



**(SGS College, and its Subsidiaries)**

# **HEALTH AND SAFETY POLICY**

**worknest**  
H&S

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 Principal  
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 Head of Estates  
 Members of the College Senior Leadership Teams  
 Site Facility Coordinator

# INTRODUCTION

## 1. INTRODUCTION

This Health and Safety manual has been prepared by WorkNest on our behalf and with our involvement and oversight. It contains our Health and Safety Policy as required by the Health and Safety at Work Act 1974 and it defines the way we manage the health and safety hazards and risks associated with our business, premises and activities.

SGS College and its subsidiaries are committed to managing health and safety effectively to protect all staff and other persons with whom we interact because we recognise that we have not only a moral and legal duty but also that our staff employed by SGS College and its subsidiaries are our greatest asset.

Our Health and Safety Policy Statement sets out our commitment and the objectives we aspire to in managing health and safety. It is signed by the most senior people in our organisation to demonstrate that our commitment is led from the top.

Our approach to managing health and safety will be pragmatic and proportionate and will be prioritised according to risk with the objective of maintaining continuous improvement. We accept that we cannot eliminate risk from everything we do but we can manage risk in such a way that exposure to hazards is controlled as far as is reasonably practical.

We recognise that improvement in health and safety will not happen by chance and that planning to manage using a systematic approach through risk assessment is a necessary first step and an ongoing process. In moving forwards, we will wherever possible mitigate risk through selection and design of buildings, Estates, equipment and processes. Where risks cannot be eliminated they will be minimised by the use of physical controls or, as a last resort, through safe systems of work and personal protection equipment.

Our success in managing health and safety will be measurable and we look to establish performance standards against which we can monitor our progress to identify future actions to go into our improvement programme.

Based on our performance measurement in the form of accident monitoring, internal monitoring and external audits we will review our health and safety arrangements periodically and at least annually. The results of our measurement will be recorded and presented to SGS College Corporation in our Annual Report.

### **POLICY REVIEW**

This Health and Safety Policy will be reviewed annually by WorkNest Ltd in conjunction with our nominated responsible person.

As each review is completed it will be signed off by the consultant from WorkNest and confirmed by our nominated responsible person.

Review Date	Signed on behalf of WorkNest	Confirmed
Sept 2017	L Tanner	Andrew Slaney
Sept 2018	L Tanner	Andrew Slaney
Oct 2019	L Tanner	Andrew Slaney
July 2020	L Tanner	Nigel Hornsby
October 2021	L Tanner	Nigel Hornsby
October 2022	L Tanner	Nigel Hornsby
August 2023	L Tanner	

## DOCUMENT CONTROL

The electronic copy of the Health and Safety Policy provided by WorkNest will remain the controlled copy. Where further controlled copies are required then these should be issued accordingly and added to a register of controlled copies. Any amendments made to the policy will be provided for each of the controlled copies to ensure all controlled copies in circulation remain up to date.

If uncontrolled copies of the policy are printed either in whole or part, or if uncontrolled electronic copies are issued, then these will be clearly marked as an 'UNCONTROLLED COPY'.

### Register

Copy Number or Reference	Location kept
	WorkNest Website
	Landing page of SGS College SharePoint site

## AMENDMENT RECORD

Any amendments made to the Health and Safety Policy will be recorded below with information on changes made.

Where significant changes are to be made which could impact on the business or client, we will consider the reasons for change, potential problems and how it will be implemented.

Date	Section	Ref /Title	Details of amendment made	Change made by
29/2/16	All		Updates to role titles and general revision of descriptive and activities	Steve Hurn/Debbie Iles
9/3/2016	All		Confirm revision and implement	Colleen Hickey
31/8/2016	All		Draft amendments throughout document	Colleen Hickey

7/9/2016	All		Draft amendments reviewed and updated	Colleen Hickey
22/9/2016	1,2,3,4,9		Made relevant amendments as per Andy Slaney's request	Lorna Tanner
Sept 2017	All		Updated 2016 and 2017 due to amendments required	Lorna Tanner
Sept 2017			Removed all of Caterlink	Lorna Tanner
Sept 2017	4	H & S Responsibilities	Updated Responsibilities to remove some titles as requested by Andy Slaney	Lorna Tanner
Sept 17	4	H & S Responsibilities	Removed duplicate – Staff employed by SGS College	Lorna Tanner
Sept 17	7	Arrangements and Handbook	Removed body of Driving, ESV, First Aid due to separate College Policies, as per Andy's request	Lorna Tanner
Sept 17	All		Replaced reference to each subsidiary company by name to a generic reference to subsidiaries; changed the word eliminate to mitigate in the context of the design of new buildings	Andrew Slaney
Sept 18	All		Updated as per Andy Slaney's request	Lorna Tanner
Oct 19	All		2019 updates, additions – Noise and PPE in both Policy and Handbook	Lorna Tanner
July 20	All		Completed 2020 updates	Lorna Tanner Nigel Hornsby David Murphy Pete Barrett
Oct 2021	All		Changed EW to WorkNest and added pandemic into infection control section	Lorna Tanner
Oct 2022			No changes	Lorna Tanner
Aug 2023			No changes	Lorna Tanner

## LEGISLATION

Extracts of relevant legislation are provided for ease of reference on the WorkNest webpage. Full copies of relevant legislation are available on the Office of Public Sector Information web page ([www.opsi.gov.uk](http://www.opsi.gov.uk)) and the National Archives ([www.legislation.gov.uk](http://www.legislation.gov.uk))

## GUIDANCE

Guidance on a number of health and safety issues can be accessed by logging onto the WorkNest webpage which we hope you will find useful as a quick reference source.

Should you require further advice or assistance not available here then remember that advice on any health and safety issue is available from the **WorkNest** advice line - **Tel: 0345 226 8393**.

## **FORMS**

Relevant forms and templates that may be utilised can be accessed by logging onto the WorkNest webpage.

# POLICY STATEMENT

## 2. HEALTH AND SAFETY POLICY STATEMENT

SGS College recognises that it has a legal duty of care towards protecting the health and safety of all staff employed by SGS College and its subsidiaries, learners and others who may be affected by the college's activities.

In order to discharge its responsibilities, the SGS Corporation, all Company Directors, the SGS Group Executive, the Senior Leadership Team and Heads of department of the college will:

- bring this Policy Statement to the attention of all staff employed by SGS College and its subsidiaries
- carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk
- communicate and consult with all staff employed by SGS College and its subsidiaries on matters or liable to affect their health and safety
- comply fully with all relevant legal requirements, approved codes of practice and regulations at International, National and Local levels
- mitigate risks to health and safety, where possible, through selection and design of materials, buildings, Estates, equipment and processes
- encourage all staff employed by SGS College and its subsidiaries to identify and report hazards so that we can all contribute towards improving safety
- ensure that emergency procedures are in place at all locations for dealing with health and safety issues
- maintain our premises, provide and maintain safe plant and equipment
- only engage contractors who are able to demonstrate due regard to health and safety matters
- provide adequate resources to control the health and safety risks arising from our work activities
- provide adequate training and ensure that all staff employed by SGS College and its subsidiary are competent to do their tasks
- provide and publicise an organisational structure that defines the responsibilities for health and safety
- provide information, instruction and supervision for all staff employed by SGS College and its subsidiaries



- regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement

This Health and Safety Policy will be reviewed at least annually and revised as necessary to reflect changes to the college activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all staff employed by SGS College and its subsidiaries.



**Signed:**  
**Matt Atkinson**  
**Chair SGS College Corporation**  
**Date:** 30 November 2023



**Signed:**  
**Kevin Hamblin**  
**Group CEO & Executive Principal**  
**Date:** 30 November 2023

# ORGANISATION FOR HEALTH & SAFETY

## 3. ORGANISATION FOR HEALTH AND SAFETY

The overall responsibility for health and safety rests at the highest level: The SGS Corporation, all Company Directors, the SGS Group Executive, the Senior Leadership Team and Heads of Department. However, it is the responsibility of all staff employed by SGS College and its subsidiaries to co-operate in providing and maintaining a safe place of work.

This part of our policy allocates responsibilities to line managers to provide a clear understanding of individuals' areas of accountability in controlling factors that could lead to ill health, injury or loss. Managers are required to provide clear direction and accept responsibility to create a positive attitude and culture towards health and safety.

The following positions have been identified as having key responsibilities for the implementation of our health and safety arrangements:

### **SGS College Corporation and Boards of Subsidiary Companies**

#### **College Principal and the Managing Directors**

#### **Group Head of Estates**

#### **Members of the College Senior Leadership Team**

#### **Members of SGS Group Executive**

#### **Company Directors**

#### **All staff employed by SGS College and its subsidiaries**

#### **Site Facility Coordinators**

# HEALTH AND SAFETY RESPONSIBILITIES

## 4. HEALTH AND SAFETY RESPONSIBILITIES

All members of the SGS Group Executive, all Company Directors, all members of the Senior Leadership Team and all staff employed by SGS College and its subsidiaries will take all reasonable steps to identify and reduce hazards to a minimum. To assist in this all staff employed by SGS College and its subsidiaries and learners must be aware of their own and others personal safety in any of the college's activities, both on and off site.

### **SGS College Corporation and Boards of Subsidiary Companies**

SGS College Corporation and Boards of Subsidiary Companies have a strategic role in the running of the college and all of its subsidiaries including the management of health and safety.

SGS College Corporation and Boards of Subsidiary Companies will ensure that:

- they provide a lead in developing a positive Health and Safety culture throughout the college
- any decisions reflect its Health and Safety intentions
- adequate resources are available for the implementation of Health and Safety
- an effective structure for the implementation of Health and Safety is established
- promote the active participation of all staff employed by SGS College and its subsidiaries in improving Health and Safety performance
- they review the Health and Safety performance of the college and subsidiaries annually and plan safety improvements for the following year
- health and safety objectives are set across the whole college and for each department
- standards of health and safety are set across all areas
- a health and safety plan of continuous improvement is created and monitored for progress against agreed targets
- a risk management programme is developed and implemented across the college
- The SGS Corporation, Boards of Directors, the SGS Group Executive, the SGS College Senior Leadership Team and Heads of Department are competent to fulfil their health and safety responsibilities and that effective training programmes has been put in to place
- a system of communication and consultation with all staff employed by SGS College and its subsidiaries is established via the Health and Safety Committee

- matters raised by the Health and Safety Committee are considered for action and reported back on
- monitoring systems are in place to monitor the effectiveness of the colleges risk control
- health and safety policies and procedures are reviewed in light of the results of internal and external audits
- actions required by enforcing authorities are programmed and included within health and safety plans to ensure legal compliance

### **College Principal and the Managing Directors**

Has overall responsibility for ensuring compliance with Health and Safety legislation in the day to day running of the college and its subsidiaries but delegates the responsibility for implementation to the Chief Operations Officer and will ensure that:

- our Health and Safety Policy is implemented, monitored, developed, communicated effectively, reviewed and amended as required
- a health and safety plan of continuous improvement is created and monitor progress against agreed targets
- suitable and sufficient funds, people, materials and equipment are provided to meet all health and safety requirements
- The SGS Corporation, Boards of Subsidiary Companies, the SGS Group Executive, the SGS College Senior Leadership Team and Heads of Department designated with health and safety responsibilities are provided with support to enable health and safety objectives to be met
- The SGS Corporation, Boards of Subsidiary Companies, the SGS Group Executive, the SGS College Senior Leadership Team and Heads of Department develop a positive and pro-active safety culture which will permeate into all activities undertaken and reach all personnel
- a system of communication and consultation with all staff employed by SGS College and its subsidiaries is established
- effective training programmes have been put in to place
- an annual report on the safety performance of the college is presented to SGS College Corporation

### **The Group Head of Estates**

The Group Head of Estates as the person with special responsibility for health and safety will ensure that:

- SGS College Corporation, the Principal and the Health and Safety Committee are advised of relevant changes in health and safety legislation, codes of practice and Department for Education standards
- risk assessment requirements are co-ordinated and the implementation of any action required is monitored
- risk assessments are reviewed regularly and any changes are brought to the attention of all staff employed by SGS College and its subsidiaries who may be affected

