

## Health, Safety, and Welfare Policy

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Document title: Health, Safety, and Welfare Policy

Owned by: Health and Safety Manager

Approved by Corporation: 10<sup>th</sup> July 2025

Date of next review: July 2027

Please contact us on 01904 770132 or email us at [qi-admin@yorkcollege.ac.uk](mailto:qi-admin@yorkcollege.ac.uk) if you would like this document in an alternative format

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### Relationship to other documents:

This policy is linked to all other Health, Safety and Welfare policies.

## Statement of Intent

York college (“the college”) recognises its moral and legal duties as ‘the Employer’ as specified in the Health and Safety at Work etc. Act 1974 and in all subsequent legislation and directives that impinge on the activities of the College.

The College will seek to ensure, as far as reasonably practicable, the health, safety, and welfare of all employees<sup>1</sup>, students, contractors, and members of the public who are directly affected by the activities of the College. The College will fulfil its duties by:

- Providing adequate control of the Health, Safety and Welfare risks arising from our work activities
- Consulting with our employees on matters affecting their Health, Safety and Welfare
- Providing and maintaining safe premises, plant, and equipment
- Seeking to ensure safe handling and use of substances
- Providing adequate supervision, information, and instruction for employees, students, contractors and visitors to the college
- Committing to provide adequate resources to Health, Safety and Welfare
- Seeking to ensure that employees are competent to do their tasks, and to give them adequate training
- Working to prevent accidents and cases of work-related ill health
- Operating an “open door policy” at all levels with regard to reporting issues or concerns on Health, Safety and Welfare matters
- Reviewing and revising this policy as necessary at regular intervals and at least annually
- Committing to set Health, Safety and Welfare objectives and improvement plans to drive continual improvement in performance.

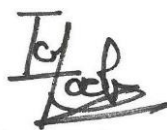
**The promotion of Health, Safety and Welfare is a team effort.** Each member of the College is regarded as part of the team that is to be responsible for achieving a safe working environment. Through responsibilities, delegated from the Governing Body, the Principal and Chief Executive Officer leads this team. Supported by the Strategic Leadership Team and other College managers the College will aim for high standards of Health, Safety and Welfare.

It is intended that this policy, and the teamwork it promotes, should enable the College community to work in partnership to achieve a safe working environment where hazards are controlled, risks to the Health, Safety and Welfare of staff and others are reduced to a minimum and the safeguarding of students is maintained at all times.

This Health, Safety and Welfare Policy will be supplemented by other documents arising from Health, Safety and Welfare legislation. These documents can be found on the College Health, Safety and Welfare website: <https://yorkcollegeuk.sharepoint.com/sites/cloudbase/staff/> or in hard copy from the Health, Safety and Welfare Team.



Ken Merry  
Principal and Chief Executive Officer



Ian Looker  
Chair of Corporation

Date: 12 December 2024

## The College Aims

The College will seek to ensure as far as reasonably practicable that appropriate policy and procedures are in place which:

- actively promote the health, safety and welfare of employees, students, contractors and members of the public
- seek to support the safeguarding of young people and vulnerable adults.
- actively promote the principle of the 'safe learner' and the 'safe working environment'
- seek to ensure, the safety of students, staff, contractors, and members of the public at the College
- provide appropriate Health, Safety and Welfare inductions and training to staff, students, and contractors, where necessary
- establish and maintain healthy and safe working procedures and promote the compliance of all Health, Safety and Welfare regulations through appropriate information, training, and supervision
- develop and maintain a sense of Health and Safety awareness and responsibility from all staff
- consult regularly with staff to ensure the achievement of the aims of this policy through the Health, Safety and Welfare Committee and other appropriate groups
- monitor the effectiveness of this policy to achieve and maintain appropriate standards of Health, Safety and Welfare.
- encourage the active interest of all staff, students, contractors, and members of the public in the Health, Safety and Welfare of themselves and others
- actively monitor through audits and inspections the effectiveness of Health, Safety and Welfare management and systems
- aim to further reduce Health, Safety and Welfare incidents and near misses by a process of continuous improvement
- establish improvement targets and monitor progress
- promote the development of students' understanding of hazard, risk and control

## Organisation

### 1. Introduction

Everyone in the college or on college activities; staff, students, contractors, and members of the public are responsible for their own Health, Safety and Welfare and that of others. They must always act responsibly and if they have any concerns about Health, Safety and Welfare they must raise them immediately with whoever is in control of the activity.

