent to carry out the task, (e.g. the equipment should be labelled as **'faulty'** and its associated plug removed).

### **Plugs and fuses**

1. You do not need to dismantle the plug as part of a user check, unless you are suspicious of its condition.
2. If a plug is incorrectly wired, or has the incorrect fuse, remove the item from use until this can be rectified.

Fuse rating examples:

FUSE	SAMPLE EQUIPMENT	
3 amp	Desk lamp, radio, hifi	Up to 700 watts
13 amp	Hair dryer, Iron, TV kettle, vacuum cleaner	Over 700 watts



## RISK ASSESSMENT:

none



## Inspection requirements:

Annual Portable Appliance Testing

Pre-use checks (not recorded)



## RESTRICTIONS:

Competent Person to conduct a full portable appliance test, however, for portable appliance checking (Pass / Fail) limited training is required from a competent person.



## TRAINING:

Portable appliance testing C&G qualifications or equivalent or

Portable appliance safety checking and use of simple test equipment (in house)



### 3.21 ENVIRONMENTAL POOL



#### **AIM:**

It is the intention of Tyne Coast College to ensure all reasonably practicable steps will be taken to provide and maintain the environmental pool and ensure its use is safe and without risks to health.



#### **SCOPE: (including Definition)**

To be further defined by MOST



#### **LEGISLATION:**

To be further defined by MOST



#### **RESPONSIBILITIES:**

**See also 3.16 Diving Operations**

#### **Responsibility for nominating Pool Supervisor and safety swimmers**

##### **Pool Supervisor**

1. The Pool Supervisor is the person responsible for the safety of students and staff during environmental pool exercises.
2. One member of the lecturing staff will be designated Pool Supervisor during any practical wet drill conducted within the environmental pool with the exception of HUET training. They will be responsible for the safety of students and staff, ensuring that students and staff conduct themselves in a safe and proper manner and comply with the College Health and Safety Policy.
3. During combined survival and HUET training, the Diving Supervisor will assume the role of the Pool Supervisor.

##### **Safety Swimmers**

Staff nominated as in-water safety swimmers are to be adequately dressed to carry out their duties, and must wear:

1. goggles
2. a knife

3. a strobe light



## PROCEDURE:

All exercises conducted in the environmental pool must be done so with the water temperature in excess of 16° Celsius.

### Medical Problems

1. During immersion exercises staff are to monitor all students for signs of hypothermia, which can occur quickly in cold temperatures.
2. Special consideration must be taken with older students so that they are not forced to do arduous or stressful activities that may compromise their cardiovascular system, resulting from increased heart rate and blood pressure.
3. When doubt exists regarding the medical fitness of any student, staff should seek advice from the HoD MSTC or the deputizing Band D Lecturer.

### Notes

- A fit student may well experience apprehension that may increase heart rate and blood pressure. Immersion into cold water may further increase heart rate and blood pressure that may impose an increased strain on the heart.
- A student may when immersed into cold water, gasp in a reflex action and will be unable to control their breathing. This creates a danger of swallowing water, laryngospasm and asphyxiation.

### Non-swimmers

All non-swimmers are to be identified prior to entering the water, and whilst non-swimmers are afforded no special privilege, extra attention should be paid to them whenever it is thought necessary.

### Lifejackets

1. The Pool Supervisor is responsible for issuing fully serviceable lifejackets to students.
2. Any person showing signs of distress must be removed from the pool immediately.
3. During training exercises no student should enter the water without a fully serviceable lifejacket.

## **Drills**

1. For OPITO validated courses, there must be at least 3 members of staff in attendance at all times:
  - a. The Pool Supervisor
  - b. Two in-water safety swimmers
2. For MNTB approved courses, a minimum of two staff are to be in attendance during the wet drills in the environmental pool.
3. All members of staff working in the pool environment must hold a first aid qualification equivalent to the standard of the Health and Safety (First Aid) Regulations 1991 and be fully familiar with the resuscitation equipment used in the pool.
4. All members of staff working in the pool environment must be fully conversant with all equipment and procedures. All staff must be included in an ongoing training programme to update existing knowledge in operational and safety procedures.
5. Prior to the commencement of a wet drill in the environmental pool the Pool Supervisor is to ensure that any equipment required during the exercise is serviceable.
6. Any defects are to be reported immediately to the pool technician, or if necessary, the HoD MSTC or his deputy.
7. Whilst practical exercises are being carried out, the Pool Supervisor is to remain on the poolside monitoring the activities being carried out.
8. During any exercise involving the use of the special effects the Pool Supervisor is to monitor activities from the pool control console.

## **Environmental Pool Emergency Procedures**

1. In the event of an emergency occurring during an exercise, the Pool Supervisor must immediately shut down any special effects in use.
2. All students not involved in the emergency are to be cleared from the pool using the nearest available ladder and kept clear of the poolside area.
3. The casualty must be removed from the pool by means of either:
  - a) a ladder, whilst being assisted by a member of staff.

- b) the lightweight stretcher.
- c) the helicopter strop.
- 4. First aid should be administered as appropriate, and if necessary the emergency services should be called using the pool console phone by dialling (9)999;
- 5. The HoD MSTC or in his absence his deputy must be informed as soon as possible about any accident/incident. The HoD or his deputy will in turn inform the Head of the Marine College as soon as practicable. After any accident/incident the appropriate documentation should be completed as soon as possible.

### Environmental Pool Water Dosing

- 1. Chemicals are injected into the pool by means of an automatic dosing unit which monitors the quality of the pool water on a continuous basis.
- 2. The automatic system is checked regularly by the technician responsible for the pool using colour comparison testing equipment.
- 3. Further bacteriological checks are carried out on the pool water on an unannounced basis by officers from the Environmental Health Department of South Tyneside Council. Copies of the results are forwarded to the HoD MSTC for reference purposes.



### RISK ASSESSMENT:

Located on college intranet



### Inspection requirements:

As per risk assessments



### RESTRICTIONS:

As per risk assessments



### TRAINING:

As per risk assessments and training needs analysis

### 3.22 FIRE PRECAUTIONS AND EVACUATION



#### AIM:

It is the intention of Tyne Coast College to ensure all reasonably practicable steps will be taken to provide and maintain fire precautions and evacuation procedures to ensure the preservation of life in an emergency.

In the event of fire, the safety of life shall override all other concerns, such as saving property and extinguishing the fire.



#### SCOPE: (including Definition)

Preparation and response to fire risk in all buildings belonging or occupied by TCC.



#### LEGISLATION:

Regulatory Reform (Fire Safety) Order



#### RESPONSIBILITIES:

**The Director of Estates** will be responsible for implementing this policy.

Chief Operating Officer will be responsible for:

1. ensuring at all college premises that arrangements specified below are communicated to all staff.
2. ensuring the arrangements are practically followed by all staff, students, contractors and visitors during evacuations and monitored to ensure their effectiveness.

**The Director of Estates** will be responsible for:

1. Installing and maintaining suitable:
  - a. fire detection and alarm systems
  - b. fire panels and communication devices
  - c. fire fighting equipment - fire extinguishers – annually by competent contractor
  - d. emergency lighting
  - e. fire escape corridors and stairwells are free of obstructions and where possible sterile
  - f. fire doors and fire exits

- g. external metal fire escapes – every 5 years by competent person
  - h. protected stairwell communication panels
  - i. automatic gas shut-off systems
  - j. passenger lifts - communication panels and automatic lift response during alarm – please confirm all sites
  - k. automatic roller shutters
  - l. “Fire Action” notices in each room (see below for ‘Fire Action’ notice script)
2. Frequently inspecting and testing the above equipment and system following an agreed schedule (see System Testing Procedure below)
  3. Appointing and ensuring the training of the Fire Wardens to be responsible for the alarm and response procedures.
  4. Ensuring the ‘fire response and evacuation procedures’ set below are followed at each of the College sites.
  5. Reviewing the fire log to ensure Estates dept. actions have been logged

**The Health and Safety Manager** will be responsible for:

1. arranging fire drills to be carried out termly or at least once per year (if fire alarm activations have occurred during that period and thus invalidates the need for formal drill) at all sites. Each drill will be monitored and efficiency issues addressed through request via all staff email.
2. ensuring that adequate fire safety training is provided for relevant staff, plus specialised training for those with special responsibilities such as Fire Wardens and Fire Marshals.
3. the provision of safe havens, where reasonably practicable, and/or personal emergency evacuation plans and procedures for disabled employees, students and visitors.
4. the review the fire risk assessment for each College site whenever there is a change which could have an effect on a fire evacuation or the risk of fire, and in any case every two years.
5. Reviewing the fire log to ensure actions have been followed up

**The Learning and Development manager** will be responsible for:

1. Arranging fire safety awareness training for all staff using CYLIX ‘meeting the threat from fire’ or similar, every three years
2. Arrange for Fire Warden training for those designated as specified by criteria set.
3. Arrange for Fire Marshal training for those designated as specified by criteria set.

**General Manager – Dr Winterbottom Halls** will be responsible for:

1. ensuring at that premises that arrangements specified below are communicated to all staff.
2. ensuring the arrangements are practically followed by all staff, students, contractors and visitors during evacuations and monitored to ensure their effectiveness.

**Director / Head of Department Marine Offshore Safety Training Centre and Fire Training Centre** will be responsible for:

1. ensuring at that premises that arrangements specified below are communicated to all staff.
2. ensuring the arrangements are practically followed by all staff, students, contractors and visitors during evacuations and monitored to ensure their effectiveness.

**The Duty Manager** will be responsible for:

**DURING EVACUATION**

1. wear a high visibility vest and collect the 'Fire Evacuation' box, and Emergency Mobile Phone
2. make their way to the designated main assembly point (Fire Brigade meeting point)
  - a. Westoe – Front of house
  - b. MOST – Main Car Park
  - c. CRC – Assembly point A
  - d. Ignite – Substation at end of field
3. coordinate the evacuation and complete the emergency evacuation check sheet as each fire marshal reports back
4. authorise the evac+ chair recovery of individuals using designated refuge points where needed and where safe to do so
5. liaise with the emergency services on their arrival
6. inform the emergency services of: 1 anyone known to be missing; 2. those known to be using a designated refuge point; 3. any unaccounted for areas.
7. inform the emergency services of the location and identification of hazardous materials and gas cylinders (see 'Fire Evacuation' box for details)
8. Completing the 'Fire Log' after completion (see below)

**Fire Wardens** will be responsible for:

1. Investigating source of alarm and fighting fires if safe to do so (See Section 2.17 for full duties)

**Fire Marshals** will be responsible for:

1. marshalling staff, visitors and students from the building in good time and that they have arrived at assembly points
2. sweep the area in which they are located during evacuation and report to Campus Manager on situation (See Section 2.16 for full duties)



## PROCEDURE:

### GENERAL FIRE PRINCIPLES

#### Discovery of fire

If a fire is discovered, the alarm shall be raised immediately by:

- a. breaking the glass in the nearest alarm call point or
- b. shouting 'FIRE'

This should be the first action taken on discovering any fire, however small. All persons on College premises are empowered to take this action if they believe there is a fire, no authority need be sought from any other person. The College will always support persons who operate the fire alarm systems in good faith.

Everyone except fire wardens and specified members of the senior executive group must leave the building by the nearest safe exit.

To avoid confusion, all alarms, false or not, must allow for complete evacuation to assembly points before evacuees are called back into the building.

Fire Wardens and others must not attempt to fight a fire unless they are competent to do so, the fire is small (no bigger than a bucket) and the risk to individuals involved are low. Fire Wardens must never fight the fire alone.

#### Leaving the building

On hearing the fire alarm:

1. leave the building immediately by the nearest safe exit, ensuring doors and windows are closed where possible. Staff and students must not return to a room to pick up personal belongings or to close windows.
2. Walk swiftly but do not run and assemble at the designated assembly points. All pedestrian traffic should be heading towards the nearest fire exit. Do not walk against the natural flow of pedestrian traffic.
3. do not:
  - a. use lifts
  - b. stop to collect personal belongings (unless safe to do so)
  - c. re-enter the building until instructed to do so by a fire brigade officer or designated fire warden
4. do not pass through other buildings to reach a preferred assembly point.
5. For those who are governed by a PEEP, then the plan should be followed. Moving to ground level at the earliest opportunity must be the priority if safe to do so.



## Returning to the building

The most senior member of the Fire Warden team, through consultation with the Senior Manager in charge (Duty Manager, Evening Duty Manager, Director of Estates, Health & Safety Manager or a member of the CMT), will make the decision to allow the return of people to the building. When only one Fire Warden is present, say during an evening, then the call for people to return can only be made once the area has been checked, sensor identified with no fire AND after fire alarm system has been reset.

Staff, visitors and students must not return to the building until all clear has been given by a Fire Warden or Senior Manager in charge.

A record must be kept for each evacuation in the 'Fire Log' at the campus reception. (see below)

The 'Fire Action' notice script summarises the above principles (see below).

## Other uses of the fire alarm

It is reasonable to have a short burst for testing purposes or for start/finish of an agreed period of respectful silence only but should be no more than 3 seconds. Short burst testing should be conducted at the same time of day to avoid confusion.

## Specific procedures due to campus differences

Tyne Coast College has three sites at South Tyneside College and three sites at Tyne Metropolitan College. Each individual site must manage their fire response in a manner fitting with the above general principles. Procedures for each site have been specified below and are adapted to the workplace and should be used for audit and training staff.

## SPECIFIC FIRE RESPONSE AND EVACUATION PROCEDURE

### Westoe, MOST, CRC, Ignite, - During all hours

1. On detection the alarm will sound and everyone except nominated staff **MUST** leave the building. Nominated staff may include members of Estates department, Health and Safety Manager, Designated Fire Wardens, some Fire Marshals (if assistance is required), individual PEEP support at refuge points and nominated Reception staff.
2. Staff and Fire marshals should ensure the safe evacuation of students and colleagues to specified Assembly Points and check rooms in their area are vacated through a sweep.
3. Those staff who responsible for assisting persons with a disability in exiting the building should follow the PEEP procedure **Policy/procedure**

**on Disabled Egress from Buildings in the Event of an Emergency**  
and the individuals defined PEEP.

4. Where 'Red Care' (RC) support line (external contractor) is available:
  - a. They will pick up fire signal and contact (Westoe 0191 427 3999, MOST 0191 427 3642, CRC/Ignite 'Caretaker Emergency Contact Number').
  - b. If they do not receive a response **within 1 minute** they will contact 999 for the Fire and Rescue Service to attend.
  - c. When Reception staff/Duty Manager is available at the main reception they will receive the call from the 'Red Care' (RC) support line and formally accept responsibility for investigation and any further contact with emergency services. They will communicate message ***'Thank you, we will deal with the situation from now!'***
5. NOTE: The Westoe 3999 and TM 5411 emergency phone must not be used for any other use so as others can contact reception in a real emergency. A member of staff must monitor the emergency phone but be prepared to leave the building once a member of Estates staff/Fire Warden/Senior member of staff instructs or if there are any signs of danger.
6. Reception staff, Campus Manager or Duty Manager must open the PEEP file and identify anyone at risk from evacuation on the upper floors. Assistance from Fire Wardens must be called where required.
7. The fire panel should be checked by a fire warden as soon as possible to locate the trigger point (manual call point or detector). If the alarm has been triggered from two independent detectors OR a manual call point plus one detector then the Fire Service ~~will~~ can be immediately summoned if the Senior Fire Warden believes that further investigation may be unsafe.
8. The most senior member of the Estates Dept, Health and Safety Manager, Duty Manager or Duty Manager will take charge of investigation and communicate using the radios provided using Channel 1. NOTE: radios must be left on charge overnight and other channels (2,3 & 4) must not be used for general communication at any time. They will also be responsible for communicating and liaising with the Fire & Rescue Service when required.
9. Fire Wardens would during this time investigate the cause of the alarm.  
**Note:** the fire alarms at this point may be silenced so that radio communication can improve but only after confirmation from the senior member of the Estates Dept, Health and Safety Manager, Duty Manager or Duty Manager that all those who should have left the building have safely assembled at the assembly points. Silencing the alarms does not communicate safe condition or call to return to the building.

10. If a fire is located the Fire Warden or any other member of staff or students should set off a Manual Control Point then contact reception on 3999 via mobile phone or radio immediately with information. Reception staff will contact the Fire and Rescue Service on 999 and leave the building immediately with the PEEP file for access by the Fire and Rescue Service. Fire Wardens may attempt to fight the fire ONLY when:

- The fire is small enough
- The Fire Warden deems themselves competent to do so
- Fire Wardens are not alone
- It is safe to do so
- It is to escape the building

**The overriding principle is the protection of life.**

11. If it was proven there was no fire and it was a false alarm the system would be reset by a member of the Estates Dept staff, Health and Safety Manager, Duty Manager or Duty Manager, after consultation with a Fire Warden, resulting in no call out to the fire brigade.

12. A record must be kept of the incident in the 'Fire Log', recording the time of alarm, cause of alarm and any issues associated with the evacuation.

### **Marine Offshore Safety Training Centre - During all hours**

#### **As above PLUS**

13. Assembly points are located in the main car park. Where staff/students are using the pool during the alarm and are wet or not fully dressed then staff should direct them to the Fire Training Centre building where they are protected from the elements.

14. Boats should be directed towards safe mooring during a fire activation.

### **DWH (plus Interface area) - During all hours**

NOTE: DWH does not have an external independent monitoring system, thus Fire Wardens MUST always be present to manage fire panel monitoring, fire alarm, investigation, evacuation and response including fighting small fires where appropriate and/or calling the Fire Service.

Where the Halls Duty Supervisor or Halls Security are working alone and away from the fire panel (due to patrols) then they must always be within earshot of the building alarms.

#### **On detection:**

1. the alarm will sound and everyone except nominated staff Fire Wardens MUST leave the building. Nominated Fire Wardens may be Halls Manager,

Halls Duty Supervisors, Halls Security, Halls Administrative staff, members of Estates department and other Fire Wardens from Westoe campus.

2. all staff and Fire Wardens should ensure the safe evacuation of residents, students and colleagues to specified Assembly Points and check rooms in the area are vacated.
3. During the evening when there is only one Fire Warden available and the alarm sounds, the Fire Warden will contact the Halls Duty Supervisor or Halls Manager to request assistance. The Fire Warden must ensure that a second person is available if a fire is to be fought; they must never fight the fire alone.
4. the fire panel should be checked by a Fire Warden as soon as possible to locate the trigger point (manual call point or detector). If the alarm has been triggered from two independent detectors OR a manual call point plus one detector the Fire Service must be immediately summoned – prior to any investigation taking place.

NOTE: The Halls generally do not have a need for Personal Emergency Evacuation Plans (PEEPs) as the majority of residents have to be 'fit for sea'. Where someone is deemed temporarily unable to evacuate from upper floors then they will be moved to a ground floor room. Where this is not possible then a PEEP must be provided to the resident and Halls Fire Warden staff or other nominated staff must be aware of the PEEP and follow the PEEP procedure **Policy/procedure on Disabled Egress from Buildings in the Event of an Emergency**. Assistance from others must be called where required.

5. The most senior member of the Halls Fire Wardens will take charge of investigation and communicate using the radios or mobile phones provided. They will also be responsible for communicating and liaising with the Fire & Rescue Service where required.

NOTE: radios must be left on charge when not in use.

6. Halls Security Fire Wardens or other Fire Wardens would during this time investigate the cause of the alarm.

NOTE: the fire alarms must continue during investigation however in exceptional circumstances the alarms may be silenced i.e. to improve radio communication, but only after confirmation from the Halls Duty Supervisor or Halls Manager and that all those who should have left the building have safely assembled at the assembly points.

7. If a fire is located the Fire Warden or any other member of staff or students should contact the Fire and Rescue Service on 999 and leave the building immediately. Fire Wardens may attempt to fight the fire ONLY when:
  - The fire is small enough
  - The Fire Warden deems themselves competent to do so
  - Fire Wardens are not alone
  - It is safe to do so

**The overriding principle is the protection of life.**

8. If it was proven there was no fire and it was a false alarm the system would be reset by the Fire Warden.
9. A record must be kept of the incident, recording the time of alarm, cause of alarm and any issues associated with the evacuation.

**‘FIRE ACTION’ NOTICE SCRIPT**

**FIRE ACTION**

on discovering a fire:

1. sound alarm by:
  - a. breaking the glass in the nearest alarm call point or
  - b. shouting ‘FIRE’
2. leave the building by the nearest safe exit.

Do not attempt to fight a fire unless you are competent to do so, and never fight the fire alone.

On hearing the fire alarm:

3. leave the building immediately by the nearest safe exit, ensuring doors and windows are closed where possible.
4. assemble at your designated assembly point.
5. do not:
  - a. use lifts
  - b. stop to collect personal belongings (unless safe to do so)
  - c. re-enter the building until instructed to do so by a fire brigade officer or designated fire warden

**EMERGENCY SERVICES MAIN ACCESS**

CAMPUS	MAIN ACCESS POINT	ACCESS ROAD
Westoe – A, B, C, E	Main entrance	St Georges Avenue
Westoe – D	D Block Car Park	Grosvenor Road
Westoe – F (south), G	Marine School entrance	Grosvenor Road



Westoe – F (north), L	L Block entrance	Service rd. via Grosvenor Road
Dr Winterbottom Halls	Halls reception block	Service rd. via Grosvenor Road
Dr Winterbottom Halls	DWH F block	Westoe Drive
Coast Road Campus	Main entrance	Battle Hill Drive
Coast Road Campus	Ignite Building and T Block	Embleton Avenue

## PERSONAL EMERGENCY EVACUATION PLANS

It is a legal requirement to make provisions for the safe evacuation of people with disabilities from its premises. Please see Section 3.51

## REFUGE POINTS

DESIGNATED REFUGE POINTS MUST BE KEPT CLEAR OF OBSTRUCTIONS AND COMBUSTIBLE MATERIALS AT ALL TIMES

Staff are at their own discretion to accompany individuals using designated refuge points; however, the priority must be to follow any PEEPS known and relocate to the ground floor as soon as practicable. Communication is essential and staff MUST notify the Duty Manager, Fire Warden, Estates Staff using a third person via reception AND via emergency contact numbers immediately. Evac Chairs and other means of alighting the stairs must be sought and used prior to any instigation by Fire and Rescue Services. The college cannot rely on the FRS to remove staff or students from the building due to a fire and it is the colleges legal duty to arrange safe evacuation.

Refuge points are identified by signage, where applicable, and are located as follows:-

CAMPUS	BUILDING	LEVEL	LOCATIONS
Westoe	A	2	
	B	2, 3	
	C	2	
	D	2, 3, 4	
	E	2	
	F	2	
	F (sim)	2?	
	G	2, 3, 4	
	L	2	
DWH	??		
MOST	??		
TM	A-BLOCK	2, 3, 4, 5	North Stairwell containing Lifts. Protected stairwell with direct external access. Evac+ Chair Teams can evacuate if safe to do so.

TM	B-BLOCK	2	North Stairwell. Protected stairwell with direct external access. Evac+ Chair Teams can re-enter to evacuate if safe to do so.
TM	C-BLOCK	2, 3	Outside Room C226 (Level 2) North Stairwell (Level 3) No direct external access. Evac+ Chair Teams cannot re-enter to evacuate.
TM	E-BLOCK	2	West Stairwell Protected stairwell with direct external access. Evac+ Chair Teams can re-enter to evacuate if safe to do so.
TM	F-BLOCK	2	South Stairwell Protected stairwell with direct external access. Evac+ Chair Teams can re-enter to evacuate if safe to do so.
TM	T-BLOCK (TM Construction)	2	Internal Stairwell Protected stairwell with direct external access. Evac+ Chair Teams can re-enter to evacuate if safe to do so.
TM	IGNITE	2	Landing No direct external access. Evac+ Chair Teams cannot re-enter to evacuate.

## FIRE LOG

The following information must be kept in the 'Fire Log' held at each campus reception.

Location		Ignite						
Date:		Time:		Route Location:				
Reason for activation:								
Was an evacuation required:	Yes	No	Evacuation Time:					
Evacuation Outcome:								
Comments/Actions to be taken.								
Outside agencies informed		Fire	Police	Ambulance	Gas	Electrical	Water	Technical support
Completed by	Name	Signature	Health and safety Signature			Estates Signature		



## PROCEDURE System testing

The college will arrange the testing of the systems, materials and equipment to ensure controls are effective:





1. fire risk assessment – regular review by competent person (maximum every 3 years). Monitored via risk assessment Sharepoint system.
2. fire drills - termly drill to take place unless frequency of actual fire alarm and Evacuation invalidates the need for formal drill. Formal planned fire drill to take place at least once per year. Monitored via annual H&S report.
3. fire safety awareness training – CYLIX 'meeting the threat from fire' every three years. Monitored via Human Resources Dept. staff development system.
4. fire warden training - every three years. Monitored via Human Resources Dept. staff development system.
5. fire Marshal training - every four years.
6. fire alarm – Tested once a month - Annual contracted service evidenced via test cert, local checks documented by caretakers.
7. fire doors – Checked visually once a month as part of the extinguisher check.
8. fire exits – Checked daily as part of the security patrol.
9. emergency lights –annually – arranged through Estates. Annual contracted service evidenced via test cert; local checks documented by caretakers.
10. automatic roller shutters – Annually, but Estates should have a record.
11. fire/smoke detectors – Annually arranged by Estates Annual contracted service evidenced via test cert, local checks documented by caretakers.
12. fire extinguishers – annually by competent contractor Annual contracted service evidenced via test cert, local checks documented by caretakers.
13. external metal fire escapes – (recommend every 5 years by competent person) N/A to the halls. Contractor last done 2019.
14. protected stairwell communication panels
15. automatic gas shut-off – Annually – Part of contractor annual gas safety check - kitchens.
16. passenger lifts - communication panels and automatic lift response during alarm – Annually – Estates. Part of annual contractor lift maintenance cert
17. fixed electrical installation – 5 yearly or 20% annually – certified.
18. portable appliance testing/formal inspection – annually by competent contractor or competent STC staff. Label record on appliance.