- regular Health and Safety Committee meetings are held where health and safety issues can be raised and discussed
- they provide advice on health and safety training requirements
- details of accidents, dangerous occurrences or diseases that are notifiable are reported to the Enforcing Authorities
- they assist Members of the College Senior Leadership Teams in investigating and recording accident investigations
- contact with external organisations such as the emergency services is co-ordinated
- health assessment requirements are identified and advised to The SGS Corporation, Boards of Subsidiary Companies, the SGS Group Executive, the Senior Leadership Team and Heads of Department
- the schedule of statutory examinations of plant, equipment and vehicles is maintained and Members of the College Senior Leadership Team are made aware of impending examinations
- premises, plant, equipment and college vehicles are maintained in a safe condition with records kept
- adequate arrangements are in place to ensure the security of the college, and all staff employed by SGS College and its subsidiaries, visitors and learners
- adequate arrangements for fire and first aid are established Marshalls and first aiders appointed
- welfare facilities provided are maintained in a satisfactory state
- contractors engaged are reputable, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures
- health and safety notices are displayed and updated as and when required

The Group Head of Estates as a Head of Department will ensure that:

- they actively lead the implementation of our Health and Safety Policy
- they supervise all staff employed by SGS College and its subsidiaries to ensure that they work safely
- safe systems of work are developed and implemented
- risk assessments are completed, recorded and regularly reviewed by the head of department or head of faculty
- accidents, ill health and 'near miss' incidents at work are investigated, recorded and reported, RIDDOR to be considered on every occasion
- they communicate and consult with all staff employed by SGS College and its subsidiaries on health and safety issues
- they encourage all staff employed by SGS College and its subsidiaries to report hazards and raise health and safety concerns

- safety training for all staff employed by SGS College and its subsidiaries is identified, undertaken and recorded to ensure all staff employed by SGS College and its subsidiaries are competent to carry out their work in a safe manner
- issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls implemented
- personal protective equipment is provided and all staff employed by SGS College and its subsidiaries are instructed on how it is to be used and that records are kept
- hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures
- agreed safety standards are maintained particularly those relating to housekeeping
- health and safety rules are followed by all

### **Members of the College Group Executive and Senior Leadership Team**

Members of the College Senior Leadership Team will ensure that in their areas of control:

- they actively lead the implementation of the Health and Safety Policy
- they supervise all staff employed by SGS College and its subsidiaries to ensure that they work safely
- the completion of written risk assessments of teaching practices and activities including equipment and substances; that any general advice on safety matters given by the DfE, Local Authority and other relevant bodies in relation to the college are implemented, that this is then translated into written safe methods of working practice
- safe methods of work are implemented
- inform learners, all staff employed by SGS College and its subsidiaries and visitors as to their own personal safety and makes sure they are aware of the health and safety procedures in place
- risk assessments are regularly reviewed
- accidents, ill health and 'near miss' incidents at work are recorded, investigated and reported to the appropriate Head of Estates.
- they communicate and consult with all staff employed by SGS College and its subsidiaries on health and safety issues
- they encourage all staff employed by SGS College and its subsidiaries to report hazards and raise health and safety concerns
- safety training for all staff employed by SGS College and its subsidiaries is identified, undertaken and recorded to ensure all staff employed by SGS College and its subsidiaries are competent to carry out their work in a safe manner
- issues raised by anyone concerning safety are thoroughly investigated and, when necessary, further effective controls implemented
- equipment is maintained in a safe condition

- statutory examinations are planned, completed and recorded
- personal protective equipment is provided and worn by all staff employed by SGS College and its subsidiaries and learners, and that all staff employed by SGS College and its subsidiaries and learners are instructed in its use
- any safety issues that cannot be dealt with are referred to the Head of Estates for action
- hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures
- agreed safety standards are maintained, particularly those relating to housekeeping
- all relevant safety documents including DfE Guides, CLEAPSS etc. are maintained and made available to all staff employed by SGS College and its subsidiaries
- health and safety rules are followed by all staff employed by SGS College and its subsidiaries and learners
- they perform regular health and safety inspections within their department as required by the Principal

### **Health, Safety & Environment Co-ordinator**

The HSE Co-ordinator will ensure that:

- college buildings and plant are maintained in accordance with the Health and Safety Policy
- records of servicing and maintenance are retained and kept up to date
- contractors engaged are reputable, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures
- safe systems of work are developed and implemented
- risk assessments are completed, recorded and regularly reviewed
- they communicate with all staff employed by SGS College and its subsidiaries on health and safety issues relating to building maintenance and the work of contractors
- they encourage all staff employed by SGS College and its subsidiaries to report hazards and raise health and safety concerns
- statutory examinations are planned, completed and recorded
- any safety issues that cannot be dealt with are referred to the Group Head of Estates for action
- welfare Estates provided are maintained in a satisfactory state
- agreed safety standards are maintained particularly those relating to housekeeping

## **Departmental Managers**

The Departmental Managers will ensure that in their areas of control:

- they implement our Health and Safety Policy
- they supervise all their staff employed by SGS College and its subsidiaries to ensure that they work safely
- they communicate and consult with all staff employed by SGS College and its subsidiaries on health and safety issues
- health and safety rules are followed by all
- they encourage all staff employed by SGS College and its subsidiaries to report hazards and raise health and safety concerns
- issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls implemented and communicated to all staff employed by SGS College and its subsidiaries
- any safety issues that cannot be dealt with are referred to the Chief Operations Officer for action
- risk Assessments are reviewed annually under instruction and delegated to staff to own and update
- safe systems of work are developed and implemented
- accidents, ill health and 'near miss' incidents at work are recorded, investigated and reported, RIDDOR considered on every occasion
- personal protective equipment is readily available and maintained, and relevant staff employed by SGS College and its subsidiaries are aware of the correct use of this and the procedures for replacement
- hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures

## **Site Facility Coordinator**

The Site Facility Coordinator will ensure that in their areas of control:

- they implement our Health and Safety Policy
- they supervise their staff to ensure that they work safely
- they communicate and consult with all staff employed by SGS College and its subsidiaries on health and safety issues
- health and safety rules are followed by all
- they encourage all staff employed by SGS College and its subsidiaries to report hazards and raise health and safety concerns



- issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls implemented and communicated to all staff employed by SGS College and its subsidiaries
- any safety issues that cannot be dealt with are referred to a senior manager for action
- safety training for all staff employed by SGS College and its subsidiaries is identified, undertaken and recorded to ensure they are competent to carry out their work in a safe manner
- safe systems of work are developed and implemented
- accidents, ill health and 'near miss' incidents at work are recorded, investigated and reported
- personal protective equipment is readily available and maintained, and relevant staff employed by SGS College and its subsidiaries are aware of the correct use of this and the procedures for replacement
- hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures
- health and safety rules are followed by all

### **Learners**

All learners will be instructed to:

- co-operate with all staff employed by SGS College and its subsidiaries on health and safety matters
- not interfere with anything provided to safeguard their own health and safety or the safety of others
- take reasonable care of their own health and safety; and report all health and safety concerns to a member of staff employed by SGS College and its subsidiaries
- and follow all risk assessments

### **All staff employed by SGS College and its subsidiaries**

All staff must:

- take reasonable care of their own safety and the safety of others by their actions
- observe the safety rules and adhere to risk assessments
- comply with the Health and Safety Policy
- conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others
- dress to a reasonable standard one would expect in a college environment and dress safely for their particular working environment or occupation
- conduct themselves in an orderly manner in the work place and refrain from any antics or pranks

- use all equipment, safety equipment, devices and protective clothing as directed
- avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- maintain all equipment in good condition and report defects to their supervisor
- report any safety hazard or malfunction of any item of plant or equipment to their supervisor
- report all accidents to their line manager whether an injury is sustained or not
- attend as requested any health and safety training course
- observe all laid down procedures for processes, materials and substances used
- observe the fire evacuation procedure and the position of all fire equipment and ensure all fire exits are kept clear

### **Fire Marshals / Fire Wardens**

Fire Marshals / Fire Wardens will ensure that in their designated area of responsibility they:

- monitor the general fire safety of the area that they have been allocated to
- check corridors and walkways to ensure combustible materials are not stored there
- monitor escape routes to see they are kept free of obstructions
- check that fire doors are not tied, propped or wedged open
- check that final exit doors are not obstructed
- check that extinguishers are where they should be and no obvious misuse or defect has occurred.

### **When the fire alarm sounds, Fire Marshals / Fire Wardens must:**

- without putting themselves at risk, sweep through their allocated area and verbally encourage staff to leave via the nearest fire escape route. Fire Marshals / Fire Wardens should aim to finish their sweep at a fire exit and should not delay their own escape unduly
- check all accessible rooms including toilets and offices to make sure staff have evacuated the area or in case someone is waiting for assistance to evacuate. If there are signs of fire in a room (e.g. smoke coming out around the door), they should note the fact but should not enter or open the door
- if there is no immediate danger, ensure that all windows and doors are closed en-route to the fire exit
- report to the senior manager at the fire assembly point to report any signs of fire in their area, to report if anyone is at risk and to advise if their area is clear
- take part in any post-alarm de-briefing to identify any shortcomings in the fire evacuation procedures.

Fire Marshals / Fire Wardens are not expected to unnecessarily delay their own exit from the building or to jeopardize their own safety at any time. Fire Marshals are not expected to fight a fire or to use a fire extinguisher except to aid their own escape. However, if the fire is in their area of responsibility and they are trained and competent to do so, Fire Marshals / Fire Wardens may attempt to tackle a small fire if it is safe to do so and using the appropriate extinguisher.

## **Contractors**

All contractors must:

- take reasonable care of their own safety
- take reasonable care of the safety of learners, all staff employed by SGS College and its subsidiaries and others affected by their actions
- observe the safety rules of the college
- submit their health and safety policy and relevant risk assessments to the college for approval
- comply with and accept our health and safety policy, if they do not have one
- dress appropriately, sensibly and safely when on college premises and for the task being undertaken
- conduct themselves in an orderly manner in the work place and refrain from any antics or pranks
- use all equipment, safety equipment, devices and protective clothing as required by the college and as indicated in the risk assessment for the task
- avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- maintain all equipment in good condition, not use any defective equipment and ensure that any portable electrical equipment bears a current test certificate
- report any safety hazard or malfunction of any item of plant or equipment to their supervisor
- report all incidents to their supervisor and to the college whether an injury is sustained or not
- ensure that all staff employed by SGS College and its subsidiaries only use equipment for which they have been trained
- attend as requested any health and safety training course
- observe all agreed procedures for processes, materials and substances used
- observe the fire evacuation procedure and the position of all fire equipment and not obstruct fire exit routes or inhibit fire alarm sensors or devices
- provide adequate first aid arrangements unless otherwise agreed with the college

## **Visitors**

- All visitors are required to sign in at the reception. Visitors will be collected from reception by the member of staff concerned or escorted to the appropriate area of the college.

- Hirers of the College premises must use plant, equipment and substances correctly and use the appropriate safety equipment. They will be made aware of their obligations in relation to health and safety when making the booking.
- Whilst on site, all visitors and contractors must wear a visitor's badge. All staff employed by SGS College and its subsidiaries must wear an identifiable uniform or an identity badge at all times. Temporary teaching staff on cover duties will be required to record their presence by reporting to reception.
- If a member of staff meets someone on site who they do not recognise and is not wearing a visitor's badge, they should, if they do not feel threatened, enquire if the person needs assistance and accompany them either to the reception or off the site, as appropriate.
- If an intruder is uncooperative about going to the reception or leaving the site, or a member of staff feels threatened, or is threatened with violence or a violent attack takes place, immediate help from the Police should be sought by telephone.

