



# HEALTH AND SAFETY POLICY

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## PREFACE

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This document has been formulated in response to the general duties of employers required under Section 2(3) of the Health & Safety at Work etc. Act 1974.

*ie. "Except in such cases as may be prescribed, it shall be the duty of every employer to prepare and as often as may be appropriate revise a written statement of his general policy with respect to the health and safety at work of his employees and the organisation and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all of his employees."*

The document also responds to statutory requirements under the Management of Health & Safety at Work Regulations 1992 which came into force on 1st January 1993, notably those under Regulation 4.

*ie. (1) "Every employer shall make and give effect to such arrangements as are appropriate, having regard to the nature of his activities and the size of his undertaking, for the effective planning, organisation, control, monitoring and review of the preventive and protective measures."*

*(2) "Where the employer employs five or more employees, he shall record the arrangements referred to in paragraph (1)."*

In formulating the document, due regard has also been paid to recent regulations, including:

**Workplace (Health, Safety, and Welfare) Regulations 1992**

**Provision and Use of Work Equipment Regulations 1992**

**Personal Protective Equipment at Work Regulations 1992**

**Health & Safety (Display Screen Equipment) Regulations 1992**

**Manual Handling Operations Regulations 1992**

**Construction, Design & Management (CDM) Regulations 1994**

**Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1995**

**Disability Discrimination Act 1995**

**Construction (Health, Safety & Welfare) Regulations 1996**

All documents pertaining to the above-mentioned Acts and Regulations, together with Approved Codes of Practice and additional guidance are available within the College for consultation by Governors and all its employees.

This policy document and any subsequent revisions shall, once approved, be made available to all Governors of the City of London College, and to all present and future employees. Appropriate parts of its contents will also be made known to contractors who work on College premises, and to students of the College.

## **PART 1: GENERAL STATEMENT**

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- (a) The Governors of City of London College consider that one of their primary objectives is the achievement and maintenance of a high standard of health and safety in all areas of College activity.**
  
- (b) The Governors recognise their corporate responsibility as an employer to provide a safe and healthy environment for teaching and non-teaching staff, students, and other people who come onto and use the premises.**
  
- (c) They will take all reasonably practicable steps within their power to fulfil this responsibility, and will pay particular attention to meeting the requirements of the Health & Safety at Work etc. Act 1974, the Health & Safety (General Provisions) Regulations 1992, the Workplace (Health, Safety and Welfare) Regulations 1992, and all other relevant statutory provisions.**
  
- (d) They require employees at all levels to display a positive attitude towards health and safety, and to pursue the College Corporation's stated objectives in this field.**
  
- (e) The Director of Operations of the College is specifically required....**
  - to draw up the necessary arrangements to secure compliance with all health and safety requirements**
  
  - to ensure that College-wide risk assessment is undertaken so as to identify dangers, defects, deficiencies, remedial actions to be taken and procedures to be followed to prevent or minimise risk**
  
  - to ensure that a College emergency plan is prepared, and subsequently tested in an appropriate and realistic manner**
  
  - to provide written information about the College's health and safety arrangements and procedures, and to circulate this to all staff**
  
  - to keep Governors informed of all issues pertaining to health and safety within the College, and to advise outside agencies of policies and procedures as required**

- to monitor implementation of the arrangements across the College as a whole.

- (f) College Governors will maintain arrangements with staff for joint consultation on measures for promoting health and safety within the College. These arrangements will include the setting up of a College Health & Safety Committee reporting to and advising the Governors on all health and safety matters.
  
- (g) The advice of those professionally qualified in health & safety-related disciplines will be sought wherever possible to advise the College on the effective implementation of its objectives and policies. Such advice will be used, among other things, to identify the training needs of individual members of staff, and to locate appropriate training opportunities.

In order to ensure the best possible climate for injury and accident prevention, action must be taken by an individual. The code which follows identifies this individual, and her/his particular responsibilities and duties.

Accidents are, by their very nature, out-of-the-ordinary events. Where anything unusual arises requiring immediate action, all members of staff are expected to use their professional judgement and common sense to deal with the matter as safely as is practically possible.

### **DIRECTOR OF OPERATIONS**

The responsibility for implementation of the Health & Safety Policy devolves upon the Director of Operations of the College who, in turn, may nominate another member of the College Management Team to co-ordinate the various requirements of the legislation and of the College Corporation's Policy and to initiate such arrangements as are necessary for this purpose. In particular, the Director of Operations will be responsible for the production, dissemination, and any necessary updating of the College's Statement of Arrangements, identified here as Part 3 of the Policy. This shall define the responsibilities for health and safety within the organisation, and shall include, or shall refer to, procedures for identifying and dealing with hazards, safe systems and methods of work, and all arrangements for promoting health and safety, both within the College as a whole and in any of its sections.

In particular, the Director of Operations [or nominated deputy] is directed....

