

# Health, Safety & Welfare

## Policy

### 2021/22 and 2022/23

Reviewed January 2022



## HEALTH, SAFETY AND WELFARE POLICY

### 1. POLICY STATEMENT OF PRINCIPAL AND CHIEF EXECUTIVE OFFICER AND CHAIR

Blackburn College attaches the greatest importance to the health, safety and welfare of all its employees, whether on College premises or carrying out College business elsewhere. College responsibilities also extend to the health and safety of students, visitors and contractors whilst they are on College premises or participating in College-led activities.


As Principal and Chief Executive Officer and Chair we recognise the duties and obligations imposed on us under the Health and Safety at Work etc. Act 1974 and this policy and are committed to ensuring so far as is reasonably practicable, the health and safety of:


- (1) All College employees whilst they are at work; and
- (2) Persons other than employees who may be exposed to risks arising out of or in connection with the activities of the College.

To achieve this, the College will so far as is reasonably practicable:

- (a) Provide adequate control of the health and safety risks arising from work activities,
- (b) Consult employees on matters affecting their health and safety,
- (c) Provide and maintain safe premises and work equipment,
- (d) Ensure safe use, handling, storage, and transportation of articles and substances,
- (e) Provide information, instruction, and supervision for employees,
- (f) Ensure employees are competent to carry out their roles and provide adequate training,
- (g) Prevent incidents and cases of work related ill-health,
- (h) Maintain safe and healthy working conditions, including safe access and egress, and procedures for emergency evacuation,
- (i) Provide safe working practices and systems to effectively cover all aspects of health, safety and welfare,
- (j) Review this policy on an annual basis and revise as necessary.

The final level of responsibility for implementing the College's Policy is that of individual employees. All employees are expected to co-operate fully in the measures the College takes to implement current health and safety legislation.

Signed:   
Date: 25 March 2022  
(Principal and Chief Executive)

Signed:   
Date: 25 March 2022  
(Chair)

## **2. SCOPE**

This policy applies to all employees and to any other person or organisation that may use the College services or premises. This policy outlines how health and safety is managed by the College including roles and responsibilities and health and safety arrangements.

## **3. ORGANISATION**

Please use the following link to view the current organisation chart available on the College intranet under College Documents and attached to this policy as Appendix 1.

<https://sharepoint.blackburn.ac.uk/StaffNet%20Documents/Current%20Organisation%20Chart.pdf#search=organisation%20chart>

### **3.1 RESPONSIBILITIES OF EXECUTIVE**

The Principal and Chief Executive Officer and the College Executive Team have overall responsibility for health, safety and welfare within the College, and for ensuring that the objectives of the College's Health, Safety and Welfare Policy are achieved.

The Principal and Chief Executive Officer and the Executive Team will:

- a. Ensure that all levels of management are provided with training to understand and accept their individual responsibilities regarding health and safety, so that the requirements of health and safety legislation are met.
- b. Ensure that appropriate resources required to ensure the College complies with its statutory duties are made available and deployed effectively.
- c. Ensure the communication of necessary information throughout the organisation on health and safety matters.
- d. Ensure adequate consultation with employees and employee safety representatives where appointed.
- e. Ensure the Health, Safety and Welfare Policy is regularly reviewed.
- f. Be responsible for possible disciplinary action when contravention of responsibilities under health and safety legislation and health and safety policy have taken place and been reported to Executive members.

### **3.2 RESPONSIBILITIES OF COLLEGE LEADERSHIP TEAM MEMBERS**

College Leadership Team Members are responsible to the Executive for achieving the objectives of the Health, Safety and Welfare Policy within their areas and must ensure that:

- a. All staff under their control are aware of their health and safety duties and are adequately trained and instructed to discharge those duties.
- b. The Executive is advised of the resources required to comply with statutory duties or other relevant matters.
- c. Information is provided to the Executive indicating how health and safety responsibilities are being met.
- d. Any health and safety problems which they are unable to deal with are brought to the attention of the Executive.
- e. Health and safety responsibilities, arrangements and objectives are included in any relevant strategy documents of areas under their control.
- f. One or more competent persons are appointed to assist in undertaking the measures needed to comply with the requirements and prohibitions imposed by or under relevant statutory provisions. In particular, the Management of Health and Safety at Work Regulations and requirement for risk assessments.
- g. Suitable and sufficient risk assessments are carried out of the risks to the health and safety of employees whilst at work, and to persons not in the College's employment such as students, visitors, contractors and members of the public.
- h. The Health, Safety and Welfare Policy is actively promoted by Managers to ensure co-operation and commitment to health and safety in areas under their control. The effectiveness of the Policy should be kept under review and any changes considered necessary should be brought to the attention of the College Health & Safety Committee initially through the Health and Safety Manager.

### **3.3 RESPONSIBILITIES OF ALL MANAGERS**

All Managers are responsible for the detailed implementation of the Health, Safety and Welfare Policy and day to day management of health and safety within their area of control.

In particular, they must ensure that:

- a. The College Health, Safety and Welfare Policy and any revisions are brought to the attention of all employees.
- b. All employees under their control are adequately trained, instructed, supervised and consulted to ensure the aims of the Policy are achieved. All such training should be adequately recorded.
- c. A suitable and sufficient assessment has been carried out of:
  - a) the risks to the health and safety of employees whilst at work; and
  - b) the risk to health and safety of persons not in the College's employment but arising out of its undertakings such as students, visitors, contractors and members of the public.

A written record must be made of the significant findings of the assessment and of any group of employees or others identified as being especially at risk. The risk assessment shall be reviewed regularly and revised when the competent person or Manager has reason to suspect it is no longer valid, or if there has been a significant change in matters to which it relates.

- d. Other assessments required by statute have been undertaken and reviewed as often as may be necessary.
- e. College Leadership Team are advised of the resources required to comply with statutory health and safety duties or other relevant matters.
- f. Information is provided to the College Leadership Team on an annual basis, indicating how health and safety responsibilities are being met.
- g. College Leadership Team are advised of any matter found to be in breach of statutory requirements which they cannot deal with.
- h. Incidents, Near Misses, Occupational Diseases or Dangerous Occurrences to employees or other persons resulting from work or College undertakings are properly reported, recorded and investigated. This should include a full review with lessons learned and actions taken to prevent recurrences. Incidents, diseases or dangerous occurrences which are identified by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations as reportable must be notified immediately to the Health and Safety Manager who will inform the Health and Safety Executive and the Funding Bodies.
- i. Adequate and suitable personal protective equipment or clothing is issued. That staff are properly trained in its use and are advised of the circumstances in which it should be

used. Where personal protective equipment is required by students they should also be properly trained in its use and when it is to be worn. That such equipment or clothing is properly stored when not in use, serviced or maintained as necessary, and that defective equipment or clothing is repaired or replaced as appropriate.