The following section sets out the responsibilities for Health and Safety at all levels within the organization:

#### i. The Corporation

The College Corporation has ultimate responsibility to make sure that all College premises and working practices are safe and as far as reasonably practicable without risk to the Health, Safety and Welfare of staff, students, contractors and members of the public.

The Corporation accepts the guidance provided by the Health and Safety Executive and Institute of Directors regarding the roles and responsibilities of directors.

The Corporation will appoint one of their numbers to be "Health and Safety Governor" (the Principal and Chief Executive Officer assume this role). In addition, the Corporation may appoint a member to act as an additional Health and Safety link governor.

#### ii. The Principal and Chief Executive Officer

The *Principal and Chief Executive Officer*, on behalf of the Corporation, will seek to ensure the College estate is effectively safe and effectively managed and as far as is reasonably practicable the College Health, Safety and Welfare Policy is observed and subjected to regular review. The Principal and Chief Executive Officer will with the help and support of the Strategic Leadership Team and the Health and Safety Manager as far as reasonably practicable, to manage the College so that:

- The working environment of all employees, students and members of the public is safe and any potential risks are identified and effectively controlled
- There is adequate information, instruction, training, and supervision available so that all staff can discharge their duties with proper regard to Health, Safety and Welfare
- Maintenance of premises, plant and implementation of safe working practices are assessed and improved to the appropriate standards as necessary
- All persons who may be affected by the College's activities, are not unduly exposed to risks to their Health, Safety and Welfare
- Arrangements are in place to enable the safe use, handling, storage and transportation of articles and substances for use at work

#### iii. Chief Finance Officer

The Chief Finance Officer on behalf of the Principal and Chief Executive Officer will Line Manage the Health and Safety Manager act as the college 'health and safety champion'. They will:  
Chair the Health and Safety Committee meetings

#### iv. The Health and Safety Manager

The Health and Safety Manager (HASM) will lead, coordinate, and provide advice and support for Health, Safety and Welfare practice and policy in the College as a whole reporting to the Chief Finance Officer. They will:

- guide and provide advice and assurance to managers in creating a healthy and safe environment
- identify training needs, and provide instruction and information on Health, Safety and Welfare issues
- actively promote the principles of good Health, Safety and Welfare management so that they are applied to all activities undertaken by the College including activities such as events, travel, and off-site activities
- attend and advise the Health, Safety and Welfare Committee, and other cross college groups on matters relating to health, safety, and welfare.
- provide support on all matters of occupational health, safety, and welfare
- undertake regular audits, oversee, and coordinate annual inspections, and related action plans and have the authority for enforcement.
- maintain appropriate records relating to Health, Safety and Welfare and monitor compliance with control measures through audit/inspections.
- monitor Health, Safety and Welfare performance, compliance, and provide updates through regular reports to the Principal and Chief Executive Officer, SLT and the Corporation
- advise on the completeness of risk assessments and appropriate control measures and make arrangements for appropriate checks.

#### v. College Directors / Managers

All members of SLT and CLT will assist the Principal and Chief Executive Officer in fulfilling the requirements of this policy and statement of intent (section 1 of this document).

Managers, at all levels, are responsible for Health, Safety and Welfare within the area of their management. They will with the help and assistance of colleagues within their area:

- arrange for all College inspections and where appropriate daily checks of their area of responsibility to be undertaken and actions to be followed through promptly
- make arrangements to act upon Health, Safety and Welfare matters, especially those highlighted following audits and inspections, and ensure that Health, Safety and Welfare is fully discussed at team meetings
- where appropriate seek to ensure the arrangements for the premises and equipment to be appropriately maintained and improved as necessary are in place and records kept accordingly
- consider Health, Safety and Welfare in all purchases and acquisitions, and to ensure that appropriate safety instructions and training are in place before such equipment is used
- comply with the College policy on Health, Safety and Welfare, carry out suitable and sufficient risk assessments and ensure that these are reviewed, at least, annually as appropriate

- promote personal responsibility and effort on the part of everyone to avoid and prevent health hazards and injuries to themselves and to others who may be affected by their acts or omissions
- cooperate on all Health, Safety and Welfare issues so that the College can comply with its duties, requirements and statutory obligations.