- (a) To pursue the objectives of the College in respect of all issues related to health and safety.**
- (b) To make major decisions on the interpretation of the College's Health & Safety Policy and the legislation which affects it.**
- (c) To set up arrangements in the College to cover all health and safety legal requirements, to produce a written statement of those arrangements, and to bring it, together with Parts 1 and 2 of the College's statement, to the attention of all staff. The statement is to be revised and republished as necessary. To monitor effectively the implementation of the arrangements.**
- (d) To be available to any member of staff to discuss and to seek to resolve health and safety problems not solved at a lower level or through the established arrangements.**
- (e) To report to the Governors those instances where the Director of Operations's executive authority does not allow the elimination or reduction to a satisfactory level of a hazard, but to take all necessary short-term measures to avoid danger pending rectification.**
- (f) To note all health and safety instructions and advice issued by relevant external bodies, and to ensure that they are brought to the attention of all staff. To keep a file of such information**

about the health and safety aspects of activities carried on in the College, and to make this information available to all staff.

- (g) To keep a list of safety representatives appointed to represent staff at the College, to be readily available to them, and to co-operate with them as far as is reasonable in their efforts to carry out their functions. To receive written reports from safety representatives and to respond in writing within a reasonable time.
- (h) To ensure that each area of the College is inspected once per term. This inspection to form part of an ongoing risk assessment procedure leading to protective and preventative measures and backed up by staff training.
- (i) To arrange for finance and other resources to be available to meet the requirements of the Health & Safety Policy.
- (j) To ensure that a system is established for the reporting, recording and investigation of accidents, and that all reasonable steps are taken to prevent recurrences.
- (k) To ensure that all staff, students, and visitors, including outside contractors, are informed of any particular hazards on site of which they may be unaware. To ensure that consideration is given to the possibilities of maintenance and other work on site affecting students and staff.
- (l) To ensure that new employees are briefed about safety arrangements; in particular to ensure that they are given a copy of the College's Statement and the opportunity to read it before starting work.
- (m) To ensure that students are informed in an appropriate manner about the arrangements made by the College to promote and enhance health and safety, and to specify their individual duties and responsibilities in this area.
- (n) To ensure that effective arrangements are in force to prevent fire and other emergencies, and to ensure that fire fighting and prevention equipment is available and maintained in good order.
- (o) To ensure that a College Evacuation Plan is prepared, and subsequently tested in an appropriate and realistic manner on a regular basis.

- (p) To liaise and co-operate with the emergency services as necessary to facilitate the effective operation of College procedures, and as appropriate to enhance the general safety of all those on the site.
- (q) To ensure that outside contractors working on the site are aware of their obligations as regards the health and safety of themselves and others. A health and safety clause to be included in every contract, attention drawn to it, and the working practices of contractors monitored to ensure compliance.
- (r) To ensure the use of any necessary protective clothing and equipment, and that it is properly maintained and renewed when necessary.
- (s) To ensure that the health surveillance of staff, where this is appropriate, forms part of more general risk assessment procedures and informs the ongoing review of College policies.
- (t) To promote a College ethos which requires health and safety to become a personal commitment for all students and staff.
- (u) To ensure that, where accidents involving death or serious injury do occur to staff, students, or others using the premises, a suitable insurance cover exists to provide an adequate level of compensation/benefits for those affected. The insurance policy to meet or better statutory requirements in terms of such aspects as employers' liability, and to be extended to cover students and staff whilst engaged in College-related activities off-site.

To ensure that a range of appropriate measures are taken to deter, locate, eject, and report trespassers to the College. To ensure that a log of such incidents is kept for inspection by the police.

To ensure that all staff and students are aware of the above range of measures.

### **COURSE LEADERS/ MANAGERS**

Managers, by virtue of their line-management role, will be in a strategic position to provide leadership on health & safety issues within their teams. In some cases the specialised nature of the work of particular teams will make it vital for the success of the Policy that the manager is actively involved in the promotion, implementation and monitoring of health & safety in her/his own subject area, as well as acting in an advisory capacity to the Director of Operations/College Management Team.

Apart from their general responsibilities as employees of the College, managers are specifically advised and empowered:

- (a) To co-ordinate health and safety matters within their team.
- (b) To advise the Director of Operations, the appropriate SMT member, and the Health & Safety Committee on all matters pertaining to the health and safety of all those staff and students who work within the team. To recommend changes to the Health & Safety Policy when necessary.
- (c) To accept advice from professional bodies and other organisations supporting work in their particular subject area, and to bring this information to the notice of those responsible for designing, implementing, and monitoring the College Health and Safety Policy.
- (d) To advise the Director of Operations, where appropriate, of finance and other resources required to meet safety obligations.
- (e) To do all that is reasonable to ensure that all staff within the team are aware of their general health and safety responsibilities, are aware of the personnel and equipment for which they are responsible, and the procedures to be followed in the case of accidents, injuries and other emergencies.
- (f) To co-operate and assist with inspections and risk assessment procedures as these apply to the team.
- (g) To devise, or arrange to have devised, procedures within their own team to supplement this document when this is considered necessary for the safe working of staff and students.
- (h) To ensure that injuries and accidents occurring within the team area are appropriately reported using the recommended College procedures set out elsewhere in this document, and to facilitate their investigation and monitoring.
- (i) To ensure that staff and students working off-site are fully briefed on necessary arrangements and approved procedures.
- (j) To play a leading role in the dissemination of health and safety information to students working within the team area, and to help monitor their compliance with regulations and approved procedures.