## **RISK ASSESSMENT:**

Fire Risk Assessments: for each campus by competent contractor or staff member



## **Inspection requirements:**

Formal Weekly H&S/Premises Inspections, fire risk assessment reviews, external inspections by Fire and Rescue Service every 5 years





## RESTRICTIONS:

none



## TRAINING:

- Duty Manager – by Director of Estates or Health and Safety Manager
- Fire Marshal – by Director of Estates or Health and Safety Manager
- Fire Warden – by MOST Fire Training Centre

### 3.23 FIRST AID



## AIM:

It is the intention of Tyne Coast College to ensure all practicable steps will be taken to provide and maintain first aid arrangements and first aider numbers and competency in line with legal requirements.



## SCOPE: (including Definition)

The provision of first aid and management of First Aiders for all staff, students, visitors and contractors (where their own provision is insufficient).

“First-aid” means—

- a) in cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained, and
- b) treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse;



## LEGISLATION:

The Health and Safety (First-Aid) Regulations 1981; RIDDOR 2013



## RESPONSIBILITIES:

The Health and Safety Manager is responsible for:

- the implementation of this policy;
- reviewing/revising the generic first aid risk assessment;
- ensuring the availability of First Aid materials at all designated locations;
- confirming honorarium payments in line with procedure; and
- RIDDOR reporting.

**The Director of Estates** is responsible for ensuring all general first aid materials are replenished and maintained in line with risk assessment requirements (unless those materials are specified due to specific curriculum requirements). Also, for the maintenance and cleanliness of first aid facilities, rooms and wheelchairs.

**Director / Head of Department** are responsible for ensuring all curriculum activities are risk assessed and suitable first aid is made available and maintained as required. e.g. workshop first aid boxes, eye wash facilities in engineering workshops, portable medical oxygen in fire training facility etc.

**Reception Staff/Duty Managers** are responsible for communicating to first aiders effectively and coordinating any emergency communications between the college and the emergency services. Also to ensure emergency numbers i.e. 3999/5411 are transferred to Dr Winterbottom halls when reception closes.

**The Learning and Development Manager** is responsible for holding, monitoring refresher dates and updating of appointed first aiders list.

**First Aiders** are responsible for notifying management and reception of periods of planned absence and prolonged periods off-site. Also, for maintaining the validity of their certificate.

**Contractually Obligated Appointed First Aiders** are responsible for holding a valid first aid certificate.

**Employees** are responsible for raising any concerns about the provision of first aid within the College. They should inform a responsible person to enable the College to investigate and rectify the situation if necessary.



## PROCEDURE:

### FIRST AID MANAGEMENT – TCC will ensure:

1. first aid personnel are appointed to assist the College in dealing with accidents and emergencies which may occur at the workplace.
2. that a college wide Generic First Aid Risk Assessment is conducted, reviewed and revised to determine that generic first aid provision is adequate and appropriate for all TCC campuses.
3. that all specific activity/department risk assessments are conducted, reviewed and revised to determine that the specific first aid provision is adequate and appropriate for that area or activity e.g. workshop first aid boxes, eye wash facilities in engineering workshops, portable medical oxygen in fire training facility.
4. that all employees are aware of the procedures to be followed in the event of illness or injury at work.



5. that an appropriate number of first aid personnel are recruited and trained (allowing for holidays, etc), and that a sufficient number are present in the workplace at any given time.
6. the appointment of First Aiders and Emergency First Aiders in line with the needs of the college risk assessments.
7. that the Appointed First Aider List will be held and refresher dates monitored within the HR department.
8. that all contractually obliged nominated first aiders hold a valid first aid certificate.
9. that adequate first aid equipment and facilities is appropriate to the degree of risk and maintained, including for those employees who work away from site.
10. the following signed key locations for maintained first aid boxes:

WESTOE CAMPUS - Main reception; Marine reception – G101 admin; Lifestyle Centre; Library (LRC); First Aid room (D block); B block Kitchens & SODEXO Kitchens; Engineering stores; A block kitchen; A101 – admin. Office; Science prep room; Hairdressing dispensary; Finance; MIS; Art studio.

MOSTC/FTC - Main reception - front office; Pool side plus dedicated dive FA box; Seamanship hall; boat yard garage; Fire ground with burn dressings; Sodexo kitchen.

COAST ROAD CAMPUS – Reception,

IGNITE – Reception

11. all old first aid kits are marked as 'out of date' and sent to MOST for use with first aid training only.

## FIRST AID CONTACTS

In the event of accident or illness please contact Reception Desks for assistance:

CAMPUS	COLLEGE 4-DIGIT NUMBER	TELEPHONE NUMBER
Westoe Campus	3999	0191 427 3999
Dr Winterbottom Halls	3655	0191 427 3655
MOSTC/FTC	3641/3642	0191 427 3641/2



Tyne Met Campus	5116	0191 229 5000
Ignite	5234	0191 229 5234

## FIRST AID INFORMATION

1. TCC shall inform all employees and others of the arrangements that have been made in connection with the provision of first aid, including the location of equipment, facilities and personnel.
2. First Aid posters must be displayed in every room and corridor specifying the First Aid contact details.
3. The location of equipment including First Aid boxes and AED will be displayed at each location.
4. First Aider names will be available from the College intranet via the SOS link and 'designated first aiders' (Appointed First Aiders) hyperlink.

## DESIGNATED (APPOINTED) FIRST AIDERS:

Contractually Obligated Appointed First Aiders and Volunteer First Aider who are appointed to provide first aid at any point in their working day. All first aiders would be expected to drop what they are doing (unless it leads to danger) and respond to a first aid call. Estates staff, all security staff and DWH duty managers are predominantly First Aiders and should all be in the possession of a two way radio.

## FIRST AIDER HONORARIUM PAYMENT PROCESS TCC College

The proposed first aider must be:

1. Full time staff.
2. Part time or term time staff (pro rata payments of the full time payment).
3. Casual staff who due to the needs of the job MUST be a first aider.
4. Specified as part of Job specification OR nominated by line manager using appropriate form.
5. Able to stop job to attend first aid without curriculum disruption OR required as part of their curriculum needs i.e. work off main campus sites (e.g. due to educational visits), high severity risk need (MOST, FTC), high likelihood risk need (engineering, catering)
6. Proposed by Directors / Heads of Department
7. Seconded by H&SM
8. Approved by member of SMT responsible for budget.

9. Qualified first aider (with appropriate refresher training as necessary)

### **PERFORMANCE RELATED FIRST AID PAYMENTS TCC College**

1. The administration of first aid by first aiders will be recorded through the completion of Accident / Incident Forms.
2. Each academic year a budget will be allocated for First Aid Payments.
3. Each First Aider will receive a payment which is proportional to the number of first aid incidents they attend.
4. Payments will be processed during July each year with payments during the start of the academic year.

### **FIRST AID PROCEDURE:**

All staff observing / identifying an individual requiring first aid must:

1. contact reception requesting a First Aider to be despatched to the appropriate location.
2. reception staff are to contact First Aiders using the two-way radios or via internal telephone using the Designated First Aider contact list on the Intranet via the SOS link. If initial First Aiders are not available, then reception staff must attempt to contact another First Aiders.
3. If the casualty is ambulant transfer the individual to a First Aid room for treatment (where available) or an appropriate alternative room.
4. remain with the individual until a First Aider arrives and assess the first aid needs of the individual.
5. The First Aider may relieve the staff of the need to remain once they are satisfied their support is no longer necessary (note you may be required to take the role of chaperone).
6. The First Aider administers first aid and requests further support where required. **NOTE:** Any staff discovering an individual in need of immediate medical attention can contact the Emergency Services directly using 999 or ask reception to do so to avoid undue delay before requesting a First Aider.
7. The First Aider must initiate the Accident / Near Miss Report (Form AR1) without delay after administering First Aid and / or immediately upon handing over the individual to emergency services / health professional. A high degree of accuracy and detail is essential when completing Form AR1 as the document may be used as evidence in the event of prosecution, a

personal injury claim and/or allegations of negligence relating to the First Aid provided.

8. All decisions made in good faith by the First Aider will be fully supported by the College. In the event of any allegation of negligence where the First Aiders' action was in accordance with their training and the First Aider's action was intended to treat an injury and/or preserve life.

## **RADIO COMMUNICATION WHEN AVAILABLE**

Reception staff must then use their radio to communicate with a First Aider stating "Can I have a First Aider please to <Room Number/Location>, over.

When staff receive a radio request to provide first aid the **response must be immediate** to confirm receipt and attendance - (i.e. "Received! This is <your name> I will attend and should be there in <time>, over.")

If there is no response within 10 seconds, then assume that the message has not been heard. Reception must repeat the message until a response is received **and** attempt to contact another First Aider by phone (see SOS link for Designated First Aiders list) or a member of the Estates Dept. team (Desk or mobile.)

## **SENDING STUDENTS/STAFF TO HOSPITAL OR CONTACTING EMERGENCY SERVICES**

In the event of accident or illness which requires hospital treatment it is the responsibility of the first aider to make the decision whether an ambulance is required, or the student/staff member should be sent to hospital by another method.

1. **Calling an ambulance** - Whereby students and staff members require the immediate assistance of paramedic then the first aider should contact 999 by quickest practicable means at a phone closest to the casualty to be able to relay the casualty's condition. The first aider should ensure the student/staff member is adequately supervised at all times until the paramedic arrives and contact reception to make staff aware that an ambulance is arriving and the location of the casualty.
2. **Sending students/staff to hospital or doctors/walk in centre** - whereby students and staff members require to be sent to hospital for any reason the first aider will decide on the appropriate method. A taxi may be used to transport the student/staff member.
  - Voucher system is in place at the main reception Westoe campus and MOST. Authorization must be via a senior member of staff i.e.



Curriculum Manager, Director / Head of Department Vice / Assistant Principal or a member of SMT.

- Taxi Account is in place at Tyne Met Campus and Ignite.

Staff may take students/staff in their own car in an emergency for the preservation of life and where care of the student takes priority, but staff must be insured for business use.

**NOTE:** if the student is ill but does not require immediate attention then a staff member should contact parents or guardians to pick the student up from the college in the first instance. The Student should be kept in the college and supervised until such time as the pickup arrives.

Where the student is 18 or over (or does not have a designated Guardian) then the student must specify the mode of transport home or to their doctor's surgery.

### **CARE OF UNDER 18S AND VULNERABLE ADULTS WHO ARE SENT TO HOSPITAL AS A RESULT OF AN ACCIDENT/ILL HEALTH**

In the event that students under 18 years of age (or who have a designated Guardian) are sent to hospital, the following procedure will apply - as above plus:

1. parents/guardians will be contacted to arrange to pick up the student either from the college grounds or meet at the hospital (doctors/walk in centre)
2. where parents/guardians are unable to pick up from the college then:
  - the student must be kept in the college and an ambulance called or
  - a member of staff (with enhanced DBS clearance) must accompany them with a chaperone (which may be the taxi driver)
  - another student may accompany them only with the expressed permission of the parents/guardians. A record must be kept of the permission including date/time, student and parent/guardian giving permission.
3. Where an ambulance is called then the care of the student may be governed by the paramedic and a decision may be given to take the student to hospital without any accompaniment due to the urgency. A member of staff then should follow as soon as practicable to the hospital and await parents/guardians.
4. The responsibility for ensuring an appropriate person accompanies the student will be with the first aider in discussion with a senior member of staff i.e. Director / Head of Department, Assistant Principal or a member of SMT.



5. Any learner in receipt of ADDITIONAL LEARNING SUPPORT must be accompanied by their support worker who must inform the tutor of the incident.

**NOTE:** in light of all reasonable risk the care of the injured party (student/staff) will take priority.

## RIDDOR REPORTABLE INJURIES

Where a student or visitor is sent to hospital due to an accident sustained on College premises and where there is an expectation, they may be given treatment; The Health and Safety Manager must be contacted immediately.

This requirement **only applies to accidents** and does not apply to illness or medical conditions.



## RISK ASSESSMENT:

Campus and / or Departmental First Aid Risk Assessment



## Inspection requirements:

Scheduled weekly inspections



## RESTRICTIONS:

Competent qualified staff only for designated first aiders



## TRAINING:

Refer to Campus / Departmental Risk Assessment to identify Training Requirements:

- High risk of sever injury = First Aid at Work qualification
- Low risk of sever injury = Emergency First Aid at Work qualification
- Low numbers of staff and others, very low risk of sever injury = Appointed Person



### 3.24 FOOD HANDLING AND HYGIENE



#### AIM:

It is the intention of Tyne Coast College that all reasonably practicable steps will be taken to ensure the health and safety of staff, students and visitors who consume food and drink on college premises and those who may consume food and drink outside of the college that was produced or provided by the college.

**Due to the complexity of this policy a separate policy document is available entitled 'HYGIENE & FOOD PREPARATION POLICY' and can be found on the intranet under 'Policies'.**



#### SCOPE: (including Definition)

See 'Hygiene and Food Preparation Policy'



#### LEGISLATION:

See 'Hygiene and Food Preparation Policy'



#### RESPONSIBILITIES:

See 'Hygiene and Food Preparation Policy'



#### PROCEDURE:

See 'Hygiene and Food Preparation Policy'



#### RISK ASSESSMENT:

See 'Hygiene and Food Preparation Policy'



#### Inspection requirements:

See 'Hygiene and Food Preparation Policy'



#### RESTRICTIONS:

See 'Hygiene and Food Preparation Policy'



#### TRAINING:

See 'Hygiene and Food Preparation Policy'

### 3.25 FOOD AND DRINKS PROVISION AND ASSOCIATED HYGIENE



#### AIM:

It is the intention of Tyne Coast College to ensure the provision of:

1. an adequate supply of wholesome drinking water.
2. suitable and sufficient facilities for to prepare and eat meals without the risk of contamination.
3. foods and drinks that are safe and appropriately labelled.
4. welfare facilities for handwashing and utensil cleaning.
5. where possible hot food and drinks.
6. snacks and drinks vending machines.
7. adequate resources and equipment to supply the above; and
8. appropriate servicing and cleaning.

To all staff, students and visitors.



#### SCOPE: (including Definition)

##### 1. Definition:

Catering Curriculum provision – preparation and supply of food and drink by trained catering staff or students using designated food preparation facilities within the College environment.

All Other Curriculum Provision - preparation and supply of food and drink by other staff members for curriculum directed purposes i.e. BBQ and Breakfast Club.

Contracted out provision - preparation and supply of food and drink by trained and approved contractors i.e. SODEXO either prepared on-site or off-site. This also includes vending provision.

Personal staff provision - preparation and supply of food and drink by staff for their own consumption.

Food events i.e. cake stall, local produce provision - preparation and supply of food and drink by students and visitors to the college.

2. The main types of risk are those which result in food poisoning and food allergies.
3. Exposure – All locations including off-site.

This provision is provided by external contractors; however, the College acknowledges the hazards associated with food hygiene (such as food

contamination by harmful bacteria) and will exercise all reasonable precautions and due diligence in monitoring the activities of their agent in maintaining the highest standards of catering and vending.

The catering contract does not include provision for the Training Restaurant and Training Kitchens which is the responsibility of the Director / Head of Department.

These arrangements as far as the Refectory, Costa Coffee Bar(s) and 1861 Club are now the responsibility of the catering contractor.



## LEGISLATION:

The Workplace (Health, Safety and Welfare) Regulations 1992



## RESPONSIBILITIES:

The Chief Operating Officer will be responsible for monitoring the implementation and auditing of the catering contract at all venues at the College.



## PROCEDURE:

- 1 All persons who handle food in any capacity, including washing equipment or structures which may come into contact with food will be given supervision instruction and/or training in accordance with their level of work experience and responsibility.
- 2 All food handlers will maintain a high standard of personal hygiene, including wearing suitable protective clothing. Food handlers known or suspected of suffering from, or carrying any food transmitted disease will be prohibited from working with food if there is a risk of food becoming contaminated with pathogenic micro-organisms. All food handlers have a duty to report any such conditions to their Supervisor/Lecturer who will then ensure that the appropriate action is taken.
- 3 The College will operate a Hazard Analysis and Critical Control Point (HACCP) method and documentation in all catering areas to ensure a high standard of food hygiene and safety.
- 4 Food will be stored in the appropriate conditions and protected from contamination and deterioration, including protection from pests.
- 5 Each stage of food preparation to consumption will be continually monitored.
- 6 Complaints of ill health and poor quality connected with College food and drinks will be recorded, investigated and where necessary remedied.
- 7 Food handlers are prohibited from wearing jewellery, with the only exception being sleepers in pierced ears and a plain wedding band.



## RISK ASSESSMENT:

- 8 GEN 017 Use of hot water urn\_boiler
- 9 SODEXO Risk assessments
- 10 H+C 001 – 017 Hospitality and catering RAs
- 11 LSFS 003 and LSFS 005 LSFS 021



## Inspection requirements:

Formal Annual Inspections



## RESTRICTIONS:

None



## TRAINING:

Appropriate hygiene standards and food preparation training

### 3.26 FOREIGN TRAVEL



#### **AIM:**

It is the intention of Tyne Coast College that all reasonably practicable steps will be taken to ensure the health and safety of employees requiring to undertake foreign travel.

Due to the complexity of this policy a separate policy document is available entitled FOREIGN TRAVEL POLICY and can be found on the intranet under 'Policies'.



#### **SCOPE: (including Definition)**

See 'Foreign Travel Policy'



#### **LEGISLATION:**

See 'Foreign Travel Policy'



#### **RESPONSIBILITIES:**

See 'Foreign Travel Policy'



#### **PROCEDURE:**

See 'Foreign Travel Policy'



#### **RISK ASSESSMENT:**

See 'Foreign Travel Policy'



#### **Inspection requirements:**

See 'Foreign Travel Policy'



#### **RESTRICTIONS:**

See 'Foreign Travel Policy'



#### **TRAINING:**

See 'Foreign Travel Policy'



### 3.27 HAZARDOUS SUBSTANCES



#### AIM:

It is the intention of Tyne Coast College to ensure all reasonably practicable steps will be taken to prevent or control the exposure to employees, learners and others to substances hazardous to health and such exposure is prevented or at least controlled within statutory limits.



#### SCOPE: (including Definition)

All substances hazardous to health except those already covered by this policy i.e. asbestos, legionella, blood borne virus and hepatitis.



#### LEGISLATION:

Control of Substances Hazardous to Health Regulations 2002 (as amended)



#### RESPONSIBILITIES:

Director / Head of Department will be responsible for implementing this policy.



#### PROCEDURE:

1. An inventory of all substances hazardous to health will be kept by each department area with appropriate hazard information.
2. Competent persons will be appointed to carry out risk assessments of the exposure to substances hazardous to health and advise on their control and to identify arrangements for dealing with accidents, incidents and emergencies. Each assessment will be reviewed and re-assessed every three years.
3. All operations which involve, or may involve, exposure to substances hazardous to health will be assessed and appropriate control measures taken where elimination or substitution of the hazardous substance is not possible.
  - a. Personal Protective Equipment will only be used as a last resort and will be provided free of charge.
  - b. The type and use of personal protective equipment will be carefully assessed and maintained according to manufacturers instructions. Where possible, the number of different types will be minimised to prevent mistakes with servicing or replacement.
4. Engineering controls will be properly maintained and monitored to ensure their continued effectiveness. This will be achieved by planned maintenance and annual performance monitoring.



5. Where risk assessment identifies that exposure monitoring is necessary, a suitable procedure will be identified and monitoring conducted with appropriate records kept for at least 40 years.
6. Where the risk assessment identifies that specific health hazards require biological monitoring then the HR Department will be required to coordinate with the relevant occupational health physician to provide the service i.e. for isocyanate paint spraying and certain welding fume and with appropriate records kept for at least 40 years.
7. Health surveillance of employees, where indicated to be necessary by the assessment will be carried out by qualified professionals.
8. All staff and learners who may work in the affected areas, will be informed of the purpose and trained in the safe operation of all engineering controls. All staff and learners will be provided with comprehensive information and instruction on the nature and likelihood of their exposure to substances hazardous to health.



## **RISK ASSESSMENT:**

All substances that are hazardous to health have their own individual COSHH Risk Assessment.



## **Inspection requirements:**

Workshop Inspection, Annual Formal Inspection



## **RESTRICTIONS:**

Competent staff and learners to handle and use hazardous substances in accordance with Material Safety Data Sheet (MSDS) and COSHH Risk Assessment.

Suitably secured storage must be provided in all cases. Flammable materials must be stored in a locked metal bunded cabinet.



## **TRAINING:**

Cylis – Course 6: Dealing with Hazardous Substances



### 3.28 HAND TOOLS



#### AIM:

It is the intention of Tyne Coast College that all reasonably practicable steps will be taken to provide and maintain hand tools and ensure their use is safe and without risks to health.



#### SCOPE: (including Definition)

All hand tools e.g. hand saws, files, chisels, hammers, electrical drills etc



#### LEGISLATION:

The Provision and Use of Work Equipment Regulations



#### RESPONSIBILITIES:

Director / Head of Department will be responsible for the implementation of this policy.



#### PROCEDURE:

1. Ensure that all machinery used are suitable for use for that task.
2. Ensure they are maintained in efficient state, in efficient working order and in good repair. Maintenance and repair to be carried out as required by trained staff.
3. Ensure they are inspected: before being put into service or when moved; at suitable intervals to ensure they are safe to operate, conditions are maintained and that any deterioration can be detected and remedied or taken out of use.
4. Implement a system for reporting defective tools. Inform users of their responsibility to maintain tools and report any defects to their immediate supervisor, or in the case of a learner the Lecturer in charge.

5. Provide adequate health and safety information, which is readily comprehensible and, where appropriate, written instructions pertaining to the use of the work equipment to the user and the supervisors.
6. Ensure that employees and learners do not mis-use tools.
7. Arrange for regular inspection of electrically powered tools in accordance with the Electricity at Work Regulations and **Electricity at Work/Electrical Appliances** - all such tools will be tagged showing the date of the last test.
8. Provide suitable storage facilities for tools.
9. Ensure that work areas are kept clear of debris and any items that may impede the safe and efficient use of tools.
10. Where the Supply of Machinery (Safety) Regulations requires it, all newly purchased hand tools and those purchased after 29<sup>th</sup> December 2009 must comply with European standards for safety i.e. CE mark.
11. Carry out assessments of risks to users of hand tools, maintenance staff and others.
12. Take measures as far as is practicable/reasonably practicable to prevent or control those risks identified as a result of the risk assessment.
13. Provide personal protective equipment if necessary.

All portable appliances should be used in accordance with the safe system of work. Where electrically powered tools are used from a trailing lead:

- (a) the length of the lead should be kept to a minimum.
- (b) the cable should be capable of serving the equipment that it is to supply.
- (c) the lead should be paid out fully from any winding drum and be protected from damage.
- (d) low voltage equipment should be used whenever possible.



## RISK ASSESSMENT:

The College will, in accordance with its general duties make a suitable and sufficient assessment of the risks to the health and safety of employees and learners to which they may be exposed whilst working with hand tools. The risks will then be controlled so far as it reasonably practicable so that neither the College employees or learners will be put at risk.



### Inspection requirements:

Pre-use checks (not recorded)

Portable Appliance Testing (electrical equipment only)



### RESTRICTIONS:

None



### TRAINING:

STAFF – Competent through recruitment and selection

STUDENTS – Workshop training as specified by awarding body or college standards by competent staff

### 3.29 HEALTH AND SAFETY REPORTING (Reactive Monitoring)



#### AIM:

It is the intention of Tyne Coast College to ensure systems are developed to report health and safety performance with the aim for ensuring legal compliance and continuous improvement.



#### SCOPE: (including Definition)

Internal monthly and yearly health and safety reports based on incidents, accidents and dangerous occurrences. Responding to enforcing authorities.



#### LEGISLATION:

Reporting of Injuries Diseases and Dangerous Occurrence Regulations 2013



#### RESPONSIBILITIES:

Yearly safety reports will be presented to the Governors on the Premises Committee and the Health and Safety Council by the Chief Operating Officer or the Health and Safety Manager.

All safety reports will be circulated to members of the Health and Safety Council, Director / Head of Department Safety Co-ordinators and Libraries. Safety Co-ordinators will display the safety reports on a convenient notice board, and Library staff will make them available in the Library, for staff and learners to read.



#### PROCEDURE:

The two main types of health and safety report are **monthly** and **yearly**.

1. **Monthly** safety reports will be compiled by the Health and Safety Manager and will include details of accidents, incidents and near-misses that have been reported in the previous month. Any action that has been taken to prevent a repeat of these incidents will also be included.

Monthly safety reports will be distributed to the Senior Management Team (SMT) and discussed at SMT meetings where the Chief Operating Officer will bring attention to any significant issues raised by the reports.