- j. Any machinery or equipment must be inspected and maintained on a routine basis and such inspection and maintenance must be properly recorded.
- k. Safe systems of work are in place and that all reasonable steps have been taken to ensure the health and safety of all employees and members of the public within their working environment.
- l. Chemicals and substances hazardous to health are risk assessed, handled, stored, used and disposed of correctly.
- m. Immediate appropriate action is taken to stop any work being undertaken in a dangerous manner. Work must not recommence until a safe system of work is established and understood.
- n. The contents of any first aid boxes under their control are checked on a regular basis and restocked as necessary.
- o. Health and Safety is regularly included as an agenda item in all staff meetings to raise awareness and encourage the co-operation of staff in discussing the improvement of the working environment, safe systems of work and other relevant matters relating to health, safety and welfare.
- p. The Health and Safety Policy is regularly reviewed as it affects their area of work and any recommendations for amendments are forwarded to the Health and Safety Manager.



### **3.4 RESPONSIBILITIES OF HEALTH AND SAFETY MANAGER**

The Health and Safety Manager will carry out the following duties:-

- a. Advise the Principal and Chief Executive Officer, Executive Team, Corporation Board, College Leadership Team, Managers and Employees on all aspects of Health and Safety.
- b. Advise the Executive Team in the development and revision of the Health, Safety and Welfare Policy as made necessary by new legislation or future organisational and operational activities.
- c. Advise and assist College Leadership Team members and Managers in the written assessment of health and safety risks and in specification of proposals for necessary action.
- d. Identify and carry out health and safety training in accordance with the needs of the Managers.
- e. Carry out workplace audits/inspections checking premises, plant, equipment and systems of work to identify areas requiring improvement or attention, reporting the results of such inspections to the College Leadership Team member and Managers.
- f. Stop work/operations where there is a potential serious risk to health and safety, premises or property and inform the relevant College Leadership Team member and Manager immediately.
- g. Investigate incidents, near misses, occupational diseases and dangerous occurrences and recommend procedures to prevent recurrence. Produce incident statistical reports to enable trend analysis.
- h. To act as nominated officer and liaise with inspectors from the Enforcing Authority on all aspects of Health and Safety.
- i. Participate on a formal and informal basis, in joint consultations with Trade Union representatives and management on matters concerning health and safety.
- j. Provide reports to the College Executive Team on a weekly basis and to the Corporation Board twice a year.

### **3.5 COMPETENT PERSONS – RISK ASSESSORS**

Within the College there are employees who are designated as competent persons, for the purposes of conducting risk assessments under the Management of Health and Safety at Work Regulations. Risk Assessors may be required to attend in house risk assessment training to better understand risk assessment processes and have the following duties:

- a. To assist College Leadership Team members and Managers in undertaking the measures needed to comply with the requirements imposed upon them under relevant statutory provisions.
- b. To carry out, review and revise the risk assessments as required by the Management of Health and Safety at Work Regulations.
- c. To offer advice on the assessment of risk as requested by College Leadership Team members or Managers

### **3.6 FIRST AIDERS / APPOINTED PERSONS**

First Aiders and Appointed Persons are responsible to their College Leadership Team member and Managers shall:

- a. Ensure that First Aid facilities, equipment and staff are readily available.
- b. Carry out First Aid in accordance with the Health and Safety (First Aid) Regulations and the Approved Code of Practice.
- c. Ensure that all accidents to staff, students, contractors and visitors, however slight, are recorded on a College Accident/Incident/Near Miss Report Form.
- d. Ensure all First Aid box items are restocked as necessary after use and checked on a termly basis to ensure supplies are within use by dates.

### **3.7 RESPONSIBILITIES OF ALL EMPLOYEES**

The Health and Safety at Work Act places general responsibilities on all employees:

- to take reasonable care of your own and other people's health and safety, such as students, visitors, and contractors
- to co-operate with your employer on all matters of health and safety
- to follow the training, instructions and information you have received
- to report any problems or concerns regarding health and safety

To comply with these responsibilities employees should:

- a. Ensure any hazard, defect or health and safety issue is reported to the appropriate level of management as soon as is reasonably practicable.
- b. Be aware of the contents of the College Health, Safety and Welfare Policy and conform to its requirements.
- c. Follow safe working practices and use personal protective clothing and equipment (PPE) where appropriate. Use machinery and tools in the prescribed manner and ensure they are not misused or abused in any way. Report any defects and avoid improvisation in any form which could create risks to health and safety.
- d. Not to interfere with or misuse anything provided in the interests of health and safety, or to indulge in horseplay or practical jokes which would be a risk to health and safety.
- e. Ensure all incidents, near misses, or dangerous occurrences are reported promptly to the Health and Safety Manager using the College Accident/Incident/Near Miss Report form.
- f. Attend health and safety training courses as required.
- g. Be familiar with the findings of risk assessments on processes, materials and substances required to be used and with safe handling and safe methods of use. Obtain advice before carrying out any work or handling any substance or equipment with which they are unfamiliar and which may be hazardous or dangerous.
- h. Be aware of the fire evacuation procedure, assembly points and the position of fire alarms and fire equipment.
- i. Conduct themselves in an orderly manner and be sensibly and safely dressed at all times.

### **3.8 EMPLOYEE HEALTH AND SAFETY TRAINING**

Under the Health and Safety at Work etc. Act and the Management of Health and Safety at Work Regulations, the College has a statutory duty to provide adequate information, instruction and training for employees to ensure their own health and safety, that of their colleagues and anyone else who may be affected by their actions such as students, visitors, contractors and members of the public.