### **WorkNest (Health and Safety Consultants)**

WorkNest, in agreement with The SGS Corporation, each Board of Directors, the SGS Group Executive, the Senior Leadership Team and Heads of department, provides us with the following services:

- A general risk assessment in the first part of the contract that forms the basis of our risk management programme and helps us plan our future actions to reduce risk
- Development of our documentation throughout the period of our contract and keeping it updated for:
  - changes in Health and Safety legislation relevant to us
  - organisational changes which affect The SGS Corporation, the SGS Group Executive, the Senior Leadership Team and Heads of Department
- A consultant visit to train senior managers and to support our implementation of this Policy by:
  - assisting us to complete specific risk assessments
  - providing further training, as agreed, on relevant agreed topics
  - reviewing and auditing our health and safety procedures and legal compliance
  - providing advice on implementing changes and system procedures

WorkNest is also contracted to:

- fulfil the role of 'Competent Person', providing advice and assistance on Health and Safety issues
- provide for us a telephone advisory service - available 24 hours per day, 365 days of the year
- provide crisis help if we have a serious accident or incident involving the Enforcement Authorities
- provide briefings to help keep us up to date with new and forthcoming legislation

### **Health and Safety Committee**

The Health and Safety Committee is the consultative body of the College for health and safety.

The Health and Safety Committee will:

- consider and support the College's policies for health, safety and welfare and assist in monitoring and reviewing their effectiveness
- consider forthcoming legislation and assess its implications and where necessary to recommend the establishment of rules or the review of existing procedures of any college activity
- promote health and safety communication and training in the organisation at all levels
- receive detailed reports of investigations into all reportable accidents, dangerous occurrences and cases of reportable diseases to consider the effectiveness of any action taken to prevent future similar accidents
- receive a list of all other recorded accidents or occurrences and to consider the effectiveness of any remedial action taken to prevent future similar incidents
- consider reports of internal and external monitoring of the college
- ensure trends in accident statistics are identified and to make recommendations for action
- keep under review communications and publicity relating to health, safety and welfare and where necessary to recommend any improvements or changes
- consider reports provided by inspectors of the enforcing authority under the Health and Safety at Work Act 1974, or any other relevant enforcement authority
- consider relevant health, safety and welfare matters raised by members of the Committee

# HEALTH AND SAFETY RULES

## 5. HEALTH AND SAFETY RULES

This section of our Health and Safety Policy specifies the rules laid down for the attention of all staff employed by SGS College and its subsidiaries. These rules are prepared in accordance with legal requirements and acknowledged safe working practices. In addition to the legal duty imposed upon all staff to comply with these rules, failure to observe them will be considered to be a breach of the contract of employment and will result in disciplinary action being taken.

All staff employed by SGS College and its subsidiaries are reminded that a breach of health and safety legislation by a staff member is a criminal offence and action taken by an Enforcing Officer against an individual may result in heavy penalties.

Safety rules may vary depending upon the nature of work and the circumstances therefore the overriding requirement is that all staff employed by SGS College and its subsidiaries are expected to act in a sensible manner and adhere to verbal instructions given by the SGS Corporation, the SGS Group Executive, the Senior Leadership Team and Heads of Department.

### **General**

- It is the duty of all staff employed by SGS College and its subsidiaries to co-operate with SGS College Corporation in fulfilling our legal obligations in relation to health and safety.
- Staff employed by SGS College and its subsidiaries must not intentionally or recklessly interfere with anything provided in the interests of health, safety or welfare.
- Staff employed by SGS College and its subsidiaries are required to notify to SGS Corporation, the SGS Group Executive, the Senior Leadership Team and Heads of Department of any unsafe activity, item or situation.

### **Working Practices**

- All staff employed by SGS College and its subsidiaries must not operate any item of plant or equipment unless they have in date training by an authorised body.
- All staff employed by SGS College and its subsidiaries must make full and proper use of all equipment guarding.
- All staff employed by SGS College and its subsidiaries must not clean any moving item of plant or equipment.
- All staff employed by SGS College and its subsidiaries must not make any repairs or carry out maintenance work of any description unless authorised to do so.
- All staff employed by SGS College and its subsidiaries must use all substances, chemicals, liquids etc., in accordance with all written instructions.

- All staff employed by SGS College and its subsidiaries must not smoke except in prescribed areas.

### **Hazard / Warning Signs and Notices**

- All staff employed by SGS College and SGS Group Services Limited its subsidiaries must comply with all hazard/warning signs and notices displayed on the premises.

### **Working Conditions / Environment**

- All staff employed by SGS College and its subsidiaries must make proper use of all equipment and Estates provided to control working conditions/ environment.
- All staff employed by SGS College and its subsidiaries must keep stairways, corridors, classrooms and work areas clear and in a clean and tidy condition.
- All staff employed by SGS College and its subsidiaries must dispose of all rubbish, scrap and waste materials using the Estates provided.
- All staff employed by SGS College and its subsidiaries must clear up any spillage or liquids in the prescribed manner.
- All staff employed by SGS College and its subsidiaries must deposit all waste materials and substances at the correct disposal points and in the prescribed manner.

### **Protective Clothing and Equipment**

- All staff employed by SGS College and its subsidiaries must use all items of protective clothing/equipment provided as instructed.
- All staff employed by SGS College and its subsidiaries must store and maintain protective clothing/equipment in the approved manner.
- All staff employed by SGS College and its subsidiaries must report any damage, loss, fault or unsuitability of protective clothing/equipment to their supervisor.

### **Fire Precautions**

- All staff employed by SGS College and its subsidiaries must comply with all laid down emergency procedures.
- All staff employed by SGS College and its subsidiaries must not obstruct any fire escape route, fire equipment or fire doors.
- All staff employed by SGS College and its subsidiaries must not misuse any Firefighting equipment provided.
- All staff employed by SGS College and its subsidiaries must report any use of Firefighting equipment to their supervisor.

### **Accidents**

- All staff employed by SGS College and its subsidiaries must seek medical treatment for work related injuries they receive by contacting a designated first aider. Upon returning from treatment they must report the incident to their supervisor.

- All staff employed by SGS College and its subsidiaries must ensure that any accident or injury treatment is properly recorded to the duty manager and a log made on an incident form
- All staff employed by SGS College and its subsidiaries must notify The SGS Corporation, the SGS Group Executive, the Senior Leadership Team and Heads of Department of any incident in which damage is caused to property.

## **Health**

- All staff employed by SGS College and its subsidiaries must report to The SGS Corporation, the SGS Group Executive, the Senior Leadership Team and Heads of Department any medical condition or medication which could affect the safety of themselves or others.
- All staff employed by SGS College and its subsidiaries must co-operate with the SGS Corporation, the SGS Group Executive, the Senior Leadership Team and Heads of department on the implementation of the medical and occupational health provisions.

## **College Transport**

- Drivers must carry out prescribed checks of vehicles prior to use and in conjunction with the laid down checking procedure. Ensure daily checks are signed for in the vehicle logbook.
- All staff employed by SGS College and its subsidiaries must not drive or operate any vehicles for which they do not hold the appropriate driving licence or permit.
- All staff employed by SGS College and its subsidiaries must not carry unauthorised passengers or unauthorised loads.
- All staff employed by SGS College and its subsidiaries must not use vehicles for unauthorised purposes.
- All staff employed by SGS College and its subsidiaries must not load vehicles above the stated capacity.
- All staff employed by SGS College and its subsidiaries must not drive or operate vehicles whilst suffering from a medical condition or illness that may affect their driving or operating ability.
- All staff employed by SGS College and its subsidiaries must only use electronic devices e.g. mobile phone, satellite navigation, mp3 player, when set up to do so i.e. using a hands-free device

## **Rules Covering Gross Misconduct**

It will be considered as an act of Gross Misconduct if staff employed by SGS College and its subsidiaries are proved to have acted in any of the following ways:

- a serious or wilful breach of Safety Rules
- unauthorised removal or interference with any guard or protective device
- unauthorised operation of any item of plant or equipment
- wilful damage to, misuse of or interference with any item provided in the interests of Health and Safety or welfare at work
- unauthorised removal or defacing of any label, sign or warning device



- horseplay or practical jokes which could cause accidents
- making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence
- misuse of any item of equipment, utensil, fitting/ fixture, vehicle or electrical equipment
- deliberately disobeying an authorised instruction
- Misuse of chemicals or substances

# ARRANGEMENT SUMMARY

## 6. ARRANGEMENT SUMMARY

### Risk Assessments

Risk assessments will be undertaken by:

<b>Classroom:</b>	Competent trained persons
<b>Maintenance:</b>	Site Facilities Co-ordinator
<b>Cleaning:</b>	Site Facilities Co-ordinator/ Appointed Contractor
<b>Educational Study Visit:</b>	Department Administrators/Competent trained staff
<b>Fire:</b>	Group Head of Estates or trained nominees

### Consultation with all staff employed by SGS College and its subsidiaries

Health & Safety Committee Representatives: the names of health and safety representatives can be found

On the SGS SharePoint site

Minutes of meetings are available to view:

Within the SGS SharePoint site.

### Building, Plant and Equipment Maintenance

The persons responsible for the maintenance of plant and equipment is:

Estates (South) Technician/Site Co-ordinator with Estates Admin support  
Estates (North) Site Facilities Co-ordinator and/or Group Property Manager with Estates Admin Support

## **Asbestos**

The responsible person in control of asbestos in college is:

Group Head of Estates

The asbestos register is located:

Estates office - site specific

## **Safe Handling and Use of Substances**

The person responsible for identifying hazardous substances and obtaining Data Sheets is:

<b>Maintenance:</b>	Site facilities Co-ordinators (Interserve in the case of Berkeley)
<b>Cleaning:</b>	Site Facilities Co-ordinators (Interserve in the case of Berkeley)/ Appointed Contractors
<b>Classroom:</b>	Specific Technicians

## **Competency for Tasks**

Induction training is the responsibility of:

Human Resources and Professional Development

## **First Aid and Accidents**

The First Aiders are:

Names of first aiders can be found on the College SharePoint site and at each campus reception for that particular campus.

First Aid Boxes can be found at:

South: every first aider is allocated a first aid bag  
North: as above plus reception and Estates Office  
Note: emergency grab bags containing first aid and other equipment can be found within each campus reception

The Incident Report Form is located:

Reception, First Aid Room, Estates office and other locations including online via SGS SharePoint

The persons responsible for RIDDOR notifications are:

HSE Co-ordinator

### **Monitoring**

Health and safety checks will be organised termly by:

Health and Safety Representatives

### **Fire**

Escape routes and exits are checked by:

Estates Team

Alarms are tested weekly by:

Estates Team

Fire drills are organised annually or as required by:

Estates Team

### **Educational Study Visits**

The person responsible for co-ordinating Educational Study Visits is:

Departmental Administrators

### **Contractors and Safety**

The person responsible for approving contractors who work within college is:

Estates Administrators and Site Facility Coordinators (Interserve in the case of Berkeley when appointment is made by Interserve)

### **Work Experience**

The person responsible for co-ordinating learners on Work Experience is:

Work Experience Placement manager

# ARRANGEMENTS

## 7. ARRANGEMENTS

### **Accident, Incident and Ill-Health Recording, Reporting and Investigation**

This policy sets out the procedures that are to be followed when any all staff employed by SGS College and its subsidiaries, learner, visitor or contractor has an accident, near miss or dangerous occurrence on the college's premises.

All staff employed by SGS College and its subsidiaries who develop a work-related illness must also report via these procedures.

#### **Definitions:**

An **accident** is an unplanned event that causes injury to persons, damage to property or a combination of both.

A **near miss** is an unplanned event that does not cause injury or damage but could do so.

A **work-related illness** is illness that is contracted by a staff member employed by SGS College and its subsidiaries through the course of work as a result of activities carried out by the college.

#### **Incident Report Form**

All accidents resulting in personal injury must be reported to the Duty Manager and recorded on an Incident Report Form

Completed Incident Report Forms will be stored to comply with the requirements of the Data Protection Act.

Completed Accident Report Forms will be reviewed regularly by the Site Facilities Co-ordinators to ascertain the nature of incidents that have occurred in the college. This review will be in addition to any investigation of the circumstances surrounding each incident.

All near misses must also be reported to Site facilities Co-ordinators as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

All staff employed by SGS College and its subsidiaries must ensure that they are aware of the location of the accident book.