2. **Yearly** safety reports will be compiled by the Health and Safety Manager for the period from 1<sup>st</sup> September to 31<sup>st</sup> August each year.

Yearly safety reports will include:

- a. a summary of the accident statistics for that year, and previous years to provide a benchmark to compare results. The accidents will be separated into categories by **type** of accident and **group** affected.
- b. details of **RIDDOR** reportable accidents that have occurred during the year.
- c. a summary of accident statistics by department for that year, and previous years.
- d. details of any major issues raised at Local Safety Meetings.
- e. information on Health and Safety Training that has been provided to employees.
- f. brief details of Fire Drills that have been conducted during the year, and any significant actions arising as a result.
- g. information on any general safety issues arising out of, or in connection with, College operations, policies or procedures. Including statements on safety inspections, external audit reports and other monitoring reports, and a summary of any contact with enforcement agencies.



## RISK ASSESSMENT:

Not Applicable



## Inspection requirements:

Not Applicable



## RESTRICTIONS:

Not Applicable



## TRAINING:

Not Applicable

### 3.30 HEPATITIS B



#### AIM:

It is the intention of Tyne Coast College to ensure reasonably practicable steps are taken to reduce the risk of Hepatitis B and provide inoculations where required for at risk groups.



#### SCOPE: (including Definition)

Hepatitis B is an infection of the liver caused by a virus that spread through blood and body fluids.

#### **Bodily fluids and sharps (Hepatitis) exposure at college:**

Staff groups who may be affected by those risks include:- staff who provide personal care to students, first aiders, laboratory staff handling biological material that may be contaminated with blood borne viruses (BBV); and Estates caretaking staff.



#### LEGISLATION:

Control of Substances Hazardous to Health regulations 2002 (as amended)



#### RESPONSIBILITIES:

The Chief Operating Officer will be responsible for the arrangements associated with this policy.



#### PROCEDURE:

In a bid to reduce the risk of this infection, Tyne Coast College will arrange vaccinations free of charge as preventative treatment to those willing to receive the treatment.



#### RISK ASSESSMENT:

ED003 – Clean up spillages of bodily fluids.

ED006 – Emptying bins, transporting and disposing of waste.

ED019 - Repair and replacement of plumbing parts

BT015 – Clinical waste and sharps

et al.



### Inspection requirements:

none



### RESTRICTIONS:

Pregnant first aiders not to administer first aid where contact with bodily fluids is likely.



### TRAINING:

Hepatitis awareness training

### 3.31 HOT WORK



#### AIM:

It is the intention of Tyne Coast College to ensure systems are developed to restrict and control hot work activities that are outside of designated hot work areas.



#### SCOPE: (including Definition)

Hot Work includes activities with burning torches, welding equipment, oxy-gas cutting equipment or any equipment that generates significant heat or flame. Including work conducted by contractors.

This policy **does not** include Hot Work conducted within STC workshops designed to cater for Hot Works.



#### LEGISLATION:

Control of Substances Hazardous to Health regulations 2002 (as amended)

Regulatory Reform (Fire Safety) Order 2005



#### RESPONSIBILITIES:

Estates Department Supervisor / Manager to authorise all Hot Work Permits.



#### PROCEDURE:

1. Contractors and staff who conduct Hot Works on TCC premises **MUST** be authorised by nominated responsible person.
2. Contractors and staff who conduct Hot Works on TCC premises **MUST** provide a written risk assessment and method statement.
3. A TCC 'Hot Work, Permit to Work' must be completed to ensure due care through suitable control measures.
4. The responsible person must specify an appropriate fire watch period and designate a fire watcher as part of the permit to work.
5. These control measures **MUST** ensure the fire risk is as low as reasonably practicable, time limits are placed upon the activity and emergency conditions are met.



#### RISK ASSESSMENT:

To be supplied by Contractor / Staff undertaking hot work.





## Inspection requirements:

Fire Watch as stated in Permit to Work



## RESTRICTIONS:

No hot work to be undertaken without Permit to Work

Competent person for fire watching



## TRAINING:

Competent staff required through recruitment and selection

### 3.32 INDUCTION FOR STAFF AND STUDENTS



#### AIM:

It is the intention of Tyne Coast College to ensure systems are developed to provide adequate information and training to staff and students on induction with the aim for ensuring legal compliance.



#### SCOPE: (including Definition)

All staff regardless of department or functional provision. Includes full-time, part-time, agency and casual members of staff.

All students including full-time, part-time and short courses



#### LEGISLATION:

Health & Safety (Information for Employees) Regulations 1989

Management of Health and Safety at Work Regulations 1999 Regulation 10



#### RESPONSIBILITIES:

The Executive Director of Human Resources will be responsible for ensuring all staff have received adequate induction information and training in line with this policy.

The Principals of each college will be responsible for ensuring all students have received adequate induction information and training in line with this policy.



#### PROCEDURE:

##### STAFF

Within the first year of employment the following information must be provided:

1. Health & safety induction checklist – key information on health and safety issues. This checklist **MUST** be completed by all new members of staff in conjunction with their line manager. A copy must be returned to Human Resources Dept. as this is a compulsory document for information and training purposes.
2. Access to college Health & Safety Induction Video
3. Health and Safety On-line Interactive Induction
4. Health and Safety Information for Employees. As specified below.
5. Health and Safety Cylix on-line training:
  - a. Getting to grips with H&S

- b. Working safely with computers
- c. Lifting & carrying safely
- d. Stress busting!
- e. Avoiding violence
- f. Dealing with hazardous substances
- g. Meeting the threat from fire
- h. Reporting health & safety incidents
- i. Managing occupational road risk
- j. Asbestos awareness
- k. Working at height
- l. Stress less! Course
- m. Managing stress

## STUDENTS

At the beginning of each programme of study and for full time students, within the first week. The following information must be provided:

1. Health & safety induction checklist – key information on health and safety issues. This will be provided during initial induction with course tutor.
2. College Health & Safety Induction Video
3. Student code of conduct, rules and health and safety Induction. Content as specified below.

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## Health and Safety Information for Employees

### Introduction

All workers are entitled to work in environments where risks to their health and safety are properly controlled. Under health and safety law, the primary responsibility for this is down to employers.

Workers have a duty to take care of their own health and safety and that of others who may be affected by your actions at work. Workers must co-operate with employers and co-workers to help everyone meet their legal requirements.

As a worker, if you have specific queries or concerns relating to health and safety in your workplace, talk to your employer, manager/supervisor or a health and safety representative.

### Health and Safety Law

What you need to know - All workers have a right to work in places where risks to their health and safety are properly controlled. Health and safety is about stopping you getting hurt at work or ill through work. Your employer is responsible for health and safety, but you must help.



### **What employers must do for you**

1. Decide what could harm you in your job and the precautions to stop it. This is part of risk assessment.
2. In a way you can understand, explain how risks will be controlled and tell you who is responsible for this.
3. Consult and work with you and your health and safety representatives in protecting everyone from harm in the workplace.
4. Free of charge, give you the health and safety training you need to do your job.
5. Free of charge, provide you with any equipment and protective clothing you need, and ensure it is properly looked after.
6. Provide toilets, washing facilities and drinking water.
7. Provide adequate first-aid facilities.
8. Report major injuries and fatalities at work to our Incident Contact Centre: **0345 300 9923 (Mon-Fri 8.30am-5pm) 0151 922 9235 (outside normal hours)**. Report other injuries, diseases and dangerous incidents online at **[www.hse.gov.uk](http://www.hse.gov.uk)**.
9. Have insurance that covers you in case you get hurt at work or ill through work. Display a hard copy or electronic copy of the current insurance certificate where you can easily read it.
10. Work with any other employers or contractors sharing the workplace or providing employees (such as agency workers), so that everyone's health and safety is protected.

### **If there's a problem**

1. If you are worried about health and safety in your workplace, talk to your employer, supervisor, Health and Safety Manager or health and safety representative.
2. You can also look at the HSE website [www.hse.gov.uk](http://www.hse.gov.uk) or college intranet for general information about health and safety at work.
3. If, after talking with your employer, you are still worried, you can find the address of your local enforcing authority for health and safety and the Employment Medical Advisory Service via HSE's website: **[www.hse.gov.uk](http://www.hse.gov.uk)**

**Fire safety** - You can get advice on fire safety from the Fire and Rescue Services or your workplace Health & Safety Manager.

### **Employment rights**

Find out more about your employment rights at [www.direct.gov.uk](http://www.direct.gov.uk)

## Important Contact Details:

### National Contact Details:

**Emergency Services** 999 (or 101 if a non-emergency)

**National Gas Emergency Number; Public Health England etc.** see College Intranet site on SOS link.

### South Tyne Side College Campuses

**Westoe Campus** 0191 427 3500 (or in an emergency 3999)

**Dr. Winterbottom Halls** 08.00am to 16.00pm tel. 3666 (Night security 16.00pm to 08.00am Mon – Thurs & 16.00pm Fri to 08.00am Mon tel. 3655)

**Dr. Winterbottom Halls security** mobile number is 07969 874 933 – this number is in use after 16.00hrs every day and all day each weekend.)

**Marine Off-shore Safety Training Centre (MOST)** 3642

**Fire Training Centre (FTC)** 0191 456 6857

**Health and Safety Manager** 3535

**Director of Estates** 3941 or 3514

**ICT helpdesk** 3677

### Tyne Metropolitan College Campuses

**Coast Road Campus** 0191 229 5000

**Ignite Campus** 0191 229 5000

**College Emergency Trained Staff:** See College Intranet site SOS link.

### Health and Safety Consultation & Information

**Union memberships** – if you are a union member then please contact your membership management to identify Union Safety Representatives.

**Non-union membership** – opportunities exist for you to become a Representative of Employee Safety

**Health & Safety Council** – Membership and minutes are available on the College Intranet.

**Health and Safety Law Poster** 'What you need to know' is located in 'A Corridor' near reception.

## Health and Safety Information for Students

**STUDENTS** – Contents of induction handbook

### 1. CODES OF CONDUCT AND RULES FOR ALL WORK AREAS

2. STUDENT SAFETY RESPONSIBILITY
3. FIRST AID
4. ACCIDENTS
5. ADVICE AND ASSISTANCE
6. DISCOVERING A FIRE
7. EMERGENCY EVACUATION
8. CAR PARKING AND DRIVING ON SITE
9. NO SMOKING
10. STOP SMOKING
11. VISUAL INSPECTION OF PORTABLE APPLIANCES AND LEADS
12. HEALTH AND SAFETY INFORMATION
13. RECEIPT OF HEALTH & SAFETY INDUCTION



### **RISK ASSESSMENT:**

Not applicable



### **Inspection requirements:**

Not applicable



### **RESTRICTIONS:**

Not applicable



### **TRAINING:**

Cylix Induction Training

### 3.33 INFECTIOUS DISEASES including blood borne virus's (bbv's)



#### AIM:

It is the intention of Tyne Coast College to identify and control where possible Infectious diseases including blood borne virus's carried by staff and students so that such exposure risks to other are kept to a minimum.

You can find guidance referring to public health exclusions to indicate the time period an individual should not attend a setting to reduce the risk of transmission during the infectious stage by using the following link: Children and young people settings: tools and resources

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/children-and-young-people-settings-tools-and-resources>



#### SCOPE: (including Definition)

##### Definition:

Infectious diseases are caused by pathogenic microorganisms, such as bacteria, viruses, parasites or fungi; the diseases can be spread, directly or indirectly, from one person to another.

Zoonotic diseases are infectious diseases of animals that can cause disease when transmitted to humans.

Blood-borne viruses (BBVs) are viruses that some people carry in their blood and can be spread from one person to another. Those infected with a BBV may show little or no symptoms of serious disease, but other infected people may be severely ill.

The main types of risk are those which result from HIV and AIDS; viral respiratory diseases e.g. Influenza and Ebola; bacterial: e-coli, leptospirosis.

Exposure – All locations specifically interaction with students from foreign countries on the Foreign Office high risk list. Also, specific residual risk from exposure to blood spillages arising from accidents or from exposure to contaminated syringes.

HIV/AIDS - Based upon existing research and knowledge of the virus there is very little, if any, risk of employees becoming infected with this virus through contact with an infected person.

COVID-19 – Refer to TCC COVID-19 Health and Safety Policy Nov 2020



## LEGISLATION:

Control of Substances hazardous to Health Regulations 2002 (as amended)



## RESPONSIBILITIES:

**The Director of Human Resources** will be responsible for implementing this policy for members of staff.

**Principals** will be responsible for implementing this policy for students

**The Health and Safety Manager** will offer advice and guidance to learners and staff and for ensuring the SOS intranet web page has sufficient information regarding contagious diseases from PHE.



## PROCEDURE:

The college will:

1. Minimize the risk of staff and learners from coming into contact with blood spillages and make arrangements to isolate the area concerned until it has been cleared.
2. ensure that spillages are cleared by a responsible and authorised person who should use suitable personal protective clothing to prevent direct skin contact and splashes, etc.
3. provide First Aiders with information about dealing with spillages of blood and used needles during first aid training and ensure that the first aid boxes contain disposable (non-latex) gloves to protect against contamination whilst handling an injured person.
4. allow the use of syringes at the workplace only for medical conditions and in compliance with the Administration of Medication Policy and Procedure. Staff and learners using syringes at the workplace for any reason other than for treatment of a medical condition or for training may be subject to disciplinary action.
5. ensure the privacy and safety of persons undergoing injections and maintain confidentiality of medical records and medical details at all times. See Administration of Medication Policy and Procedure
6. make suitable arrangements for storage and disposal of syringes before these devices are allowed on site. See Administration of Medication Policy and Procedure.
7. if an employee or a learner reports a BBV i.e. HIV, then they must treat this information with utmost confidentiality.
8. ensure suitable information and training is provided so far as reasonably practicable to staff and students regarding BBVs and associated measures to deal with the risks such as HIV and AIDS in the workplace.
9. encourage employees & learners who have been diagnosed with a BBV or HIV positive to obtain counselling advice and support from a responsible



person. Disclosure of such information will be treated in the utmost confidence and employment rights will not be affected.

## ON RECRUITMENT AND SELECTION

The Human Resources Department will:

1. request health information from our new recruits prior to employment by them completing a pre-employment health questionnaire which will be reviewed by the Occupational Health Nurse (OHN).
2. ensure where necessary that further occupational health assessments are conducted based on the information provided in the pre-employment health questionnaire.
3. ensure appropriate records are securely held in employees personnel file following the Data Protection Policy i.e. pre-employment health questionnaires, occupational health assessments/reports and fit notes.
4. ensure any disclosures made or ill-health identified will be discussed with the new recruit so as requirements for any need to pass on information to others and any reasonable adjustments determined. Line managers may be informed where necessary following consultation with the OHN and the new recruit where guidance will be followed prior to commencement.
5. seek medical advice on appropriate controls to implement as reasonable adjustments or for health and safety risk reduction.
6. take all suitable precautions as determined to secure the safety and health of such persons whilst at the College, and of those working in close contact with the infected person.

NOTE: Infectious diseases contracted out of or in connection with work activities and diagnosed by a medical practitioner may be reportable under RIDDOR to the HSE. The Health and Safety Manager must be notified without undue delay.



## RISK ASSESSMENT:

GEN 013 Ebola risk assessments

First aid RA (in development May 2017)



## Inspection requirements:

pre-employment health questionnaire

student medical forms - voluntary



## RESTRICTIONS:

Travel restrictions are based around risk assessment see GEN 015 Foreign travel pre-travel risk assessment and Foreign Travel Policy



## TRAINING:

First aid training and refresher

### 3.34 INSURANCE



#### AIM:

It is the intention of Tyne Coast College to ensure it has adequate and appropriate insurance to transfer the civil liability risks and for the financial protection of the College, its employees and others.



#### SCOPE: (including Definition)

Employers' liability and Public Liability



#### LEGISLATION:

Employers' Liability (Compulsory Insurance) Act 1969

Employers' Liability (Compulsory Insurance) (amendment) Regulations 2008



#### RESPONSIBILITIES:

The Chief Operating Officer will be responsible for the implementation of this policy.

The Head of the Marine Off-shore Safety Training Centre is responsible for ensuring that adequate insurance cover is in place for Marine Craft operations.



#### PROCEDURE:

1. The Certificate of Employer's Liability will be displayed at the main entrance of each site. (N.B. since 2008 this is not a legal requirement if the certificate is made available electronically)
2. Any change in material facts will be reported to the Insurance Companies as soon as practicable.
3. Safety Inspection certificates for plant, which are required by law, will be retained for the specified interim periods.
4. Director / Head of Department who purchase plant which requires safety inspection certificates must ensure that it is added to the relevant Insurance Policy and Scheme of Examination.
5. Copies of Insurance certificates are available from the Director of Estates.



#### RISK ASSESSMENT:

Not applicable



## Inspection requirements:

Not applicable



## RESTRICTIONS:

Not applicable



## TRAINING:

Not applicable

### 3.35 IONISING RADIATION AND RADIATION SOURCES



#### AIM:

It is the intention of Tyne Coast College to ensure all practicable steps will be taken to prevent or control the exposure to Ionising radiation and radiation sources by following specified legal codes of practice in their storage, transport, use and disposal.

*Discussions held between Tony Sheppard and Dr Margaret Andrew on 9<sup>th</sup> May 2012 clarified the need to have a visit by the RPA only if there has been a change in facility, staff, procedures or materials, also contact is needed if any materials are to be removed from site.*



#### SCOPE: (including Definition)

**Definition** - The Radioactive (Testing Instruments) Exemption Order defined the term 'sealed source' to include any radioactive material sealed in a container or bonded wholly within material which is free from patent defect, of adequate mechanical strength and not itself radioactive. It may be assumed that all sources held by South Tyneside College and listed in the appendices to this document are sealed sources according to this definition. (However, note in particular that the Ra-226 sources are likely to have encapsulations which are permeable to radon gas).

**Designation of Controlled Area** - No such areas have been designated as a result of storage of use of radioactive materials since the provisions of schedule 6, Part 1, paragraph 2 of the "Ionising Radiation Regulations" obtain in this instance.

**\*\*At this time Tyne Metropolitan College does not hold any materials which come under the scope of this procedure.**



#### LEGISLATION:

Ionising Radiation Regulations 1999



#### RESPONSIBILITIES:

Every individual working with sources of ionising radiation has a duty in law to protect themselves and others from any hazard arising from that work. For this reason it is essential that the individual should become familiar with the responsibilities and precautions imposed by these local rules. Staff authorised to handle radioactive

materials will have been given a copy of this document. All such staff are required to read the local rules and to sign a statement agreeing to act in accordance with them.

**Persons with special responsibility** for various aspects of radiation protection include:

- ☐ **The Employer** - South Tyneside College
- ☐ **Radiation Protection Advisor** - Dr Margaret Andrew, Medical Physics Department, South Tyneside District Hospital, Harton Lane, SOUTH SHIELDS. (0191) 4041000 ext 3270
- ☐ **Radiation Protection Supervisor** – Not currently available and thus NO WORK CAN BE CONDUCTED UNTIL ONE IS APPOINTED
- ☐ **Authorised Radiation Safe Key Holder** – Key held in Finance Department safe.
- ☐ **Authorised Source Custodians** – Not currently available and thus NO WORK CAN BE CONDUCTED UNTIL ONE IS APPOINTED

### ***Duties of the Radiation Protection Supervisor (RPS)***

1. The RPS has overall responsibility for day to day radiation safety. He/she must ensure that all persons who handle radioactive sources have received suitable training to enable them to do so in accordance with procedures set out in these local rules.
2. The RPS must ensure that an inventory of radioactive sources is maintained (see below) and should arrange for a regular audit to ensure that sources have not been mis-placed.
3. The RPS is responsible for ensuring that records of issue and receipt of sources from the safe are maintained in an appropriate and legible form.
4. The RPS is responsible for ensuring that sources are inspected after use to identify obvious damage.
5. The RPS must ensure that an annual check on the build up of decay products within the container of each Ra-226 source is made, and suitable records kept. A calibrated end window Geiger Counter (Griffin Scaler Serial 629 connected to probe type ZP 1481) should be used with the end cap removed. With the source removed from its container, the container should be monitored for count rate. A count rate greater than 50 counts per minute for a 5 minute counting period is regarded as significant contamination. The container and its source may be decontaminated by using moist tissues held by forceps. Monitoring and decontamination should be repeated until no contamination can be identified.
6. The RPS must ensure that when an untoward incident has occurred, such as damage to a source suitable procedures are adopted for monitoring any relevant working area and, where appropriate, carrying out of decontamination.

Work surfaces and, where appropriate, floors should be monitored with an end window Geiger instrument (Griffen Scaler 629 connected to probe type ZP1481). A count rate greater than 50 counter per minute is regarded as indicative of contamination. Procedures for decontamination of work surfaces are contained within contingency plans, as part of these rules.

7. The RPS must ensure that all relevant monitoring equipment is checked and calibrated every year and maintained in a working condition.

8. The RPS must consult with the Radiation Protection Adviser following any case of suspected overexposure, or of damage to a radioactive source. The RPS must inform the RPA of any changes which may affect the implementation of radiation safety. This includes changes of staff, acquisition of new radiation generators, or changes in procedure. The RPS may not dispose of any radioactive source without prior consultation with RPA.

9. Radioactive sources which are no longer used, or those which are damaged must be disposed, of after consultation with the RPA.

10. The RPS must make a full report into the circumstances surrounding an untoward incident and, where appropriate, modify working practices, after consultation with the RPA.



## PROCEDURE:

1. All radioactive sources must be kept in a locked purpose built safe in the Electrical Workshop Store Room (A129), when not in use. Authorized key holders are listed above.

2. The security of all radioactive substances is vital. In the event of a source being lost. An immediate search must begin and the RSP/Key holder must be informed at once. If the source cannot be found, the RSP/ Key holder will inform the RPA who will agree the next course of action.

3. Before work begins with any radioactive source, the member of staff in charge must be familiar with the correct procedure for its safe use. This includes the procedures required in the event of a source being dropped or spilt, i.e., containment, clearing up and contamination testing. A working Geiger-Muller (G-M) tube and scaler and an appropriate spills kit must be to hand during all activities.

4. Issue of any source from the safe and its subsequent return to it must be recorded in the 'use log book'.

5. Once sources have been removed from their secure store, they must never be left unattended by a member of staff, unless temporary, secure storage has been arranged. Sources should be returned to the normal secure store as soon as possible after use

6. When carrying sources (even in their containers), the handling time should be minimized. A clear, uncluttered route to the destination, at a time without persons milling around, is essential. Where the journey is likely to take more than a couple minutes, the source may be placed in an additional container (e.g. a plastic bucket) to keep it away from the body.

7. Sources may only be issued to a nominated individual. That individual acts as the custodian of any sources so issued until their return has been registered in the log book.

8. Custodians are responsible for the safe use of sources in their care and, in particular, must ensure that all procedures are in accordance with these local rules.

9. Authorized custodians are listed above.

10. Work with radioactive materials must be carried out as a series of practical demonstration by authorised custodians.

11. In non advanced classes that may contain students under the age of sixteen, all work with radioactive sources must be performed by tutor demonstrating only. Work undertaken by these students must use no radioactive sources other than those in:

- Small cloud chambers (the source must remain inside the chamber)
- Watches with luminous dials (or equally sealed instruments)
- Radioactive geological specimens (kept in suitable containers)

12. Responsible students aged 16 years and over, may use other sealed sources in addition to those named above. Each student must be given a copy of section 2 of these local rules.

13. Each source should be carried in its storage container and kept there until it is required. The container should not be handled for longer than necessary.

14. Only one source at a time should be used in any one investigation.

15. The investigation should be completed in the shortest time possible, consistent with good results.

16. The source should be returned to its normal container immediately after the investigation is complete.

17. Any untoward incident involving loss or damage to a radioactive source, or suspected overexposure to any individual must be reported to the radiation protection supervisor as soon as possible.
18. After use, all sources must be inspected for damage. A mirror may be used in order to avoid exposure to the eye.
19. All sources must be handled with forceps such that no body part is closer than 10cm.
20. Any person who believes for whatever reason, that radiation safety may be compromised must report the matter to the Radiation Protection Supervisor, who will arrange for a thorough investigation.
21. No source may be removed from the premises for whatever reason except for disposal purposes.
22. The RPA will arrange for further wipe testing of the radioactive sources to be carried out as appropriate.

## SECTION 2:

### **Local rules for the use of sealed sources**

#### **(Staff and supervised students aged 16 years and above).**

- ☐ Each source should be carried in its storage container and kept there until it is required. The container should not be handled for longer than necessary.
- ☐ Only one source at a time should be used in any one investigation.
- ☐ The source should be handled with a tool, which keeps the fingers at least 10CM away.
- ☐ The source should be kept well away from the eyes.
- ☐ The investigation should be completed in the shortest time possible, consistent with good results
- ☐ The source should be returned to its normal container immediately after the investigation is complete.
- ☐ The member of staff in charge must check all sources for signs of damage on return.
- ☐ Any event in which a source is dropped or may have been damaged must be reported immediately to the member of staff in charge.
- ☐ The hands must be washed thoroughly, immediately after working with any radioactive source.

**Contingency Plans** - If a source becomes damaged (or is thought to have been damaged) it should not be further used. The source should be carefully placed in its container which should be further used. The source should be carefully placed in its container which should be clearly identified. The region of the floor or work surface



where the incident occurred should be monitored for contamination at the earliest opportunity, and should not be used until decontamination, where appropriate has been carried out.