Health and safety is included in Corporate Staff Induction training for new employees and a number of in-house training courses on specific health and safety issues are available. The courses are designed to meet the training needs of all staff and some courses consist of both theoretical and practical work. Courses are available to book via the College Intranet or the following link. <https://sharepoint.blackburn.ac.uk/OD/SitePages/Home.aspx>

### **3.9 INDUCTION AND RE-TRAINING**

New employees, existing employees transferring to new duties, employees taking on new responsibilities and the introduction of new technology or changes in existing systems of work are all situations of change for individuals.

The health and safety needs of individuals in these new situations must be taken into account. College Leadership Team members and All Managers across College must ensure that all staff are fully consulted and that induction or re-training is undertaken, so that employees have sufficient knowledge, skills and information to carry out their work safely and ensure the safety of others.

For staff to maintain their competencies, College Leadership Team members and all managers must ensure that refresher training is undertaken when required and that staff are regularly up dated on best practice and current safety standards.

The College offers regular Corporate Staff Induction Courses for new employees to the organisation which includes information on various areas within College.

## **4. ARRANGEMENTS**

The Management of Health and Safety at Work Regulations requires the College, as an employer, to put in place appropriate arrangements to cover health and safety. The following arrangements take into account the nature of the College business, the complexity of activities and the working environment.

## **4.1 INCIDENT/ NEAR MISS/ DANGEROUS OCCURRENCE REPORTING**

### **POLICY STATEMENT**

The College acknowledges that there are times when employees, students, visitors and contractors may be involved in an incident, near miss or dangerous occurrence whilst on College premises or involved in College activities. The College has a duty of care to all staff, students, visitors and contractors and encourages the reporting of incidents, near misses or dangerous occurrences.

This Policy and the supporting College reporting guidance cover procedures for managers, employees, and non-employees. Suitable information and training will be given to all staff regarding incident reporting and the location of the Accident/Incident/Near Miss Report Forms. The person responsible for co-ordinating all incident reporting is the College Health and Safety Manager.

### **SCOPE**

This Policy applies to all College employees, students, visitors and contractors who may have an incident, near miss or dangerous occurrence whilst on College premises or whilst participating in College activities.

### **REFERENCES**

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)  
Social Security (Claims and Payments) Regulations

### **DOCUMENTATION**

Accident/Incident/Near Miss Reporting Guidance  
Accident/Incident/Near Miss Report Form

## **4.2 ASBESTOS**

### **POLICY STATEMENT**

The College acknowledges the health hazards arising from exposure to asbestos and will protect those employees and other persons potentially exposed, as far as is reasonably practicable, by minimising exposure through the use of proper control measures and work methods supported by training of employees.

This policy requires the full co-operation of management and staff at all levels.

The Facilities and Estates Manager is responsible on behalf of the College for the control and management of the risk from asbestos containing materials on the College estate.

### **SCOPE**

This policy applies to College management, staff at all levels, maintenance staff and all contractors and sub-contractors whilst on College premises.

### **REFERENCES**

Health and Safety at Work Act  
Control of Asbestos Regulations  
Hazardous Waste Regulations

### **DOCUMENTATION**

Estates:  
Asbestos Management Document  
Asbestos Risk Assessment, Asbestos Register and Condition Survey (conducted by AEC)

## **4.3 BUILDING EVACUATION (FIRE AND BOMB)**

### **POLICY STATEMENT**

The College will, so far as is reasonably practicable, take steps to prevent or minimise all potential causes of fire and bomb alerts. The College acknowledges that despite these measures, it cannot be assumed that a fire or a bomb alert will never happen.

Systems are in place to deal with this eventuality and these will be regularly reviewed to ensure that they are adequate, i.e. fire evacuation drills, inspections of means of escape and maintenance of alarm systems and fire-fighting equipment will take place regularly.

All employees, students, contractors and visitors shall be given instruction on Fire Prevention/Evacuation procedures. Anyone having concerns regarding fire hazards, etc. should report them to a responsible person so that the College can take the appropriate action to eliminate the problem.

### **SCOPE**

This policy applies to all College employees, students, visitors and contractors whilst on College premises.

### **REFERENCES**

Health and Safety at Work Act  
Regulatory Reform (Fire Safety) Order

### **DOCUMENTATION**

Emergency Evacuation Procedures  
Smoke Free Policy  
Bomb Guidance and Protocols  
Personal Emergency Evacuation Plan Procedure  
Personal Emergency Evacuation Plan Guidance

## **4.4 CATERING AND VENDING**

### **POLICY STATEMENT**

It is the policy of College to ensure that employees and students have reasonable access to hot food and drink. This will be through the provision of snacks and drinks vending machines and College restaurants. The College acknowledges hazards associated with food hygiene and will exercise all reasonable precautions and due diligence in maintaining the highest standards of food hygiene and safety in catering and vending.

When an employee or student experiences a problem regarding catering or vending, they should inform a responsible person (Catering Manager/Tutor) immediately and the College will take the necessary measures to investigate and remedy the situation.

### **SCOPE**

This policy applies to all employees and students whilst on College premises.

### **REFERENCES**

Health and Safety at Work Act  
Workplace (Health, Safety & Welfare) Regulations  
Food Safety Act  
Food Safety (General Food Hygiene) Regulations  
Food Safety (Temperature Control) Regulations  
Food Premises (Registration) Regulations

### **DOCUMENTATION**

Safer Food, Better Business Folder  
Temperature Records  
Probe Calibration Records  
Cleaning Schedules



## **4.5 COMMUNICABLE DISEASES**

### **POLICY STATEMENT**

The College recognises that the spread of communicable diseases is of major concern to many of its employees in relation to the provision of services and to their individual responsibilities. The College recognises that it has a statutory and moral responsibility to employees, students and the public and will endeavour, so far as is reasonably practicable, to manage these responsibilities in a sympathetic and caring manner.

### **SCOPE**

This policy applies to all College employees.

### **REFERENCES**

Health and Safety at Work Act  
Public Health (Control of Disease) Act  
Public Health (Infectious Diseases) Regulations

### **DOCUMENTATION**

Business Continuity Plan

## **4.6 CONSTRUCTION WORK**

### **POLICY STATEMENT**

The College will, so far as is reasonably practicable, take steps to prevent or minimise risks through the implementation of adequate control measures in order to protect the health and safety of its employees, students, visitors and contractors.

The College will appoint, at the appropriate time, a Principal Designer and a Principal Contractor for each project. It will ensure that those appointed are competent and have adequate resources available to carry out their duties. No appointments will be made until the College is reasonably satisfied that this is the case.