**PREMISES MANAGER**



The Premises Manager's generic job description contains many elements which relate to the day-to-day health and safety of all those using the premises. For the purposes of this policy document, some of these are highlighted below:

- (a) To have a good working knowledge of the Health & Safety at Work Act 1974 as it relates to the working environment.**
- (b) To ensure that Premises & Cleaning Staff are made aware of their Health & Safety responsibilities.**
- (c) To ensure that mechanical aids, steps and other caretaking equipment are in a safe condition.**
- (d) To report to the Director of Operations any unsafe furniture or structural defect, or any teaching apparatus noticed to be defective.**
- (e) To check visually fire fighting equipment on a regular basis, and to report to the Director of Operations when the attention of the maintenance contractors is required.**
- (f) To test the fire bell and check fire exit doors weekly, and to check that all emergency exit routes are clear.**
- (g) To bring to the attention of supervisory/management staff any flagrant disregard for Health & Safety legislation by the staff of contractors working on the site.**
- (h) To operate the heating and hot water plant, ensuring that recommended temperatures are maintained, and to ensure that proper safety precautions are observed in the boiler-house.**
- (i) To liaise as necessary with Emergency Services including calling them out if required. To ensure clear access for, and assist if required, all emergency services.**
- (j) To deal with, or arrange to be dealt with, all burst pipes, leaks, flooding, fires, and breakages as appropriate. To arrange for contractors to deal with all installation emergencies, making safe initially by switching off supply and observing Health & Safety recommendations.**

- (k) To inspect the outside fabric of all buildings, report defects and arrange for repairs as appropriate.**
- (l) To keep access paths clear and safe during snow and frost conditions, minor flooding, and emergency situations.**
- (m) To check the work of Contractors on site, and to report to the Director of Operations any failures to carry out work correctly.**
- (n) To report trespass and unauthorised parking.**
- (o) To report daily to the Director of Operations to determine priorities and report any difficulties.**

In order to enhance health and safety within the College, the Premises Manager's role has been extended to encompass the following additional responsibilities....

- (p) To attend Training Courses relating to the health & safety needs of the College, including those specifically concerned with the acquisition of basic first-aid skills.**
- (q) To operate as an "Appointed Person" in connection with the Approved Code of Practice and Guidance governing the administration of first-aid within the College.**
- (r) To liaise with the Director of Operations in the preparation and testing of the College Evacuation Plan.**
- (s) To undertake emergency repair and maintenance work to items which might otherwise, if left unattended to, constitute a hazard to health and safety [eg. glazing].**
- (t) To undertake training in the skills required in order to deal effectively with emergency repairs and maintenance.**
- (u) To monitor contractors and others on the use and storage of potentially hazardous substances in accordance with COSHH Regulations 1988.**
- (v) To assist in the reporting and investigation of accidents on site.**

- (w) To assist in all procedures relating to inspections of the premises and the monitoring of all health and safety policies within the College.**
- (x) To play an active role in measures designed to deal with intruders on College premises who may threaten the safety of staff and students.**
- (y) To assist College management and finance staff in implementing measures which ensure safety in handling money on the premises and en route to and from the bank.**

#### **OTHER EMPLOYEES**

All members of the College staff have a responsibility....

- (a) To work safely and with due regard for the health, safety and welfare of themselves and others, including members of the public.**
- (b) To comply with statutory obligations, and with the requirements of all relevant Codes of Practice.**
- (c) To adhere to health and safety rules and regulations made both in relation to and in regard to particular work or procedures.**
- (d) To familiarise themselves with the contents of the College Health & Safety Policy, to support its aims and objectives, and to abide by its directives and procedural arrangements.**
- (e) To familiarise themselves with the College Evacuation Plan as this applies within their own working areas, to assist in its dissemination to students and visitors, and to participate in exercises designed to test its effectiveness.**
- (f) To report to the Director of Operations or a nominated member of the College Management Team:-**
  - i) Accidents and incidents that may lead to injuries and**
  - ii) All unsafe or unhealthy conditions that may arise.**

- (g) To co-operate with management and safety representatives when accidents require investigation.
- (h) To facilitate the work of those who have a specific responsibility to undertake inspections of the premises for health and safety purposes.
- (i) To assist with formal risk assessment procedures.
- (j) To undertake training where this is considered necessary to enhance health and safety across the College.
- (k) To assist in the dissemination of health and safety information to students and visitors to the College, and to draw attention to their specific duties and responsibilities in this area.
- (l) To monitor the effectiveness of specific health & safety arrangements, to report on defects, and to participate in the ongoing review of the College Health & Safety Policy.
- (m) To ensure that protective clothing and equipment is available and used when necessary to comply with statutory or College regulations.
- (n) To report the presence of intruders on College premises, and to assist in removing them when prudent to do so.
- (o) To play an active role in encouraging students to conform with regulations and instructions designed to enhance College health & safety, and in discouraging contrary behaviour.
- (p) To help promote a College ethos which requires health and safety to become a personal commitment for all students and staff.