When an untoward incident occurs in a lesson, it should be treated without drama, as though it were routine. The room should not be evacuated early.

Decontamination should proceed with only essential persons present. The area should be subsequently washed with damp tissues and monitored for residual contamination. The process should be repeated until no contamination remains. The gloves and other paper and disposable items should all be kept in the plastic bag or bottle, which should be sealed and labelled and labelled prior to monitoring and disposal.

The RPS (and RPA) must be contacted at the earliest opportunity.

Monitoring must be carried out using the end window Geiger instrument (Griffen Scaler connected to probe type ZP). A count rate of 50 counts per minute or greater (for a five minute count) is regarded as contamination. In the unlikely event that the surface of a body part becomes contaminated (or is suspected of becoming contaminated) monitoring should be as above, interspersed with periods of gentle washing/irrigating.

**Declaration** (To be completed by all authorised custodians of Radioactive Sources).

I have read and undertake to act in accordance with the local rules for the use of Radioactive Sources at South Tyneside College.

Name (Block Capitals): .....

Signed: .....

Date: .....

Please return to the RPS

Radioactive Sources in Stock - NB All sources stored in purpose built safe in Biology Stock Room (L218) Stock Number	Source	Activity
5.10a	Sr – 90	5 $\mu$ C
5.10b	Sr – 90	5 $\mu$ C
5.10c	Am - 241	5 $\mu$ C
5.10d	Ra - 226	5 $\mu$ C
5.10e	Ra - 5 $\mu$ C	35 $\mu$ C = 1295kBq
5.10f	Co - 5 $\mu$ C	^ 1.3 M Bq
5.10g		
Ra - 226		9 x 10 <sup>-5</sup> mC 3.3 kBq



## RISK ASSESSMENT:

Latent risk assessment as currently no activity.



## Inspection requirements:

Annual Check (Internal)

3 Yearly (External RPA)



## RESTRICTIONS:

Total restriction, no current use.



## TRAINING:

As defined by HSE

### 3.36 LADDERS



#### AIM:

It is the intention of Tyne Coast College that all reasonably practicable steps will be taken to provide, maintain and inspect ladders and ensure their use is safe and without risks to health.



#### SCOPE: (including Definition)

Leaning, Step, Fixed ladders and Step Stools.



#### LEGISLATION:

Work at Height Regulations 2005

Provision and Use of Work Equipment Regulations 1998



#### RESPONSIBILITIES:

Director / Head of Department will be responsible for the implementation of this policy.



#### PROCEDURE:

Where possible work at height should be avoided. Many tasks can be performed either entirely or at least in part from the ground thus eliminating the need to work at height. If you can work from the ground, you should still ensure that the work can be carried out safely and that the right equipment is used in the right place.

Ladders should only be used for low-risk, short-duration work, or where there are site conditions that cannot be changed.

Control measures will be introduced to reduce the risk to a minimum and information and training will be provided to employees.

1. carry out risk assessments of all work activities involving the use of ladders.
2. take all necessary measures to reduce any risks found as a result of the assessment.
3. ensure all ladders supplied are of good construction, sound material and are suitable for the task to be performed.
4. ensure all ladders issued are clearly identified, inspected annually and maintained.
5. provide appropriate information and training to employees who use ladders including additional information and training where the ladder is used in a high risk environment or in a way which increases the risks involved.



6. ensure ladders are stored in a way that does not lead to warping, defects or reduction in strength.
7. implement a reporting system so that any concerns, problems, risks or defects encountered while using ladders can be reported to a responsible person and the appropriate action taken.
8. The timber in steps and ladders must not be painted or treated in any manner which prevents defects being easily seen.
9. Ladders must be used on a firm, level base, supported on each side, and prevented from sagging or swaying.
10. Ladders must be securely fixed or lashed near their upper resting place or if this is not possible, near their lower end.
11. Footing of ladders is only permissible if they are under 5m and cannot be fixed.
12. Ladders must extend at least 1.05m above the landing place unless some other suitable handhold is available and must be placed so that there is space behind each rung for a proper foothold.
13. Ladders should be set at the correct angle (75° i.e., one metre out at the base for every four metres in height).
14. To avoid stretching keep navel / belt buckle within the vertical stiles of the ladder at all times.



## RISK ASSESSMENT:

GEN006 – Ladders and Platforms Risk Assessment



## Inspection requirements:

Ladder Register



## RESTRICTIONS:

Only non-metal / non-conducting ladders to be used during electrical works or work on or near uninsulated live conductors.



## TRAINING:

Ladder Training (In-house)

### 3.37 LEGIONELLA AND WATER MANAGEMENT RISK



#### AIM:

It is the intention of Tyne Coast College to ensure all reasonably practicable steps will be taken to provide, maintain, clean and test water systems in line with good practice to ensure risk of legionella is adequately controlled.



#### SCOPE: (including Definition)

All premises controlled by the college where water is stored or used, and where there is a means of creating and transmitting breathable water droplets (aerosols), thus causing a reasonably foreseeable risk of exposure to legionella bacteria.

High risk areas: Cooling towers, evaporative condensers, dry/wet cooling systems, hot and cold water systems, spa pools, humidifiers, air washers, emergency showers, eye wash sprays, indoor ornamental fountains, aqueous tunnel washers, cooling water/oil for machine tools and lathes.



#### LEGISLATION:

Control of Substances Hazardous to Health Regulations 2002 (as amended)



#### RESPONSIBILITIES:

The Chief Executive is the legal Duty Holder.

The Responsible Person is the Chief Finance Officer

Director of Estates is responsible for implementing this procedure on all Campuses.



#### PROCEDURE:

1. The responsible person must ensure suitable and sufficient assessments are undertaken in order to identify and assess the risk of legionellosis and other water borne contaminants, the action required to eliminate or reduce the risk. Plus:
  - a. Staff are competent to comprehend the risks, monitoring methods and controls
  - b. Records will be kept for hot and cold water systems, which will include the following information:
  - c. A simple system description and plan.
  - d. The completion of a suitable and sufficient risk assessment by a competent person.

- e. A written scheme of legionella control is in place
  - f. a suitable and comprehensive monitoring and prevention scheme to be in place including: Checking the performance and operation of the system and its component parts; Inspecting the accessible parts of the system for damage and signs of contamination; Monitoring to ensure that the treatment regime (be it chemical treatment or temperature control) continues to control to the required standard. All Inspection, checking and maintenance procedures and frequencies must be defined. This needs to include-
  - g. Details of the precautionary measures carried out such as water temperatures, operation and checking of plant and system components, inspection results and subsequent actions, cleaning and disinfecting including chlorination levels and temperatures.
2. System operation details relevant to controlling the risks and the necessary precautions to be implemented:
- a) Monthly outlet temperatures, sentinel points as a minimum.
  - b) water heater temperatures
  - c) calorifier flow and return temperatures.
  - d) TMV incoming temperature checks
  - e) As far as practicable water systems will be operated at temperatures that do not favour the growth of Legionella. 60 ° C is recommended for hot water storage and either above 50 ° C or below 20 ° C for distribution.
  - f) Corrosion, scale and deposition and build up of biofilms and sediments will be controlled. Tanks will be covered.
  - g) Dead legs i.e. water services leading from the main circulation water system to tap or appliances, which are used intermittently, and other parts of systems which may provide a reservoir for infection will be eliminated wherever possible.



## RISK ASSESSMENT:

Legionella and water hygiene risk assessment: all campuses



## Inspection requirements:

As defined in written scheme and monitoring plan

Formal Annual Inspections



## RESTRICTIONS:

None



## TRAINING:

Legionella awareness

Legionella management for managers

### 3.38 LIFTS AND HOISTS



#### AIM:

It is the intention of Tyne Coast College to ensure all reasonably practicable steps will be taken to provide, maintain and thoroughly examine all lifts, hoists including accessories and ensure their use is safe and without risks to health.



#### SCOPE: (including Definition)

Information and training, use, Inspection, maintenance and thorough examination of all lifts, cranes, derricks, hoists, theatre ropes and pulleys and associated ancillary equipment on college premises or in connection with college activities.

“Lifting operation” means an operation concerned with the lifting or lowering of a load.



#### LEGISLATION:

Provision and Use of Work Equipment Regulations 1998

Lifting Operations and Lifting Equipment Regulations 1998



#### RESPONSIBILITIES:

Director / Head of Department will be responsible for the implementation of this policy within their areas.



#### PROCEDURE:

1. Ensure that all lifts and hoists used are suitable for use for that task.
2. Make employees aware of the College arrangements for reporting defects.
3. Ensure lifting equipment, the load and any attachments are of adequate strength and stability for each load, having regard in particular to the stress induced at its mounting or fixing point.
4. Ensure that lifting equipment is positioned or installed in such a way as to reduce to as low as is reasonably practicable the risk.
  - a) of the lifting equipment or a load striking a person; or



- b) from a load drifting; falling freely; or being released unintentionally; and it is otherwise safe; and
  - c) that there are suitable devices to prevent a person from falling down a shaft or hoistway.
5. Ensure that machinery and accessories for lifting loads are clearly marked to indicate their safe working loads for all configurations.
  6. Ensure that every lifting operation involving lifting equipment is properly planned by a competent person; appropriately supervised; and carried out in a safe manner.
  7. Ensure they are maintained in efficient state, in efficient working order and in good repair. Maintenance and repair to be carried out as required by trained staff.
  8. Ensure a system is in place for thorough examination and inspection by a competent person every 12 months for lifting equipment and every six months for lifting equipment accessories and lifting equipment for lifting persons.
  9. Ensure a system is in place for monitoring reports and actions generated by the competent person during thorough examination.
  10. Ensure a safe system of work has been agreed and clearly understood by all personnel involved in the testing and examination on a lift or hoist and before maintenance starts. Display warning notices and erect barriers at the landing entrances of lifts during maintenance work.
  11. Ensure that only contractors who are suitably trained and qualified are permitted to lower lifts that have failed.
  12. EC Declaration of Conformity and records of thorough examination are to be retained for lifting equipment until end of life and accessories for 2 years.
  13. Where an external contractor is the Competent Person, any electronic records must be transferred with the contract.
  14. Ensure they are inspected: before being put into service or when moved; at suitable intervals to ensure they are safe to operate, conditions are maintained and that any deterioration can be detected and remedied; and on exceptional circumstances which are liable to jeopardise the safety. Inspections are to be recorded and kept.
  15. Provide adequate health and safety information which is readily comprehensible and, where appropriate, written instructions pertaining to the use of the work equipment to the user and the supervisors (preferably from installer / manufacture)



16. All newly purchased equipment and those purchased after 29<sup>th</sup> December 2009 must comply with European standards for safety i.e. CE mark.
17. Carry out assessments of risks to users of lifts and hoists, maintenance staff and others, both when the lift is in use and when it is being maintained.
18. Take measures as far as is practicable/reasonably practicable to prevent or control those risks identified as a result of the risk assessment.
19. Ensure all other legal requirements and good practice are followed to ensure the safety of machinery including the provision of:
  - a) Controls for starting or making a significant change in operating conditions;
  - b) Stop controls;
  - c) Emergency stop controls;
  - d) Controls - visible and prevent inadvertent operation;
  - e) Control systems;
  - f) Isolation from sources of energy;
  - g) Stability e.g. balancing of rotating machines;
  - h) Lighting e.g. localised and general;
  - i) Maintenance operations;
  - j) Markings e.g. for speed (rpm)/rotation;
  - k) Warnings e.g. risks, controls and PPE.
20. Also see policy on 'Maintenance and isolation of plant and equipment'
21. Lifting equipment for lifting persons and associated activities from the carrier must be conducted so as to prevent a person being crushed, trapped or struck or falling from the carrier and has suitable devices to prevent the risk of a carrier falling.
22. Lifting equipment which is designed for lifting persons is appropriately and clearly marked; and lifting equipment not designed for lifting persons are clearly marked to that effect.



## RISK ASSESSMENT:

Lifting Plans

GEN 004 Fork lift truck operations

GEN 005 use of Genie aerial work platform



## Inspection requirements:

Pre-use inspection (no requirement to record in writing)

Thorough Examination



## RESTRICTIONS:

All lifting equipment and accessories must immediately be taken out of action with warning notices if / when defects have been identified and during maintenance.



## TRAINING:

FLT training

Crane and hoist training

Genie 1 to 1 training

### 3.39 LIGHTING



#### AIM:

It is the intention of Tyne Coast College to ensure all reasonably practicable steps will be taken to provide and maintain lights which are sufficient and adequate so as to reduce risks and provide appropriate levels of illumination.



#### SCOPE: (including Definition)

All lighting systems and individual light sources including emergency lighting and portable light sources.



#### LEGISLATION:

Workplace Health Safety and Welfare Regulations 1992



#### RESPONSIBILITIES:

The Director of Estates will be responsible for the implementation of the policy.

Any complaints or problems regarding lighting should be reported at once.



#### PROCEDURE:

1. ensure that no area within the College falls below the absolute minimum lighting level required for the safe use of that area (as listed in the Health and Safety Executive Document Lighting at Work, HS(G)38); recommended illuminances and guidance's are contained in The Code for Lighting, published by the Chartered Institute of Building Services Engineers (CIBSE).
2. ensure that no disabling or distracting glare is caused by lighting equipment, sunlight through windows, bright room surfaces or reflections on equipment.
3. confirm that for any machine, appliance, apparatus or tool the lighting is sufficient to provide the required level of task illumination.
4. ensure that the minimum levels of emergency lighting that are required in various areas, as set out in BS 5266 are met, giving special attention to



changes in level and areas where safety equipment is located, such as fire extinguishers and fire alarm call points.

5. ensure that lighting equipment is positioned so as to provide safe access for lamp changing and cleaning; where lighting is positioned in difficult places such as over large stairwells then access equipment will be provided.
6. carry out checks of all the above aspects of lighting at regular intervals and whenever changes are made to existing workplaces.
7. ensure that any lighting equipment which is classed as a portable electrical appliance is checked and tested as necessary in line with the requirements of section **3.20 Electricity at Work – Portable Electrical Appliances** of this document.



## RISK ASSESSMENT:

GEN001 – Staff Room Risk Assessment

GEN002 – Class Room Risk Assessment



## Inspection requirements:

Formal Weekly Inspection



## RESTRICTIONS:

Not Applicable



## TRAINING:

Not Applicable

### 3.40 LIGHTNING



#### AIM:

It is the intention of Tyne Coast College to ensure all reasonably practicable steps will be taken to provide and maintain lightning protection on buildings to reduce the risk of fire and explosion.



#### SCOPE: (including Definition)

Protection of individuals and college premises from effects of lightning strike.



#### LEGISLATION:

Electricity at Work Regulations 1989 - Regulation 8 Earthing or other suitable precautions; Regulation 11 Means for protecting from excess of current.

Guidance BS EN 62305-3 Protection against Lightning



#### RESPONSIBILITIES:

The Director of Estates will be responsible for the design, provision and maintenance of all lightning protection for their respective campuses. They will be responsible for the implementation of this policy and procedure.

The Chief Operating Officer will be responsible for ensuring the protection from lightning of all critical electronic storage devices. They will be responsible for setting up Lightning Protection Zones for sensitive electronic equipment.

The Health and Safety Manager will be responsible for the identification of standards and the development of this policy with regards to any changes in legal duty.



#### PROCEDURE:

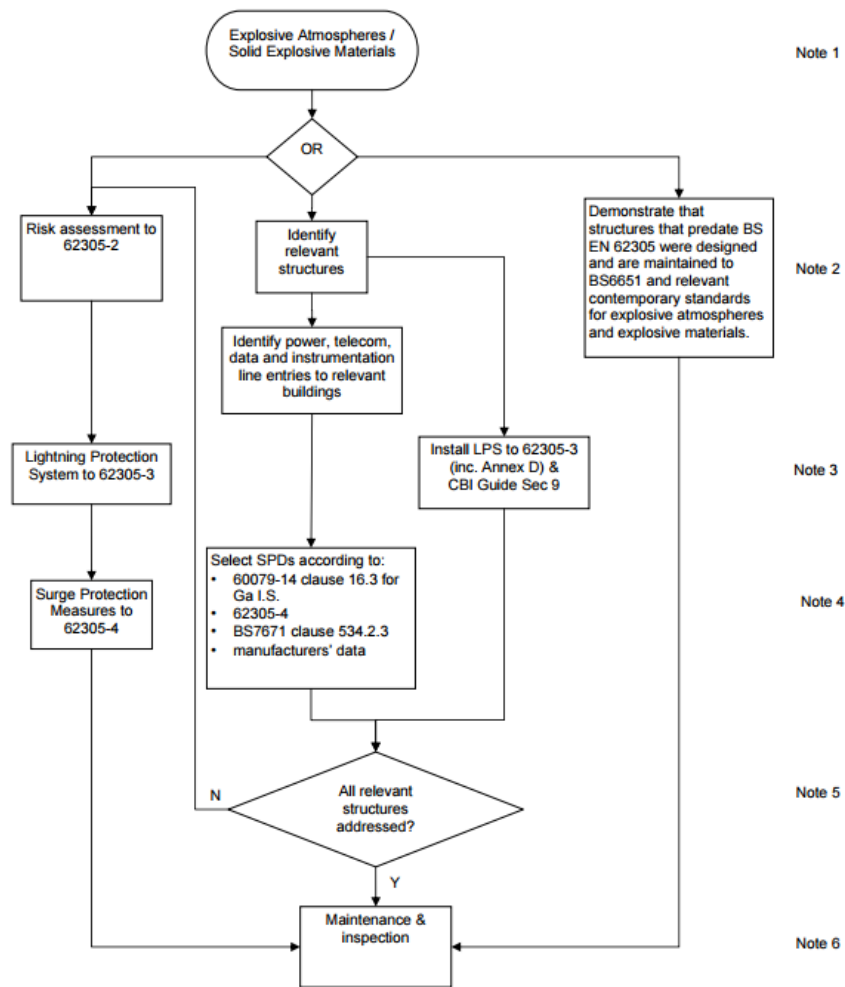
The Director of Estates in consultation with The Chief Operating Officer where required will:

1. Conduct risk assessment in line with requirements of BS EN 62305 Parts 1-4 – Protection against lightning, taking into account a) injury of living beings due to step and touch voltages; b) Physical damage (fire, explosion, mechanical destruction, chemical release) due to lightning current effects, including sparking; c) Failure of internal systems due to Lightning Electromagnetic Impulse.



2. Ensure the premises have a design of Lightning Protection System which meets the requirements of the risk assessment and the standards defined by BS EN 62305.
3. Devise, set up and maintain appropriate Lightning Protection Zones for sensitive electronic equipment and critical storage devices e.g. computer/financial data backup systems and marine simulation data and software.
4. Ensure Air Termination Systems are available and maintained to capture lightning discharge current meeting positioning requirements of BS EN 62305; Where metallic roofs are used as natural Air Termination Systems then minimum thicknesses of metal sheet must be ensured.
5. Ensure Down Conductors are fitted and maintained taking into account the most direct route to the Earth Termination System.
6. Ensure the Earth Termination System safely and effectively disperses lightning discharge into the ground and must possess low electrical resistance and high corrosion resistance.
7. Such systems must ensure sufficient insulation (or distance) from metal structures of the building to reduce possible flashover and internal live surfaces.
8. Earthed systems must account for surge protection using such devices and provide for equipotential bonding with the lightning conductors.
9. Where Explosive Atmospheres exist or Solid Explosive Materials then appendix 1 is to apply.

**Appendix 1: Process for the management of ignition by lightning**



## RISK ASSESSMENT:

TBA



## Inspection requirements:

Annual Inspection



## RESTRICTIONS:

none



## TRAINING:

Competent personnel required for risk assessment and fitting of LPS



### 3.41 LONE WORKING PROCEDURE & GUIDANCE FOR EMPLOYEES



#### AIM:

It is the intention of Tyne Coast College to ensure all reasonably practicable steps will be taken to assess and manage the risks from lone working.



#### SCOPE: (including Definition)

Employees, students, visitors and contractors who are required to work alone or are unsupervised for significant periods of time. Individual and activity based risk assessment.

Some of the typical lone working scenarios at the College include:

- Office or in isolation - Many employees work alone in their office or in isolation. Office work is generally a low-risk environment and additional precautions for reducing the risk to these lone workers are not complex. The risks mainly involve personal safety concerns, evacuation during a fire and raising the alarm if an accident occurs.
- Working Early or Late - An employee may find they are the only person in the building. Employees who work out of normal hours will need to inform the Reception Desk at Westoe on extension 3500 (or in an emergency 3999), Reception Desk at TyneMet on extension 5000 (or in an emergency 5116) and give them their name, location and department. Always receive approval from your line manager to work early or late and inform Estates department where necessary.
- Cleaning staff using chemicals and electrically powered equipment. Typically early in the morning or late in the evening.
- Maintenance staff and contractors using hand and power tools. On many occasions this could be in complete isolation from other staff, especially 'call-out work' in the evenings or at a weekend.
- Subterranean boiler houses or storage areas - high risk area. Risk assessment must have strict controls on access if working alone.
- Contractors carrying out emergency repairs outside normal hours.
- **Engineering Workshops - high risk area** The guidance from the HSE on working alone in workshops is very brief. It states: ***'It would not generally be reasonable for employers to permit employees to work alone [in workshops], because there is usually some dangerous machinery about. (Fatal accidents have occurred following entanglements on centre lathes which may have been prevented had there been another person to switch off the machine and help the trapped worker.) However, if a low risk activity such as assembly work or some cleaning is being planned, then provided other risks are minimised and a system of checking or line of communication established, it would be reasonable for an employee to work alone.'***



- **Laboratories** - Laboratories are potentially very dangerous places for lone working due to the presence of equipment, chemical and biological agents. If an accident occurs when handling dangerous substances or equipment then it is very important that help can be summoned immediately. *Lone working in laboratories should only be carried out when there are no reasonably practicable alternatives. Even then it should be kept to a minimum and should only be carried out by fully trained and competent personnel working to clearly defined procedures.*



## LEGISLATION:

**Working alone** - Health and safety guidance on the risks of lone working

- the Health and Safety at Work etc Act
- the Management of Health and Safety at Work Regulations



## RESPONSIBILITIES:

**Director of Estates** shall be responsible for:

- ensuring the premises have suitable and sufficient internal and external lighting with regular maintenance of those systems
- the provision of walkie-talkie radios where required

**Chief Operating Officer** shall be responsible for:

- internal telephone systems and means of emergency communication

**Health and Safety Manager** shall be responsible for:

- Ensuring the provision of advice and guidance on implementation of this Management Procedure.
- Reviewing this Management Procedure on an annual basis.

**Vice / Assistant principal/ Director / Head of Department** shall be responsible for:

- Ensuring that sufficient resources are made available to control and manage lone working arrangements with respect to health and safety within their area.
- Ensuring that measures are implemented and maintained to reduce the risk of evening, weekend and lone working to its lowest reasonably practicable level within their areas of responsibility.
- Ensuring that their staff comply with the requirements of this Management Procedure.

Vice / Assistant Principal/ Director / Head of Department shall be responsible for implementing this policy in their areas.



## PROCEDURE:

### **General control measures to be considered in all lone working activities:**

1. Identify medical conditions, disabilities and physical capability of lone workers which make them unsuitable for working alone.
2. Identify and agree adequate levels of supervision and organizational support the lone worker.
3. Check there is a telephone close-by so that help can be summoned in the event of an accident, or if you are worried about personal security.
4. Ensure effective communication e.g. telephones, walkie-talkie radios and mobile phones.
5. Avoid lifting heavy objects or handling chemicals when alone.
6. Notify your manager or a colleague of your presence and the type of work you are doing.
7. Arrange a system for regular communication. This may be a regular half-hourly telephone call (or more frequent in high-risk areas)
8. Provide a notice period prior to leaving.

### **Special circumstances**

#### **visiting other people's homes**

This should be restricted to visiting people who are known to staff, such as employees who are ill. Staff should not visit the home of a student unless the visit has been sanctioned by their Vice / Assistant Principal / Director / Head of Department and a buddy is also in attendance.

If you are required to visit someone at home without a buddy Pre-sanctioned by Vice / Assistant Principal / Director / Head of Department

Set up a "buddy" system where you contact someone everyday with an itinerary of who you are meeting and at what times. You should inform your contact when you are due to enter the house, inform them how long you intend to be there and call them when you leave to inform them you have left the building. They should also maintain an accurate schedule of activities via their Outlook calendar, accessible by their Line Manager / Vice / Assistant Principal / Director / Head of Department

You can also arrange a code word with your contact so that if you feel uneasy for any reason, you can make an excuse to call them and say something simple that includes an agreed 'duress' code word. This will warn your contact that you feel unsafe but the person you are visiting will have no idea you have done this. If your contact hears the code word, they should send someone to the property as soon as possible.

- Do not enter a house if the appropriate person is not available;
- Wait to be invited in or at least ask to enter, let them lead the way;
- Let them know how much of their time you will need.

- Do not enter if the person is drunk or aggressive;
- Ensure you can get out quickly if necessary;
- If you feel threatened at any point, make an excuse and leave;
- Try not to react to dirty or smelly surroundings;
- Pets
  - Remember not all pets are "friendly";
  - If entering a house with a dog or cat, ask that the animal be put in another room if you feel uncomfortable. If you are "wary" of a dog, do not enter the house unless the owner is prepared to remove the animal from the room you are going to be in.