The College will ensure that the Principal Designer is appointed before the work commences and provided with all information regarding the condition of any premises under its control, at or on which the construction work is to be carried out. The College will ensure that such work is planned in accordance with relevant standards or statutory provisions and that everyone is provided with the necessary information relating to the risks arising out of the work, and the preventative or protective measures to be taken.

The College will ensure that no construction work, to which the Construction Design and Management (CDM) 2015 regulations apply, will commence until an adequate health safety construction phase plan has been prepared.

Any health and safety file prepared in relation to any project will be kept readily available by the Facilities and Estates Manager for inspection by any person who may need it to comply with relevant legislation. When any such file is handed over to a third party the necessary steps will be taken to ensure that the party understands the purpose and nature of the file.

### **SCOPE**

This policy applies to the Vice Principal (Finance & Corporate Services), Head of Finance and the Facilities and Estates Manager or any other persons requesting construction work.

### **REFERENCES**

Health and Safety at Work Act  
Management of Health and Safety at Work Regulations  
Construction (Design & Management) Regulations (CDM) 2015  
Work at Height Regulations

## **4.7 CONTRACTORS**

### **POLICY STATEMENT**

The College as premises owner/occupier will plan, co-ordinate and monitor the activities of contract companies to effectively minimise the risks presented to employees, students and visitors.

### **Approved Contractors**

The College will only use contractors who have proved able to discharge their primary responsibility to safeguard employees, students and visitors who may be affected by their undertakings. This will be administrated in the form of an approved list of contractors, which will describe the contractor's capabilities and limitations. The list will be constantly reviewed and sanctions will be applied as a result of poor health and safety performance.

### **Equipment**

Plant and equipment (such as mobile scaffold, ladders, Personal Protective Equipment (PPE), lifting equipment, internal transport vehicles and electrical equipment) will not be loaned to contractors, unless exceptional circumstances prevent contractors from using or hiring their own equipment. Then, only with written authority to do so for a specified task and period, provided that equipment is in sound condition and the contractor is competent to use it.

### **SCOPE**

This policy applies to the Facilities and Estates Manager and any other manager who may need to bring contractors on to College premises.

### **REFERENCES**

Health and Safety at Work Act  
Management of Health and Safety at Work Regulations

### **DOCUMENTATION**

Contractor Handbook  
Health & Safety, Environmental and Sustainability Rules for Contractors

## **4.8 DISPLAY SCREEN EQUIPMENT**

### **POLICY STATEMENT**

The College will take all reasonable steps to secure the health and safety of employees who are designated users of Display Screen Equipment (DSE).

A 'user' is an employee who habitually uses display screen equipment as a significant part of their normal work. It is The College's intention to ensure that any risk from working with Display Screen Equipment is reduced to the lowest level possible.

The means by which the risks are reduced are:

1. Eye sight test provided at 'user's' request
2. Workstation Assessments - DSE Self Assessment Form available on College Intranet
3. All new furniture purchased conforms to DSE Regulations and current British Standards
4. Workstation assessment advice and support is available from the Health and Safety Department.

### **SCOPE**

This policy applies to all College employees designated as 'Users' of Display Screen Equipment.

### **REFERENCES**

Health and Safety at Work Act  
Health and Safety (Display Screen Equipment) Regulations

### **DOCUMENTATION**

Display Screen Equipment Guidance  
Display Screen Equipment and Workstation Self-Assessment Form  
Eye & Eye Sight Test Policy & Procedure

## **4.9 ELECTRICITY AT WORK**

### **POLICY STATEMENT**

The College will ensure that all reasonable steps will be taken to secure the health and safety of employees and students who use, operate or maintain electrical equipment. The College acknowledges that work on electrical equipment can be hazardous and it is therefore the College's intention to minimise the risks as far as is possible.

It is the policy of the College to discourage the use of privately owned electrical equipment in any of its premises, but if it is found on the premises it will be inspected and tested and added to the College electrical inventory. A cost may be applied for this service.

Any new equipment or items privately owned in College must be reported to Estates for portable appliance testing prior to use.

### **Equipment**

1. All faults should be reported immediately and equipment removed from use.
2. Electrical work (including repairs and fitting plugs) must only be done by authorised and trained staff.
3. All portable power tools should be:
  - Battery powered
  - 110V centre tapped
4. All new portable power tools purchased should be either 110V or battery powered and all mains (240V) tools should be phased out.
5. Contractors who carry out work on any College premise will be required to use 110V or battery portable power tools at all times.
6. All College buildings are maintained to current Institution of Engineering and Technology (IET) standards and fitted with Residual Current Devices (RCD's).

### **SCOPE**

This policy applies to all College employees, students and contractors.

### **REFERENCES**

Health and Safety at Work Act  
Electricity at Work Regulations

### **DOCUMENTATION**

Estates:  
Electrical Testing Procedure  
Portable Appliance Testing Procedure

## **4.10 EMERGENCY AND IMMINENT DANGER**

### **POLICY STATEMENT**

It is the intention of the College to ensure that any risks arising from work activities are reduced to a minimum. The College however, acknowledges that despite these measures it cannot be assumed that a major incident will never occur. Whilst such an incident is highly unlikely, the College has a Business Continuity Plan including emergency and disaster plans to ensure injury and damage limitation in the event of such an incident.

**Definition of an Emergency:** “An incident that causes serious disruption to life or business arising with little or no warning, causing or threatening death, serious injury or extreme damage to property”.

An emergency could be (examples – this list is not exhaustive):

- Major Fire
- Major gas leak/explosion
- Major water leak/flooding
- Major mains power failure

The Business Continuity Plan is available on the College Intranet.

### **SCOPE**

This policy applies to all College employees, students, visitors and contractors.

### **REFERENCES**

Health and Safety at Work Act  
Management of Health and Safety at Work Regulations

### **DOCUMENTATION**

Emergency Evacuation Procedures  
Fire Assembly Points  
Evacuation Chair Locations  
Emergency Procedures Search Criteria  
Bomb Threat Guidance  
Bomb Threat Protocols  
Business Continuity Plan  
Student PEEP Form (Personal Emergency Evacuation Plan)  
Staff PEEP Form (Personal Emergency Evacuation Plan)

## **4.11 FIRST AID AND EMERGENCY AID PROVISION**

### **POLICY STATEMENT**

The College is committed to providing sufficient numbers of first aid and emergency aid trained employees to deal with accidents and injuries occurring at work, and under a duty of care provide first aid and emergency aid to employees, students, visitors and contractors whilst on College premises.