### **PART 3 - ARRANGEMENTS**

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#### **ACCIDENTS & INJURIES**

#### **STATUTORY REQUIREMENTS**

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 established a system for the collection by the Health & Safety Executive [HSE] of information about major injuries, occupational diseases and certain workplace occurrences. In addition to providing the HSE with

statistical information to assist it in fulfilling its accident and ill health prevention role, the system also provides an effective means of ensuring early notification to it of those accidents which may warrant a site visit by one of the inspectors.

The regulations require employers to report immediately the following incidents.....

- (a) **major injury or death of an employee while at work, or death of an employee within a year as a result of a work incident**
  
- (b) **major injury or death of a visitor, student, apprentice etc. while at the workplace or as a result of workplace activities**
  
- (c) **an employee suffering one of the scheduled notifiable diseases**
  
- (d) **injuries to an employee resulting in absence from work for three or more days after the day of the incident**
  
- (e) **injury which, whilst not keeping a person off work for more than three days, has the effect of preventing them from earning their full pay at their normal job**
  
- (f) **certain scheduled dangerous occurrences, whether or not injury is caused.**

**NB. Incidents in categories (a), (b) and (f) must be reported to the HSE by telephone, followed by submission of written details on Form F2508 within seven days.**

It is the responsibility of all employees to ensure that all accidents which result (or might have resulted) in personal injury are reported to a member of the College Management Team. This must be done as soon as possible after the occurrence, **but not later than two days after.**

Failure to report an accident resulting in injury can cause costly and unnecessary legal expenses to both employees and the College. It must also be noted that failure to report may result in loss of injury benefit to which the employee would otherwise be entitled. Failure to report a minor personal injury which develops complications later could make it difficult for the employee to prove his/her rights. If in doubt, therefore, it is in the interests of all employees to report. The College is required by the Social Security Act 1985 to keep a book at each workplace, where details of injuries to employees are entered (**Form BI 510**).

**NB. Definitions of such terms as "major injuries or conditions", "notifiable diseases" and "dangerous occurrences" are available from David Nixon.**

There is **no** statutory requirement to report injuries to students / apprentices or visitors which do not fall into the "major injury or condition" categories but result in absence from College for three days, or if such persons contract a reportable disease at College. The Education Service Advisory Committee has, however, set up a voluntary scheme in the interests of collecting data of value to both the HSE and education employers. Reports are **not required** in respect of student / apprentice injuries arising from collisions, slips and falls unless they are caused by the condition of the premises, by plant/equipment being on the premises, or by lack of proper supervision.

Fatalities and major injuries to students occurring on College sponsored or controlled activities offsite **must** be reported if the accident arose out of, or in connection with, such activities.

### **INTERNAL ARRANGEMENTS**

In addition to the statutory reporting requirements, records need to be kept of all injuries to staff, students, apprentices, and visitors that happen on the premises. Such records will be needed in the event of subsequent claims for compensation, for submission to meetings of the Health & Safety Committee and Governors, and to assist in the management of the College. Therefore, it is vital that accurate records are kept.

ie **THE NAME OF THE INJURED PERSON**

**THE NATURE OF THE INJURY**

**WHEN, WHERE AND HOW THE INJURY OCCURRED**

**WHO WAS SUPERVISING**

**WHO WITNESSED THE ACCIDENT?**

**THE TREATMENT ADMINISTERED**

**WHETHER PARENTS/OTHERS WERE INFORMED**

Staff witnessing or being informed of injuries should bear the above requirements in mind before reporting an incident. They should then ensure that a written account of the incident is completed on one of the forms available for this purpose in the Registry Building.

### **OFFSITE ARRANGEMENTS**

If the accident occurs off the College premises the supervising member of staff should inform the College by telephone. The written report should then be completed as soon as possible after return to College.

If the incident happens at an employer's workplace please refer to sections Temporary workers, work placements and Apprenticeships of this policy.

A senior member of staff will be informed of all accidents involving personal injury to staff, students, or visitors. He/she will then undertake further investigation of the incident, particularly if any blame is being ascribed to a member of staff, or if a defect in the premises appears to be involved, or if a recurrence seems likely without remedial action.

Reporting can reveal trends in the occurrence of accidents which will be used to modify work methods, to alter fittings and equipment used within the College, to inform health & safety procedures, and to

indicate training needs. For these reasons, all accident report forms will be made available to the Health & Safety Committee for consideration at each of their meetings. A report on each Committee Meeting will then be made to the College Governors.

## **FIRST AID**

It is a statutory duty for every employer to provide equipment and facilities, which are adequate and appropriate in the circumstances, for employees if they are injured or become ill at work, and to give information on first-aid provisions to employees [**Health & Safety (First Aid) Regulations 1981**]

The **Approved Code of Practice** to the Regulations ["First Aid at Work"] was revised in March 1997 to emphasise the need for risk assessment, instead of following prescriptive first-aider/employee ratios. Employers must first assess the risks in their operation and then provide adequate equipment and facilities to enable first aid to be rendered to employees. They must then provide adequately trained personnel to take charge.