### **Meeting people offsite**

If you are required to meet a student offsite you should follow the guidance below:

- Always arrange to meet in a busy public place, preferably in the daytime.
- Tell a contact at work where you are going, who with (including name, phone number and address) and when you will be back.
- Carry a personal alarm and know how to use it to shock and disorientate an assailant so that you can get away.
- Carry a mobile phone and contact your line manager using a 'duress' code word where necessary

### **Dealing with aggressive people and confrontational situations**

The following guidance is taken directly from the **Suzy Lamplugh Trust** publication on 'Dealing with aggression'.

In the workplace, aggression may include verbal abuse, ostracism, discrimination, racial or sexual harassment, bullying etc. You need to assess the situation and assess what actions can be taken to contain or curtail the aggression.

It is important, even if someone is trying to provoke you, not to respond in kind. Meeting aggression with aggression leads to confrontation and someone could get hurt. When faced with aggressive people or confrontational situations lone workers should:

- Stay calm; speak gently, slowly and clearly. Do not argue or try to outsmart the person verbally. Breathe slowly to control your own tension.
- Avoid body language which may be misinterpreted, such as looking down on the aggressor; hands on hips/folded arms; raised arms; any physical contact. Keep your distance.
- Talk through the problem; suggest going to see a colleague.
- Try to compromise and offer the aggressor a way out of the situation.
- Carry a mobile phone and contact your line manager using a 'duress' code word where necessary.



- Report all incidents to your immediate supervisor; ensure that your complaint is taken seriously.
- Sometimes it is not possible to contain and diffuse the threat of violence so be prepared.
- While talking, assess possible ways you can escape if the situation worsens.
- Try to prevent the aggressor blocking any possible escape routes.
- Never turn your back. If you are trying to get away, move gradually backwards.
- Avoid having loose objects (ornaments, vases, ashtrays etc) on top of reception desks as they may be used as a weapon.

Physical self-defence should only be used as a last resort because it limits your options of getting away and will invariably commit you to a fight. Remember also, that if you respond physically, you could be legally liable for assault.

### **Around Campus**

People tend to feel more vulnerable when on foot, especially when walking alone after dark. The College buildings are spread out and employees will regularly need to walk around Campus alone. Whether the need arises as part of normal work activities or it is the end of the day and employees need to reach their cars, there are many ways you can prepare yourself to recognise and avoid potential dangers.

- Keep chequebooks, credit/debit cards separately.
- Do not carry a lot of cash.
- Carry your purse or wallet in an inside pocket.
- Carry the following items separately, number for cancelling credit cards, phone card, travel card, car and house keys.
- Know where you are going and check the route in advance.
- Keep to well-lit roads and pavements, as far as possible: avoid alleys, subways or other unlit 'dangerous' short cuts.
- Avoid wearing a personal stereo – it will reduce awareness of your surroundings.
- Walk facing traffic on the street side of pavements.
- Be on guard with strangers. Be cautious in conversation and do not give away any personal information. Trust your instincts and avoid crowds or groups which may feel threatening. Be wary of stationary vehicles with engines running and people sitting in them.
- If someone grabs your bag or wallet, let it go.
- If you think someone is following you, check by crossing the street. If they do follow you, quickly move to the nearest place with people and call the police.
- If a car stops and you are threatened, use an alarm if you have one and move quickly in the opposite direction.
- Carry a mobile phone and contact a member of the Estates staff via 0191 427 3999 (STC) 229 5116 (TM)

*Note:* Some employees work late in the evening and may feel vulnerable while walking to their vehicle. On these occasions the Estates team may be able to offer a service by accompanying employees to their vehicles.

### **Reporting Suspicious People or Activities**

Staff should immediately inform Estates staff of their suspicions and not tackle the situation on their own.

It may be acceptable for staff to ask an individual wandering round a building if they needed help or directions. Deciding the correct course of action will ultimately be taken by the lone worker based on their perception of the situation at the time.

### **Communication and emergency procedures for Lone Workers**

It is imperative that the lone worker is fully trained in emergency procedures/equipment and has access to a reliable communication network and is trained in its use.

Lone workers must receive clear instruction that in the case of fire, accident, etc the first priority must be to ensure their own safety and follow 'Fire Action/First Aid' notice instructions.

There must be a system to identify when lone working is occurring and to enable efficient and reliable communication between the lone worker and both base control and the emergency services. The minimum communication system should involve either or both:

- Scheduled contacts by telephone or site walkie-talkie radio so that if a lone worker fails to contact the control as expected the alarm is automatically raised, (walkie-talkie radios can be made available via the Estates Department)
- Periodic checks by staff to ensure the well being of the lone worker.

These emergency measures should be supplemented where appropriate by the provision of personal alarm systems. Consideration should also be given to the installation of CCTV systems where this is appropriate.

The communication network and emergency procedures employed must be tested periodically and must involve not only the lone workforce but also the personnel designated as first contact for assistance. Such testing should ensure that the systems would work effectively in a real emergency.

### **Travel**

Separate guidance is available for foreign travel from the Foreign & Commonwealth Office. Also see TCC 'foreign travel policy'. A risk assessment must be completed for all foreign travel see:

## GEN 015 Overseas travel pre travel risk assessment

### Reporting of Incidents and Accidents

All accidents and near-miss incidents, which occur during lone working must be reported to the Health and Safety Manager via the College's normal internal reporting system using the Accident/Incident Report Form available on the College website under Health and Safety.

The purpose of a risk assessment is to establish:-

1. Whether the work can be done safely by an unaccompanied person and
2. The arrangements necessary to ensure that a lone worker is not exposed to a greater risk than those who work together

Where significant risks are identified, the steps which need to be taken to manage them include:

- Avoiding lone working where reasonably practicable;
- Minimising the need for lone working;
- Providing procedures and equipment to control the risks.

Where there is no alternative to lone working, periodic reviews should be undertaken to determine whether it is still necessary.

The risk assessment must be taken into account when formulating safe working procedures. The College must ensure that employees receive appropriate training and that records are maintained. The College must also be confident that any contractor appointed is competent to carry out the task, have been thoroughly vetted and are on the approved list of contractors. The risk assessment and method statement completed by the contractor must consider all elements of lone working associated with the task and the workers fitness to work alone.

The 'Lone Worker Risk Assessment template' should be used for working through and documenting the risk assessment process and is available on the intranet, as is the 'Lone worker risk assessments'.

The 'lone worker' is obligated to follow the agreed controls, procedures and protocols established to ensure their own safety and has a responsibility to ensure that the agreed arrangements are in place prior to commencing work. Where there are concerns regarding any aspect of the arrangements, advice should be sought from an appropriate, responsible person.

Where contingency plans form part of the arrangements, they should be clear, precise, communicated, practised and subject to periodic review.

Assessments of the risks of working alone carried out under the Management of Health and Safety at Work Regulations will confirm whether the work can actually be done safely by one unaccompanied person. This will include the identification of hazards from, for example, means of access and/or egress, plant, machinery, goods, substances, environment and atmosphere, etc.

Particular consideration will be given to:

- (a) the remoteness or isolation of workplaces
- (b) any problems of communication



(c) the possibility of interference, such as violence or criminal activity from other persons

(d) the nature of injury or damage to health and anticipated "worst case" scenario.



## RISK ASSESSMENT:

LW001 – LW010 Various Risk Assessments



## Inspection requirements:

None



## RESTRICTIONS:

Some lone working activities are NOT permitted under any circumstances. These mainly include situations where a permit to work is required. e.g.:

- Work on live electrical circuits or equipment;
- Work on other powered equipment while it is in operation (e.g. lathes, milling machines and other powered dangerous machinery);
- Entry into confined spaces;
- Roof access;
- All work where a fall from a height above 2m is considered to be a significant risk.



## TRAINING:

Lone Worker (In-house)

### 3.42 MACHINERY SAFETY



#### AIM:

It is the intention of Tyne Coast College to ensure all reasonably practicable steps will be taken to provide suitable machinery and to ensure their use is safe and without risks to health.



#### SCOPE: (including Definition)

Information and training, use, Inspection, maintenance and thorough examination (where required) of all machinery on college premises or in connection with college activities.



#### LEGISLATION:

Provision of Work Equipment Regulations 1998



#### RESPONSIBILITIES:

Director / Head of Department will be responsible for the implementation of this policy within their areas.



#### PROCEDURE:

1. Ensure that all machinery used are suitable for use for that task.
2. Ensure they are maintained in efficient state, in efficient working order and in good repair. Maintenance and repair to be carried out as required by trained staff.
3. Ensure they are inspected: before being put into service or when moved; at suitable intervals to ensure they are safe to operate, conditions are maintained and that any deterioration can be detected and remedied; and on exceptional circumstances which are liable to jeopardise the safety. Inspections are to be recorded and kept.





4. Provide adequate health and safety information which is readily comprehensible and, where appropriate, written instructions pertaining to the use of the work equipment to the user and the supervisors.
5. All newly purchased equipment and those purchased after 29<sup>th</sup> December 2009 must comply with European standards for safety i.e. CE mark.
6. Carry out assessments of risks to users of machinery, maintenance staff and others.
7. Take measures as far as is practicable/reasonably practicable to prevent or control those risks identified as a result of the risk assessment.
8. Coolant or/and appropriate insulation/protection to be provided to reduce risks of very high temperatures where required e.g. metal cutting machines, engine systems, steam boilers.
9. Ensure all other legal requirements and good practice are followed to ensure the safety of machinery including the provision of:
  - a) Controls for starting or making a significant change in operating conditions;
  - b) Stop controls;
  - c) Emergency stop controls;
  - d) Controls - visible and prevent inadvertent operation;
  - e) Control systems;
  - f) Isolation from sources of energy;
  - g) Stability e.g. balancing of rotating machines;
  - h) Lighting e.g. localised and general;
  - i) Maintenance operations;
  - j) Markings e.g. for speed (rpm)/rotation;
  - k) Warnings e.g. risks, controls and PPE.
10. Also see policy on 'Maintenance and isolation of plant and equipment'
11. Ensure staff/student ratio is based upon risk assessment of student competences and attitude towards safety, with a maximum of 16 learners with one competent, qualified tutor in any one workshop (Ref. BS 4163:2014)



## RISK ASSESSMENT:

**Assessment of risks must include:** Work tasks and the operation of all machinery, controls, visibility of any operating parts that need to be seen and the accessibility of all parts which need to be adjusted or changed; how the use of machines affects the environment including the layout of machines and any barriers that are needed to prevent visitors coming within the danger zone; guards, all isolation procedures of any part of a machine and all emergency procedures; compliance with BS 5304 (code of practice for safety of machinery); any chemicals

involved with machinery and its use, maintenance or cleaning (in compliance with the Control of Substances Hazardous to Health Regulations); methods of any adjustment or tool changes made on the machinery so that tools are fitted and carried safely. Machine guards must be suitable and should be removed and replaced safely.

**Reference Document:** various



### Inspection requirements:

Weekly workshop inspection checklist.

Annual general inspection of machinery by competent contractor or trained staff



### RESTRICTIONS:

The use of that work equipment is restricted to those persons given the task of using it.

Repairs, modifications, maintenance or servicing of that work equipment is restricted to those persons who have been specifically designated to perform operations of that description.



### TRAINING:

Only trained and authorized persons must maintain and repair machinery and a record of which will be kept. Refresher training will be provided as necessary.

Only competent persons will be allowed to use machinery to ensure the Health and Safety of all operators and any others affected by the machinery. In the majority of cases staff, including supervisors, will be employed with this knowledge, understanding and skill. Whereby this is not the case then records will be kept of appropriate training provided to those persons.

### 3.43 MAINTENANCE AND ISOLATION OF PLANT AND EQUIPMENT



#### AIM:

It is the intention of Tyne Coast College to ensure all reasonably practicable steps will be taken to provide systems to maintain plant and equipment in an efficient state, efficient working order and in good repair. To ensure the activity of maintenance is safe and without risks to health with due regard to the effective isolation of equipment.



#### SCOPE: (including Definition)

All intrusive maintenance on plant. maintenance on college plant and equipment. This policy also applies to learners who carry out set activities on plant and equipment as part of their training.

- mechanical equipment;
- electrical equipment (including process control systems);
- hazardous atmospheres in confined spaces; and
- special hazards such as radioactive sources and static electricity.

Isolation includes any inadvertent movement of machinery or sudden release of potential energy in mechanical, electrical or pressure form is a hazard to workers. removal of all sources of energy: electrical, potential, kinetic, pressurised hydraulics, pressurised pneumatics, toxic fluids, over pressure conditions



#### LEGISLATION:

Provision of Work Equipment Regulations 1998

Electricity at Work regulations 1989

Control of Substances Hazardous to Health 2002 (as amended)

The safe isolation of plant and equipment – HSE Guidance note HSG 253



#### RESPONSIBILITIES:

The Director of Estates will be responsible for implementing this policy for cross College equipment.

Director / Head of Department will be responsible for implementing this policy within their areas.



#### PROCEDURE:

- 1 Conduct a full written risk assessment (see below)
- 2 take appropriate measures for the protection of any persons carrying out maintenance operations which the assessment has shown to involve risk to health and safety:
 

**Isolating hazards associated with mechanical machinery**

  - a. Isolate hydraulic, pneumatic and process powered machinery by closing the appropriate isolation valves. Prevent any possibility of machinery movement by disconnecting the power fluid supply and return pipes, or otherwise making safe.
  - b. Isolate engine-driven machinery by shutting off the engine fuel supply and then isolating all the starting systems. For electrically driven machinery, switch off the power supply to the motor and ensure that the equipment is securely disconnected and separated from all sources of electrical energy.
- 3 Any residual mechanical, electrical or pressure energy which may be locked within any part of the machinery mechanism should be safely released as follows:
  - a. **Mechanical** – high and low speed rotating elements need to be run down and springs released;
  - b. **electrical** – capacitors should be discharged and batteries disconnected and/or removed;
  - c. **hydraulic** – accumulators and pressurised pipework should be depressurised;
  - d. **pneumatic** – the system should be depressurised. If valves could be operated by residual trapped air, the line should also be disconnected;
  - e. **services** – steam, gas or fuel may need to be depressurised, vented, purged or drained.
- 4 provide any personal protective equipment that might be necessary to carry out the work safely.
- 5 ensure that employees and learners are aware of reporting procedures, so that a responsible person is informed of any problems as soon as they arise and remedial action can be taken.

Even after disconnection of machinery power systems, or prevention of engines/motors from starting, there may still be a risk for people working on the machinery if it were to move (eg due to gravity). If so, fit a device such as a properly engineered *chock* or a *scotch* to lock the machinery in a safe position.

Whereby the machinery cannot be isolated by any other means i.e. running adjustments then an additional risk assessment must be undertaken and practicable measures introduced to remove or reduce the risks.



## RISK ASSESSMENT:

The risk assessment must consider the following:

- a) how plant and equipment should be isolated for specific or general maintenance work.
- b) the maintenance itself including any heavy parts that have to be moved, any positions that have to be reached to achieve the necessary results and any risks of parts falling.
- c) how the maintenance affects the environment.
- d) all hazards that arise when guards have been removed.



## Inspection requirements:

Supervisor associated with the task to inspect risk assessment and isolation and controls prior to start of task.



## RESTRICTIONS:

Only competent staff to be allowed to conduct isolation and maintenance procedures.



## TRAINING:

The College will give sufficient information, instruction and training as is necessary to ensure the health and safety of all persons involved in maintenance and others affected by maintenance.

### 3.44 MANUAL HANDLING



#### AIM:

It is the intention of Tyne Coast College to ensure all reasonably practicable steps will be taken to assess and manage the risks from manual handling.



#### SCOPE: (including Definition)

Lifting, pushing, pulling and carrying of objects including people.



#### LEGISLATION:

The Manual Handling Operations Regulations 1992



#### RESPONSIBILITIES:

Director / Head of Department will be responsible for the implementation of this policy.



#### PROCEDURE:

The College will:

1. identify all manual handling operations within the College.
2. Line managers will then identify those operations which have a significant risk of injury.
3. that applications which involve manual handling are eliminated, so far as reasonably practicable. Measures to achieve this include ergonomics, design of the work place and activity and the provision of automated or mechanical aids such as trolleys.
4. A full assessment of these operations will be carried out by competent persons; where there is an element of people handling then further input is required from trained and competent persons.
5. Records will be kept of these assessments which will identify the following.
  - location/department
  - activity under assessment
  - description of activity/present system of work
  - previous accident/damage statistics for activity.
  - numbers and groups of employees/learners involved.
  - groups of individual employee/learners identified as being at higher risk.
  - significant risks identified from assessment.
  - existence and effectiveness of existing control measures.
  - any further control measures which are required.
  - target date for the implementation of controls.

6. further controls are implemented to reduce risk following appropriate hierarchies of control.
7. that adequate information and training is provided to persons carrying out manual handling activities.
8. persons undertaking manual handling activities are suitably screened for reasons of health and safety, before undertaking the work.

NOTE: nothing in this policy is intended to prohibit or restrict action in an emergency situation.



## RISK ASSESSMENT:

MH 001 Moving Office or classroom furniture

MH 002 handling lathe chuck and other heavy metal objects

Manual Handling Assessment Form (Template)



## Inspection requirements:

Annual scheduled inspections



## RESTRICTIONS:

Students must be trained and supervised at all times when conducting any manual handling operation.

Staff and students must not conduct any manual handling operation if they are not capable due to medical condition or disability.

Heavy or complex loads may require specialist risk assessment, controls and equipment and thus external contractors must be considered if training/competency is not deemed sufficient.



## TRAINING:

Cylix on-line training

Manual Handling Risk assessment (in house)

### 3.45 MANUAL HANDLING Moving and Handling of People



#### AIM:

It is the intention of Tyne Coast College to ensure all reasonably practicable steps will be taken to reduce the risks associated with the moving and handling of individuals and provide and maintain people handling equipment in line with legal requirements.



#### SCOPE: (including Definition)

This policy describes the process for managing the risks associated with the moving and handling of individuals (staff and students) and the process for ensuring:

1. the delivery of effective moving and handling of people training,
  2. the safe use and maintenance of mechanical handling equipment
- so as to reduce the incidence and cost of work-related musculoskeletal injury for all.

**MOVING AND HANDLING** – All manual handling activities which include the lifting and setting down, pulling and pushing, carrying and moving of a load or person, using the hand or any other part of the body.

**MECHANICAL HANDLING** – refers to the use of mechanical fixed and movable hoists, slings, strops and support fabrics used for lifting people.

**PHYSICAL THERAPIST** – Specialist to advise and inform on best practice, training and risk assessment of individuals for people moving and handling.



#### LEGISLATION:

The **Manual Handling Operations Regulations 1992 (MHOR92) revised 2004**; Lifting Operations and Lifting Equipment Regulations 1998 (LOLER); Mental Capacity Act 2005; Equality Act 2010; Human Rights Act 1998



#### RESPONSIBILITIES:

The College Principals are responsible for implementing this policy.

The Manager of SEND is responsible for ensuring:

- suitable and sufficient risk assessment is conducted for all students requiring moving and handling by staff;
- appropriate best practice training is provided in line with moving and handling people and use of mechanical handling devices;



- specific training on individuals special needs during moving and handling operations;
- coordinating with physical therapists where required;
- inspection, maintenance and thorough examination is planned and completed (see 'Lifts and Hoists' section of this H&S policy).

## **PROCEDURE:**

Simple handling activities are included in the general health and safety risk assessment documentation (HSE, 2006a). A more specific risk assessment is required in situations where handling activities are more complex due to the nature or frequency of the task, physical and behavioural aspects of the load (or person), individual ability of the handlers, environmental considerations and any relevant work organisation factors.

The most effective method of eliminating manual handling risk is the avoidance of manual handling. When handling people the very best option for the person is the maintenance of independence, therefore maximising independence must be the first consideration.

There are a high number of work-related injuries resulting from manual handling in the social care sector.

An ergonomic risk assessment should encourage daily activities which are safe, efficient and effective and reduce the risk of injuries to staff and students.

### **MOVING AND HANDLING RISK ASSESSMENT FOR HANDLING PEOPLE**

All students who attend Tyne Coast College who have handling needs, must have a baseline moving and handling risk assessment conducted by a trained member of staff who knows and understands the students' condition. Where complex conditions or movements are predicted or known then a Physical Therapist should be available to advise on best practice and assessment of students' condition and needs.

This can take up to 6 weeks to complete, while the students with complex needs adjust to life in a new environment, with unfamiliar equipment, routines and handlers.

The risk assessment form is available via the college intranet.

Once complete the risk assessment should be followed by any staff who are handling the student. However, all staff should be trained to do 'personal on the spot risk assessments' in case there are any changes that are needed. These

changes need to be reported to the class tutor and the Manager of SEND, and the risk assessment reviewed.

Any staff involved in handling people should respect the individual's dignity at all times.

The risk assessments must be routinely reviewed termly by the Manager of SEND, but more often if requested.

## **SPECIAL CIRCUMSTANCES**

Risk assessment will be bespoke to the student, and the information will be kept in the student's file in the classroom, and a copy in the support office. This may include seizure management, post seizure management, aspiration or any other medical management. A copy will also be available in the student's notes on an agreed computer drive.

## **MECHANICAL HANDLING**

Following a risk assessment Tyne Coast College will provide and maintain moving and handling equipment that is reasonably practicable to safely manage the task.

All mechanical moving and handling equipment owned by Tyne Coast College must be inspected, maintained and thorough examination conducted in line with LOLER requirements every 6 months.

## **RISK ASSESSMENT**

The following tools have been used in the risk assessment documentation to help determine the technique which encourages most independence.

**Task:** brief description

**Equipment needed:** this may not detail ALL the equipment required in a particular situation but highlights the main items.



Large equipment, for example hoist or changing plinth



Small portable items, for example slide sheet



No equipment used

**Skill:** this uses the Dreyfus (1986) model of acquisition of skill and has five categories, from novice to expert. If handlers do not possess these skills, Tyne Coast College will ensure that they are helped to achieve them. The skill referred to is that of manual handling and is not relevant to other activities.

When two or more people are required to complete the task, it is assumed that one person (minimum) is at the skill level indicated for that task.



**NOVICE:** a handler has no knowledge of the subject and needs clear rules and instruction, support and supervision.



**ADVANCED BEGINNER:** a handler has started to build experience and can use it in new situations.



**COMPETENT:** a handler has gained insight can see the bigger picture.



**PROFICIENT:** a handler shows ability to see situation as a whole and uses flexible rules in decision process.



**EXPERT:** Efficient and effective, not needing to use rules. Tends to be intuitive.

**Time to Complete:** indicates the amount of time handlers are expected to need to complete the manual handling task.

**Learner Comfort:** a 10 point scale is used to ask the learner how comfortable they are when the handling task is being done, or an estimate of the comfort if the learner is not able to understand.



**Handler Effort:** (using Borg Scale 1998): a simple tool for staff to measure how hard they find the task. All manual handling requires some effort, so the scale starts at:

- 6 for least effort
- 11 fairly light
- 13 somewhat hard
- 15 hard
- 17 very hard
- 19 very very hard
- 20 maximum effort

**Risk Matrix:** (NPSA 2008): where the risk level is indicated, the perceived risk is the authors' assessment of the minimum risk. The risk may be higher in any particular situation depending on circumstances.

**Considerations:** in any individual situation there will be specific considerations relating to the health and abilities of the learner, capabilities of the handlers, the task and the environment. This section gives the opportunity for critical thinking of what the issues are when the assessment is being completed. It is not meant to be an exclusive list.

**Alternatives:** This list problem solves some of the issues raised in 'Considerations' and provides alternatives. The list is not exhaustive.

**Review:** This will be completed termly by the Manager of SEND with support from the Physical Therapists where required, or more often if the learners needs change.

## **POOR PRACTICE – Movements to avoid**

A number of techniques have been widely assessed and found to constitute **Very High Risk** to handlers and to the person being handled. They should be removed from routine use.

- DRAG LIFT: Assistance to stand, sit, move in chair, walk, by means of an under arm hold.
- ORTHODOX LIFT: A full body weight lift which contravenes all the principles of safe load handling. The individual is moved by 2 people holding an arm / leg each.
- Front hold or pivot transfers.
- Maneuvers that allow an individual to clasp behind the handler's back or neck, or the handler clasping hands behind the individual's back.
- Through arm / top and tail lifts.

- Manually lifting individuals from the floor. This should be avoided wherever reasonably practicable. In most areas a device to mechanically assist is present.
- Any tasks that involve taking all, or most, of an individual's weight. Handling aids, hoists and adjustable changing plinths, all may reduce the weight taken by the handlers.

## **ACCESS TO SPECIALIST ADVICE**

Staff should alert the course leader to changes in manual handling tasks, for example changing ability of the student or problems with the equipment.

Staff should inform the course leader of any injury or medical condition which may affect their ability to carry out manual handling, including staff who are pregnant, or up to a year postnatal or breastfeeding.

## **TRAINING**

Tyne Coast College supports the implementation of safe systems of work with provision of suitable, sufficient and relevant information, instruction, training and supervision. Even in apparently simple handling there is a risk of staff developing long term cumulative strain injuries due to repetitive handling and static postures. Training in basic handling skills will provide staff with practical hands-on techniques essential for the workplace and are supported with an understanding of good posture, including the causes and prevention of injury, which can be related to all aspects of their life.