#### **Reporting Requirements**

Certain accidents causing injury, both fatal and non-fatal, certain occupational diseases and certain dangerous occurrences are reportable to the Enforcing Authority under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Specified injuries including the following reportable events must be reported by the quickest means practicable, usually the telephone:

- Death
- A specified injury to an employee as detailed in regulation 4
- An injury to a non-employee where that person is taken directly to hospital for treatment as a result of their injury
- Any dangerous occurrence
- Any employee diagnosed by a qualified medical practitioner as suffering from a disease specified in the Regulations
- Any employee diagnosed with a cancer caused by work-related exposure to a known carcinogen or mutagen.

*To calculate whether the absence classifies as 'over 7-day':*

- exclude the day of the incident if they went home or did not return to work on the day
- include weekends, bank holidays and weekdays (whether the person would normally work on them or not).

*Example: If a person has an accident on Friday and comes back to work the following Friday, then count Saturday, Sunday, Monday and Tuesday etc. but this is still only 6 days; however, if their next day of work is the Monday it would count as 9 days and would be reportable.*

### **Non-Consensual Violence**

Major or over 7-day injuries to people at work arising from non-consensual violence are notifiable.

### **Reporting of accidents involving learners or visitors**

If a learner or visitor has an accident this must be reported if:

- the person involved is killed or taken to hospital and;
- the accident arises out of or in connection with a work activity

Examples of 'in connection with a work activity' are:

- work organisation – supervision of a field trip
- plant or substances – lifts, machinery, experiments
- condition of premises, play grounds, play or PE equipment
- sports activities as part of the curriculum where there is death or hospitalisation
- playground accidents due the condition of the premises or inadequate supervision

For further advice on injuries, diseases or dangerous occurrences requiring notification please contact the **WorkNest Advice Line. (Tel: 0345 226 8393).**

**Contact** details for the Health and Safety Executive are:

**Tel:** 0345 300 9923 (Monday to Friday 8:30am to 5:00pm)

**Website:** [www.hse.gov.uk](http://www.hse.gov.uk)

Information on notifications to the enforcing authority **must also be sent to WorkNest Ltd.**

The completed report form should be kept with other accident records and documents on the accident investigation.

Forms are kept to advise the insurers of a potential claim and to present to the Enforcing Authority in the event of an investigation.

Records are to be kept for **3 years** from the date of the incident.

## **Investigation**

All injury related accidents that are either notified to the Enforcing Authority or where a serious injury has occurred will be investigated:

- to ensure that all necessary information in respect of the accident or incident is collated
- to understand the sequence of events that led to the accident or incident
- to identify the unsafe acts and conditions that contributed to the cause of the accident or incident
- to identify the underlying causes that may have contributed to the accident or incident
- to ensure that effective remedial actions are taken to prevent any recurrence
- to enable a full and comprehensive report of the accident or incident to be prepared and circulated to all interested parties
- to enable all statutory requirements to be adhered to

The investigation will include obtaining signed witness statements, photographs and drawings as appropriate.

## **Asbestos**

The college will protect all staff employed by SGS College and its subsidiaries, learners and other persons potentially exposed to asbestos as far as is reasonably practicable. Everyone who needs to know about the presence of asbestos will be alerted. No one will be allowed to start any work that could disturb asbestos unless the correct procedures are to be employed.

This will be achieved by minimising exposure through the SGS Corporation, the SGS Group Executive, the Senior Leadership Team and Heads of Department's management of asbestos-containing materials in college premises by the following arrangements.

## **Assessment**

The premises will be surveyed to determine whether asbestos-containing materials are present. It will be presumed that materials contain asbestos unless there is strong evidence to the contrary.

The amount and condition of the asbestos-containing material will be assessed and measures will be identified to ensure that airborne asbestos fibres are not present or formed in the workplace.

## **A Written Plan**

A written plan or register that sets out the location of the asbestos-containing material and how the risk from this material will be managed will be prepared and steps will be taken to put the plan into action. The plan or register will be made available on request by an individual and the arrangements will be reviewed at regular intervals or when there has been a significant change to the organisation or personnel.

## **Access to Asbestos-containing Materials**

Access to asbestos-containing materials in the premises will be controlled so as to prevent inadvertent disturbance of the material and the release of asbestos fibres. Procedures will be put in place to ensure that anyone liable to disturb asbestos-containing materials is made aware of their location.

## **Monitoring and Maintenance**

The condition of all asbestos-containing materials or materials suspected of containing asbestos will be inspected at agreed intervals to ascertain that there has been no damage or deterioration. Where damage or deterioration is found the asbestos-containing material will be reassessed and repaired or removed as appropriate.

## **Training and Information**

All staff employed by SGS College and its subsidiaries who may come into contact with asbestos containing materials (ACM's) through the course of their work will receive adequate training and information such that they can recognise potential ACM's and know what precautions to take.

## **Asbestos-related Emergencies**

Procedures to deal with asbestos-related incidents will be put in place (including the provision of information and warning systems) unless there is only a slight risk to the health of staff employed by SGS College and its subsidiaries, learners and others.

## **Arrangements for Controlling Work on Asbestos**

Any work on, or removal of, asbestos-containing materials will be controlled to ensure that adequate precautions are taken to prevent the release of asbestos fibres.

Work with asbestos and asbestos-containing materials is to be carried out by a licensed contractor (licensed by the HSE) unless the work is exempted from the requirement for licensing.

### **Selection and Control of Contractors to Work on Asbestos-containing Materials**

When contractors are engaged to work on college premises, adequate steps will be taken to ensure the contractors are competent and have sufficient skills and knowledge to do the job safely and without risks to health.

Only contractors licensed by the HSE will be used for the removal of asbestos-containing materials, unless the work involves the removal of materials in which:

- asbestos fibres are firmly linked in a matrix
- the exposure during the removal process is likely to be sporadic or of low intensity

Contractors hired to carry out building or allied trade work that will involve minor work with asbestos must comply with the Control of Asbestos Regulations 2012.

## **Procedures for Dealing with Health and Safety Issues**

Where a staff member employed by SGS College and its subsidiaries raises a health and safety problem related to work with asbestos, the college will:

- take all necessary steps to investigate the circumstances
- take corrective measures where appropriate
- advise all staff employed by SGS College and its subsidiaries of actions taken

Where a problem arises relating to the condition of, or during work on, asbestos-containing material, the staff employed by SGS College and its subsidiaries must inform the Site Facilities Co-ordinator and in the case of an accident or emergency, respond quickly to ensure effective treatment.

## **Contractors**

When working on college premises it is considered that contractors are joint occupiers for that period and therefore we have both joint liabilities in "common areas". In order to meet our legal obligations



with regard to contractors we will ensure that prior to engaging any contractor they are competent and that any works are carried out safely.

The following factors will be considered as part of our procedures for vetting contractors:

- sight of the contractor's own safety policy, risk assessments, method statements, permits to work, etc. as applicable
- clarification of the responsibility for provision of first aid and fire extinguishing equipment
- details of articles and hazardous substances intended to be brought to site, including any arrangements for safe transportation, handling, use, storage and disposal
- details of plant and equipment to be brought onto site, including arrangements for storage, use, maintenance and inspection
- clarification for supervision and regular communication during work including arrangements for reporting problems or stopping work in cases where there is a serious risk of personal injury
- confirmation that all workers are suitably qualified and competent for the work (including a requirement for sight of evidence where relevant)
- evidence showing that appropriate Employers and Public Liability Insurance is in place

Clearly, it will not be necessary to go to such elaborate lengths if the contract is very short and will not create hazards of any significance. The complexity of the arrangements will be directly proportional to the risks and consequences of failure.

Similarly, we have a parallel duty to the contractor and must ensure that the contractor is not put at risk by our own activities for the duration of the contract.

We will stop contractors working immediately if their work appears unsafe. All staff employed by SGS College and its subsidiaries should report any concerns to the Site Facilities Co-ordinator immediately.

## **Communication and Consultation**

It is a legal requirement for the college to establish arrangements to communicate and consult with all staff employed by SGS College and its subsidiaries on issues affecting their health and safety and to take account of their views.

To achieve this objective, we will:

- Establish effective lines of communication via the Health and Safety Committee
- Involve and consult with all staff employed by SGS College and its subsidiaries through:
  - individual health & safety pages of the SGS SharePoint site
  - notice boards
  - internal publications
  - SGS College and subsidiary meetings
  - health and safety meetings
- Consult with all staff employed by SGS College and its subsidiaries when changes to activities, equipment, work methods etc. are to be introduced that may affect their health and safety

- Display the 'Health and Safety Law –What You Need To Know' poster, at all reception areas across all sites

## **D & T Departments**

This policy outlines the procedures for ensuring safe working in Construction / Engineering and other such areas, for example Technical Theatre. All staff employed by SGS College and its subsidiaries are required to follow this policy to minimise risks to themselves, to learners and to others. Teaching staff are expected to use this information to help them to plan lessons and decide if an activity can be carried out safely, considering the age and responsibility of the learners.

### **Communication, information and training**

The Members of the College Senior Leadership Team are responsible for ensuring that all staff employed by SGS College and its subsidiaries are made aware of this policy and ensuring that the procedures are followed, providing suitable training or directing new staff to an appropriate member of staff, and for recording the dates and content of any training given.

Trainee Lecturers who are following a recognised teacher training course should be supervised by a qualified person at all times when they are engaged in practical work. Such trainees may use machines and may show learners how to use machines as part of the lessons that they are teaching provided that appropriate supervision is maintained. This supervision may be progressively reduced, depending on the competence of the individual trainee. In such instances a specific risk assessment of the situation should be carried out, and the degree of supervision needed discussed with the Head of Department.

### **Monitoring and checking**

The college requires D & T departments to monitor the implementation of this policy. Records of monitoring are kept by the Members of the College Senior Leadership Team.

Equipment and machines will be checked in accordance with current guidelines and records kept.

### **Risk assessments**

The college follows the recommendation of the Health and Safety Executive to adopt published 'model' or 'general' risk assessments which D & T Departments adapt to the college curriculum and Estates.

Whenever a new course is adopted or developed, all activities (including preparation and clearing-up work) are to be checked against the model risk assessments and significant findings incorporated into texts in daily use, i.e., the scheme of work, set of lesson plans, syllabus, technician notes.

If a model risk assessment for a particular operation involving hazards cannot be found in these texts, a special risk assessment must be completed.

Every activity is to be assessed for risk including working with simple hand tools as well as potentially hazardous processes such as wood machining. An attempt is made to balance the desire to eliminate risk with the need to reduce risk in order to maintain practical work, e.g. certain activities may be demonstrated in order to reduce the level of risk to learners.

It is the responsibility of all staff employed by SGS College and its subsidiaries and other adults to follow the relevant risk assessments and lesson plans.

### **Equipment Safety**

New equipment will be purchased that is safe and suitable for the intended purpose and to comply with the *Provision and Use of Work Equipment Regulations*. Equipment listed by specialist

educational equipment suppliers is taken to meet these *Regulations* but all other equipment, especially gifts, are to be treated with caution and carefully assessed. Old equipment deemed unfit shall be condemned and correctly recycled

### **Use of guards**

All staff employed by SGS College and its subsidiaries in the department must use all guards and other safety devices on machines and other equipment at all times. Under no circumstances should any guard or other safety device be removed or not used to enable a task to be done. Any operation which cannot be done with guards and other safety devices in place must not be done.

### **Maintenance, Inspection and Testing of Equipment**

All equipment and machinery must be maintained in a safe condition. To achieve this, equipment will be regularly maintained, inspected and, where necessary, tested.

There are 3 levels of inspection, maintenance and testing of equipment which must be carried out.

These are:

**Level 1:** A visual check by staff employed by SGS College and its subsidiaries of equipment prior to its use, or on a daily basis.

**Level 2:** A more formal visual inspection, which should be carried out termly by staff employed by SGS College and its subsidiaries. This requires checking equipment against an inventory using a checklist. Small items, e.g. hand tools, knives, can be banded together.

**Level 3:** Formal maintenance/inspection checks, carried out by specialist contractors. This is normally undertaken annually except for LEV (Local Exhaust Ventilation) which is carried out every 14 months. This includes PAT testing; no electrical equipment should be used in the college unless it has in up to date PAT sticker (the requirement does not apply to new equipment).