vi. Health, Safety and Welfare Committee

The purpose of the safety committee is to bring workers and management together in a non-adversarial, cooperative effort to promote safety and health in each workplace. A safety committee assists the employer and makes recommendations for change. The Committee will:

- Promote cooperation between divisions and departments on matters of Health, Safety and Welfare
- Monitor existing Health, Safety and Welfare arrangements and make appropriate recommendations
- Monitor and receive reviews of Health, Safety and Welfare policy
- Assist in the development of Health, Safety and Welfare rules
- Receive and consider reports submitted by the HASM and others
- Advise on appropriate Health, Safety and Welfare training
- Meet termly
- Be part of the consultation process and assist in developing new policy and procedures

The terms of reference and membership of the committee are to be reviewed annually at the first meeting of the academic year.

The college health and safety committee will support the development, promotion and monitoring of the colleges health and safety management systems.

vii. Head of Estates

The Estates Manager will lead, coordinate and support facilities management within the college. They will:

- Ensure compliance across the college for all statutory maintenance and inspection requirements for plant, equipment and buildings
- The management of asbestos in college premises
- The management of water hygiene and legionella risk
- Provision and maintenance of fire detection and firefighting equipment
- The approval, monitoring and control of contractors on college sites
- Ensuring that any property related defects and hazards are dealt with swiftly

viii. All employees

It is the duty of every staff member to act responsibly and to do everything they can to prevent harm or injury to themselves or anyone else affected by their acts or omissions. They will:

- be an active member of the College team promoting a safe working environment

- cooperate with supervisors and managers on Health, Safety and Welfare matters
- not interfere with anything provided to safeguard Health, Safety and Welfare
- take reasonable care of their own Health, Safety and Welfare and the Health, Safety and Welfare of others who may be affected by their acts or omissions
- comply with all College health, safety and welfare rules and policy and undertake appropriate training as required
- to use Personal Protection Equipment (PPE) correctly when required to do so
- report all accidents, near misses, incidents or Health, Safety or Welfare concerns

#### ix. Students – The Safe Learner

York College supports the integration of Health, Safety and Welfare practices into curriculum delivery. Through our management of the learning environment, both within the College and in the workplace and the quality of the learning experience, students should:

- Gain an understanding of the importance of Health, Safety and Welfare
- Understand how hazards are identified, risks are assessed and the principles of control measures
- Develop a set of safe behaviours, so that they play an active part in the learning process and acquire practical, transferable skills from their experience.

Further details of safeguarding students can be found in the College Safeguarding Young People and Vulnerable Adults (Child Protection) Policy.

These aims will be achieved by promoting Health, Safety and Welfare as part of learning and through training and development plans for staff. Systems will be in place to identify and reduce risks to their lowest practicable levels. Regular monitoring and checks will be in place across the College and Health, Safety and Welfare improvement actions will be incorporated into College plans.

Students must:

- follow all safety rules and instructions issued by College staff and work safely at all times
- not interfere with anything provided to safeguard Health, Safety and Welfare
- take reasonable care of their own Health, Safety and Welfare and the Health, Safety and Welfare of others who may be affected by their acts or omissions
- comply with all College health, safety and welfare rules and policy
- use Personal Protection Equipment (PPE) when required to do so
- report all accidents, incidents or Health, Safety and Welfare concerns to their tutors and workplace provider.

#### x. Members of the public

All members of the public, when signing in, will be issued with College fire evacuation instructions on arrival.

Members of the public are expected to follow any safety instructions of college staff, to follow the requirements of safety signs, and not to enter any prohibited area without the permission and presence of a member of the College staff.

## xi. Contractors

All contractors, when signing in, will be issued with College fire evacuation instructions on arrival contractors must be provided with an annual Health, Safety and Welfare induction when they arrive on site and before commencing work

- contractors must carry out a risk assessment for their activities and prepare method statements for any activities which require it and provide these to the relevant member of the college staff, before commencing work. Work must be undertaken in accordance with the submitted method statement or if change is required work should cease until a revised method statement has been submitted. Before commencing work a job specific risk assessment must be carried out by a competent person within the Estates Department. The HASM and the Estates and Facilities Manager will decide on the competency of these persons.



## Arrangements for Health, Safety and Welfare

### 1. Introduction

This part of the Health and Safety Policy is intended to outline the overall philosophy and general arrangements the college has in place to support this policy.