Various factors must be taken into account when deciding what is "adequate & appropriate". For example, the degree of hazard and risk, and the need to provide for non-employees. As a college, particularly one without a technological emphasis in its curriculum, it is likely that we present a relatively low hazard/risk in terms of the Regulations. However, our need to respond to the first aid requirements of a relatively large number of young people on the site as well as those of our employees does put the onus on the College to go beyond the one first-aider guideline for low risk situations like our own.

With the above in mind, the College encourages all its staff to undertake the necessary training to become a first-aider, and is willing to fund and provide time off with pay for a reasonable number of staff to undertake the necessary initial and refresher courses at St. John's Ambulance. All those interested in becoming first aiders should speak to **Director of Operations** in the first instance.

A list of first-aiders with up-to-date Certificates is published in the Reception Area. The qualified firstaiders are responsible for ensuring that our facilities and equipment, including the First Aid Boxes, are maintained at an adequate and appropriate level, as well as administering emergency treatment as required to both staff and students.

## **FIRE**

The College is exempted from the legal requirement to have a Fire Certificate. The number of staff employed on the premises, [other than teachers], is below the level at which statutory regulations come into force.

The College has a fire alarm system based on electrical bells which is maintained at approved intervals by an electrical contractor. This system is tested each day before College hours by the Premises Manager, with any defects being reported to the Director of Operations on arrival. There will, in addition, be a monthly check at a pre-arranged time during College hours to ensure audibility throughout the College.

## **IN THE EVENT OF FIRE**

On discovering a fire **staff** of the College are instructed to ..

- 1. Sound the alarm by breaking the glass on the nearest operating button**
- 2. Attempt to tackle the fire using the equipment provided in each area for this purpose**
- 3. Continue to tackle the fire until under control, or until such time as the activity puts themselves at risk**
- 4. Summon assistance, or await further instructions**

NB. Staff should never put themselves at risk in attempting to fight a fire.

**Students** are instructed, on discovering a fire, to.....

- 1. Summon the assistance of a member of staff**
- 2. Sound the alarm.**

NB. Students should never put themselves at risk in attempting to fight a fire. They should attempt to tackle the fire themselves only as a last resort. Their first responsibility is towards the safety of themselves and others.

## **ON HEARING THE ALARM [CONTINUOUS BELL]**

- 1. The Emergency Evacuation Procedure is put into action immediately [see attached example]**
- 2. Members of the College Management Team, with the Premises Manager, will seek the source of the alarm, and will assess the situation**



3. **Members of the College Management Team will decide whether the fire brigade is to be summoned, and will make a "999" call from the College Office if this is necessary**
  
4. **Members of the College Management Team and the Premises Manager will inspect the whole building to ensure complete evacuation**

### **FIRE DRILLS**

In order to test the effectiveness of the alarm system and the Emergency Evacuation Procedure, a minimum of three practice evacuations per year will take place. Weather permitting, these will take place in the early part of the three terms which make up the college year. All will be held without warning, and staff/students will not be told that it is a practice until the roll calls are completed.

If a false alarm occurs, this will be used as an opportunity to undertake the full evacuation procedure unless the number of false alarms is so great as to make this inappropriate.

For each fire drill other than the first of the year a notional location for the fire will be determined and the "danger" area closed to people leaving the building. This will train staff and students to use alternative routes as circumstances dictate.

The Premises Manager will keep a record of all fire drills held, with details of the time taken to vacate the premises and any difficulties experienced.

### **BOMB ALERTS**

Schools and Colleges are increasingly subjected to bomb warnings. In consultation with the Police the College has developed a code of practice which acknowledges the possibility of explosive devices being planted on College premises whilst endeavouring to minimise the disruption caused by hoaxes.

Whenever the threat of a bomb on the premises is received, the following course of action is adopted.....

1. **The switchboard operator is under instruction from the police to gather as much information from the caller as possible:-**

ie. identity of the caller                      group on whose behalf the  
call is being made    place from where the telephone call is  
being made nature of the explosive device    timing of the  
planned explosion position of the device within the College  
purpose of the proposed explosion

2.        The switchboard operator relays the above information to a member of the College Management Team. A search of the premises is then attempted.
  
3.        The police are alerted to the threat by telephone. Their advice is sought as to the likelihood of an explosion based on the information gathered in 1) above, and in the light of recent police experience of similar threats.
  
4.        In the light of the processes outlined in 2) and 3) above, a decision is reached by College Management on whether to put the Evacuation Procedure into action.
  
5.        If a full evacuation is implemented, the advice of the police is sought before authorising a return to the building. In some cases this will mean that staff/students are kept off the premises until such time as the threatened time has passed, or until a search has been undertaken to the satisfaction of the police officer in attendance.
  