When maintenance of equipment is carried out all machines must be isolated from the power supply, fuses removed or the isolator locked off. A notice stating that the machine is under maintenance should be fixed to the machine. A risk assessment of the hazards involved in the task should be carried out before the work is started.

### **Recording of Inspections and Testing**

All Level 2 formal inspections of equipment by members of staff employed by SGS College and its subsidiaries should be recorded. An up to date record of Inspections will be maintained by the technicians on a weekly basis.

All Level 3 inspections/maintenance must be recorded. It is recommended that the subject leader holds records of examinations, tests and certificates. This information will be held by the department.

If any faults, or the need for maintenance, are identified at any time, they must be reported to the Head of Department. If the fault or need for maintenance makes the equipment unsafe, it must not be used and must be electrically isolated. An appropriate label must be clearly displayed on the equipment.

### **Pressure Vessels**

Autoclaves and pressure cookers need periodic inspection, normally annually, under the Pressure Systems Safety Regulations. Records of examinations are kept on file.

## **Local exhaust ventilation**

The college requires the regular testing of local exhaust ventilation equipment (dust extraction and fume extraction from heat treatment areas) every 14 months. The Site Facilities Co-ordinator in conjunction with the HoD/technicians have the responsibility of seeing that this happens. The records of the tests are available for all staff employed by SGS College and its subsidiaries reference and for inspection by an HSE Inspector on file. All LEV equipment to be checked weekly to be user to ensure its serviceability

## **Room Safety**

All practical rooms must be locked when not in use.

Unsupervised learners must not be allowed in hazardous rooms.

When starting a practical lesson, staff employed by SGS College and its subsidiaries should check that rooms are clear, all thoroughfares and room exits are free from obstruction, floors are dry and in a safe condition, and the lighting is adequate for the work being undertaken.

Fire doors must be unlocked and clear.

Only authorised staff employed by SGS College and its subsidiaries, are permitted to switch on the electricity and gas mains isolators. Learners may not switch on these – not even under supervision.

Learners must not use utensils, tools, machines or other equipment until they have been taught how to use them correctly.

Particular care should be given to the distribution and collection of hand-tools and of small items of equipment, the number and condition of which should be checked at both the beginning and the end of an activity or a lesson.

Unless correct operation indicates otherwise only one person may operate a machine or piece of equipment at a time.

A specialist room may only be used for other curriculum activities if the person supervising the learners understands room hazards in the room and can prevent them having accidents.

Supply or cover teachers must be given information on the room hazards; explaining the location and operation of main services such as electrical isolators, any local hazards and where help can be obtained.

Learners and staff employed by SGS College and its subsidiaries are not to eat or drink in a room/workshop - this includes break and lunch times.

Where practical to do so gas and electricity must be switched off at the mains at the end of the day - the location of mains switches/taps is clearly indicated in each area.

Large volumes of shavings, sawdust and plastic cuttings are likely to constitute a fire hazard and so clearance and disposal should take place on a regular basis, rather than at the end of the day. Excessive dust from machining operations and 'walked in' dirt contributes to respiratory problems and should be removed by vacuuming on a regular basis, rather than by sweeping.

At the end of the day and particularly at weekends, all tool and storage cupboards should be locked, key switches and main electrical supplies isolated, gas valves closed, all machine tools and bench shears padlocked and all electrical equipment turned off. It is the responsibility of the teacher in charge of the room to make sure that all systems are safe, all hot items are cool and that everything is closed down safely before they leave the building.

All Construction / Engineering areas are made safe for cleaners or contractors to work in before these persons are allowed to proceed.

## **Storage**

Storage must be kept well organised and tidy. Large/heavy items should not be stored high and proper stepladders or similar must be available for reaching high shelves safely.

All chemicals should be stored in accordance with the COSHH Regulations and risk assessments must be in place dealing with their safe use.

Standing on benches, chairs, tables to watch a demonstration/get equipment etc. is not permitted.

Sharp tools and utensils must be stored so that accidental contact with the sharp part is unlikely and they must be securely locked when not in use.

All materials which are hazardous, for example they may be toxic, flammable or corrosive, must be clearly labelled. The labelling must state the material and the nature of the hazard(s).

Keep all working quantities of these materials to a minimum.

Access to hazardous materials must be restricted to authorised staff employed by SGS College its subsidiaries only.

All hazardous materials must be stored away from direct access by learners.

Stocks of flammable liquids must be stored in a lockable fire-resistant cabinet in a well-ventilated stockroom.

All sharp knives should be stored in the locked store cupboards.  
No sharp knives should be left unattended in a classroom.

## **Shelving**

Shelves must not be overloaded and large and/or heavy materials must not be stored high up.

Proper stepladders must be provided for access to shelving beyond easy reach from the floor.

## **Safety Signs, Notices and Displays**

Each workroom must have a set of safety rules and procedures displayed clearly. Cautionary notices and signs must be displayed where appropriate.

## **Personal Protective Equipment**

The college accepts the duty to provide eye protection, gloves, overalls and aprons for all staff employed by SGS College and its subsidiaries where the risk assessment requires them and safety spectacles for learners.

Eye protection must be worn by all staff employed by SGS College and its subsidiaries and learners when using any machine or when soldering using soldering irons. Eye protection should be used for any other operation where the risk assessment shows it is required. Eye protection must conform to BS EN166.

The employer expects eye protection to be available for learners and visitors. Safety spectacles are provided for general use, with a set of goggles or face shields used whenever the risk assessment requires them.

The condition of the eye protection is checked at the start of each term.

Protective clothing such as aprons must be used in lessons where learners could get dirty during practical work, or where hazardous materials are being used.

## **Emergency procedures**

In the event of a fire sound the fire alarm.

On hearing the fire alarm all staff employed by SGS College and its subsidiaries should turn off the gas, electric and any machinery or equipment and make their way to the assembly point.

In the event of a fire and only if it is safe to do so all staff employed by SGS College and its subsidiaries should attempt to extinguish a fire using the appropriate fire extinguisher.

## **Disabled Persons including learners with Special Education Needs (SEN)**

The college will give full and proper consideration to the needs of disabled staff, learners and visitors.

To achieve this, the college will:

- treat all disabled staff, learners and visitors with respect and dignity, both in the provision of a safe working environment and in equal access to the college's Estates
- ensure that risk assessments are undertaken of the special needs of the disabled and carry out reasonable adjustments to the premises and/or employment arrangements
- encourage all staff employed by SGS College and its subsidiaries with special needs to suggest any premises or task improvements to their line managers
- in an emergency evacuation, ensure suitable plans are in place which will assist disabled people to leave the premises swiftly. These plans known as personal evacuation plans can be found on the College SharePoint site and at each campus reception.

Risk assessment of learners with Special Education needs will consider:

- manual handling of learners with physical disabilities
- learners unable to recognise everyday hazards, communicate distress, or move around independently
- using mechanical aids and equipment
- using therapy and ball pools
- administering medical treatment and minimising the risk of infection
- management of difficult behaviour and the use of restraint
- lone working where a staff employed by SGS College and its subsidiaries works on a one-to-one basis with a SEN student; and transport issues such as getting learning disabled or physically disabled learners in and out of transport and making sure that access to the premises is appropriate

## **When to assess**

So far as is reasonably practicable risk assessments of the learners with special education needs will be made:

- before learners are admitted – this is a planning ahead exercise
- when planning educational activities both on and off site

- when planning and purchasing new Estates and when work practices are to be introduced or changed
- when deciding on a placement
- when an existing learner develops a health need, e.g. after an operation, or where a significant change in their existing needs occurs
- when a student is to undertake work experience

### **Display Screen Equipment**

All reasonable steps will be taken by the college to secure the health and safety of staff employed by SGS College and its subsidiaries and learners who work with display screen equipment.

To achieve this objective the college will: (and where appropriate provide on-line training to)

- identify those staff employed by SGS College and its subsidiaries who are users as defined by the regulations, see below
- on request, carry out an assessment of each user's workstation
- implement necessary measures to remedy any risks found as a result of the assessment
- provide adequate information and training to persons working with display screen equipment
- endeavour to incorporate changes of task within the working day, to prevent intensive periods of on-screen activity
- review software to ensure that it is suitable for the task and is not unnecessarily complicated
- arrange for the provision of free eye tests when requested, at regular intervals thereafter and where a visual problem is experienced
- arrange for the supply, at subsidised cost, any corrective appliances (glasses or contact lenses) where these are required specifically for working with display screen equipment
- advise existing staff employed by SGS College and its subsidiaries, and all persons applying for work with display screen equipment, of the risks to health and how these are to be avoided
- investigate any discomfort or ill-health believed to be associated with the use of display screen equipment and take appropriate remedial action
- make special arrangements for individuals with health conditions that could be adversely affected by working with display screen equipment

### **‘Users’**

This policy is aimed at those who regularly use DSE:

- a) for continuous periods of more than one hour *and*
- b) for more than 2½ hours per day

Typically, this will therefore apply to administrative functions, the teaching of computer skills and other prolonged users. Others who operate DSE, including learners, should have a workstation which meets the standards set down in the regulations but are not entitled to financial contributions.

**All staff employed by SGS College and its subsidiaries must:**

- comply with the instructions and training given regarding safe workstation set-up and use, including the need for regular changes of activity or breaks and the use of the equipment provided
- report to their manager any discomfort or health concern believed to be associated with the use of DSE (this information will be treated confidentially)
- inform their manager of any disability or health condition which may affect their ability to work using display screen equipment or be affected by working with DSE (this information will be treated confidentially)

**Eye tests**

Specsavers Eye Test Vouchers:

**Screen Safe Voucher**

Entitles you to a free sight test and a free pair of single vision glasses with scratch resistant coating from £15 range for VDU use only OR 1 £15 discount on any glasses purchased in store.

**Driver Voucher (College vehicle drivers only)**

Entitles you to a free sight test AND a free pair of single vision glasses with anti-reflection coating OR a free pair of non-prescription sunglasses from the £45 range and below OR a £45 discount on prescription sunglasses or glasses purchased in store with anti-reflective coating. "Under the DSE regulations all staff employed by SGS College and its subsidiaries identified as DSE users are entitled to an eyesight test, every 2 years by a qualified optician (and corrective glasses if required specifically by the Optician for DSE use).

**Summary of Key Actions**

The key actions necessary to control the health and safety risks arising from the use of Display Screen Equipment (DSE) are to:

- identify all individuals who are classified as DSE 'Users'
- ensure risk assessments of DSE workstations been carried out using the Display Screen Equipment Workstation Assessment Form
- supply users with information and/or training on the safe use of Display Screen Equipment
- advise all staff employed by SGS College and its subsidiaries about setting up laptops on a suitable surface and the risks of working for prolonged periods
- ensure remedial actions identified by DSE risk assessments been carried out
- review risk assessments annually or sooner if significant changes have occurred

**Driving**

SGS College has specific Policies for Minibus use and Driving whilst on Company business. Reference to these documents can be found on Share Point.



## **Educational Study Visits**

The college policy is to ensure that the safety of learners, and all staff employed by SGS College and its subsidiaries and others is managed to minimise risk as far as practicable and in developing its procedures is guided by the guidance and procedures issued by the Department for Education and the Outdoor Education Advisers Panel Guidance for the Management of Outdoor Learning, Off-site visits and Learning Outside the Classroom.

Please refer to SGS SharePoint for current detailed Educational Study Visits policy details

## **Electricity**

All reasonable steps will be taken to secure the health and safety of all staff employed by SGS College and its subsidiaries, learners and others who use, operate or maintain electrical equipment.