Training in isolation will not ensure safe manual handling activities. The role of training is to support management with the implementation of safe systems of work and specific handling techniques.

## **INDUCTION TRAINING**

All relevant staff should receive moving and handling induction training within their first half term at Tyne Coast College.

All staff work in close supportive teams, and are encouraged to discuss any difficulties they experience with moving and handling students with their course leader and Manager of SEND.

## **UPDATE TRAINING**

Annual update training will be provided to all staff who are involved in handling people. Additional and on going training will be supplied if requested by staff, or identified as a need by Director / Head of Department, Manager of SEND or direct line management. This will inform the Training Needs Analysis for each department

## REGISTERS / RECORDS / DATABASE

All staff members are requested to complete and sign a register at the beginning of all moving and handling training sessions. Completed registers should be kept with Human Resources Dept. and SEND student support office.

## MONITORING AND AUDIT

The auditing of moving and handling training is linked to the IPA/PDR process and reviewed annually.



### RISK ASSESSMENT:

See Intranet H&S Risk Assessment Templates – TCC Moving and Handling of People RA proforma



### Inspection requirements:

Mechanical handling equipment should be inspected prior to use and through formal inspection, servicing and thorough examination



### RESTRICTIONS:

Staff with medical conditions which may be aggravated during moving and handling should be assessed by Occupational Health via Human Resources Dept.



### TRAINING:

Induction, risk assessment and people handling training required

### 3.46 MEDICATION AND ADMINISTRATION



#### **AIM:**

It is the intention of Tyne Coast College that all reasonably practicable steps will be taken to ensure that the risks from the custody and administration of medication comply with current best practice.

**Due to the complexity of this policy a separate policy document is available entitled ADMINISTRATION OF MEDICATION POLICY AND PROCEDURE and can be found on the intranet under 'Policies'.**



#### **SCOPE: (including Definition)**

See 'Administration of Medication Policy and Procedure'



#### **LEGISLATION:**

See 'Administration of Medication Policy and Procedure'



#### **RESPONSIBILITIES:**

See 'Administration of Medication Policy and Procedure'



#### **PROCEDURE:**

See 'Administration of Medication Policy and Procedure'



#### **RISK ASSESSMENT:**

See 'Administration of Medication Policy and Procedure'



#### **Inspection requirements:**

See 'Administration of Medication Policy and Procedure'



#### **RESTRICTIONS:**

See 'Administration of Medication Policy and Procedure'



#### **TRAINING:**

See 'Administration of Medication Policy and Procedure'

### 3.47 MINIBUS USE



#### AIM:

It is the intention of Tyne Coast College that all reasonably practicable steps will be taken to ensure that the risks from the use of the college minibus comply with current best practice.

**Due to the complexity of this policy a separate policy document is available entitled WORK RELATED DRIVING POLICY and can be found on the intranet under 'Policies'.**



#### SCOPE: (including Definition)

See Work Related Driving Policy



#### LEGISLATION:

See Work Related Driving Policy



#### RESPONSIBILITIES:

See Work Related Driving Policy



#### PROCEDURE:

See Work Related Driving Policy,



#### RISK ASSESSMENT:

See Work Related Driving Policy,



#### Inspection requirements:

See Work Related Driving Policy



#### RESTRICTIONS:

See Work Related Driving Policy



#### TRAINING:

See Work Related Driving Policy



### 3.48 NON IONISING RADIATION (ELECTRO-MAGNETIC FIELDS)



#### AIM:

It is the intention of Tyne Coast College to ensure all reasonably practicable steps will be taken to prevent or control the exposure to non-ionising radiation (including electro-magnetic fields).



#### SCOPE: (including Definition)

All equipment such as: induction heating; TV transmitter; Radio broadcast; industrial dielectric heater; DAB; Domestic microwave; Radar equipment; Macrocell base station; Mobile radio; CB radio; UV fly killer lights and projector lights.

Items which are currently deemed to be low risk are outside of the scope of this policy such as: smart meters <1W; Telecoms microwave link <1W; GSM mobile phone<0.25W; Wi-Fi <0.1W; DECT handset <0.01W; Bluetooth.



#### LEGISLATION:

Control of Electro-magnetic Fields at Work Regs 2016



#### RESPONSIBILITIES:

It is the responsibility of The Health and Safety Manager to ensure risk assessment is legally compliant throughout all sites.

It is the responsibility of the following to ensure that EMFs emitted are suitably controlled in line with legal limits and risk assessments.

Role	Area of control
Principal of the Marine College and Vice / Assistant Principals	Radar transmitters and other marine apparatus
Director of Estates	Fabric and contents of the building other than marine and ICT relates equipment
Director of IT	ICT related equipment



## PROCEDURE:

1. assess the levels of EMFs to which staff may be exposed.
2. ensure that exposure is below 'Exposure limit values' (ELVs).
3. when appropriate, devise and implement an action plan to ensure compliance with the exposure limits.
4. when appropriate, assess the risks of exposure and eliminate or minimise those risks. Employees at particular risk, such as expectant mothers and workers with active or passive implanted or body-worn medical devices must be taken into account.
5. provide information and training on the particular risks (if any) posed to staff by EMFs in the workplace and details of any action you are taking to remove or control them. Make this information available to safety representatives.
6. take further action if employees are exposed to EMFs in excess of the ELVs.
7. provide health surveillance or medical examination, as appropriate.



## RISK ASSESSMENT:

GEN009 – Electromagnetic Fields Cross College Exposure Assessment



## Inspection requirements:

Formal Weekly Inspections



## RESTRICTIONS:

Access control

Competent staff



## TRAINING:

TBA

### 3.49 NOISE CONTROL



#### AIM:

It is the intention of Tyne Coast College to ensure all reasonably practicable steps will be taken to prevent or control the exposure to noise.



#### SCOPE: (including Definition)

Noise exposure levels that are deemed to be noisy or at or above first action levels defined by the regulations.

Noise which can cause disturbance, interference with communication or stress.

Nuisance noise and disturbance caused by the College affecting people in the neighbourhood.



#### LEGISLATION:

Control of Noise at Work Regulations 2005.



#### RESPONSIBILITIES:

The College Health and Safety Manager will be responsible for monitoring the implementation of this policy.

Director / Head of Department will be responsible for the implementation of this policy within their areas.



#### PROCEDURE:

**Purchasing Policy** - choice of appropriate work equipment emitting the least possible noise, taking account of the work to be done.

##### Exposure limit values and action values

The lower exposure action values are

- a) a daily or weekly personal noise exposure of 80 dB (A-weighted);
- and
- b) a peak sound pressure of 135 dB (C-weighted).

The upper exposure action values are—

- c) a daily or weekly personal noise exposure of 85 dB (A-weighted);
- and
- d) a peak sound pressure of 137 dB (C-weighted).

The exposure limit values are—

- e) a daily or weekly personal noise exposure of 87 dB (A-weighted); and
  - f) a peak sound pressure of 140 dB (C-weighted).
1. carry out regular noise exposure assessments using noise level surveys of noisy area, and equipment.
  2. Assessments and surveys will be recorded and reviewed annually and when changes in work practice cause changes in noise exposure levels.
  3. ensure that risk from the exposure to noise is either eliminated at source or, where this is not reasonably practicable, reduced to as low a level as is reasonably practicable and in all cases below the exposure limit value.
  4. provide suitable and effective hearing protection to those working or training in high noise levels, as shown to be necessary by the results of noise exposure assessments.
    - a) Maintain and repair or renew of the protective equipment.
    - b) provide training in the selection and fittings of the protectors and details of the circumstances in which they should be used.
    - c) design and mark out ear protection zones, which may include particular areas, operations or pieces of equipment. All persons entering these zones will be required to wear ear protection inside the zones.
  5. maintain all equipment and monitor all procedures introduced for the purpose of reducing noise exposure such as enclosures, silencers, machine covers etc. All persons will be required to use these procedures and equipment correctly and promptly report any defects or deficiencies to their supervisor or in the case of a learner to the Lecturer in charge.
  6. Provide health surveillance where exposure is at or above an action value.
  7. provide adequate training to employees and learners as part of its hearing conservation and noise control policy. All employees and learners who are subject to high levels of noise will be provided with information, instruction and training about harmful effects of noise and what they must do in order to protect themselves and meet the requirements of the Control of Noise at Work Regulations 2005.



## RISK ASSESSMENT:

### Noise Risk Assessment & Survey Book

All workshop risk assessments consider the risk of exposure to Noise



### Inspection requirements:

Noise Survey (Annual)



### RESTRICTIONS:

Hearing Protection Zones



### TRAINING:

Noise Training (In-house)

### 3.50 PERMITS TO WORK



#### AIM:

It is the intention of Tyne Coast College to ensure systems are developed to manage high risk activities through formal permission to work procedures.



#### SCOPE: (including Definition)

The permit-to-work is a documented procedure that authorises certain people to carry out specific work within a specified time frame. It sets out the precautions required to complete the work safely, based on a risk assessment. It describes what work will be done and how it will be done; the latter can be further detailed in a 'method statement' where required.

#### Permits are required for the following:

- Work at height
- Working on live electrical systems
- Hot work (outside of designated Hot Workshops)
- Asbestos removal
- Confined spaces

#### Permits may be required for the following:

- Working near asbestos
- Trench digging close to electrical supplies
- Construction and Demolition
- hydraulic or air/gas pressure systems
- Gas Supply Installation and Maintenance



#### LEGISLATION:

HASAWA s2(2)a



#### RESPONSIBILITIES:

Director of Estates to implement this policy and designate signatories for Permit to Work authorisation.



#### PROCEDURE:

Where proposed work is identified as having a high risk, strict controls are required.



1. **check that contractors are on the Approved List (or if not, authorised for entry to the site by the Director of Estates)**
2. **check that contractors employees have sufficient:**
  - a. information, instruction, training and are supervised to minimize a potential human failing during operation of the work permit system
  - b. information about the type of work required, such as, equipment removal, excavation work, hot/cold work, repairing equipment, entry into confined spaces, electrical work and waste disposal
  - c. precautions in place such as, isolation, draining, flushing, environmental monitoring, risk assessments/method statements and communication
  - d. awareness of the type of environment they are working in during the operation of the work permit. This will include such as, potential flammable atmospheres, hazardous substances, types of fumes, electricity supplies and the degree of ventilation
  - a) provision available to fulfil the requirements of the work permit system
3. **Personnel to undertake the work** have a named person responsible for overseeing the work and have indicated how long the work is likely to take
4. **permit to work must contains:**
  - a. the nature of the work and the necessary requirements for the correct Personal Protective Equipment (PPE) to be used
  - b. how the work permit system will be managed, regularly inspected and reviewed
  - c. the arrangements for all work permits to be kept on file
  - d. how the work will be undertaken with regards to manpower and human factors such as stress, fatigue, shift work, and attitude
  - e. the role of relevant college staff and contractors' employees and the type of environment they are working in during the operation of the work permit, e.g. hazardous and flammable materials and electricity supplies
  - f. the formal process whereby any areas including the plant or equipment associated with those areas is handed back to the college.
8. **When preparing or checking a Permit to Work** the following information must be included in the documentation:
  - a. name of the organization carrying out the work
  - b. nature or type of work to be undertaken
  - c. location of the work
  - d. date and duration that the permit is to be in issue
  - e. foreseeable hazards
  - f. precautions/control measures
  - g. authorization signature
  - h. agreement signed on behalf of the contractor
  - i. Sign-off for the permit.



9. **Issuing of a Permit** - designated signatories may Issue Permits to work providing that they have been pre authorized by a Senior Member of Estates. The following checks must be carried out:
  - Date and time are correct
  - Confirm Location of works with the Contractor
  - Ensure correct PPE is present.
  - Ensure that the named personnel are present. No access without authorization of unnamed personnel
10. **Completion of Permit** - the person in charge MUST ALWAYS sign off the Permit to Work to advise that the work is completed and that the area, plant or equipment is safe for the college to use or to bring back into operation.



## RISK ASSESSMENT:

Task specific risk assessment and / or Generic Estates Risk Assessment



## Inspection requirements:

Prior to permit



## RESTRICTIONS:

Competent persons only for authorisation and task



## TRAINING:

One to one training from Director of Estates



### 3.51 PERSONAL EMERGENCY EVACUATION PLANS (PEEPs)



#### AIM:

It is the intention of Tyne Coast College that all reasonably practicable steps will be taken to make provisions for the safe evacuation of people with special educational needs and disabilities from its premises.



#### SCOPE: (including Definition)

All special educational needs and disabilities (inclusive of mental health/wellbeing) which may restrict the timely evacuation of individuals from the premises in an emergency e.g. mobility issues, hearing problems, poor sight, cognitive aspects.



#### LEGISLATION:

The Regulatory Reform (Fire Safety) Order 2005



#### RESPONSIBILITIES:

**Health and Safety Manager** to ensure systems are available for staff to identify the need for PEEPs, record plans and plans. To arrange training for staff to conduct PEEPs in a competent manner.

**Reception officer** to ensure all visitors/members of the public who report to reception and who require a PEEP, are then to make appropriate arrangements by a trained member of staff. To hold and monitor the PEEP file.

**MIS officers** to ensure all enrolled students who require a PEEP are recorded on the MIS as requiring further PEEP action.

**HR department** to report to Health and Safety Manager any staff requiring a PEEP at commencement of employment or during employment where changes have occurred.

**Line Managers / Director / Heads of Department** to ensure all staff and students under their control that require a PEEP are provided with one during induction by a competent member of staff. To nominate and arrange staff for PEEP training as required. To monitor and control reports of outstanding PEEPs.

**All staff** must ensure that they report any changes in their circumstances/health/disability impacting either themselves or students under their control. This must be reported to The Health and Safety Manager for further consideration.

**College SEND Team** identify learners who require a PEEP during enrolment. If staff feel (in year) that a learner requires a PEEP but did not disclose this at

enrolment, they should contact the SEND team who can support them with completing PEEP documentation/collating information. At the end of every half term, the SEND team will check all PEEPs to ensure these are accurate and current.



## PROCEDURE:

**In all cases priority must be given to those requiring a PEEP to rooms on the ground floor of the premises.**

### STAFF

1. The HR Department during the recruitment and selection process must determine with the individual the need for a PEEP.
2. At induction during commencement of employment then the HR Dept. must arrange with The Health and Safety Manager for a PEEP to be completed.
3. Further risk assessments (RA) or development of RA's may be required to take into account any disability.

### STUDENTS

1. A laminated notice should be provided which provides enrolling staff with assessment and procedural information (see below script).
2. Enrolling staff to request whether the enrollee requires assistance in the unlikely event of a fire during the time when they are present at enrolment. If so, then arrangements must be made for an immediate PEEP;
3. Disability must be specified by the student in the usual way on the enrolment form however, learners needs should also be briefly assessed by enrolling staff.
4. This should prompt the Staff to consider if a PEEP is required at induction. Staff who are unsure of whether a PEEP is required should tick YES and the PEEP assessor will determine actual need.
5. Enrolment form must be processed via MIS as usual, recording the yes/no response in the PEEP field;
6. At the beginning of the academic year, Reception staff should print out all PEEP forms by running the report <EBS Agent PEEP 001> and hold in the PEEP file until they are replaced with completed and signed original forms from staff members. Old forms must be destroyed in confidential waste (see point 10).
7. The curriculum Line Manager then must run the report <EBS Agent PEEP 001> and print out the STC PEEP forms for those students requiring a PEEP in their area. This pre-printed pro-forma is to be made available to staff for completion or review during induction purposes.
8. Staff must complete the PEEP in line with the requirements of the form and discuss the plan with the learner and any support staff. Other tutors must be

informed of the plan so as to comply with requirements of the plan during the supervision of the class.

9. Staff must forward a copy of the PEEP to the learner, reception and any other person specified as requiring a copy on the form.
10. On receipt of completed PEEP form reception officers must log the completion on EBS Client i.e. Conduct learner search - Click on Learner Log - Input date to 'Completed at Reception' or 'Completed at Interface' - Save/Save and Close. The form should then be located in the PEEP file and must replace any other copy held. Old copies of PEEP form must be destroyed in confidential waste.
11. The curriculum Line Manager must monitor the outstanding PEEPs closely using automatic reports and email systems via EBS
12. ADDING PEEP DATA TO EBS CENTRAL – At the end of October and at the end of the academic year the Admin. Depart. must loan the PEEP file from reception and follow as specified below. (NOTE: this file must be returned immediately after use or during a fire alarm)
  - Search for first learner on EBS Central
  - Click on 'Learner Log' tab
  - Complete fields in 'Learner Log' i.e. 'wheelchair user'; 'hearing difficulties' etc.
  - Add any other information that has been added/written on PEEP, to sections marked either, 'Arrangements for Evacuation' and/or 'Special Procedures'.
  - Complete all other fields i.e. 'Competent Assistance'; 'Evac Chair required' etc.
  - Save
  - The above must be completed for each PEEP in reception file
  - Return file to reception after completion

## VISITORS

1. Reception officer to request whether the visitors/members of the public who report to reception require a PEEP.
2. If so, then arrangements must be made for an immediate PEEP by the Line Manager of the person responsible for conducting the visit.

## Enrolment Information

### Personal Emergency Evacuation Plans

**Who needs one** – Any student enrolled at the college who due to a condition or disability may have difficulty exiting the building in an emergency. All visitors and prospective learners (not enrolled) should be asked if they require special arrangements for exiting buildings. This should be recorded on a PEEP form

temporarily whilst the visitor is in the building. This will be disposed of once the visit concludes.

**Support available** – An individual Personal Emergency Evacuation Plan (PEEP) will be produced by trained staff at the start of the programme of study or during an induction period to ensure appropriate support, guidance and information given.

**What you need to do during enrolment** – Ensure the enrolment form has highlighted the need for a PEEP where required. In the meantime please ensure the student has safe means of exit from the building at all times taking into account their condition such as wheelchair users, deafness etc. Please ensure sufficient support is available and information provided on safe means of exit. *Lifts must not be used in an emergency.*

In certain circumstances where the enrollee is unsupervised or requires access to parts of the college which may increase risk in exiting the building in an emergency, a request should be made to reception staff to conduct a PEEP i.e. access to areas above ground floor whereby they are unable to use stairs.



## RISK ASSESSMENT:

Personal Emergency Evacuation Plans



## Inspection requirements:

None



## RESTRICTIONS:

Competent staff only



## TRAINING:

In-house PEEP training



### 3.52 PERSONAL PROTECTIVE EQUIPMENT AND RESPIRATORY PROTECTIVE EQUIPMENT



#### AIM:

It is the intention of Tyne Coast College to ensure all reasonably practicable steps will be taken to provide, store, issue, maintain and use appropriate personal protective equipment (PPE) and respiratory protective equipment (RPE) as per legislative requirements.



#### SCOPE: (including Definition)

Whereby risks cannot be fully controlled by other means i.e. technical or administrative controls then PPE and RPE will be issued free of charge in accordance with risk assessments and workshop restriction policies.

PPE includes: safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses.



#### LEGISLATION:

Personal Protective Equipment at Work Regulations 1992 (PPER 1992) as amended by the Personal Protective Equipment at Work (Amendment) Regulations 2022 (PPER 2022)

Personal Protective Equipment Regulations 2002

Control of Substances Hazardous to Health 2002 (as amended)



#### RESPONSIBILITIES:

The Director / Head of Department will be responsible for the implementation of this policy.



#### PROCEDURE:

The College will;

1. Ensure that risks are adequately controlled by any other means other than personal protective equipment and respiratory protective equipment (PPE/RPE) as PPE/RPE should be always the last resort.
2. Ensure suitable PPE/RPE is provided to employees and others where risks to their health and safety still exist after other controls have been implemented.
3. Ensure that where the presence of more than one risk to health or safety makes it necessary for employee to wear or use simultaneously more than one item of PPE/RPE, such equipment is compatible and continues to be effective against the risk or risks in question.



4. carry out an assessment of any proposed PPE/RPE to determine whether it is suitable.
5. take any necessary measures to remedy any risks found as a result of the assessment.
6. implement steps for the maintenance, cleaning and repair of PPE/RPE.
7. arrange for adequate accommodation for correct storage of the PPE/RPE.
8. train staff and learners, where required, in the safe use of PPE/RPE for all risks within the College, including:
  - the purpose for which PPE/RPE has been provided;
  - the risks that it will protect against;
  - the correct method of use;
  - by providing appropriate signage in workshops and on entrance doors;
9. replace PPE/RPE which has been provided to meet a statutory obligation, as necessary and at no cost to the employee.
10. inform employees and learners, as necessary, of the risks which exist.
11. re-assess as necessary if substances used or work processes change.
12. Where an employee or learner raises a matter related to health and safety in the use of PPE/RPE the College will:
  - take all necessary steps to investigate the circumstances;
  - take corrective measures where appropriate;
  - advise the employee/learner of action taken;
13. Where a problem arises in the use of PPE/RPE employees/ learners should:
  - inform their Supervisor, or in the case of a student their Lecturer, immediately;
  - in the case of an adverse health condition advise their Director / Head of Department, or in the case of a student their Lecturer and their own General Practitioner;
14. The College will inform learners attending any course of the need for PPE/RPE. If the PPE/RPE is supplied by the learner then it will be the responsibility of the Lecturer in charge to ensure that the PPE/RPE is suitable for the purpose.
15. The lecturer in charge of a class will be responsible for ensuring that learners use PPE/RPE when required, and that it is used correctly. They must prohibit any work activity where the correct PPE/RPE is not available or is incorrectly used.
16. Suitable eye protection to be worn at all times whilst in any workshop.

With reference to RPE:

- Face Fit testing must be undertaken for operatives using RPE, Face Fit testing must be undertaken for each type of RPE used.
- for any activity requiring the use of RPE, the operative must be clean shaven unless a full-face mask is provided.
- Suitable selection of RPE will include an assessment of Assigned Protection Factors (APF 4, 10, 20, 40, 2000)



## RISK ASSESSMENT:

Included in all activity and COSHH risk assessments



## Inspection requirements:

Formal yearly inspections

Weekly workshop inspections



## RESTRICTIONS:

Those with beards / unshaven may be restricted from certain activities where RPE cannot be shown to provide adequate protection. If there are good reasons for having a beard (eg for religious reasons), alternative forms of RPE, that do not rely on a tight fit to the face must be made available.



## TRAINING:

Face Fit Test Training

### 3.53 PICTURES AND IMAGES USED ON TCC PREMISES



#### AIM:

It is the intention of Tyne Coast College to ensure all reasonably practicable steps will be taken to restrict the use of media (pictures, images, videos) that is deemed by some to be gratuitous and in bad taste and only allow media which provide an educational need.



#### SCOPE: (including Definition)

The use of pictures, visual images or video clips for use in presentations in class, posted on walls in the college, used in presentations or directed to via internet (i.e. You Tube).

For example, Health and safety images must not be presented purely as a means to shock. Certain individual and groups may find some images revolting, horrifying or saddening and tutors must always consider this before a decision is made to show that image.



#### LEGISLATION:

Common law – outraging public decency



#### RESPONSIBILITIES:

Tutors to ensure this policy is followed in classes and during presentations.



#### PROCEDURE:

It has been decided by the college H&S Council that all images for use in presentations in class, posted on walls in the college, used in presentations or directed to via internet (i.e. You Tube) must:

1. be relevant to the needs of the students/audience.
2. not be gratuitous in nature.
3. have due regard to the context of the presentation content.
4. have due regard to the nature, sensitivities and religious aspect of the students/audience.
5. have a justifiable educational impact.



#### RISK ASSESSMENT:

Not Applicable





## Inspection requirements:

Not Applicable



## RESTRICTIONS:

As specified in policy.



## TRAINING:

Information Provision Only

### 3.54 PREGNANT WORKERS AND NEW & EXPECTANT MOTHERS



#### AIM:

It is the intention of Tyne Coast College to ensure management systems are developed to risk assess all pregnant workers and new & expectant mothers with the purpose of arranging appropriate controls.



#### SCOPE: (including Definition)

All staff who have formally notified in writing that they are pregnant or may be pregnant.

All students who have notified members of college staff that they are pregnant or may be pregnant



#### LEGISLATION:

the Management of Health & Safety at Work Regulations 1999, Reg 19 'New and Expectant Mothers'



#### RESPONSIBILITIES:

The Executive Director of Human Resources is responsible for ensuring all staff who have reported in writing that they are/or may be pregnant must arrange for a risk assessment to be conducted.

Director / Head of Department will be responsible for the implementation of this policy for students who have informed staff of possible or actual pregnancy.



#### PROCEDURE:

1. Staff must notify HR Department in writing at the earliest opportunity that they are pregnant or believe to be pregnant.
2. Students must provide staff with information that they have become pregnant or may be pregnant.
3. Staff must then consider and determine if a specific risk assessment is required based on the risks associated with their activities.
4. Risk assessments must be conducted by a competent person who understands the additional risks associated with pregnancy.
5. Templates are available from the intranet for assessing both staff and students.
6. Identified control measures must be implemented and records kept.



#### RISK ASSESSMENT:

Employee New and Expectant mothers Risk Assessment Template

## Student New and Expectant mothers Risk Assessment Template



### Inspection requirements:

Not Applicable



### RESTRICTIONS:

As identified by Risk Assessment



### TRAINING:

1 to 1 Training with Health and Safety Manager as required

### 3.55 PRESSURE SYSTEMS (including autoclaves)



#### AIM:

It is the intention of Tyne Coast College to ensure all reasonably practicable steps will be taken to provide, maintain and thoroughly examine all pressure systems and ensure their use is safe and without risks to health. The design, construction, repair and modification of pressure systems will be managed so as to prevent danger.