To this end, the College will provide information and training on first aid and emergency aid to employees to ensure that statutory requirements and the needs of the organisation are met.

The list of first aid qualified staff is maintained by the Health & Safety Department and shared with College Switchboard/Central Control.

The College Emergency Number **Ext 2222** (01254 – 292222) should be used to call for a first aider.

### **SCOPE**

This policy applies to all employees, students, visitors and contractors.

### **REFERENCES**

Health and Safety at Work Act  
Health and Safety (First Aid) Regulations

### **DOCUMENTATION**

First Aid Arrangements Guidance  
First Aider List  
First Aid Supply Request Form  
Guidance for Persons Too Unwell to Stay in College

## **4.12 HAZARDOUS SUBSTANCES**

### **POLICY STATEMENT**

The College acknowledges that no substance can be considered completely safe and, so far as is reasonably practicable, will take steps to prevent or minimise risks through the implementation of adequate control measures and control substances hazardous to health within statutory exposure limits, in order to protect the health and safety of its employees, students, visitors and contractors.

The College undertakes to control exposure by having due consideration for the hierarchy of control. Control measures may include but are not limited to, engineering means (such as extraction systems, local exhaust ventilation systems (LEV), fume cabinets, appropriate storage facilities etc.) and Personal Protective Equipment (PPE).

Control of Substances Hazardous to Health (COSHH) awareness and Risk Assessment support is available from the Health & Safety Manager. The College will also provide employees with health surveillance where occupations deem surveillance necessary.

### **SCOPE**

This policy applies to all employees, students, visitors and contractors.

### **REFERENCES**

Health and Safety at Work Act  
Control of Substances Hazardous to Health (COSHH) Regulations  
Personal Protective Equipment at Work Regulations

### **DOCUMENTATION**

Control of Substances Hazardous to Health Guidance  
Hazardous Substance Inventories and Material Safety Data Sheets (MSDS)  
COSHH Assessment Forms  
Statutory LEV Inspection Records  
Employee Health Surveillance Records



## **4.13 LEGIONELLA**

### **POLICY STATEMENT**

The College will, so far as is reasonably practicable, ensure that precautions are in place to prevent exposure of employees, students, visitors and contractors to legionella bacteria. Water containing bacterium legionella pneumophila can give rise to illness known as Legionnaires Disease. Control of this risk is required by the Control of Substances Hazardous to Health Regulations.

The College undertakes to control exposure by identifying hot and cold water systems, humidifiers, air conditioning systems, spas and pools which may be susceptible to infection, examining those systems and controlling risks through remedial works and disinfection where deemed necessary and ongoing monitoring, maintenance and inspections.

The Facilities and Estates Manager is responsible for management of legionella risks. Competent specialists will be employed to conduct risk assessments, water hygiene monitoring and provide recommendations for control measures. Suitable information, instruction, training and supervision will be provided to all Estates staff involved in the control of legionella and required to undertake regular routine monitoring.

The College will use the principles set out in the HSE guidance “The Control of Legionella bacteria in water systems – Approved Code of Practice (L8)”. The management of legionella will be a continual commitment by the organisation involving regular management risk assessment, monitoring, inspection and record keeping.

### **SCOPE**

This policy affects all staff, students, visitors and contractors who use or maintain College water supplies and systems.

### **REFERENCES**

Health and Safety at Work Act  
Control of Substances Hazardous to Health Regulations  
Management of Health and Safety at Work Regulations  
Control of Legionella Bacteria in Water Systems – Approved Code of Practice (L8)

### **DOCUMENTATION**

Guidance on Substances Hazardous to Health  
COSHH Assessment Forms  
Legionella risk assessments  
Legionella monitoring procedures  
Legionella monitoring records

## **4.14 LIFTS AND LIFTING EQUIPMENT**

### **POLICY STATEMENT**

The College will take all reasonable steps to ensure the health and safety of employees and others who use lifts and lifting equipment whilst on College premises by ensuring that:

- a) Maintenance checks, inspections and examinations are carried out by competent persons;
- b) Maintenance schedules and logs are kept of the checks, inspections and examinations carried out.

All lifts and lifting equipment for which the Lifting Operations and Lifting Equipment Regulations (LOLER) apply are managed and maintained by the Facilities and Estates Manager.

### **SCOPE**

This policy applies to all College employees, students, visitors and contractors.

### **REFERENCES**

Health and Safety at Work Act  
Provision at Use of Work Equipment Regulations  
Manual Handling Operations Regulations  
Lifting Operations & Lifting Equipment Regulations

### **DOCUMENTATION**

Statutory Inspection and Examination Records  
Estates: LOLER procedure

## **4.15 LONE WORKING**

### **POLICY STATEMENT**

The College will ensure, so far as is reasonably practicable, that employees who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety. Measures will also be adopted to protect anyone else affected by lone working.

Lone working may expose employees and others to additional hazards. It is the College's intention to either eliminate the risks from the hazards or, where elimination is not possible, to reduce them to an acceptable level through the risk assessment process.

### **SCOPE**

This policy applies to all College employees who are required to work alone.

### **REFERENCES**

Health and Safety at Work Act  
Management of Health and Safety at Work Regulations

### **DOCUMENTATION**

Lone Working Procedure  
Guidance for Lone Working on and off Campus including Personal Safety Advice  
Risk Assessment Form  
Late Night and Weekend Working  
Late Night/ Weekend Working Request Form

## **4.16 MAINTENANCE OF MACHINERY AND EQUIPMENT**

### **POLICY STATEMENT**

The College will take all reasonable steps to ensure the safety of all employees and students working with machinery and equipment and employees and contractors maintaining machinery and equipment. The College will seek to liaise with suppliers to ensure that any new item of machinery and equipment is designed and supplied to work in a safe manner and to ensure that machinery and equipment is maintained safely.

Any problems relating to machinery or equipment safety should immediately be reported by employees to their line manager so that steps can be taken to remedy the situation. The item should be taken out of service and labelled 'Do Not Use' with the reason why. The item should not be used again until the problem has been resolved and it is deemed safe to do so.