To ensure this objective the college will:

- ensure electrical installations and equipment are installed in accordance with IEE Wiring Regulations
- maintain the fixed wiring installation in a safe condition by carrying out routine safety tests
- inspect and test portable and transportable equipment as often as required to ensure safety
- inspect and test second-hand electrical equipment lent to, or borrowed by, the college
- promote and implement a safe system of work for maintenance, inspection and testing
- forbid live working unless absolutely necessary, in which case a permit must be issued
- ensure all staff employed by SGS College and its subsidiaries and contractors who carry out electrical work are competent to do so
- maintain detailed records

### **All staff employed by SGS College and its subsidiaries must:**

- visually check electrical equipment for damage before use
- report any defects found to their manager. However, if there is any doubt whether the equipment is safe then it should be labelled 'out of use' and withdrawn until it has been tested and declared fit for use by a qualified person
- not use defective electrical equipment
- not carry out any repair to any electrical item unless qualified to do so
- switch off non-essential equipment from the mains when left unattended for long periods
- not bring any electrical item onto college premises until it has been tested and a record of such a test has been included in the appropriate record
- not leave electric cables in such a position that they will cause a tripping hazard or be subject to mechanical damage
- never run extension leads under carpets or through doorways

- not daisy-chain extension leads to make a longer one
- not use adapter sockets – devices that plug into mains sockets to increase the number of outlets

### **Summary of Key Actions**

The key actions necessary to control the health and safety risks arising from electricity are as follows:

- The main electrical installation is tested on an annual rolling programme resulting in a complete inspection of the installation at the end of a five year period except for those parts of colleges with:
  - a) a controlled area that has been deemed (by a competent person) as requiring increased inspections
  - b) lightning protection which should be tested annually
- Retain copies of electrical test certificates
- A record must be kept of all portable items of electrical equipment showing:
  - a) the detail of the item
  - b) the date of acquisition
  - c) -details of any inspection, testing or repair work
- arrange for the inspection and testing of portable electrical equipment.

### **Fire**

All reasonable steps will be taken to prevent a fire occurring. In the event of fire, the safety of life will override all other considerations, such as saving property and extinguishing the fire.

In order to prevent fire and to minimise the likelihood of injury in the event of a fire the college will:

- assess the risk from fire at our premises and implement appropriate control measures
- ensure good housekeeping standards are maintained to minimise the risk of fire
- provide and maintain safe means of escape from the premises
- develop a fire evacuation procedure for all buildings
- provide and maintain appropriate fire-fighting equipment including the sprinkler system
- provide sand in bags in the Science Department as a precaution when using flammable metals
- regularly stage fire evacuation drills, inspect the means of escape and test and inspect fire-fighting equipment, emergency lighting and any fire warning systems
- provide adequate fire safety training to all staff employed by SGS College and its subsidiaries, plus specialist training to those with special responsibilities
- make arrangements for the safe evacuation of deaf or otherwise disabled persons

- make arrangements for ensuring all learners and visitors are made aware of the fire evacuation procedures
- display fire action notices
- keep fire safety records

The college does not require persons to attempt to extinguish a fire but extinguishing action may be taken if it is safe to do so.

Immediate evacuation of the building must take place as soon as the evacuate signal is given. All occupants, on evacuation, should report to the pre-determined assembly points.

Re-entry of the building is strictly prohibited until the fire brigade officer or a senior person present declares it is safe to do so.

All staff employed by SGS College and its subsidiaries are encouraged to report any concerns regarding fire procedures so the college can investigate and take remedial action if necessary.

### Summary of Key Actions

The key actions required to ensure fire safety is effectively managed are:

- complete and regularly review a fire risk assessment
- arrange for fire safety checks to be completed and recorded for the following:
  - fire evacuations (drills)
  - fire alarm tests
  - fire escape route checks
  - extinguisher checks
  - emergency lighting tests
  - post fire evacuation notices
- develop personal evacuation plans (PEEP) for people with special needs
- provide fire safety training
- service the fire alarm, emergency lighting and sprinkler system as appropriate

## FIRE MAINTENANCE/TEST PROCEDURES

FIRE DRILLS		
<b>TERMLY</b> Fire Evacuations must be carried out at least once in each term.	Ensure all occupants are able to evacuate to a place of safety in a reasonable time. (3 to 7 minutes depending on campus)	Record details of drill, evacuation time and any problems.
FIRE ALARM PANEL / SYSTEM		

<b>DAILY</b>	Check fire alarm panel for normal working conditions	Report any faults and actions
<b>WEEKLY</b>	<p>Fire alarm audibility test conducted at a different call point tested each week in rotation. Number each call point for identification. (each zone to be tested every 13 weeks)</p> <p>Check alarm is audible in all areas (test to be carried out during full occupation)</p> <p>Check that any fire doors on automatic door closures linked to the fire alarm are closing properly.</p> <p>Check any doors fitted with electromagnetic locks are released.</p>	Record details of call point test and call point number. Repair / replace defective units
<b>SIX MONTHLY</b>	<p>For systems with battery back up a six-monthly battery check by a competent service engineer is required.</p> <p>This check may also include 50% of the automatic smoke / heat detectors, sounders and manually operated devices</p>	Site to keep maintenance records
<b>ANNUALLY</b> For 230-volt systems without battery back up	<p>An annual test and examination of the alarm system by a competent service engineer is required.</p> <p>Test and examination of alarm system by competent service engineer including all automatic smoke / heat detectors, sounders and manually operated devices.</p>	Site to keep maintenance records.

<b>MEANS OF ESCAPE</b>		
<b>DAILY</b>	<p><b>Check for any obstructions on escape routes (internally and externally)</b></p> <p>Doors: check self-closing devices, and that push bars/ other emergency fastening devices are operational</p>	Site to record details and actions only if there is a fault
<b>WEEKLY</b>	Check all internal fire doors for ease of opening, that they are a good fit, closing fully, fire door seals and self-closures working correctly, correctly signed etc.	Site to record details and actions only if there is a fault

<b>MONTHLY</b>	Check all electronic release mechanisms on escape doors work correctly (i.e. fail safe in the open position on activation of alarm / loss of power)	<b>Site to record details and actions only if there is a fault</b>
<b>FIREFIGHTING EQUIPMENT</b>		
<b>WEEKLY</b>	<p>Check all extinguishers, fire blankets etc. are available for use, undamaged and unobstructed.</p> <p>Extinguishers properly affixed to wall brackets or on plinths.</p> <p>Check for any evidence of tampering.</p>	<b>Site to record details and actions only if there is a fault</b>
<b>ANNUALLY</b>	Full check and test of extinguishers, fire blankets etc. by competent service engineer.	<b>Maintenance records to be kept on site.</b>

<b>FIXED SYSTEMS (WHERE APPLICABLE, e.g. Sprinkler systems)</b>		
Frequency specified by installer	<p>Programme of inspections and checks dependant on type of system and to be specified by installer.</p> <p>E.g. weekly checks on water and air pressure gauge readings, water levels in storage tanks. Weekly test on automatic pump and diesel engines etc.</p>	<b>Site to record details and actions only if there is a fault</b>
<b>ANNUALLY</b> or to insurance / installers guidelines	Formal inspection and testing of fire sprinkler system	<b>Maintenance records to be kept on site.</b>
<b>EMERGENCY LIGHTING (WHERE APPLICABLE)</b>		
<b>DAILY</b>	<p>Check indicator lights functioning (report faults to contractor)</p> <p>Operate and replace batteries in torches if necessary.</p>	<b>Site to record details and actions only if there is a fault</b>
<b>MONTHLY</b>	In house operational test for a short period (a maximum of one quarter of the rated duration).	<b>Maintenance records to be kept on site.</b>
<b>YEARLY</b>	Emergency lighting full duration discharge test by competent person.	<b>Maintenance records to be kept on site.</b>

## **Fire Safety Training in College**

### **In addition, please refer to Fire Safety Policy Statement on SharePoint**

The college will provide adequate fire safety training for all staff employed by SGS College and its subsidiaries. The type of training should be based on the particular features of the college and should:

- take account of the findings of the fire risk assessment;
- explain the emergency procedures;
- take account of the work activity and explain the duties and responsibilities of all staff employed by SGS College and its subsidiaries;
- take place during normal working hours and be repeated periodically where appropriate;
- be easily understandable; and
- be tested by fire drills.

Learners will also be involved in some aspects of fire safety training, particularly with respect to fire drills, etc.

Fire training should include the following:

- what to do on discovering a fire
- how to raise the alarm and what happens then
- what to do upon hearing the fire alarm
- the procedures for alerting learners, members of the public and visitors including, where appropriate, directing them to exits
- the arrangements for calling the fire and rescue service
- the evacuation procedures for everyone in your premises (including young children or mobility impaired persons) to reach an assembly point at a place of total safety
- the location and, when appropriate, the use of Firefighting equipment
- the location of escape routes, especially those not in regular use
- how to open all emergency exit doors
- the importance of keeping fire doors closed to prevent the spread of fire, heat and smoke
- where appropriate, how to stop machines and processes and isolate power supplies in the event of a fire
- the reason for not using lifts (except those specifically installed or nominated, following a suitable fire risk assessment, for the evacuation of people with a disability)
- the safe use of and risks from storing or working with highly flammable and explosive substances
- the importance of general fire safety, which includes good housekeeping; and
- the use of premises by outside bodies, e.g. IT training, music, etc.

All staff employed by SGS College and its subsidiaries identified in the emergency plan that have a supervisory role if there is a fire should be given details of your fire risk assessment and receive additional training.

In addition to the guidance above as a minimum all staff employed by SGS College and its subsidiaries should receive training about:

- the items listed in your emergency plan
- the importance of fire doors and other basic fire-prevention measures
- where relevant, the appropriate use of Firefighting equipment
- the importance of reporting to the assembly area
- exit routes and the operation of exit devices, including physically walking these routes
- general matters such as permitted smoking areas or restrictions on cooking other than in designated areas
- assisting disabled persons where necessary. Training is necessary:
  - when staff employed by SGS College and its subsidiaries start employment or are transferred into the premises
  - when changes have been made to the emergency plan and the preventive and protective measures
  - where working practices and processes or people's responsibilities change
  - to take account of any changed risks to the safety of staff employed by SGS College and its subsidiaries, learners or other relevant persons
  - to ensure that all staff employed by SGS College and its subsidiaries know what they have to do to safeguard themselves and others on the premises; and where All staff employed by SGS College and its subsidiaries are expected to assist disabled persons

Training should be repeated as often as necessary and should take place during working hours.

Enforcing authorities will want to examine records as evidence that adequate training has been given.

### **Training of learners**

It is good practice to provide learners with some form of fire safety training so that they are aware of the actions to be taken in the event of a fire. This should include instruction on the:

- details of the evacuation plan
- importance of fire doors and other basic fire-prevention measures
- importance of knowing where the assembly point is and reporting to the assembly area
- exit routes and the operation of exit devices

## **First Aid**

Please refer to the SGS SharePoint for current First Aid policy details

## **Food Science**

The teaching of Food Science must be carried out to ensure the safety of learners and teachers; in addition, the food prepared in college must be handled and served to comply with good hygiene practice to make sure the food is safe to eat.

### **Food Hygiene Training**

The college will ensure that Food Science teachers and any persons who supports teaching programmes are competent in all aspects of food hygiene that they are required to teach to ensure that learners are provided with appropriate experience to enable them to work correctly and safely, Level 2 in Food Safety is considered the minimum qualification.

Food hygiene training will be obtained by attending certificated courses which should be regularly reviewed, updated and refreshed every three years.

### **Key Considerations for Teaching Food**

Food preparation rooms and classrooms provided are of sufficient size to allow people to work and circulate around the room with ease.

Class size can be determined by considering factors such as the size of the room, the equipment available, the age and ability of the learners and the experience of the staff employed by SGS College and its subsidiaries. Teachers must work within safe operating limits so that there is a safe teaching and learning environment and that they are able to provide adequate supervision for hazardous activities.

All staff employed by SGS College and its subsidiaries are provided with safe equipment and systems that are regularly checked, inspected and maintained in an efficient state to recognised standards, with records kept. In addition to PAT testing this includes the servicing of gas equipment, fridge and freezer temperature checking, equipment guard checks, where appropriate.

Teachers will be trained to the standards specified in Health and Safety Training Standards. Teachers will teach learners about general health and safety requirements relating to the working environment and instil in them the need to work safely at all times.

The learners will be made aware of the hazards involved when working using processes, equipment and materials in various situations. They will be taught to assess the risks and identify the control measures taken, to help ensure the health and safety of themselves and others, and reference will be made to the appropriate British Standards.