#### SCOPE: (including Definition)

All pressurised containers or systems controlled by the college or on college premises which contains a relevant fluid (gas, liquid or mixtures) at >0.5 bar or steam at any pressure.



#### LEGISLATION:

Pressure Systems Safety Regulations 2000



#### RESPONSIBILITIES:

Director / Head of Department will be responsible for the implementation of this policy.



#### PROCEDURE:

The College will ensure that:

1. all newly procured pressure systems come with a written scheme of examination where required.
2. newly commissioned pressure systems are added to the list of equipment required for thorough examination where required.
3. the list of equipment required for thorough examination is maintained by the Director / Head of Department or the Director of Estates.
4. any department area which decommissions a pressure system must ensure that it is added to or taken off the written scheme.



For all pressure systems which are periodically examined under a written scheme of examination by a competent person that:

1. the competent person is nominated in writing (i.e. third party through contract).
2. such operating and maintenance duties as are required by the Pressure Systems Safety Regulations 2000, and the Pressure Equipment Regulations 1999 are implemented by the College where necessary, and that relevant instruction is given to the operator.
3. historical records pertaining to the management of each pressure system are kept by the Director / Head of Department or the Director of Estates.
4. the safe operating limits of all pressure systems will be established, recorded and visibly marked on the system.
5. each departmental area where pressure systems are used will ensure that the pressure systems are de-pressurised, drained, vented and made safe, and that all preparatory work is completed prior to examination.
6. problems or defects should be reported by a member of staff to their Line Manager, or in the case of a student to their Lecturer, immediately and before attempting operation of (or other work on) the pressure system.
7. any Pressure System found or suspected to have defects must be immediately de-pressurised by a competent person and taken out-of-service by isolation and warning sign.
8. pressure systems which are out-of-service must be repaired as required by a competent Engineer and subject to a thorough examination before returning to service



## RISK ASSESSMENT:

Competent contracting engineers to provide



## Inspection requirements:

Scheduled annual inspections



## RESTRICTIONS:

Only competent engineers who are familiar with written schemes of thorough examination to work on pressurised equipment.



## TRAINING:

Competent engineers

### 3.56 RISK ASSESSMENTS



#### AIM:

It is the intention of Tyne Coast College to ensure management systems are developed to risk assess all work activities where foreseeable risk is significant with the purpose of controlling that risk and reviewing periodically or where changes are evident.



#### SCOPE: (including Definition)

Any activity which poses a significant risk to employees, students, visitors, contractors and others. Any materials, equipment, energies or substances which may be a risk to health and safety on exposure.



#### LEGISLATION:

The Management of Health and Safety at Work Regulations 1999 also:

- Manual Handling Ops. Regs.
- DSE Regs.
- COSHH Regs
- Control of Noise at Work Regs.
- Control of Vibration at Work Regs
- Regulatory Reform Fire Safety Order
- PPE at Work Regs
- Control of Asbestos at Work Regs.
- DSEA Regs.
- Confined Spaces Regs.
- First Aid Regs.



#### RESPONSIBILITIES:

The Chief Operating Officer will be responsible for the implementation of this policy.

Each Line manager will be responsible for ensuring:

- risk assessments are carried out in their areas of responsibility;
- all employees have received appropriate training for conducting risk assessments;



- resources are available to control those risks as required by law;
- risk assessments are suitable and sufficient under advice from Employees, Safety Coordinators and Health & Safety Manager where required;
- all risk assessments for their areas of responsibility are recorded and listed with identifiable review dates;
- all generic risk assessments (which do not breach data protection rights) are provided to the Health and Safety Manager for up loading onto the Intranet.
- Risk assessments are acknowledged by staff using the 'Risk Assessment Acknowledgement form'

The Health and Safety Manager will ensure;

- a system is available to centrally locate all risk assessment for ease of access, review and authorization.
- the communication of out of date risk assessments to appropriate Line Managers
- the safety co-ordinators in each Department will be given sufficient training information and instruction to enable them to co-ordinate risk assessments in their area and ensure risk assessments are current and up to date on the Intranet;



## PROCEDURE:

1. Any employee or learner who identifies a hazard should report the hazard to their Supervisor, or in the case of a learner to the lecturer in charge.
2. All Employees will be given sufficient training, information and instruction to enable them to carry out a suitable and sufficient assessment of the risks where required.
3. The assessment will identify:
  - the significant sources of harm (hazards) to health and safety;
  - the risks in determining the likelihood and severity of the harm occurring;
  - the existing control measures currently in place and their level of effectiveness in controlling those risks;
  - the people who may be affected by the risks identified, in particular any employee/learner, who may be especially at risk i.e. young persons under 18, persons with a special need/disability or children under the age of 16;
  - any new or proposed control measure actionable due to changes in risk assessment, law, standards, location, personnel or activity.
4. All risk assessments will be recorded on an appropriate College Risk Assessment form template available on the Intranet.
5. Employees and learners will be informed of the significant finding of the risk assessments where required and have them made available via the Intranet or by other appropriate means.





6. Employees must read all the risk assessments relevant to their activities and confirm understanding of risks and controls by signing a Risk Assessment Acknowledgement form.
7. Copies of the completed Risk Assessment Acknowledgement forms must be held for a period of 3 years. This record may be held in electronic format.
8. The assessments will be reviewed (and revised where necessary) whenever there is a change and in any case at a specified review date calculated on the basis of risk. i.e. between one and three years. Changes may occur due to the activity, location, environment or type of people involved.
9. All employees have the authority to propose change to the risk assessments through a revision via their Line Manager. Employees must express any concerns immediately to their Line Manager who must take appropriate action.
10. If a risk assessment has not been completed for an activity that presents a significant risk of injury, then the activity should not be undertaken without further advice from the Line Manager or the Health and Safety Manager.
11. NB: All employees (including all line management) must agree to the individual and collective ownership of all aspects of the risk assessment and must comply with and implement all controls and restrictions specified.
12. Risk assessment is a legal requirement imposed on an Employer which can only be successfully conducted and implemented by all Employees.



## RISK ASSESSMENT:

Various



## Inspection requirements:

None



## RESTRICTIONS:

None



## TRAINING:

Risk Assessment Training (In-house)

### 3.57 SMOKING POLICY



#### AIM:

It is the intention of Tyne Coast College to operate a 'No Smoking' policy within all College buildings including Halls of Residence and all vehicles. *Private vehicles which are used by staff for the purposes of paid work must also operate a 'No Smoking' policy.*



#### SCOPE: (including Definition)

Smoking of cigarettes, pipes and e-cigarettes on college premises or in vehicles used for work.

Smoking while caring for students on educational visits off college premises.

An enclosed vehicle and any enclosed part of a vehicle is smoke-free if it is used by members of the public; or in the course of paid or voluntary work (at any time or intermittently).



#### LEGISLATION:

The Smoke-free (Exemptions and Vehicles) Regulations 2007

The Health Act 2006



#### RESPONSIBILITIES:

The Chief Operating Officer is responsible for the implementation of this policy.



#### PROCEDURE:

1. Persons who wish to smoke must be outside of College buildings and within the zones identified for smoking only.
2. Staff must ensure vehicles used for work are smoke-free.
3. Any concerns employees may have regarding smoking within College buildings and grounds should be reported to a senior member of staff so that corrective action can be taken if necessary.
4. The College recognises that some smokers may welcome support to assist them to stop smoking. If staff or learners require further information or advice about coping with this policy, or would like the opportunity to give up smoking, they should contact their **General Practitioner**, the College **Health and**



**Safety Manager, Gateshead & South Tyneside Stop Smoking Service** (0191) 283 1145) or the free call **NHS Smoking Helpline** (0800 169 0169).

5. Where learners under the age of 16 are identified as smokers the College will ensure that they are given the necessary support and encouragement to stop, and their tutor/ parent/ guardian is informed if necessary.
6. Any breach of this policy will be dealt with under the normal disciplinary procedures.
7. Electronic Cigarette products will be dealt with in the same manner as normal cigarettes for the purposes of this policy.



## RISK ASSESSMENT:

None



## Inspection requirements:

None



## RESTRICTIONS:

Staff and students who vape must not be forced to do so in same area as smokers



## TRAINING:

None

### 3.58 STRESS



#### AIM:

It is the intention of Tyne Coast College to ensure all reasonable steps will be taken to manage the health and wellbeing of staff and students including stress and mental health.

**Due to the complexity of this policy a separate policy document is available entitled HEALTH AND WELL-BEING POLICY and can be found on the intranet under 'Policies'.**



#### SCOPE: (including Definition)

See Health and Well-Being Policy



#### LEGISLATION:

See Health and Well-Being Policy



#### RESPONSIBILITIES:

See Health and Well-Being Policy



#### PROCEDURE:

See Health and Well-Being Policy



#### RISK ASSESSMENT:

See Health and Well-Being Policy



#### Inspection requirements:

See Health and Well-Being Policy



#### RESTRICTIONS:

See Health and Well-Being Policy



#### TRAINING:

See Health and Well-Being Policy

### 3.59 TEMPORARY AND CASUAL STAFF



#### AIM:

It is the intention of Tyne Coast College to ensure all reasonably practicable steps will be taken to manage the safety, health and wellbeing of temporary and casual staff at the same standard as is provided for full time staff.



#### SCOPE: (including Definition)

All staff not on a permanent contract



#### LEGISLATION:

The Management of Health and Safety at Work Regulations 1999



#### RESPONSIBILITIES:

The Executive Director of Human Resources will be responsible for the implementation of this policy.

Any problems connected with temporary or casual staff should be reported to the Director / Head of Department responsible for them.



#### PROCEDURE:

1. The information required to be provided (under Regulation 15 of the Management of Health and Safety at Work Regulations 1999) to any person whom the College has employed under a fixed term contract must include the following.
  - the qualifications and skills required to do the work safely.
  - the health surveillance to be provided to the temporary worker under statutory provisions.
  - the risks to health and safety identified by workplace assessments.
  - any preventative measures to be taken.
  - safe working procedures.
  - the identity of the competent person taking charge in an emergency.
2. The College will ensure that the employee is competent to do the job.
3. The Management of Health & Safety at Work regulations also apply to temporary employees who work for the College through an employment agency. When the College uses an employment agency, the agency will be provided with information on the following.
4. qualifications or skills required to carry out the work safely.
5. the specific features of the job which relate to the employee's safety.



6. Under Regulation 10 of the Management of Health and Safety at Work regulations the College must ensure that employees from an agency are provided with information on the following.
  - risks to health and safety arising out of that work.
  - measures taken to comply with statutory provisions.
  - the nominated Fire Warden in the area of employment
7. As with new staff, temporary or casual employees will be unaware of college procedures. There will be a need for them to undergo a certain amount of Induction Training, though not as extensive as for permanent staff.
8. The College must ensure that temporary workers are competent to do the job or, in the case of casual workers, provide adequate supervision to ensure that basic safety requirements are complied with.
9. The College will ensure that satisfactory checks are carried out with the Disclosure and Barring Scheme (DBS) to reduce the risk of abuse by ensuring that those who are unsuitable are not able to work with children and vulnerable adults.



## RISK ASSESSMENT:

None



## Inspection requirements:

None



## RESTRICTIONS:

None



## TRAINING:

None

### 3.60 TRAINING IN HEALTH AND SAFETY



#### AIM:

It is the intention of Tyne Coast College to provide and maintain systems for the management and delivery of training to ensure competency and continuous improvement.



#### SCOPE: (including Definition)

All staff on permanent contracts only



#### LEGISLATION:

The Health and Safety at Work Act 1974 S2

The Management of Health and Safety at Work Regulations 1999

Plus other specific legislation:

- Provision and Use of Work equipment Regs.
- Lifting Operations and Lifting Equipment Regs.
- Manual Handling Ops. Regs.
- DSE Regs.
- COSHH Regs
- Control of Noise at Work Regs.
- Control of Vibration at Work Regs
- Regulatory Reform Fire Safety Order
- PPE at Work Regs
- Control of Asbestos at Work Regs.
- DSEA Regs.
- Confined Spaces Regs.
- First Aid Regs.
- Safety Reps. and Safety Committees Regs.



#### RESPONSIBILITIES:

Executive Director of Human Resources and the Health & Safety Manager will be responsible for the implementation of this policy.




#### PROCEDURE:

1. All learners and new employees including part time and temporary staff will be given instruction in areas of Health & Safety.
2. See H&S policy **3.33 induction for staff and students** -






- Health & safety induction checklist – key information on health and safety issues. This will be provided during initial induction with line manager and will be provided in Induction pack.
  - Health and Safety On-line Interactive Induction
3. Training will centre around health and safety requirements under law and College procedures. This is reflected in the Health and Safety Training Lists located on the Intranet and should guide Line Managers to proposed health and safety training.
  4. Employees will need to understand;
    - their own legal obligations to work safely and to report problems.
    - the contents of the College Health and Safety Policy and how it affects them.
    - where to obtain first aid assistance.
    - the fire and emergency evacuation procedures.
    - how to seek advice and assistance.
    - general safety rules that apply to specific work places.
    - the identities of those persons with particular Health and Safety responsibilities in their area for example.
    - The hazards, risks and controls (defined by the risk assessments) associated with their work.
    - The exposure to new or increased risks because of— their being transferred or given a change of responsibilities; the introduction of new work equipment into or a change respecting work equipment already in use; the introduction of new technology, or the introduction of a new system of work into or a change respecting a system of work already in use.
    - methods which may be adopted when using the work equipment, any risks which such use may entail and precautions to be taken.
  5. It is the responsibility of the Learning and Development Manager in co-operation with Director / Head of Department to ensure that this training is carried out.
  6. The Learning and Development Manager will keep records of all employees who receive Induction Training and Compulsory, Required or Advisory health and safety training. These records will include:
    - Name and location.
    - Date and duration of training.
    - Training details.
    - Name of trainer.
  7. Repeat training will be provided to all employees at regular intervals. The interval between these training sessions will be decided by the. Director / Head of Department after due consideration of the H&S Training List and where required in consultation with the Health & Safety Manager.’
    - The interval between repeat training will depend on.
    - the hazards in the individual's work place.
    - Director / Head of Department assessment of risk associated’



<ul style="list-style-type: none"> <li>• whether an employee is transferred or promoted.</li> <li>• whether an employee is given extra responsibilities.</li> <li>• the guidance in the Health and Safety Training List.</li> </ul> <p>8. On Induction <b>all students</b> will receive specific training and or information on health and safety. The level of training and or information will depend on the hazards the learner will be exposed to, but as a minimum will include.</p> <ul style="list-style-type: none"> <li>• the contents of the Student Health and Safety Policy.</li> <li>• how to report any health and safety problems.</li> <li>• how and where to obtain first aid assistance.</li> <li>• the fire and emergency evacuation procedures.</li> <li>• incident reporting procedures.</li> <li>• general conduct within the College.</li> <li>• good housekeeping.</li> </ul>
 <p><b>RISK ASSESSMENT:</b></p>

None

 <p><b>Inspection requirements:</b></p>
None
 <p><b>RESTRICTIONS:</b></p>
None
 <p><b>TRAINING:</b></p>

None

### 3.61 VENTILATION - GENERAL AND LOCAL EXHAUST



#### AIM:

It is the intention of Tyne Coast College that all reasonably practicable steps will be taken to provide, maintain and examine where necessary general and local exhaust ventilation to meet legal requirements.



#### SCOPE: (including Definition)

General ventilation i.e. ability to open doors and windows, air conditioning systems, air handling units and extractor systems and fans.

Local Exhaust Ventilation systems: hoods, ductwork, air cleaning/filters, fans/air moving devices



#### LEGISLATION:

##### The Workplace (Health, Safety and Welfare) Regulations 1992

###### Ventilation

- Effective and suitable provision shall be made to ensure that every enclosed workplace is ventilated by a sufficient quantity of fresh or purified air.
- Any plant used shall include an effective device to give visible or audible warning of any failure of the plant where necessary for reasons of health or safety.

##### The Control of Substances Hazardous to Health Regulations 2002

###### Maintenance, examination and testing of control measures

Where engineering controls are provided to meet the requirements of regulation 7, the employer shall ensure that thorough examination and testing of those controls is carried out—

- in the case of local exhaust ventilation plant, at least once every 14 months, or for local exhaust ventilation plant used in conjunction with a process specified in Column 1 of Schedule 4, at not more than the interval specified in the corresponding entry in Column 2 of that Schedule; or
- in any other case, at suitable intervals.

Every employer shall keep a suitable record of the examinations and tests carried out and of repairs carried out as a result of those examinations and tests, and that record shall be kept available for at least 5 years from the date on which it was made.



## RESPONSIBILITIES:

Director / Head of Department will be responsible for the implementation of this policy within their areas.



## PROCEDURE:

1. The College will;
  - ensure that local exhaust ventilation (LEV) is maintained in an efficient state, effective working order and in good repair.
  - examine and test LEV, by a competent person, at least every fourteen months or in the case of substances and processes specified in schedule 3 of the regulations, at shorter intervals stated.
  - keep suitable records of the examination and test for at least five years from the date on which it was made.
2. Carry out regular inspections of the system including a weekly check for signs of potential damage, e.g. visual check and any obvious reduction in performance.
3. Devise maintenance programmes for equipment which reflect their different maintenance requirements and which are in line with manufacturers recommendations.
4. Give adequate instruction, information and training to recognise defects and understand their implications and significance to all employees and learners who use equipment or are involved in processes that require local exhaust ventilation.
5. Arrange for all defects to the system to be reported to a competent person, or in the case of a learner to the Lecturer in charge.
6. Ensure that employees and learners make full and proper use of the control measures.



## RISK ASSESSMENT:

GEN 024 LEV Cleaning



## Inspection requirements:

LEV - Through Examination by Competent person



## RESTRICTIONS:

Only competent staff to work on LEV



## TRAINING:

none

### 3.62 VIBRATION CONTROL



#### AIM:

It is the intention of Tyne Coast College to ensure all reasonably practicable steps will be taken to prevent or control the exposure to hand, arm and whole body vibration.



#### SCOPE: (including Definition)

Vibration exposure levels that are deemed to be at or above the daily exposure action values defined by the regulations.



#### LEGISLATION:

Control of Vibration at Work Regulations 2005



#### RESPONSIBILITIES:

The College Health and Safety Manager will be responsible for monitoring the implementation of this policy.

Director / Head of Department will be responsible for the implementation of this policy within their areas.



#### PROCEDURE:

**Purchasing Policy** - choice of work equipment of appropriate ergonomic design which, taking account of the work to be done, produces the least possible vibration.

#### Exposure limit values and action values

For hand-arm vibration

- a. the daily exposure limit value is  $5 \text{ m/s}^2 \text{ A(8)}$
- b. the daily exposure action value is  $2.5 \text{ m/s}^2 \text{ A(8)}$ ,

For whole body vibration

- a. the daily exposure limit value is  $1.15 \text{ m/s}^2 \text{ A(8)}$ ;
- b. the daily exposure action value is  $0.5 \text{ m/s}^2 \text{ A(8)}$

1. carry out regular vibration exposure assessments on equipment and machinery liable to exceed the exposure action values.



2. Assessments and surveys will be recorded and reviewed as required and when changes in work practice cause changes in vibration exposure levels.
3. ensure that risk from the exposure to vibration is either eliminated at source or, where this is not reasonably practicable, reduced to as low a level as is reasonably practicable and in all cases below the exposure limit value.
4. Due to compounded effects of vibration on noise exposure consideration must be given to appropriate hearing protection and noise policy.
5. maintain all equipment and monitor all procedures introduced for the purpose of reducing vibration exposure such as dampers, gaskets, springs etc. All persons will be required to use these procedures and equipment correctly and promptly report any defects or deficiencies to their supervisor or in the case of a learner to the Lecturer in charge.
6. Provide health surveillance where exposure is at or above an action value.
7. provide adequate training to employees and learners as part of its vibration control policy. All employees and learners who are subject to high levels of vibration will be provided with information, instruction and training about harmful effects of vibration and what they must do in order to protect themselves and meet the requirements of the Control of Vibration at Work Regulations 2005.



## **RISK ASSESSMENT:**

TBA



## **Inspection requirements:**

Not applicable



## **RESTRICTIONS:**

No one must work on vibration equipment over their defined limit times (trigger times)



## **TRAINING:**

TBA

### 3.63 WELFARE FACILITIES



#### AIM:

It is the intention of Tyne Coast College that all reasonably practicable steps will be taken to provide and maintain adequate welfare facilities in sufficient numbers throughout college premises for staff, students and visitors.



#### SCOPE: (including Definition)

All college and satellite premises, mobile workers and educational visits.



#### LEGISLATION:

Workplace Health Safety and Welfare Regulations

- 20.Sanitary conveniences
- 21.Washing facilities
- 22.Drinking water
- 23.Accommodation for clothing
- 24.Facilities for changing clothing
- 25.Facilities for rest and to eat meals



#### RESPONSIBILITIES:

The Director of Estates will be responsible for the implementation of this policy.  
Educational Visit Leader will be responsible for EV visits.  
Appropriate Line Manager will be responsible for satellite premises.



#### PROCEDURE:

1. Facilities will be;
  - adequately ventilated and lit.
  - cleaned regularly and waste bins emptied daily.
  - Provided with a cleaning log and the log updated and monitored
2. Washing facilities will;
  - be provided in the immediate vicinity of every sanitary convenience.
  - be of sufficient size to enable the washing of face, hands or forearms.
  - include a supply of hot and cold, or warm water.
  - include soap or other suitable means of cleaning.
  - include towels or other suitable means of drying.

3. Where the need has been identified showers or baths will be provided, that is to say where the work is;
  - particularly strenuous.
  - dirty, or
  - results in contamination of the skin by harmful or offensive materials.
4. Showers which are fed by both hot and cold water will be fitted with a device such as a thermostatic mixer valve to prevent users being scalded.
5. TCC will:
  - provide and maintain adequately ventilated, lit, clean and orderly washrooms and toilet facilities that are lockable from the inside to ensure their use is safe and without risks to health;
  - provide separate facilities for men and woman where possible;
  - provide appropriate sanitary conveniences in readily accessible places;
  - provide facilities for persons with disabilities where the need is identified and reasonable adjustments can be made;
  - provide hot and cold (or warm) water, soap, towels or drying facility



## RISK ASSESSMENT:

none



## Inspection requirements:

Scheduled annual inspections



## RESTRICTIONS:

none



## TRAINING:

none

### 3.64 WASTE DISPOSAL



#### AIM:

It is the intention of Tyne Coast College that all reasonably practicable steps will be taken to ensure waste is disposed of in an appropriate manner and meeting the college's duty of care.



#### SCOPE: (including Definition)

WEEE – Electrical and electronic

Asbestos

General waste

Food waste and oils

Petrochemical fuels and oils

Cylinders

Clinical waste

Metal

Paper/Cardboard



#### LEGISLATION:

Waste duty of care code of practice



#### RESPONSIBILITIES:

The Director of Estates will be responsible for the implementation of this policy.



#### PROCEDURE:

1. waste is not allowed to accumulate on college premises.
2. waste is prevented, reduced, reused or recovered (recycled) where practicable.
3. the safety of employees engaged in waste disposal operations as well as any contractors or self-employed persons engaged in this activity is safe and without risks to health.
4. disposal requirements meet the 'waste duty of care'.
5. all waste is safely stored locally while awaiting collection.
6. Suitable receptacles will be located throughout the College for the collection of general waste. Where it can be determined that certain waste is suitable for recycling, the appropriate containers will be supplied and clearly marked.
7. all waste is safely transported and disposed to a licensed and designated site.
8. Hazardous waste will only be disposed of through a licensed waste disposal company.



9. Suitable receptacles for hazardous waste will be provided where required.
10. A competent member of staff will be appointed in each School/Service to control hazardous waste where required.
11. Liquid waste, other than normal effluent, will not be poured into the sewers.
12. Where hazardous waste is disposed of through a contractor a transfer note must be completed and copies kept by both parties. The note should include;
  - identification of the waste.
  - whether it is loose or in a container.
  - the kind of container (if applicable)
  - the time and place of transfer
  - the name and address of the transferor and transferee
  - that the college is the producer of the waste.
  - which (if any) authorised transport purpose applies.
  - the category of the contractor disposing of the waste i.e. waste management license holder registered carrier etc.
13. All College sites that produce hazardous waste will be registered with the Environment Agency annually and have a unique registration code issued by the EA unless an exemption applies and has been applied for.

NOTE: for radioactive waste material see policy 3.36 IONISING RADIATION AND RADIATION SOURCES



## RISK ASSESSMENT:

ED003 Cleaning up spillages of bodily fluids

ED005 Litter and debris collection

ED006 Emptying bins, transporting and disposing of waste

ED016 Replacing light bulbs and fluorescent tubes

ED020 Working with skips



## Inspection requirements:

none



## RESTRICTIONS:

Radioactive Waste transport and disposal restrictions see policy 3.36 IONISING RADIATION AND RADIATION SOURCES



## TRAINING:

none

### 3.65 WELDING PROCESSES AND WORKSHOP HOT WORK



#### AIM:

It is the intention of Tyne Coast College to ensure that all practicable steps will be taken to provide and maintain oxy-fuel, electric arc welding/cutting and other hot work equipment and ensure their use is safe and without risks to health.