6.        Full details of the incident are recorded in the Incident Book kept within the College Office.

**NB. Bomb threats can be used as opportunities to test the effectiveness of the College Evacuation Procedure when this is considered appropriate by College Management.**

**NOTIFIABLE DISEASES**

Cases of some infectious diseases are notifiable, some ultimately to the Medical Officer for Environmental Health [MOEH]. A full list is available from Mr.Nixon, but the following are worthy of note as requiring MOEH notification.....

HEPATITIS A	SCARLET FEVER	FOOD POISONING	TYPHOID
MENINGITIS	TUBERCULOSIS	DYSENTERY	MEASLES

Our responsibility is to inform the school medical officer, who is appointed by the district health authority. Responsibility for notifying the Medical Officer for Environmental Health rests with the school medical officer. Following notification the school medical officer and MOEH may instruct that precautionary measures, such as the decontamination of certain areas, are implemented. Early notification is important.

Because the spread of many of the above diseases is linked to body fluids, the Health & Safety Committee has established a policy which prohibits spitting on College premises. Staff are under instructions to police this policy, and to report offenders.

First Aiders receive specific training in measures to prevent the spread of infection via body fluids, and their advice should be sought by staff when risks in this area are suspected, or in dealing with situations where contamination can occur.

### CATERING

Food safety requirements apply to all places where food is provided or sold, and the requirements under the **Food Safety Act 1990** and the Regulations made under it extend to storing and transporting/delivering food. Controllers of premises also have responsibilities for ensuring that the plant and equipment used by catering employees is safe and not a risk to health, so far as is reasonably practicable.

### SMOKING

The hazards to health caused by smoking are well-known. Apart from the dangers of "active" smoking, there are those of what has come to be referred to as "passive" or "secondary" smoking. This can obviously become an issue in places of work, and various cases have been brought to industrial tribunals. The 2006 legislation which effectively prohibits smoking within enclosed public spaces and workplaces addresses this issue, and applies to the College. **It is therefore now against the law to smoke within the College building.**

### V.D.U. DISPLAY SCREENS

New regulations came into force in January 1993 governing the use of display screens such as those used in working with computers. It is unlikely that any of our students or teaching-staff would be defined as "users" under the new regulations, but all our administrative staff are almost certain to be in this category.

There is a need under the regulations to undertake an analysis of the risks connected with workstations which contain visual display equipment, and a subsequent obligation to reduce/minimise such risks on the part of the employer. These risks are principally those of postural problems, visual problems, and fatigue/stress. Any workstation put into use after 1st January 1993 must conform to certain requirements covering the equipment itself, the working environment, and the interface between computer and user.

In practice these regulations simply formalise existing good practice in relation to work with computers. The College has invested heavily over recent years in appropriate technology within this area, and has, for example, supported requests for a higher grade of chair to be made available for computer users. The overall working environment in terms of space, lighting and ventilation is believed to be good in both of the rooms used by administrative staff.

However, with a view to ensuring compliance, **Sharon Saunders** has been given the necessary information to enable ongoing monitoring of work with display screen equipment to take place. She will advise her colleagues on safe working practices, and report any causes for concern to the Health & Safety Committee.

Regulations 5(1) and 5(2) require employers to provide users who so request it with an appropriate eye and eyesight test. This should take account of the nature of the user's work, including the distance from which the screen is viewed. The British College of Optometrists has produced a statement of good practice for optometrists engaged in providing these tests. A small minority of users are likely to need "special" corrective appliances for display screen work, and it is the obligation of employers to meet the costs of both the tests, and any special corrective appliances [of a basic nature] shown to be required by users.

The College will comply with the requirements of Regulation 5. Existing and future users of display screen equipment are advised to discuss the matter with a member of the College Health & Safety Committee in the first instance.

Members of the College who are concerned about other alleged risks of working with VDUs are advised to refer to Annex B of the Guidance on Regulations [HMSO 1992]. Copies of this publication are available on loan from the Health & Safety Committee. This section of the document lays to rest many popular myths about links with epileptic seizures, facial dermatitis, electro-magnetic radiation, and harmful effects on pregnant women.

## **ENGINEERING INSPECTIONS**

Section 2(a) of the Health and Safety at Work etc. Act 1974 lays a duty on employers that requires the ... "provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health". Certain classes of plant and equipment in educational establishments are subject to periodic inspection by "competent persons". These include....

- (a) lifts, including manually operated food and goods lifts
- (b) cradles and associated equipment used for window cleaning
- (c) the electrical supply installation and electrical equipment
- (d) gas supply pipework, controls and appliances
- (e) ropes, hawsers, pulleys, etc used in areas such as halls and stage areas
- (f) eyebolts provided to safeguard persons cleaning windows
- (g) boilers

The inspection of plant and machinery is a College responsibility, undertaken by contractors on our behalf.

In all cases formal records must be kept of such inspections.

### **ELECTRICAL INSPECTIONS**

The **Electricity at Work Regulations 1989** apply to school /college premises. They place a duty on employers to ensure, so far as is reasonably practicable, that an electrical installation and all electrical equipment is constructed, maintained and used so as to prevent danger.