### 2. Accident Reporting and Investigation

Staff must give notice of any personal injury caused by an accident at work. All accidents must be recorded and reported.

Serious incidents must be reported immediately to the HASM, minor incidents can be reported electronically.

Serious injury investigations will be carried out by a member of the Health and Safety team, minor investigations can be carried out by Line Managers.

Any accident involving school students is to be reported to the school immediately. Academic staff are responsible for ensuring that schools are notified as appropriate.

The HASM is responsible for analysing reports for trends and report findings on the Health and Safety Committee meetings.

The HASM is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority

***Refer to HSP-02 Incident and Accident Policy for further guidance***

### 3. Competency for tasks and training

Induction training for all new employees will be organised by Health Safety and Welfare and Human Resources Team.

All contractors engaged by the College to undertake contracts will receive an annual Health, Safety and Welfare induction, arranged by the Estates Department staff, prior to the commencement of their work

Specific job-related training e.g. use of machinery, must be completed by all staff and students before using equipment or carrying out tasks for the first time. Records such as those required by PUWER must be kept by the designated manager and audited by the HASM

The HASM will arrange mandatory Health, Safety and Welfare courses for all staff and governors. The Human Resources Team will ensure that appropriate records are kept of all staff and student Health, Safety and Welfare training.

Activity	Adviser
Hazardous Substances	Simon Spencer (Learning Technician Science)

Radiation Protection Supervisor (RPS)	Richard Hodgson (Curriculum and Standards Manager: Science)
Radiation Protection Adviser (RPA)	NDT Maincal Ltd (Simon Wright)
Laser Protection Adviser	Lasersafe, Birmingham, B32 1LH
Occupational Health	Qualitek Safety
Risk Assessment	HSW Staff
Work Placement HS	HSW(A)
Manual Handling	HSW(A)
Display Screen Equipment	HSW(A)
Portable Appliance Testing	Estates and Facilities Manager
Environmental Assessments	S. I. Environmental

#### 4. Consultation with employees

The purpose of a safety committee is to bring workers and management together in a non-adversarial, cooperative effort to promote safety and health in each workplace.

A safety committee assists the employer and makes recommendations for change. The Committee will:

- Promote cooperation between divisions and departments on matters of Health, Safety and Welfare
- Monitor existing Health, Safety and Welfare arrangements and make appropriate recommendations
- Monitor and receive reviews of Health, Safety and Welfare policy
- Assist in the development of Health, Safety and Welfare rules
- Receive and consider reports submitted by the HASM and others
- Advise on appropriate Health, Safety and Welfare training
- Meet once each half term
- Be part of the consultation process and assist in developing new policy and procedures

The terms of reference and membership of the committee are to be reviewed annually at the first meeting of the academic year.

#### 5. Contractors

All contractors engaged by the College will receive a copy of this policy and a copy of the College document 'Code of Practice Contractors Safety Guidelines' including the name of a designated person to report to on entering the College. Prior to commencement of their work contractors are required to provide the designated person with copies of risk assessments, method statements etc. Contractors are subject to the requirements of this policy and the College Permits to Work system. Any contractor, or their employee, found to be in breach of this or any other College policy regarding Health, Safety and Welfare will be stopped from working until they can satisfy the HASM of the adequacy of their method statement.

***Refer to HSP 25 Contractor Management for further guidance***

#### 6. Driving for Work

College vehicles and private vehicles may be used by staff for a variety of business purposes. Staff using private vehicles must ensure they have the correct vehicle insurance.

The College is committed to taking all reasonable precautions to secure the health and safety of those travelling in college vehicles or using their own vehicle for work activities.

The College will risk assess driving for work activities with the aim of reducing the potential for serious incidents and injury. Line Managers responsible for staff who regularly drive on business should ensure that departmental risk assessments include provision for driving at work.

All staff who drive on business must ensure they are familiar with the contents of any risk assessment relating to their work activities. This can be obtained from your Line Manager.

***Refer to HSP 24 Business Driving / Cycling policy for further guidance***

**7. Display Screen Equipment (DSE)**

In accordance with the Health and Safety (Display Screen Equipment) Regulations 1992, the college is committed to reducing the risks associated with DSE use. To achieve this, the college has introduced systems to identify, control and reduce the risks.