Lessons will be planned ahead to avoid risk. Work will be planned to involve the use of a wide range of food, food components and equipment to complete focused practical tasks. Student ability, knowledge, maturity, experience and special needs must be taken account of, to provide challenging tasks and potential for achievement.

Teachers should be aware that because of their inexperience, learners working with food require a high level of supervision, and should not be left unattended.

Learners with special needs may have poor coordination, slow reaction times and variable levels of concentration which require extra support and guidance. This will affect the teaching capacity/group size and may require additional support. Sometimes learners can be paired with responsible peers to ensure safe working practices.



Teaching sessions must be long enough to complete processes without too high a percentage of time being taken up preparing for and tidying up afterwards. Short sessions can lead to frustration of both all staff employed by SGS College and its subsidiaries and learners, as there is often insufficient time for full processes to be completed. Very long sessions without a break can give rise to problems with concentration.

Additional teaching support in lessons not only reduces risk but facilitates demonstration and allows for more practical work to be undertaken to the advantage of the learners.

## **Manual Handling**

It is recommended that trolleys are used for carrying heavy equipment and foodstuff.

Sugar and flour are best purchased in small containers, despite the possible cost savings from purchasing bulk containers.

The use of high-level storage should be avoided. Where this is not possible there must be safe procedures for access to such storage and the provision of suitable and adequately maintained steps/footstools.

## **Personal Protective Equipment**

Appropriate protective equipment, clothing, and storage of such, will be provided including suitably sized oven gloves and clean aprons.

Learners should be made aware of the hazards of unsuitable footwear. Soft shoes and open toe sandals offer little protection from falling objects or spillages.

Long hair, jewellery, loose clothing such as ties and unbuttoned cuffs are potential hazards.

Sleeves should be rolled up, watches and ties removed and long hair tied back.

Additional personal protective equipment such as gloves and eye protection is required when using hazardous cleaning agents.

## **Microwave & Combination Ovens**

Manufacturer's instructions must be followed.

The ovens must be kept clean, including ensuring that air vents are not blocked or obstructed and that food debris does not build up around the door seal which could lead to leaks.

The ovens must not be used if the door does not close properly or if the door interlock switch does not work properly.

The ovens must not be switched on when empty.

Burns and scalds can be avoided by using oven gloves, removing lids or microwave film away from the face and checking the temperature of food and drink.

It is important to ensure food is thoroughly cooked throughout by stirring and turning the food during cooking.

Only food grade microwave film should be used in direct contact with food during cooking and defrosting.

Food should not be cooked in sealed containers; pierce the film covering containers (unless there are specific manufacturer's instructions to the contrary). Only use containers, films and ingredients which are known to be suitable for heating in a microwave oven.

Users should be made aware of the risk of certain foods superheating.

### **Deep Fat Frying**

Where small electrically powered thermostatically controlled deep fat fryers are provided. The following precautions should be remembered:

- fryers should not be over-filled
- electric leads should be kept as short as possible
- fryers should be positioned safely
- fryers should not be left unattended
- water must not be allowed to come into contact with hot oil or fat (dry food before deep frying)
- the handle must be positioned safely and fat must be cooled before straining or pouring into plastic containers
- All persons must be trained to deal correctly with a fat or oil fire. Extraction hoods to be regularly maintained and kept free from grease and dust

### **Pressure Cookers**

Pressure cookers are covered by the Pressure Safety System Regulations 2000 and require annual inspections against a suitable written scheme of examination.

### **Knives & Utensils**

No student should be allowed to use a knife unless he or she has been properly trained in appropriate techniques.

The degree of supervision which is required when learners are using knives depends on the age of the particular learners and the tasks for which knives are being used.

Learners should be made aware that sharp utensils can cause cuts that falling utensils can present a hazard, and that slipping can occur when pressure is applied.

Knives must be kept sharp and, when they are not in use, they must be stored securely.

The knives inventory must be checked at the end of each lesson.

Where possible, the use of knives should be avoided, e.g. by the provision of vegetable peelers, scissors, etc. Mandolins are not recommended for use in colleges.

Sharp utensils should not be left projecting from work surfaces and instruction must be given in their correct use, handling, storage and cleaning.

There is a model risk assessment on the CLEAPSS website on Food Preparation: Using Knives, which will be adapted for college use to reflect all reasonably foreseeable hazards.

### **Food Storage**

The correct management of out of date foods, etc

## **First Aid**

Teachers must be aware of learners with particular medical problems, including allergies, so that they are able to take the necessary precautions during lessons.

At least one person holding a current first aid certificate, or who has been trained in emergency first aid, should always be available to attend and to provide first aid when cookery rooms are in use.

A first aid bag / box / container equipped and maintained in accordance with Health and Safety (First Aid) Regulations should be readily available.

Food standard sterile waterproof dressing's, coloured blue for ease of detection in food, should be provided.

## **Fire Safety**

Fire escape routes and fire doors must be operational and clearly marked, should be easily opened and free from all obstructions.

Firefighting equipment, including fire extinguishers, fire blankets and fire detectors, should be readily available and maintained.

It is difficult to reduce the risk of fat-pan fires to zero, so specific instruction must be given to everyone on how to deal safely with such a fire when it occurs.

Spark devices are safer than matches for lighting gas hobs/ovens.

All displays be should suitably positioned away from heat sources.

To reduce the dangers of accidents, the number of learners working at any one time around heating equipment must be controlled and close supervision given.

## **Health & Safety Notices & Signage**

Appropriate notices and signs are to be clearly displayed including warning signs next to hobs that have no visual indication that they are on/hot, next to freezers, for hazardous materials, for fire exits, escape routes, Firefighting equipment and emergency first aid.

Hand washing/personal hygiene posters are also recommended.

Signs are not a substitute for teaching learners safe working practices. However, they do act as a reminder to those learners who might forget what they have been taught.

## **Gas Installations and Appliances**

The college will ensure that all work carried out on gas fittings and appliances are in accordance with the requirements of the regulations and the Safety in the Installation and Use of Gas Systems and Appliances Manual.

### **Maintenance of Gas Equipment**

Gas boilers, heaters, ovens and other gas fired equipment will be serviced at regular intervals, usually annually, and in accordance with the manufacturer's recommendations.

All work on gas appliances to be carried out by a Gas Safe Registered engineer.

Records of all servicing, maintenance and repairs to be kept.

## Summary of Key Actions

The key actions necessary to ensure the safety of gas fired appliances are:

- identify all gas fired appliances and create a maintenance schedule for each
- arrange for servicing in line with the schedule and keep records
- prepare a gas leak emergency procedure and promulgate 'what do you do if you smell gas' posters
- highlight all gas shut-off points

## Gas Emergencies

In the event of a suspected gas leak:

- Call 24-hour gas emergency service on 0800 111 999
- Evacuate the buildings and move the learners and majority of the staff employed by SGS College and its subsidiaries to a distance of at least 250 metres away. Nominate some staff employed by SGS College and its subsidiaries to stay at a safe distance to prevent access to the site and await the emergency National Grid engineer.
- If it is safe to do so:
  - Put out naked flames
  - Open doors and windows
  - Turn off the gas supply

## DO NOT TURN ELECTRICAL SWITCHES ON OR OFF

- If the general public in the neighbourhood are at risk contact the police on 999

No person shall interfere with any gas appliance or gas fitting or pipe work unless qualified and competent to do so.

## **Hazardous Substances (COSHH)**

All reasonable steps will be taken to ensure all exposure of staff employed by SGS College and its subsidiaries and learners to substances hazardous to health is prevented or at least controlled to within statutory limits.

The college will implement the following:

- maintain an inventory of all substances hazardous to health used on site and retain copies of relevant hazard data sheets
- competent persons will be appointed to carry out risk assessments of the exposure to substances hazardous to health and advise on their control
- all activities which involve, or may involve, exposure to substances hazardous to health will be assessed and appropriate control measures will be taken if elimination or substitution of the substance is not possible
- fume cupboards and extract systems will be properly maintained by planned preventive maintenance and annual monitoring to ensure continued effectiveness
- systems of work will be reviewed at suitable intervals and revised if necessary
- personal protective equipment (PPE) will be provided and maintained as determined by risk assessment

- assessments will be reviewed periodically or if changes to the operation or any hazardous substances used
- qualified professionals, where necessary, will carry out health surveillance
- staff employed by SGS College and its subsidiaries health records of all exposures to substances hazardous to health will be kept for a minimum of 40 years
- all staff employed by SGS College and its subsidiaries and where necessary learners will be provided with understandable information and appropriate training on the nature of the hazardous substances they work with. All staff employed by SGS College and its subsidiaries will be informed about any monitoring and health surveillance results
- no new substances will be introduced into the college without prior assessment

### **Substances Hazardous to Health**

Substances hazardous to health as defined by the COSHH regulations are:

- a) Substances classified as very toxic, toxic, harmful, corrosive or irritant. These can be identified by their warning label and carry the pictograms detailed below



- b) Biological agents directly connected with work including micro-organisms
- c) Dust of any kind when present as a substantial concentration in the air
- d) Substances which have a Workplace Exposure Limit (WEL) assigned to them by the Health and Safety Commission document EH40
- e) Any other substance not specified above which may create a comparable hazard to a person's health

### **Principles of Control**

Exposure to substances hazardous to health should either be prevented altogether, substituted with a less harmful substance, or (where it is not reasonably practicable) adequately controlled.

In all cases personal protective equipment (PPE) should only be used where it is not reasonably practicable to adequately control exposure by other means. For example, fume cupboards in science

labs and local exhaust ventilation systems on woodworking machinery should always take precedence over masks.

If a substance is hazardous by inhalation it is likely to have been assigned a "workplace exposure limit" (WEL). This should be used to assess the level of control.

Where PPE is identified as necessary for use by staff employed by SGS College and its subsidiaries and learners it should be ensured it is suitable for the purpose.

All staff employed by SGS College and its subsidiaries have a duty to make full and proper use of all control measures identified as required in the risk assessment and must wear appropriate PPE (lab coat, eye protection, gloves etc.) where this is identified as required. Adequate information and training must be provided on its use and maintenance.

### **Maintenance, Examination and Testing**

Where controls such as fume cupboards, dust extraction for wood working equipment etc. are provided it is necessary to ensure that they are properly maintained. This will require visual and operational checks pre-use in addition to a thorough examination and tests of engineering controls.

In the case of local exhaust ventilation, tests for fume cupboards, woodworking extraction etc. should be carried out at least every fourteen months. A record of the results of all examinations must be kept for at least 5 years.

All PPE must be kept clean, in good repair and stored correctly to prevent contamination.

### **Health Surveillance**

Health surveillance is typically only required in certain circumstances and is dependent on individual circumstances. Where there is a reasonable likelihood that an identifiable disease or adverse health effect associated with exposure will occur and the risk assessment shows that health surveillance is appropriate for the protection of staff employed by SGS College and its subsidiaries these should be carried out.

Monitoring and health surveillance records relating to named individuals must be kept for 40 years.

### **Information, Instruction and Training**

Information, instruction and training must be given to staff employed by SGS College and its subsidiaries and learners who may be exposed, about the risks to health and precautions.

### **Infection Control**

All staff employed by SGS College and its subsidiaries and learners are from time to time at risk of infection or of spreading infection.

The college aims to minimise the risk of the spread of infection and will:

- provide staff employed by SGS College and its subsidiaries with information on potential infections and symptoms measures to assist with early identification and prompt implementation of control measures
- inform and take advice from the local Consultant in Local Disease Control (CCDC) and the Environmental Health Department of the Local Authority if an increase in illness is noted in college, or if they have any concerns about infectious disease issues

- maintain up-to-date emergency contact numbers for all learners, not only so that parents can be contacted if learners are ill and need to be taken home, but also to assist in the investigation of any outbreaks
- maintain high standards of hygiene throughout the college including the promotion of good hand washing
- provide warm water, liquid soap and disposable towels in all toilets and cloakrooms
- undertake risk assessments to include the infection control risk and identify control measures associated with farm or other similar visits
- ensure spillages of bodily fluids (blood, urine, vomit and faeces) are dealt with immediately and that adequate Estates are provided to provide protection to people involved
- organise for the safe cleaning of equipment and where appropriate disinfection and thorough, cleaning of the premises
- arrange for safe disposal of any infected materials

### **Further Information**

The Health Protection Agency (HPA) provides details on recommended exclusion periods for the more common communicable diseases in Guidance on Infection Control in Colleges.