Regulations 14 and 16 prohibit working on live circuits unless it is reasonable to do so, and unless suitable precautions have been taken to prevent injury, and also require that persons so doing must have sufficient knowledge to prevent danger or be under competent supervision.

Following introduction of the Regulations the HSE issued a revised edition of Guidance Note GS 23 "Electrical Safety in Schools". This document will be made available to all members of staff whose work may involve the use of electrical equipment.

One outcome of the Regulations is the need for all portable electrical equipment to be tested by a "competent person". For each item there should be a job card which should state details of the

inspection, testing and maintenance to be carried out, and a dated record should be kept of the work done at each recall, signed by the competent person. [Guidance Note PM 32]

The testing of all portable appliances and the setting up of an appropriate recording system takes place on an annual basis. Records are held by the Premises Manager.

**NB. In view of the above, it is prohibited for any member of staff or student to bring privately owned, mains operated electrical equipment into the College for use on the premises unless either...**

**a) it has been checked by a "competent person" or                      b)**

**it is operated via a 1:1 isolating transformer or RCD**

### **CONTRACTORS ON SITE**

Whenever it is practicable to do so, major repair and maintenance work to College premises will be arranged out of term-time. When it becomes necessary for work to be undertaken while staff and students are on-site, the significantly increased risks of injury, loss and damage will be recognised, and the following measures taken....

1. Meeting with contractor to agree on any restrictions on working that must be imposed, and any measures to be taken to ensure compliance with CDM Regulations. This meeting to involve a member of the Health & Safety Committee and any outside CDM consultant involved in the project.
2. A clause to be included in every contract requiring the contractor to provide information thus:

**NAME OF CONTRACTOR'S LIAISON OFFICER -**

**NAME & TELEPHONE NUMBER OF SUPERVISING ARCHITECT**

**NAME & TELEPHONE NUMBER OF PLANNING SUPERVISOR [C.D.M. REGS.]**

**ANTICIPATED START AND COMPLETION DATES**

**NATURE & EXTENT OF SITE PERIMETER FENCING-**

**MEANS OF SECURING MATERIALS ON SITE-                      INFORMATION TO**

**BE GIVEN TO STAFF/STUDENTS-                      PROBLEMS TO THE COLLEGE**

**ENVISAGED [EG. NOISE, FUMES]-**

**MEASURES TO BE TAKEN TO MINIMISE PROBLEMS-**

**IF SCAFFOLDING IS USED, ANY EXTRA SECURITY MEASURES NEEDED?**

**TIMING OF SCAFFOLDING WORK**

**ROOMS/AREAS TO BE TAKEN OUT OF SERVICE? WHEN?**

**WHEN & WHERE WILL VEHICLES COME ONTO THE SITE**

**WILL FIRE ESCAPES ETC BE KEPT CLEAR?**

**WILL ANY OF THE WORK NECESSITATE EVACUATION OF THE AREA?**

**HAZARDOUS SUBSTANCES LIKELY TO BE USED**

**ANY STAFF/STUDENT SERVICES OUT OF USE [EG. PLUMBING]**

3. Daily monitoring of the works by the Premises Manager or delegate, together with regular liaison meetings of the Director of Operations/Academic Director with the contractor.
4. All contractors working on site to be made aware of the College Health & Safety Policy, particularly the instructions it gives on the action to be taken in the event of fire, and the College procedures in place to prevent and deal with fire emergencies.
5. With regard to major works involving the demolition and/or dismantling of the premises where it is envisaged that the works will continue for a period of more than 30 days and

involve 5 or more persons on site, the College will ensure that it fulfils its client responsibilities under the CDM Regulations 1994:

**Appointment of a Planning Supervisor**

**Drawing-up and implementation of an appropriate Health & Safety Plan**

**Establishment and maintenance of an appropriate Health & Safety File**

**NB. The Premises Manager is the person with day-to-day responsibility for the monitoring of Contractors on Site. He keeps all documentation applicable in this area, including Risk Assessment Sheets and Health & Safety Files. These documents are available for staff scrutiny on request.**

**Temporary workers**

Temporary workers are those persons that are under the control of an agency, via a private contract, or through other means such as on a work experience basis from a school etc.

All temporary workers will be provided with comprehensive information on health and safety within their office or working environment. Such information will be provided before the temporary worker starts work and should include, but should not be limited to, a guided tour of the premises, paying particular attention to emergency exits and equipment as well as welfare arrangements, a description of the Health and Safety Policy document and an assessment of the temporary worker's ability to carry out the tasks given to them effectively and without risks to their own health and safety, or to that of others.

It is the responsibility of the relevant manager to ensure that any health and safety information provided by the temporary worker's agency (if applicable) is supplied by the agency to the worker (a requirement under the Management of Health and Safety at Work Regulations).

## **VIOLENCE & SECURITY**

Employers have a duty of care towards their employees and are required to take all reasonable steps to protect them from danger. In common law teachers stand "in loco parentis" so far as pupils in their charge are concerned. Although the age of the "child" in question is paid due regard in determining the level of this duty, teachers of the 16+ age group cannot be absolved from all "parental" responsibility.