#### SCOPE: (including Definition)

Welding using electrical Manual Metal Arc (MMA), Tungsten Inert Gas shielded (TIG), Metal Inert Gas shielded (MIG) and oxygen/gas mixes i.e. Oxy/Acetylene.

Cutting of plate using Oxy.Acetylene torches



#### LEGISLATION:

Electricity at Work regulations

Dangerous Substances and Explosive Atmospheres Regs 2002



#### RESPONSIBILITIES:

The Director / Head of Department concerned with this type of work shall be responsible for implementing this policy.



#### PROCEDURE:

The college will ensure for all oxy-fuel, electric arc welding/cutting and other hot work equipment and processes within a workshop:

1. Risk assessments will be conducted.
2. safety procedures will be devised in accordance with approved guidelines or codes of practice (this may be included in curriculum lesson plans or presentation materials where appropriate).
3. all employees or learners involved in this type of work will be trained and competent in those procedures and adequately supervised by a competent person.
4. all necessary safety equipment will be available and fit for its purpose.
5. all necessary personal protective equipment will be available, fit for its purpose and enforced; safety glasses to be worn at all times whilst in any workshop.
6. development of safety awareness propaganda i.e. posters and information leaflets will be made available at the point of use.

For all oxy-fuel equipment:

1. suitable flashback arrestors will be fitted to all oxy-fuel gas welding and cutting equipment.
2. suitable storage of cylinders will be made available, securely stored and managed accordingly.
3. all cylinders should be moved to a dedicated external storage when not in use; adequate ventilation will be provided.
4. DSEAR risk assessment will be conducted.

NOTE: HSE Bulletin STSU1 – 2019 There is new scientific evidence that exposure to all welding fume, including mild steel welding fume, can cause lung cancer.

There is also limited evidence linked to kidney cancer.

There is a change in HSE enforcement expectations in relation to the control of exposure of welding fume, including that from mild steel welding.

All businesses undertaking welding activities should ensure effective engineering controls are provided and correctly used to control fume arising from those welding activities.

Where engineering controls are not adequate to control all fume exposure, adequate and suitable respiratory protective equipment (RPE) is also required to control risk from the residual fume



## RISK ASSESSMENT:

WELD 001 – 010 Heat Processes



## Inspection requirements:

Weekly workshop inspections

Annual formal inspections



## RESTRICTIONS:

Competent persons to secure, maintain and use hot work equipment.



## TRAINING:

None

### 3.66 WINDOW CLEANING



#### AIM:

It is the intention of Tyne Coast College that all reasonably practicable steps will be taken to ensure the safety of employees engaged in window cleaning operations as well as any contractors or self-employed persons engaged in this activity is safe and without risks to health including safe means of access and egress.



#### SCOPE: (including Definition)

All internal and external windows, glass doors and partitions



#### LEGISLATION:

Work at Height Regulations



#### RESPONSIBILITIES:

The Director of Estates will be responsible for the implementation of this policy.



#### PROCEDURE:

1. The work activity will be subject to risk assessment where employees are undertaking these operations.
2. Any control measures found necessary as a result of the assessment will be introduced.
3. Training and information required by employees to carry out this work in a safe manner will be provided.
4. Where contractors or self employed persons are engaged, they will be subject to Contractor Controls (see policy 3.13 CONTRACTOR MANAGEMENT)



#### RISK ASSESSMENT:

ED009 Cleaning Windows and Washing Walls



#### Inspection requirements:

None



#### RESTRICTIONS:



Working at height must follow policy 3.68 WORKING AT HEIGHT including roof work



## TRAINING:

Work at height/Ladder training

### 3.67 WORK EXPERIENCE – LEARNER



#### AIM:

It is the intention of Tyne Coast College that all reasonably practicable steps will be taken to ensure that risks arising from work placements are reduced and comply with current best practice.

Due to the complexity of this policy a separate policy document is available entitled **Health & Safety (Apprenticeship / Industry / Placement Experience)Vetting Policy** and can be found on the intranet under 'Policies'.



#### SCOPE: (including Definition)

See 'Work Placement Policy'



#### LEGISLATION:

See 'Work Placement Policy'



#### RESPONSIBILITIES:

See 'Work Placement Policy'



#### PROCEDURE:

See 'Work Placement Policy'



#### RISK ASSESSMENT:

See 'Work Placement Policy'



#### Inspection requirements:

See 'Work Placement Policy'



#### RESTRICTIONS:

See 'Work Placement Policy'



#### TRAINING:

See 'Work Placement Policy'

### 3.68 WORKING AT HEIGHT including Roof Work



#### AIM:

It is the intention of Tyne Coast College that all reasonably practicable steps will be taken to ensure work at height is safe and without risks to health including safe means of access and egress.



#### SCOPE: (including Definition)

Work at height means work in any place where, if precautions were not taken, a person could fall a distance liable to cause personal injury. You are working at height if you:

- work above ground/floor level
- could fall from an edge, through an opening or fragile surface or
- could fall from ground level into an opening in a floor or a hole in the ground



#### LEGISLATION:

- Working at Height Regulations 2005
- Personal Protective Equipment at Work Regulations 1992 (as amended).
- BS 8437:2005 Code of practice for selection, use and maintenance of personal fall protection systems and equipment for use in the workplace
- BS EN 365:2004 Personal protective equipment against falls from a height. General requirements for instructions for use, maintenance, periodic examination, repair, marking and packaging;
- INDG 367 Inspecting fall arrest equipment made from webbing or rope.



#### RESPONSIBILITIES:

Director / Head of Department are responsible for the implementation of this procedure.

Director of Estates and nominated supervisors to complete a 'Work at Height Permit' for all Roof Work access including contractor and college staff access. Permits can be accessed on the intranet.



#### PROCEDURE:

Where possible work at height should be avoided. Many tasks can be performed either entirely or at least in part from the ground thus eliminating the need to work at height.

The college shall provide the necessary preventative and protective measures to prevent persons or materials falling from the work place at height. The following procedure will apply:

1. Carry out an assessment of the risks involved in working at height including Roof Work and take steps to eliminate or control them.
2. Provide all the necessary equipment to allow safe access to and egress from the place of work in line with recognized good practice.
3. When working in an open environment, assess the effect of weather conditions on the type of work being undertaken and if necessary, halt work temporarily until such time as it is safe to continue.
4. Arrange for the regular inspection of all equipment required for working at height, particularly where there is a statutory requirements to do so.
5. Appoint a competent person to be responsible for the supervision of the erection, altering and dismantling of scaffolding and for the inspection of equipment used in working at height.
6. Provide any information, instruction and training to ensure that students and staff involved in working at height do so in a safe manner. Students must not work at height without permission from the Department Head taking into account the high risks posed and should never conduct Roof Work without permission from the Principal.
7. Provide any information, instruction and training to staff operating height access equipment necessary to ensure that they are suitably trained and competent to do so.
8. Ensure that adequate edge protection or equivalent collective and / or individual control measures are provided.
9. Ensure that the surfaces of working platforms, gangways and runs are free of protrusions and that they are strong enough to support any persons using them

NOTE: Flat roof access – minimum protection to be physical demarcation line at 2m from an unprotected edge and competent supervision for short duration and low risk work.



## **RISK ASSESSMENT:**

GEN 005 Use of Genie Aerial Work Platform

GEN 006 Ladders and Platforms

DWH Roof Tops



ED 004 Genie AWP

ED009 Cleaning and Unblocking Roof Gullies

ED010 Cleaning Windows and Washing Walls

ED 016 Replacing Light Bulbs and Fluorescent Tubes

ICT 001 Cable Installation, Removal, Minor Repairs, Fitting of Equipment

REPRO 016 Use of Ladders



## Inspection requirements:

Equipment inspections prior to use

Annual ladder inspections and ladder register

Genie Access Work Platform (AWP) six monthly thorough examination

**Anchorage Systems** are tested to BSEN795: 'Protection Against Falls From Height – Anchorage Devices – Requirements And Testing'. Twelve monthly thorough examination.

**Fall arrest equipment** - Running lines, Lanyards and Harness systems. 3-6 monthly detailed inspections Twelve monthly thorough examination.

**Rescue Equipment – Twelve monthly thorough examination**



## RESTRICTIONS:

Permit to Work system applies



## TRAINING:

Ladder - Work at Height Training

Roof Access Training (1:1)

Genie AWP Training (1:1)

PASMA – Mobile Access Tower Training

IPAF - International Powered Access Federation Training

Latchways Training (Hawkeys Lane Roof Access)

Erection and inspection of tower scaffolds;

Installing and wearing harness systems (including rescue procedures).

## DOCUMENT CONTROL

1. All updates are to be proposed via the Health and Safety Manager and approved by SMT and the H&S Council.
2. Communication of changes will be made initially via Chief Executives Briefing to all staff.
3. Further proposals for future change will be made through consideration of legal, approved code of practice, guidance note and other good practice advice.
4. Further discussion of future change will be made through consultation with the Senior Management Team, union representation and staff via local H&S Committees and Council.
5. Document control table must be complete as specified below and version and date to be recorded.
6. Equality impact assessment must be reviewed and revised where necessary.
7. Original document held on intranet under Topics/Policies. 4 controlled paper copies: Controlled copy 1 – Chief Executive; Controlled copy 2 – Chief Operating Officer; Controlled copy 3 – Health and Safety Manager

**Changes specified in document control V1 only below reflect the transition from STC H&S Policy v8 to new TCC H&S Policy v1. All further changes are for continuous improvement purposes.**

### Approved/Communicated

V	Date	Ref	Update details	CMT	H&S C
8	01/08/2017	Front cover	South Tyneside College v7 replaced with Tyne Coast College v1	✓	✓
8	01/08/2017	Doc Cont.	4th Controlled paper copy given to H&S Officer	✓	✓
8	01/08/2017	Contents	Title changes and page numbers	✓	✓
8	01/08/2017	1	Statement of Commitment & Intent to be designated and signed by new chair of governors	✓	✓
8	01/08/2017	2.3	Transfer of several duties to new Finance and Estates Manager	✓	✓
8	01/08/2017	2.4	Add new Finance and Estates Managers duties	✓	✓
8	01/08/2017	2.12	Add H&S Officer to Health and Safety Manager duties. Change items a and b from DCE to F&E Manager	✓	✓
8	01/08/2017	2.13	Add Policy updates Significant incidents to H&S Council agenda	✓	✓
8	01/08/2017	All	Change names in line with reorganisation: Estates manager	✓	✓
8	01/08/2017	All	Statement of Arrangements and Procedure Format change and content changes to reflect more accurately legal requirements	✓	✓
8	01/08/2017	3.3	ACTIVE MONITORING POLICY	✓	✓

			Add Health and Safety Manager, Estates manager responsibility and arrangements for workshop inspections, surveys and audits		
8	01/08/2017	3.34	AIDS add INFECTIOUS DISEASES (including blood borne virus's (bbv's)) add new responsibilities and procedure	✓	✓
8	01/08/2017	3.22	Fire precautions and Evacuation. Add system testing regime on each of the key precautions. Update in line with TMC requirements	✓	✓
8	01/08/2017	3.23	First aid – change first aid contact data for each campus; define locations for FA boxes across all campuses; add need for FA RA; Define FA procedure; define FA performance related pay for TMC only; ALS workers to attend hospital with learner.	✓	✓
8	01/08/2017	3.38	Change Legionella title to “Legionella and water management risk”. add cooling water risk, need for Staff competence, written scheme of legionella control is in place and define suitable and comprehensive monitoring and prevention scheme.	✓	✓
8	01/08/2017	3.51	PEEPs and procedure	✓	✓
8	01/08/2017	3.33	Induction for students and staff	✓	✓
9	03/12/2018	various	Changes to specific managers job titles only	✓	✓
9	03/12/2018	2.14	Local safety committees QA and CRC now TM only	✓	✓
9	03/12/2018	various	Head of ICT now Business Operations Manager and now responsible for Head of finance and Estates specified duties	✓	✓
9	03/12/2018	1	New chair of governors to sign statement of intent	✓	✓
9.1	02/04/2019	2.5	Responsibilities of Assistant Principals also now for Vice Principals	✓	✓
10	03.02.2020	2.18	<b>Statement of Organisation - Fire Marshal role –</b> c) where possible check rooms are empty on their travels towards the exit (ADD) as part of a sweep and report to senior fire marshal/fire warden of condition;	?	?
10	03.02.2020	3.5	<b>Accident, Incident and Near Miss Reporting - Procedure</b>  Action to be taken  5. complete the accident report form AR1 ensuring injured party details are available and signatures provided. N.B. Although we endeavour to provide injured party signatures on all occasions it is unlikely in all circumstances that this can be achieved.	?	?
10	03.02.2020	3.16	Diving Operations – Scope – (ADD) Diving Operations at Marine Offshore Safety Training centre (MOST) are carried out to support Helicopter Underwater Escape Training exercises and training exercises that utilise the equipment used to fly offshore (Namely EBS and CA-EBS equipment).	?	?



			Diving operations may also include Staff Training and minor maintenance procedures in the environmental pool.		
10	03.02.2020	3.16	<b>Diving Operations – Responsibilities</b> - The Diving Contractor: is the <del>Principal</del> Chief Executive of Tyne Coast College.	?	?
10	03.02.2020	3.16	<b>Diving Operations – Responsibilities</b> - The Senior Manager of Diving Operations (Responsibilities) REMOVED & TRANSFERRED to The Manager of Diving Operations	?	?
10	03.02.2020	3.16	<b>Diving Operations – Responsibilities</b> - The Assistant Manager of Diving Operations: is the <del>D Band Lecturer</del> MOST Curriculum leader,	?	?
10	03.02.2020	3.16	<b>Diving Operations – Risk Assessment</b> - (ADD) MOST 015 Diving Operations	?	?
10	03.02.2020	3.16	<b>Diving Operations – Inspection requirements</b> (ADD) All dive equipment is to be inspected IAW the recommended schedules – Dive Regulators, Cylinders and Spare Air units are to be serviced annually and checked prior to every use. Defective equipment must be reported to the Assistant Manager of Diving Operations. Any equipment suffering a failure or defect must not be used until fully repaired tested and where necessary certified.	?	?
10	03.02.2020	3.16	<b>Diving Operations – Restrictions</b> (ADD) All divers to be fully qualified for the type of diving operation.  All divers to be in date for HSE dive medical.  All divers and dive supervisors have completed the HUET diver training programme.  No diving operations are to take place without the full dive team being in place	?	?
10	03.02.2020	3.16	<b>Diving Operations – Training</b> (ADD) Diver Training will take place at least annually at MOST. Records of diver training will be kept by the Assistant Manager of Diving Operations for audit purposes.	?	?
10	03.02.2020	3.18	<b>Duty Manager Guidance – Responsibilities</b> - It is the duty of the Chief Executive / Chief Finance Officer to nominate the Duty Managers and arrange an appropriate schedule; (ADD) ensure regular updates are made to nominated emergency contact telephone list and Duty Manager File.	?	?
10	03.02.2020	3.19	<b>Electricity at work – Procedure –</b> The responsible persons will ensure that:-  Fixed installations are maintained in a safe condition by carrying out routine safety testing at least every 5 years.	?	?
10	03.02.2020	3.22	<b>Fire Precautions – see appendix</b> – significant modifications made to consolidate cross college procedures.	?	?
10	03.02.2020	3.23	<b>First Aid – see appendix</b> – minor modifications to policy. Some responsibilities redefined; 3 Tier FA response defined;	?	?



			refs to Jarrow MV removed; responsibilities for purchasing of first aid materials redefined.		
10	03.02.2020	3.29	<b>Health &amp; Safety Reporting – Responsibilities</b> - Yearly safety reports will be presented to the Governors on the Premises Committee and the Health and Safety Council by the <del>Deputy Principal</del> Chief Finance Officer or the Health and Safety Manager.	?	?
10	03.02.2020	3.30	<b>Hepatitis B – Responsibilities</b> - The <del>Executive Director of Human Resources</del> Chief Finance Officer will be responsible for the arrangements associated with this policy.	?	?
10	03.02.2020	3.32	<b>Health &amp; Safety File for Heads of School/Service/Dept.</b> – REMOVE SECTION – due to availability of all information, forms and procedures via the intranet. HOD/S should keep their own records as they see fit.	?	?
10	03.02.2020	3.34	<b>Infectious diseases incl. BBV – Responsibilities</b> - <del>Assistant Principal Customer and Learner Services</del> Principals will be responsible for implementing this policy for students	?	?
10	03.02.2020	3.35	<b>Insurance – Responsibilities</b> - The Chief Finance Officer will be responsible for the implementation of this policy.	?	?
10	03.02.2020	3.37	<b>Ladders – procedure</b> – REMOVE – references to ladder register – 5. <del>maintain a records system which identifies each ladder and logs each inspection.</del>	?	?
10	03.02.2020	3.38	<b>Legionella and water management risk – Responsibilities</b> - The Chief Executive is the legal Duty Holder.  The Responsible Person is the <del>Head of Finance and Estates</del> Head of Estates  Head of Estates is responsible for implementing this procedure on all Campuses.	?	?
10	03.02.2020	3.39	<b>Lifts and Hoists – Responsibilities</b> - Heads of School/Service/Dept. be responsible for the implementation of this policy within their areas.	?	?
10	03.02.2020	3.43	<b>Machinery Safety – Responsibilities</b> –  <b>Heads of School/Service/Dept.</b> will be responsible for the implementation of this policy within their areas.	?	?
10	03.02.2020	3.43	<b>Machinery Safety – Procedure</b> – ADD - Ensure staff/student ratio is based upon risk assessment of student competences and attitude towards safety, with a maximum of 16 learners with one competent, qualified tutor in any one workshop (Ref. BS 4163:2014)	?	?
10	03.02.2020	3.49	<b>Noise – Responsibilities</b> – The College Health and Safety Manager will be responsible for monitoring the implementation of <del>implementing</del> this policy.  Heads of School/Service/Dept. will be responsible for the implementation of this policy within their areas.	?	?
10	03.02.2020	3.62	<b>Vibration Control – Responsibilities</b> –	?	?



			<p>The College Health and Safety Manager will be responsible for monitoring the implementation of <del>implementing</del> this policy.</p> <p>Heads of School/Service/Dept. will be responsible for the implementation of this policy within their areas.</p>		
10	03.02.2020	3.65	<p>Welding processes and workshop hot-work - Procedure</p> <p>NOTE: HSE Bulletin STSU1 – 2019 There is new scientific evidence that exposure to all welding fume, including mild steel welding fume, can cause lung cancer. There is also limited evidence linked to kidney cancer. There is a change in HSE enforcement expectations in relation to the control of exposure of welding fume, including that from mild steel welding. All businesses undertaking welding activities should ensure effective engineering controls are provided and correctly used to control fume arising from those welding activities. Where engineering controls are not adequate to control all fume exposure, adequate and suitable respiratory protective equipment (RPE) is also required to control risk from the residual fume</p>	?	?
10	03.02.2020		Moving and Handling of People - ADD NEW SECTION – see appendix	?	?
V	<b>Date</b>	<b>Ref</b>	<b>Update details</b>	<b>CMT</b> Approval	<b>H&amp;S C</b> Approval
1 1	1/11/21	2.2	K/W) oversee the monitoring of contracted services e.g. SODEXO, Churchill and Estates contracts to ensure adequate health and safety provision for facilities/activities including: Dr Winterbottom Halls; EAT, COSTA, MSTC refectory, food and drink dispensing machines and associated activities; Cleaning; Reactive Maintenance and Garden maintenance.		
1 1	1/11/21	2.8	<p><b>GENERAL SERVICES MANAGER</b></p> <p>The General Services Manager has been contracted to take charge for all aspects of Health &amp; Safety associated with Dr Winterbottom Halls, the Lifestyle Centre and Sodexo catering provision and all associated operations.</p>		



1 1	1/11/21	2.10	3.69 a) assist the <b>Chief Finance Officer</b> / Head of Estates in the day to day implementation of their responsibilities;		
1 1	1/11/21	2.15	The Health & Safety Manager will maintain a list of Appointed & Emergency First Aiders to deal with accidents and emergencies.		
1 1	1/11/21	2.16 b	FIRE WARDENS		
1 1	1/11/21	20.1 7	FIRE MARSHALS h) on activating or hearing the alarms they will ensure that their designated areas are vacated as a matter of urgency, and ensure in the process that all doors and windows are closed;		
1 1	1/11/21	2.18	a. leave class rooms quickly and quietly, shutting doors on exit. Do not run. Do not return to pick up any materials;		
1 1	1/11/21	3.2	Tyne Coast College will provide health and safety advice and services where required. If health and safety advice and services are provided by a third party then Tyne Coast College will assess the provision and service level agreement to ensure suitability.		
1 1	1/11/21	3.2	School Inspections:  <ul style="list-style-type: none"> <li>Ridgeway Primary Academy</li> <li>Redby Academy</li> <li>Monkwearmouth Academy</li> <li>Churchill Community College</li> <li>UTC North East Futures</li> </ul> South Tyneside Tyne Coast College yearly scheduled inspections		
1 1	1/11/21	3.4	12. access/egress and emergency signage.		
1 1	1/11/21	3.5	3. inform the line manager and Director / Head of Department/School/Service and/or the Health and Safety Manager immediately if the accident is deemed serious or if a dangerous occurrence may put others at risk. In the evening the Duty Manager should be informed of the		



			accident, and they can be contacted through the Reception at South Shields (3999) or TyneMet (5417);																				
1 1	1/11/21	3.18	<b>2. The Duty Manager is responsible for calling the fire brigade if required</b>																				
1 1	1/11/21	3.23	<b>COAST ROAD CAMPUS – Reception,  QUEEN ALEXANDRA CAMPUS – Reception,  IGNITE – Reception</b>																				
1 1	1/11/21	3.23	<table><tr><td><b>CAMPUS</b></td><td><b>COLLEGE 4-DIGIT NUMBER</b></td><td><b>TELEPHONE NUMBER</b></td></tr><tr><td><b>Westoe Campus</b></td><td><b>3999</b></td><td><b>0191 427 3999</b></td></tr><tr><td><b>Dr Winterbottom Halls</b></td><td><b>3655</b></td><td><b>0191 427 3655</b></td></tr><tr><td><b>MOSTC/FTC</b></td><td><b>3641/3642</b></td><td><b>0191 427 3641/2</b></td></tr><tr><td><b>Coast Road Campus</b></td><td><b>5116</b></td><td><b>0191 229 5000</b></td></tr><tr><td><b>Ignite</b></td><td><b>5234</b></td><td><b>0191 229 5234</b></td></tr></table>	<b>CAMPUS</b>	<b>COLLEGE 4-DIGIT NUMBER</b>	<b>TELEPHONE NUMBER</b>	<b>Westoe Campus</b>	<b>3999</b>	<b>0191 427 3999</b>	<b>Dr Winterbottom Halls</b>	<b>3655</b>	<b>0191 427 3655</b>	<b>MOSTC/FTC</b>	<b>3641/3642</b>	<b>0191 427 3641/2</b>	<b>Coast Road Campus</b>	<b>5116</b>	<b>0191 229 5000</b>	<b>Ignite</b>	<b>5234</b>	<b>0191 229 5234</b>		
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<b>Ignite</b>	<b>5234</b>	<b>0191 229 5234</b>																					
1 1	1/11/21	3.23	<b>1. Calling an ambulance - Whereby students and staff members require the immediate assistance of paramedic then the first aider should contact 999 by quickest practicable means at a phone closest to the casualty to be able to relay the casualty’s condition.-The first aider should ensure the student/staff member is adequately supervised at all times until the paramedic arrives and contact reception to make staff aware that an ambulance is arriving and the location of the casualty.</b>																				
1 1	1/11/21	3.32																					
1 1	1/11/21	3.33	<b>COVID-19 – Refer to TCC COVID-19 Health and Safety Policy Nov 2020</b>																				
1 1	1/11/21	3.65	<b>Electricity at Work regulations  Dangerous Substances and Explosive Atmospheres Regs 2002</b>																				
1 1	1/11/21	3.68	<b>Anchorage Systems are tested to BSEN795: ‘Protection Against Falls From Height – Anchorage Devices –</b>																				





			Requirements And Testing'. Twelve monthly thorough examination.  Fall arrest equipment - Running lines, Lanyards and Harness systems. 3-6 monthly detailed inspections Twelve monthly thorough examination.  Rescue Equipment – Twelve monthly thorough examination		
1	30/11/22	Var	Change SEG to CMT throughout the document.		
1	30/11/22	2.2	Replace Chief Executive with Chief Financial Officer for Chair of HSE Council		
1	10/02/23	Var	Updated document to make it gender neutral		
1	10/02/23	Var	Updated document to make changes from Heads of School / Service to Heads of Department.		
1	010/03/23	3.23	Updating of First Aid Policy to reflect the removal of the previous Tier system and the cross college first aider payment system.		
11.1	09/10/23	3.41	Emergency reception contact details for TM updated.		
11.2	30/04/24	3.33	Updated document to add link to government website relating to what diseases are covered and what to do if encountered.		
11.2	18/06/2024	3.52	Updated legislation linked to this section  16. Suitable eye protection to be worn at all times whilst in any workshop.		
11.2	31/07/2024	3.51	PEEP's reviewed by SEND manager with updates to terminology, SEND team responsibilities and visitors to college.		