The College will give sufficient information, instruction and training as is necessary to ensure the health and safety of all staff who maintain machinery and equipment.

### **SCOPE**

This policy applies to all College employees, students and contractors.

### **REFERENCES**

Health and Safety at Work Act  
Consumer Protection Act  
Provision and Use of Work Equipment Regulations (PUWER)  
Supply of Machinery (Safety) Regulations  
Supply of Machinery (Safety) (Amendment) Regulations

### **DOCUMENTATION**

Machinery Survey Reports  
Estates: Provision & Use of Work Equipment Regulations - PUWER Procedure

## **4.17 MANUAL HANDLING**

### **POLICY STATEMENT**

The College will ensure so far as is reasonably practicable, that operations involving manual handling are minimised. Measures to achieve this include ergonomic design of the workplace or activity and the provision of mechanical aids.

The College will also provide employees with information and training regarding manual handling operations.

### **Assessment of Risk**

An assessment of manual handling activities will be carried out by competent persons. Risks identified will be reduced to the lowest level reasonably practicable.

### **SCOPE**

This policy applies to all College employees.

### **REFERENCES**

Health and Safety at Work Act  
Manual Handling (Operations) Regulations

### **DOCUMENTATION**

Manual Handling Assessment Form  
Manual Handling Guidance

## **4.18 NOISE AT WORK**

### **POLICY STATEMENT**

The College will take all reasonable steps to ensure that the risk of hearing damage to employees and students who work with noisy equipment or in a noisy environment is minimised. The College will also ensure that health surveillance is carried out on employees subjected to high noise levels at work.

The College undertakes to control exposure by having due consideration for the hierarchy of control. Control measures may include but are not limited to, engineering means e.g. dampers, enclosures, etc. and personal protective equipment (PPE) such as ear defenders will be provided.

### **SCOPE**

This policy applies to all College employees and students who work in a noisy environment.

### **REFERENCES**

Health and Safety at Work Act  
Control of Noise at Work Regulations

### **DOCUMENTATION**

Employee Health Surveillance Records  
Noise Assessment Surveys

## **4.19 OCCUPATIONAL HEALTH**

### **POLICY STATEMENT**

The College will take all reasonable steps to ensure the health of all employees whilst at work. The College will liaise with and take guidance from Occupational Health specialists where the College feels an employee's health could be being affected by the work they are undertaking.

The College will also ensure that regular health surveillance checks are provided for employees potentially exposed to substances or environments in the workplace that could affect their health.

Should any employee have cause to believe they have a work related health problem, they should immediately inform their line manager so that steps can be taken to remedy the situation.

### **SCOPE**

This policy applies to all College employees

### **REFERENCES**

Health and Safety at Work Act  
Control of Substances Hazardous to Health (COSHH) Regulations  
Personal Protective Equipment at Work Regulations  
Manual Handling (Operations) Regulations  
Control of Noise at Work Regulations  
Health and Safety (Display Screen Equipment) Regulations

### **DOCUMENTATION**

Employee Occupational Health Records

## **4.20 OFFSITE WORKERS AND EDUCATIONAL VISITS**

### **POLICY STATEMENT**

Where employees are required to work at locations away from their normal base and where employees take students on educational visits, the College will ensure so far as is reasonably practicable, that all steps are taken to ensure their safety and health.

It will be the duty of the employee to carry out the activities in a way that the risk assessment has shown to be best, to control the risks and comply with any safe systems of work and safe working procedures.

Where there is any doubt about the employee's ability to work to the agreed methods, owing to the nature or the particular location of the activity, work **should not** commence until the situation has been reported to and reviewed by their manager and a specific system of work has been prepared.

Educational offsite visits need to be recorded on '[EVOLVE](#)', the College's electronic planning and approval system.

### **SCOPE**

This policy applies to all College employees who work away from the College premises or undertake Educational visits with students.

### **REFERENCES**

Health and Safety at Work Act  
Management of Health and Safety at Work Regulations

### **DOCUMENTATION**

Lone Working Procedure  
Guidance for Lone Working On and Off Campus, including Personal Safety Advice  
Offsite Visits and Adventurous Activities Policy  
Requirements for Offsite Visits and Adventurous Activities  
EVOLVE system records:

- V1 - Visit Form generated by Evolve
- V2 - Annual Off-Site Visits Consent Form
- V3 – Off-Site Visit Specific Consent Form (Students)
- V3a – Off-Site Visit Specific Consent Form (Staff)
- V4 – External Provider Form
- V5 - Event Specific Risk Assessment Form
- V7 – Emergency Procedures – Visit Leaders
- V8a – Emergency Procedures – College Base Contact
- V8b – Emergency Procedures – College Executive/Centre Heads
- V10 – Self-Assessment Compliance Checklist
- OT –Overseas Travel Passenger Checklist



## **4.21 PERSONAL PROTECTIVE EQUIPMENT (PPE)**

### **POLICY STATEMENT**

Centres and Services areas within the College will provide suitable and appropriate personal protective equipment (PPE) where the risk presented by a work activity cannot be adequately controlled by other means.

Where personal protective equipment is to be used, this should be identified in the work activity risk assessment as the appropriate control measure for the hazard. It is the intention of the College to ensure through the proper use of this equipment, that any risks are minimised and that all employees and students who are required to use such equipment do so.

Managers have the responsibility to ensure and if necessary enforce the use of PPE by their staff and students and take remedial action for non-compliance.

### **SCOPE**

This policy applies to all College employees and students who are required to use Personal Protective Equipment.

### **REFERENCES**

Health and Safety at Work Act  
Management of Health and Safety at Work Regulations  
Personal Protective Equipment at Work Regulations  
Control of Substances Hazardous to Health Regulations

## **4.22 PRESSURE SYSTEMS**

### **POLICY STATEMENT**

The College will, so far as is reasonably practicable, ensure that all pressure systems used or owned are safe. The design, construction, repair and modification of pressure systems will be managed to prevent danger and such relevant information as is required in law will be made available and kept for record purposes.

The Estates Department maintains a safe system of work for all pressure systems. Any problems or defects observed in pressure systems should be reported immediately to the Facilities and Estates Manager. The Facilities and Estates Manager will investigate the circumstances thoroughly, take any corrective measures required and advise persons concerned of actions taken.