Thus a College has a two-fold reason to ensure that the personal security of all its members is given a high profile, and that active measures are in place to minimise risks of violence against staff and students.

### **ON THE COLLEGE SITE**

City of London College, being situated in a predominantly deprived, inner-city locality, experiences many of the security, safety and crime problems linked to these areas. Staff and students clearly need to be particularly vigilant in order to keep risks to a minimum.

In recent years the College has invested heavily in measures to enhance the security of the site and its members. The College has been visited by a Crime Prevention Officer and all his proposed measures to deter offences by intruders are now in force. These measures have included:

- ☒ **Vehicle access control via an electronically controlled gate**
- ☒ **Establishment of a policy whereby all students carry I.D. cards**

It is clear, however, that the College cannot afford to be complacent in this area of activity, and staff/students need both to be aware of risks, and to co-operate fully in the effective operation of security measures.

### **DEALING WITH INTRUDERS**

Section 40 of the Local Government (Miscellaneous Provisions) Act 1982 enables the police to remove from local authority premises anyone who is not authorised to be there and who causes a nuisance or disturbance. A trespasser refusing to leave school premises, or entering after being required to leave, may be committing an offence under section 547 of the Education Act 1996.

The above measures apply, however, only to LEA maintained, voluntary and GM schools. They do not apply to other colleges, and this means that we are vulnerable to intruders until an assault or other offence actually takes place.

Causing harassment, alarm or distress to staff or students could be an offence under section 154 of the Criminal Justice and Public Order Act 1994, or under section 5 of the Public Order Act 1986. The Protection from Harassment Act 1997 introduces two new offences in this area capable of being applied against the behaviour of intruders. However, our experience is that the police are extremely



reluctant to use public order legislation in this type of context, and it is too early to say what the effect of the 1997 Act is going to be.

If the police are called to a school or college as a result of a serious physical assault they can arrest the perpetrator and take direct legal proceedings, provided the victim is prepared to sign the charge sheet and give evidence in court. This proviso has proved increasingly problematic in recent years because of the fear of reprisals.

Students are under instructions to report the presence of intruders to a member of staff. Staff made aware of intruders on the premises should ask their identity and politely request them to leave. They should then be seen off the premises. Staff should not attempt to evict intruders by force. If they are suspected of committing or intending to commit a criminal offence the police should be called. In any case a member of the College Management team should be informed of such incidents, which should be noted in the Incident Book kept in the College Office. Details such as physical descriptions, car registration numbers etc. should be noted in the report which should be signed and dated by the member of staff witnessing the incident.

### **ASSAULTS ETC. OFF THE PREMISES**

Staff should be alert to the possibility that students [or staff] may be assaulted on their way to and from College. There is a growing problem with "taxing" in inner-city localities [ie. demanding money with menaces], and any such incidents should be reported to College Management immediately. The police will be informed as a matter of course.

The same applies to other types of assault or harassment, including those with a sexual motive. All such incidents involving or brought to the attention of staff should be reported to College Management with a report entered in the Incident Book. It is a requirement of the Race Relations Act that any racist element of such incidents be reported.

### **OFF-SITE ACTIVITIES**

The Director of Operations is expected to maintain an adequate system of supervision of students and apprentices both on and off the premises. This can be an important issue when trips or activities off-site are planned. On these occasions the advice of the Director of Operations should be sought on an appropriate level of supervision for students. This advice will take account of a number of factors such as....

- (a) the age, maturity, usual standard of behaviour and number of students engaged in the activity**
- (b) the nature of the activity and where it is carried out**
- (c) the supervisory ability of the staff**

Apart from common law responsibilities in this area, it has been found that a College serving an international community has to take account of variations in the perception of appropriate supervision when related to the age group. Once again, this becomes an issue for staff leading College trips and other extra-mural activities.

## WORK EXPERIENCE PLACEMENTS

City of London College will ensure that:

1. All work experience placements will have successfully completed the Health and Safety review form before any learner starts their work experience
2. If the Health and Safety review form is not successfully completed, the relevant employer will be asked to take any appropriate action(s) before a work experience placement commences
3. All employers are aware of the requirement to inform the College if any learner incident related to Health and Safety occurs
4. All work experience placements will be reviewed if there are any concerns around the health and safety of learners

## APPRENTICESHIPS

City of London College has a statutory duty for the health and safety of apprentices in the workplace where they are 'on contract' with the College. The College will ensure that:

1. All apprenticeship employers will have successfully completed the Health and Safety review form before any learner starts their apprenticeship
2. If the Health and Safety review form is not successfully completed, the relevant employer will be asked to take any appropriate action(s) before an apprenticeship commences
3. All employers are aware of the requirement to inform the College if any learner incident related to Health and Safety occurs
4. All apprenticeships will be reviewed if there are any concerns around the health and safety of learners

## Policy Review

This policy will be reviewed on an annual basis, or if there is a change in legal or other business related requirement.

Review Date	Description	Reviewer
October 2024	Health and Safety Policy	Academic Director

## Document History

Version Date	Description	Authors
15/11/2016	Policy approved and accepted, by OB	OB approval
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