Line Managers are to ensure that all staff (where relevant) complete the online Training module and self-assessment checklist.

DSE equipment will be regularly testing and will be monitored by the Estates Department.

***Refer to HSP 06 Display Screen Equipment for further guidance***

**8. Electrical Equipment**

All electrical equipment used on college premises regardless of owner must be checked and tested for electrical safety before being used and retested at regular intervals as required. A label on the equipment plug will show when the item was tested, if the equipment is out of date, it shouldn't be used until successfully tested. All equipment out of date should be reported to the Estates Department, who will arrange for a retest.

New equipment should be supplied in a safe condition and not require a formal portable appliance inspection or test. However, a simple visual check should be carried out to verify the item is not damaged.

Staff must not bring personal electrical equipment onto college premises unless agreed with their Line Manager and arrangements are in place to ensure that it is tested prior to use.

Faulty Equipment - Staff should report faults immediately and take out of use until repaired or disposed of. All faulty equipment must be labelled accordingly. It is the responsibility of any member of staff who identifies faulty electrical equipment to fix a warning notice in a prominent position.

No member of staff should carry out repairs or even fit plugs unless authorised to do so, please report any faulty equipment to the Estates Department

Extension Leads - Extension leads and multi gang sockets should be avoided where possible by the provision of an adequate number of appropriately sited electrical sockets. Where it is necessary to use extension leads these should be used in a manner to avoid cables trailing across walkways.

***Refer to HSP 16 Electrical Safety for further guidance***

## 9. Fire and Evacuation

**The college will take all reasonably practicable steps to prevent or minimise the risk of fire.**

The HASM will ensure that fire risk assessment is undertaken, implemented and reviewed.

Estates will ensure regular checks on the listed items:

- The Fire Alarm system
- Escape routes, fire doors and smoke doors
- Fire Extinguishers

The fire alarm system, emergency lighting and fire extinguishers will be regularly maintained by an approved maintenance company.

The HASM and Estates Manager will ensure that fire evacuation practices for the College buildings are undertaken.

Records of all the above will be kept in the fire logbook.

## 10. First Aid Arrangements

First Aid can save lives and prevent minor injuries becoming major ones.

The College will provide adequate first aid equipment and facilities for employees and others if they become ill or are injured whilst at work.

The College will ensure the provision of appropriately qualified first aiders, or procedures to obtain first aid treatment, are available during the time people are at work. The HASM will manage this provision.

As part of Induction staff and students will be given details of the first aid procedures at the college. First aid signage is displayed in college buildings. Staff and students requiring first aid assistance should telephone the College Emergency Number (444) from an internal telephone or 01904 770444 from a mobile or report directly to the Reception desk.

### **First Aid Box**

First aid kits are located at identified points in the college buildings and also in college vehicles. Arrangements are in place to monitor and replenish the contents and the persons responsible for doing so will be made aware of the procedure for reordering.

Only first aid supplies are kept. No creams, lotions or drugs, however seemingly mild will be kept in the boxes.

## **Defibrillator**

A defibrillator is a lifesaving unit that gives the heart an electric shock in some cases of cardiac arrest. Cardiac arrest is when the heart stops pumping blood around the body

Defibrillator units are stored at the following locations:

- Construction Centre entrance foyer.
- Welcome desk in the Atrium.
- Lounge on Floor 1.
- Lounge on Floor 2.
- Lounge on Floor 3.
- Sports Hall Reception.

## **First Aid Room**

The college first aid room is located on the ground floor near reception (room number - GF 040).

## **Offsite visits**

It is the responsibility of the Party Leader to ensure that adequate first aid provision is available for all offsite visits. The minimum requirement is an Emergency first aider who forms part of the staffing partaking in the trip and a suitable first aid kit (risk associated).

## ***Refer to HSP 07 First Aid Policy***

### **11. Hazardous Substances**

Hazardous substances are any form of solid, liquid, gas, fume or vapour including micro-organisms and allergens that can present a hazard to health through being absorbed, injected, inhaled, or ingested. This includes single chemical compounds and preparations.

Managers must carry out suitable and sufficient Control of Substance Hazardous to Health (COSHH) assessments within all departments as required by statutory law. COSHH assessments are to be reviewed annually or when there have been significant changes. COSHH assessment is a Line Management responsibility, but appropriate advice and support will be made available by the Health and Safety department.