Pressure systems will be inspected annually with arrangements made by the Facilities and Estates Manager.

### **SCOPE**

This policy applies to all College employees who use or maintain pressure systems.

### **REFERENCES**

Health and Safety at Work Act  
Pressure Safety Systems Regulations

### **DOCUMENTATION**

Estates: Pressure Systems Procedure  
Statutory Inspection and Examination Records  
Schemes of Work including:

- Register of Pressure Systems
- Annual Inspection Schedules

## **4.23 RISK ASSESSMENT**

### **POLICY STATEMENT**

The College accepts that work and learning activities may create risks to employees and others unless properly controlled and will take all reasonably practicable measures to reduce the risks to an acceptable level.

Managers will ensure risk assessments are carried out which will detail the range of hazards associated with work, learning activities and equipment together with control measures. Risk assessments must be shared with the staff and students involved in the work or learning activities and the control measures implemented.

Completed risk assessments must be forwarded to the Health and Safety Department for inclusion on the Central Risk Assessment Bank, available on the Cross College Shared Area. Managers should regularly monitor the Central Risk Assessment Bank to ensure their risk assessments are reviewed annually.

Any employee who discovers a hazard during working activities should report the hazard to their manager so that the necessary remedial action can be taken.

### **SCOPE**

This policy applies to all College employees and students.

### **REFERENCES**

Health and Safety at Work Act  
Management of Health and Safety at Work Regulations  
Control of Noise at Work Regulations  
Health and Safety (Display Screen) Equipment Regulations  
Personal Protective Equipment at Work Regulations  
Manual Handling Operations Regulations  
Control of Substances Hazardous to Health Regulations  
Provision and Use of Work Equipment Regulations

### **DOCUMENTATION**

Procedure for Dealing with Safety Issues in College  
Risk Assessments Guidance  
Work Activity / Equipment Risk Assessment Form  
Events Risk Assessment Form  
COSHH Assessment Form  
Display Screen Equipment and Workstation Self-Assessment  
Manual Handling Assessment Form  
Risk Assessment Bank  
Guidance for Managers on Stress Risk Assessments  
Stress Risk Assessment Form

## **4.24 SAFE LEARNERS**

### **POLICY STATEMENT**

All learners are entitled to learning that takes place in a safe, healthy and supportive environment. The College will, so far as is reasonably practicable, ensure the health, safety and welfare of all learners and adopt the principles of the Skills Funding Agency's 'Safe Learner' concept.

The College will ensure that all work related work placements are adequately appraised in accordance with the Health and Safety Executive guidelines before a learner is allowed into the placement.

### **SCOPE**

This policy applies to learners, all College Tutorial staff, Training Advisors, and Work Experience Placement Officers.

### **REFERENCES**

Health and Safety at Work Act  
Management of Health and Safety at Work Regulations  
Health and Safety (Training for Employment) Regulations

### **DOCUMENTATION**

Health and Safety of Learners in Work Related Learning and Work Placements Policy  
Health and Safety Assessment Document with Standard 10  
Health and Safety Appraisal Request Procedure  
HSA Review Sheet  
Procedure Work Based Learning UCBC  
Work Placement Authorisation Request Form UCBC  
Safeguarding Students Employers Guide <http://www.blackburn.ac.uk/employers/apprenticeships-for-employers/how-to-recruit-an-apprentice/>

## **4.25 SAFETY REPRESENTATIVES AND SAFETY COMMITTEE**

### **POLICY STATEMENT**

The College acknowledges the importance of consultation with employees on health and safety matters and the importance of the positive role played by safety representatives appointed under the Health and Safety at Work Act, Safety Representatives and Safety Committees Regulations and the Health & Safety (Consultation with Employees) Regulations.

The College undertakes to consult with safety representatives over issues related to health, safety and welfare and provide information, facilities and assistance that safety representatives can reasonably require in order to carry out their functions.

### **SCOPE**

This policy applies to all College Safety Representatives and other members of the College Health and Safety Committee.

### **REFERENCES**

Health and Safety at Work Act  
Management of Health and Safety at Work Regulations  
Safety Representatives and Safety Committee Regulations  
Health and Safety (Consultation with Employees) Regulations

### **DOCUMENTATION**

Health and Safety Committee Terms of Reference  
Health and Safety Committee Minutes

## **4.26 SMOKING IN THE WORKPLACE**

### **POLICY STATEMENT**

In line with Smoke Free legislation and College policy and as part of its continuing review of health, safety and welfare, smoking and use of E-Cigarettes is prohibited within College premises, College vehicles and at the entrances and exits to all College premises.

In order to maintain a safe and comfortable workplace for everyone the College has implemented a Smoke Free Policy which includes the use of electronic cigarettes.

### **SCOPE**

This policy applies to all College employees, students, visitors and contractors.

### **REFERENCES**

Health and Safety at Work Act  
Management of Health and Safety at Work Regulations  
Smoke Free (Premises & Vehicles) Regulations  
Food Hygiene (General Food Hygiene) Regulations

### **DOCUMENTATION**

Smoke Free Policy

## **4.27 TRANSPORT**

### **POLICY STATEMENT**

The College is committed to minimising risk, so far as is reasonably practicable, regarding any employee who drives a College owned or hired vehicle on College business to prevent incidents to themselves and others.

The College will ensure that all drivers:-

- Are aged 21 years or over.
- Held a full driving licence for 2 or more years.
- Register a current copy of their driving licence with the Finance Department on an annual basis for inspection giving proof of their eligibility to drive a College/hire vehicle. The inspection also checks for current endorsements and categories of vehicles they can drive.

The College will ensure that the College Vehicle and Driver Policy is implemented and reviewed in accordance with current and relevant standards and statutory provisions. The College will provide the necessary information and training for all employees representing the College in such undertakings.

### **SCOPE**

This policy applies to all College employees who may be required to drive College owned or hired vehicles on College business.

Responsibilities for employees driving their own vehicles is covered in the Travel and Expenses Policy.

### **REFERENCES**

Transport Act  
Road Traffic Act

### **DOCUMENTATION**

College Vehicle and Driver Policy  
Travel and Expenses Policy

## **4.28 VIOLENCE, AGGRESSION AND UNACCEPTABLE BEHAVIOURS**

### **POLICY STATEMENT**

The College is responsible for the provision of a safe and healthy working environment for its employees. The College recognises that it has an obligation to strive to eliminate the danger posed by unwanted comments and behaviours whilst at work e.g. threats, violence, aggression, intimidatory conduct and verbal abuse.

The College will:

1. Endeavour to minimise the risk to employees by providing a safe and healthy working environment. Particular attention will be paid to reception areas.
2. Provide training for employees who may have to face aggression or confrontation whilst at work.
3. Not tolerate verbal or physical harassment of its employees, assaults upon employees or their property by students, visitors or members of the public during or outside their working hours, which are a result of their employment by the College.
4. Record and investigate all incidents of violence at work and take any remedial action that may be necessary.

### **SCOPE**

This policy applies to all College employees

### **REFERENCES**

Health and Safety at Work Act  
Management of Health and Safety at Work Regulations

### **DOCUMENTATION**

Bullying and Harassment Policy  
Bullying and Harassment Procedure  
Anti-Bullying Policy and Procedure  
Sexual Violence, Harassment and Abuse Policy  
Employee Code of Conduct



## **4.29 WASTE DISPOSAL**

### **POLICY STATEMENT**

The College is committed to ensuring the health, safety and welfare of its employees and others who may be affected by waste materials that result from its work. College policy is to arrange for the disposal of all waste products regularly, safely and in accordance with current environmental legislation.

Waste disposal is controlled and managed by the Estates department. Recycling initiatives will be taken where reasonably practicable in order to help protect the environment and make better use of resources. The College adopts the Reduce-Reuse-Recycle philosophy.

All employees, students, visitors and contractors are required to dispose of waste products in receptacles specifically provided for that purpose, taking note of any segregation requirements.

### **SCOPE**

This policy applies to all College employees, student, visitors and contractors.

### **REFERENCES**

Health and Safety at Work Act  
Environmental Protection Act  
Hazardous Waste Regulations

### **DOCUMENTATION**

Sustainability Policy  
Estates: Waste Procedure

## **4.30 WORKING AT HEIGHT**

### **POLICY STATEMENT**

The College will ensure that all reasonable steps are taken to minimise risks to the health and safety of employees and others who may be required to work at height, or affected by work at height activities. A place is 'at height' if a person could be injured falling from it (for example roofs, ladders, work platforms, etc.) or into it (open pits, shafts, etc.).

Whenever possible alternative methods should be used to eliminate the need for work at height.

Where alternatives are not possible and work at height cannot be avoided, the task should be risk assessed and suitable access equipment used such as ladders, step ladders, work platforms, step stools, scaffolds etc. In some cases falls prevention equipment may need to be provided and used such as edge protection, harnesses and lanyards, etc. Staff required to work at height should be competent to do so and training may need to be provided.

The College does not condone the use of chairs and tables as a means of low-level access.

Line managers are responsible for ensuring suitable equipment is available and used and employees have sufficient skills, training, knowledge, and experience to perform the task. If there is any doubt about an employee's ability to work to the agreed methods, work should not commence until the situation has been reviewed by their manager and a specific safe system of work has been prepared.

Employees are required to carry out activities in accordance with the risk assessment and comply with any safe system of work and safe working practices. Any employee concerns about work at height should immediately be reported to their line manager so that steps can be taken to remedy the situation.

The College uses a Permit to Work scheme to control roof works and roof access, which is managed by the Facilities and Estates Manager.

### **SCOPE**

This policy applies to all College employees and others who are required to work at height.

### **REFERENCES**

Health and Safety at Work Act  
Management of Health and Safety at Work Regulations  
Work at Height Regulations

### **DOCUMENTATION**

Working at Height Guidance  
Risk Assessment Guidance  
Risk Assessment Form  
Estates Permit to Work Scheme  
Estates Ladder Schedule

## 5 **STAKEHOLDER CONSULTATION**

This policy has been consulted on with colleagues including members of the Health and Safety Committee prior to submission to the Policy and Resources Committee.

## 6 **MONITORING AND REVIEWING**

This policy and its implementation will be monitored by the College Health and Safety Committee. The policy will be reviewed annually by the Health and Safety Manager and signed by the Principal and Chief Executive Officer and Chair of Governors each year.

## 7 **RELATED POLICIES/ PROCEDURES**

The following policies or procedures link with this policy:

- Anti-Bullying Policy and Procedure
- Bullying and Harassment Policy
- Bullying and Harassment Procedure
- College Vehicle and Driver Policy
- Emergency Evacuation Procedures
- Staff Expectant and Nursing Mothers Risk Assessment Procedure
- Student Expectant and Nursing Mothers Risk Assessment Procedure
- Eye and Eye Sight Test Policy and Procedure
- Health and Safety Appraisal Request Procedure
- Health and Safety of Learners in Work Related Learning and Work Placements Policy
- Legionella Monitoring Procedures
- Lone Working Procedure
- Off-site Visits and Adventurous Activities Policy
- Procedure for Dealing with Safety Issues in College
- Procedure Work Based Learning UCBC
- Sexual Violence, Harassment and Abuse Policy
- Smoke Free Policy
- Stress – Prevention of Work related Stress Policy

## 8 **MANAGEMENT RESPONSIBILITY**

Management responsibility for the effective operation of the policy is contained in Section 3 of this Policy.

## 9 **EQUALITY IMPACT ASSESSMENT**

Blackburn College is committed to the promotion of equality, diversity and providing a supportive environment for all members of our community. Our commitment means that this policy has been reviewed to ensure that it does not discriminate (either intentionally or unintentionally) any of the protected characteristics of age, disability, gender (including gender identity), race, religion or sexual orientation and meets our obligations under the Equality Act 2010. Therefore, this policy has no adverse impact on any of the above protected groups.

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<b>Owner:</b>	<i>Health &amp; Safety Manager</i>
<b>Date last approved:</b>	<i>12 March 2021</i>
<b>Date of review:</b>	<i>12 January 2022</i>
<b>Consulted with:</b>	<i>Health and Safety Committee, Policy and Resources Committee</i>
<b>Consultation date/s</b>	<i>9 February 2022, 28 February 2022</i>
<b>Date of approval:</b>	<i>25 March 2022</i>
<b>Approved by:</b>	<i>Corporation Board</i>
<b>Next Review date:</b>	<i>November 2023</i>