Line Managers are to ensure staff within their areas of responsibility have read and understood the COSHH assessments prior to signing an acknowledgement.

Anyone carrying out COSHH Assessments must have completed the college COSHH Assessment training or equivalent (check with the Health and Safety department if there is any uncertainty) and have professional experience for the area and tasks to be assessed.

COSHH assessments are to be recorded on current college risk assessment template forms.

Line Managers are responsible for uploading their current COSHH Assessments to the college Y Drive and Risk assessment folder. They must also ensure that historic COSHH Assessments are saved for a period of 5 years.

## ***Refer to HSP 05 Use of Hazardous Substances***

## 12. Health Surveillance

Health Surveillance is a system of ongoing health checks, these health checks may be required by law for employees who are exposed to noise or vibration, solvents, fumes, dusts, biological agents and other substances hazardous to health.

Health surveillance is required for employees where hazards could have an adverse effect on health and wellbeing. Records of all health surveillance will be kept for 40 years from the date of the surveillance by Human Resources, HSW and Occupational Health.

## 13. Information, instruction and supervision

The Health and Safety Law poster is displayed in the College entrance and the Health and Safety Law leaflet is available, on request, from the Health, Safety and Welfare Office.

Health, Safety and Welfare advice is available from the Health, Safety and Welfare Team

Supervision of young workers, trainees and students must be undertaken by appropriate competent staff and monitored by the area manager

The relevant manager is responsible for ensuring as far as reasonably practicable that everyone working in locations under their control is given the relevant Health, Safety and Welfare information.

## 14. Manual Handling

The Manual Handling Operations Regulations 1992 requires employers to eliminate the risk from manual handling activities or to mitigate the risks when manual handling cannot be avoided.

Statistics show that manual handling is one of the most common causes of injury in the workplace and may have long term effects.

Managers must complete annual Manual Handling risk assessments for their departments; however, advice can be sought from the Health and Safety Department.

All staff receive Manual Handling training.

***Refer to HSP 09 Manual Handling policy for further guidance***

## 15. Measuring Performance

The College measures its health and safety performance in a number of ways with the collective aim of continuous improvement. The College uses both reactive and proactive monitoring:

- Accident, incident and other identification, investigation and reporting
- Inspections, audits, surveys and spot checks

The college specifically measures a small number of key areas which impact on managing health and safety including the following:

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- Accidents and ill-health as a result of college activities
- Other incidents and adverse events including near misses
- General levels of compliance with legislation and Codes of Practice and guidance produced by the HSE.
- Benchmarks with other colleges are considered annually as part of the planning process for health and safety.

## 16. Monitoring Health and Safety Arrangements

The College will check its working conditions and ensure safe working practices are being followed. The HASM will arrange to carry out appropriate audits and inspections of College areas as determined by the degree of risk within an area.

Managers must arrange periodic inspections of their workplace recording actions in line with policy as well as conducting regular walk throughs to check Health, Safety and Welfare compliance.

The College HASM is responsible for investigating accidents and work-related causes of sickness absences.

The HASM will work with appropriate managers to act on investigation findings to prevent a re-occurrence.

Unannounced inspections and spot checks will be conducted by the Health, Safety and Welfare Team and findings shared with the CLT, SLT and reported to the Health, Safety and Welfare Committee as appropriate.

The HASM will arrange for appropriate monitoring of the environment with regard to dust, fume and noise as required by regulations.

## 17. Noise

Under the Control of Noise at Work Regulations 2005 there are specific noise levels over a specific period of time that are considered dangerous to health. These are identified by exposure action values, i.e. the noise level at which something must be done to prevent harm.

The College accepts that it has a duty towards its staff, students and visitors who could be harmed by excessive noise levels.

Hearing damage caused by exposure to prolonged noise or sudden extremely loud noise is permanent. Hearing loss is generally very gradual and not usually noticed until it is too late.

If any member of staff / visitor / contractor / student considers that noise in an area is potentially hazardous then a noise assessment must be completed. Please speak to the Health and Safety Department to arrange this.

New Equipment Procurement – prior to procuring new equipment directors / managers should look at the anticipated noise generation.

***Refer to HSP 11 Noise policy for further guidance***

## 18. Offsite Visits / Activities

A procedure and approval system is in place for any activities that involve taking students off site. Party Leaders are responsible for ensuring that all relevant approvals are in place prior to leaving site.

***Refer to HSP 12 Off site activity policy for further guidance***

## 19. Permits to work

A permit to work system is a formal written procedure used to control certain types of high-risk work activities. The permit is a written document which authorises certain people to carry out specific work, at a certain time, and which sets out the main precautions needed to complete the job safely.

The following higher risk activities are prohibited unless operating under a permit to work system: -

- Hot works
- Working at Height
- Roof work
- Entry into confined spaces
- Live electrical works
- Digging or excavating

Generally, the above activities are carried out by contractors and as such the responsibility for issuing the permit is with the Register of Permitted Issuers.

***Refer to HSP 21 Permit to work policy for further guidance***

## 20. Personal Protective Equipment (PPE)

The College acknowledges that it has a legal responsibility to supply its staff with PPE where necessary.

PPE requirements are identified by Line Managers after carrying out suitable and sufficient Risk / COSHH Assessment's.

PPE is to be considered a last line of defence and all other control measures should be considered first.

Records are to be kept of any PPE issued to staff, and regular checks by Line Management are to be carried out to ensure that the PPE is still fit for purpose.

***Refer to HSP 14 Personal Protective Equipment policy for further guidance***

## 21. Risk Assessments

Managers must carry out suitable and sufficient risk assessments within all departments as required by statutory law. Risk assessments are to be reviewed annually or when there have been significant changes. Risk assessment is a Line Management responsibility, but appropriate advice and support will be made available by the Health and Safety department.



Line Managers are to ensure staff within their areas of responsibility have read and understood the risk assessments prior to signing an acknowledgement.

Anyone carrying out Risk Assessments must have completed the college Risk Assessment training or equivalent (check with the Health and Safety department if there is any uncertainty) and have professional experience for the area and tasks to be assessed.

Risk assessments are to be recorded on current college risk assessment template forms.

Line Managers are responsible for uploading their current Risk Assessments to the college Y Drive and Risk Assessment folder. They must also ensure that historic Risk Assessments are saved for a period of 5 years.

### ***Refer to HSP 15 Risk Assessments***

#### **22. Safe Systems of Work (SSoW)**

The Health and Safety at Work Act. 1974 requires all employers to provide systems of work which are safe and without risk to health.

The following factors should be considered when developing a SSoW:

- Types of risks involved in the operation
- Magnitude of the risk, including the consideration of the worst foreseeable losses
- Past accident and loss experience
- Complexity of the task
- The requirements and recommendations from relevant authorities
- Documentation required
- Resources required for the task (including training, supervision and monitoring)

SSoW can be written or verbal, simple or complex but it recommended that SSoW are properly documented.

#### **23. Slips and Trips**

It is everyone's responsibility to assist the College to prevent slip and trip accidents. All staff are responsible for removing slip/trip hazards as soon as they are aware of them. If the member of staff is unable to remove the hazard, they should ensure that it is reported to an appropriate person to deal with it.

Wet floors are a significant cause of slips in the workplace. During wet weather staff should report any areas of concern to the relevant department without hesitation.

Spillages are cleared immediately. Any member of staff who notices a spillage is responsible for either clearing it or reporting it to the relevant person and for ensuring that the area is made safe before leaving it (by way of temporary signage for example).

## 24. Waste

York college recognises its ethical and legal responsibilities for the protection and enhancement of the environment.

## 25. Work Equipment

The Provision and use of Work Equipment Regulations 1998 requires employers to provide work equipment which is safe and without risks to Health and Safety. The college therefore must ensure that any risks associated with the use of work equipment are eliminated, and when not possible reduced so far as reasonably practicable.

Work equipment is any and all equipment supplied for use at work. This includes:

- Hand tools
- Machinery
- Laboratory equipment
- Vehicle / trailers and attachments
- Ladders
- Pressure washers
- Computers
- Kitchen equipment
- Floor polishers / hoovers
- Mowers / strimmer's

Under The Provision and use of Work Equipment Regulations 1998, equipment supplied must be:

- Fit for purpose (suitable for intended use)
- Maintained in a safe condition
- Only used by persons with adequate training
- Accompanied by suitable safety measures e.g. warning signs, guards, markings.

### **Review cycle**

This policy will be reviewed by the Health and Safety Manager, overseen by the Chief Finance Officer and approved by the Strategic Leadership Team and the full governing body, annually.

(end)