Factsheets on infectious diseases are available from the Health Protection Agency <http://www.hpa.org.uk/Publications/InfectiousDiseases/Factsheets/>.

### **Staff Illness and Reporting**

All staff employed by SGS College and its subsidiaries should notify their manager if they develop any of the following infectious diseases or symptoms:

- skin infections or exposed areas of infestation
- severe respiratory infection (e.g. pneumonia, TB)
- severe diarrhoea
- jaundice
- hepatitis
- Chicken Pox, Measles, Mumps, Rubella
- norovirus
- gastroenteritis
- Corona Virus
- HIV
- Weil's Disease

Individual suitable controls will need to be applied dependant on the circumstances of each case. In some instances, staff employed by SGS College and its subsidiaries may need to be referred to an Occupational Health Practitioner or their GP for advice.

All staff employed by SGS College and its subsidiaries should report diseases including Leptospirosis, Hepatitis, TB, and Tetanus which have been contracted through work as these are reportable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).

## **Confidentiality**

Confidentiality will be maintained at all times in relation to staff members employed by SGS College and its subsidiaries who is known to have any infectious disease.

No health information will be disclosed without the written consent of the staff concerned and any breach of such confidentiality, either inside or outside the college, will be regarded as a disciplinary offence and may result in disciplinary action.

## **Pandemics and Epidemics**

When notified that the country is experiencing a pandemic or epidemic, the company will aim to prevent the spread of infection through work-based activities by adopting suitable control measures.

The company will:

- follow guidance given by government agencies and close work sites if instructed to or if employees or any person is put at risk,
- undertake risk assessments to identify tasks or situations that may expose individuals or groups to potential risks,
- monitor any changes to government guidance,
- manage the risk posed by contractors and visitors visiting the workplace,
- develop and implement an emergency action plan to deal with any potential outbreaks,
- allow employees to take part in any government testing,
- identify, plan and implement controls and safe systems of work to prevent transmission,
- provide information, instruction and training to those identified at risk,
- where required, provide personal protective equipment (PPE) and monitor its use and maintenance,
- organise for the safe cleaning of equipment and, where appropriate, disinfection and thorough cleaning,
- arrange for safe disposal of any infected materials, and
- adopt good hygiene practices.

## **Interactive Whiteboards**

All reasonable steps will be taken by the college to secure the health and safety of all staff employed by SGS College and its subsidiaries and learners when interactive whiteboards are used.

To achieve this objective the college will:

- consider ultra-short throw projectors or interactive TV displays as a first option during the procurement process as these present the safest option for teachers and learners
- prior to the installation of any new whiteboard a risk assessment will be completed to cover the positioning of the projector and the exposure to intense light
- try to ensure that projectors are located out of the sight line from the screen to the classroom; to ensure that, when teachers look at the class, they do not also have to stare at the projector lamp. (The best way to achieve this is by ceiling-mounting rather than floor or table-mounting the projector)
- ensure that learners are adequately supervised when they are asked to point out something on the screen
- provide a stick or laser pointer to avoid the need for the user to enter the beam is recommended



- provide adequate information and training to persons working with interactive whiteboards especially in relation to beam viewing by teachers and learners

### **Guidance for Users**

- Lecturers and learners should avoid staring into the projector beam at all times
- try to keep your back to the beam as much as possible
- use the stick or laser pointer provided whenever possible

### **Legionnaires Disease**

All reasonable steps will be taken to identify potential legionellosis hazards and to prevent or minimise the risk of exposure.

The college will:

- carry out a Legionellosis Risk Assessment
- prepare a written scheme/plan for preventing or controlling the risk of Legionella
- implement and manage the scheme/plan
- keep records for a minimum of 5 years

Day to day responsibility for monitoring and ensuring that the systems are being correctly operated lies with the appropriate Head of Estates.

At risk systems include the hot and cold water storage and distribution system.

To achieve control of legionella bacteria the college will implement the following:

### **Avoidance of Conditions Favouring Growth of Organisms**

As far as practicable, water systems will be operated at temperatures that do not favour the growth of legionella. The recommended temperature for hot water is 60°C and either above 50°C or below 20°C for distribution, as care must be taken to protect people from exposure to very hot water.

The use of materials that may provide nutrients for microbial growth will be avoided. Corrosion, scale deposition and build-up of bio films and sediments will be controlled and tanks will be lidded.

### **Monitoring and recording**

Temperatures of water outlets will be checked and recorded to ensure temperature controls to prevent bacterial growth are maintained

### **Disinfection**

Periodic disinfection of shower heads will take place to remove any scale and bacteria.

### **Emergency procedures**

Emergency procedures will be established for the discovery of Legionella bacteria. If during routine sampling/inspection of hot and cold water systems Legionella bacteria is discovered in any systems likely to provide a medium for the spread of infection (e.g. water aerosol spraying equipment) these will be shut down and the situation reported immediately to the Head of Estates.

### **Training**

The college will provide training to the Site Facilities Co-ordinator responsible for the day to day management of the water systems.

## **Lifts**

All reasonable steps will be taken to maintain all lifts throughout the college.

### **Implementation**

The college will ensure that:

- an examination scheme is drawn up by a competent person for each lift
- lifts are maintained in a safe condition and examined/inspected by competent persons (annually for goods lifts and every 6 months if lifting people)
- the safe working load (SWL) is clearly displayed inside each lift
- notices are posted adjacent to each lift opening advising against the use of a lift in the event of a fire
- arrangements are made for the emergency evacuation of persons in the event of lift failure
- lift motor rooms are kept locked and entry only allowed to authorised persons

### **Records**

All thorough examination reports will be kept for a minimum of 2 years

## **Lone Working**

This Policy on lone working relates to any individual who spends some or all of their working hours working alone without direct supervision and who does not have someone close at hand to assist them in the case of an incident.

Lone working increases the health and safety risks to individuals because they may not be able to summon assistance in the event of an incident and any delay in receiving attention may increase the consequences of any injury.

People falling into this category may include:

- anyone working outside normal hours on their own
- cleaners who normally work outside college hours
- Lecturers in classrooms away from the main building in the sports centre
- Lecturers working in workshops or laboratories
- All staff employed by SGS College and its subsidiaries
- All staff employed by SGS College and its subsidiaries who open up or close the building on their own

It is acceptable for people to work alone so long as the college has completed a risk assessment and any measures deemed necessary have been put into place.

People who are not lone workers:

- Lecturers or others working alone in a classroom or office in the main college buildings when the college is open, though individual risk assessments may still be required depending upon location and distance from activity and other staff employed by SGS College and its subsidiaries

Some activities should not be carried out by people working alone and each college should identify those that are relevant to them, typically this may include:

- working at height on ladders or tower scaffolds or college roof areas without prior notification
- use of high-risk chemicals
- use of high-risk machinery
- electrical work
- entry to areas of restricted or limited access or exit

### **Key Actions**

- identify all workers who work alone
- Identify all locations where lone working is carried out
- Complete a risk assessment for all lone working
- Control measures to be identified, prioritised and implemented
- Higher risk activities/area identified and formal decisions made on authorisation of lone working
- Formal systems/procedures developed for particular activities/areas as required

### **Requirements of lone workers**

It is important that lone workers are considered for any known medical conditions which may make them unsuitable for working alone. Consideration to be given to routine work, and foreseeable emergencies, which may impose additional or specific risks.

Lone workers must be suitably experienced, have suitable instructions and if necessary, training on the risks they are exposed to and the precautions to be used.

The college shall ensure adequate supervision is provided. The adequacy of the supervision will depend on the level of the risk, types and duration of exposure. Adequacy of supervision may involve some of the following:

- a) periodic checks on lone workers i.e. visual
- b) periodic contact with lone worker i.e. telephone
- c) general or specific alarms for emergencies
- d) checks on lone workers to ensure they have returned to the college on completion of extracurricular activities

### **Rules for Lone Workers**

- Anyone working alone must have access to a telephone and ensure that a relative or colleague is aware
- The facilities team and duty manager (or other named person) must be informed of anyone intending to work late and a satisfactory arrangement made for locking up the building
- When the facilities team and duty manager (or other named person) is not present all lone workers, for reasons of security, health and safety, should lock themselves in the building

- Staff employed by SGS College and its subsidiaries must not place themselves in danger by challenging intruders or vandals but should call the police for assistance
- All staff employed by SGS College and its subsidiaries working alone have a responsibility for making themselves familiar with and following the college's safety procedures and location of safety equipment
- If staff employed by SGS College and its subsidiaries rely on mobile phones they must ensure that their network has good reception within college. Although phones can give extra reassurance, they do not provide complete protection and staff employed by SGS College and its subsidiaries should still be alert for their own personal safety at all times
- In the situation where two or more people are working in isolated areas of an otherwise unoccupied building, personnel should keep each other informed about their movements

### **Opening/Closing College**

When the last person has left the building, the facilities team should then secure the building. This includes the closing of all fire doors and leaving on any emergency and exterior lights.

When the facilities team (or other named person) arrives in the morning they must make a quick examination of the exterior of the building to make sure that there are no signs of a break-in or of anyone having been in the building. If there is any doubt they should contact the Police/security firm and should never enter the building if they are unsure of their safety.

Key holders are also advised to inform someone when they are attending an alarm call out.

### **Emergency Considerations**

Lone workers should be capable of responding correctly to emergencies. Risk assessment should identify foreseeable events. Emergency procedures should be established and the people concerned trained in using the procedures.

Emergency Procedures may need to cover:

- fires resulting from the process or work being undertaken
- if a person has an accident what needs to be done to recover them, especially important in laboratories
- actions to be taken in case of a chemical spill
- actions to be taken in the event of power failure (for example where the person is)
- reliant on power for their safety systems or for egress from a building e.g. power operated doors#
- action to be taken of smell of gas

### **Manual Handling**

Manual handling means: the transporting or supporting of a load by hand or by bodily force including lifting, putting down, carrying, pushing or pulling.

A load can include a person or animal as well as inanimate objects but not an implement, tool or equipment while in use for its intended person.

Typical manual handling tasks in college are:

- moving tables and chairs
- carrying piles of books or stationery
- moving equipment in general
- maintenance activities
- receiving and putting away deliveries

To prevent injuries and long-term ill-health from manual handling the college will ensure that activities which involve manual handling are eliminated, so far as is reasonably practicable. Where it is not practical the college will carry out an assessment to determine what control measures are required to reduce the risk to an acceptable level.

To implement this policy the college will ensure that:

- there is no lifting wherever possible and in relation to the handling of learners with special needs, this policy is intended to promote a safer handling approach, which means no manual lifting of the whole or a substantial part of a person's body weight
- manual handling assessments are carried out of activities that:
  - a) pose a foreseeable risk of injury
  - b) cannot be avoided
  - c) cannot be mechanised and consider the risks to learners and staff employed by SGS College and its subsidiaries
- adequate information and training are provided to persons carrying out manual handling activities including details of the approximate weights of loads to be handled and objects with an uneven weight distribution, where appropriate
- any injuries or incidents relating to manual handling are investigated, with remedial action taken
- staff employed by SGS College and its subsidiaries are properly supervised
- where relevant, staff employed by SGS College and its subsidiaries undertaking manual handling activities are suitably screened for reasons of health and safety, before doing the work
- special arrangements are made for individuals with health conditions which could be adversely affected by manual handling operations
- wherever possible, the college will conduct the risk assessments of learners with special needs before they attend and the college should seek to receive information on learners in advance

### **Reducing the risk of injury**

In considering the most appropriate controls, an ergonomic approach to designing the manual handling operation will optimise the health, safety and productivity associated with the task.

Techniques of risk reduction will include:

- mechanical assistance
- redesigning the task
- reducing risk factors arising from the load
- improvements in the work environment
- staff selection

No staff employed by SGS College and its subsidiaries will be required to lift any item that they do not feel confident of doing without risking personal injury.

## **Moving and Handling People**

There are occasions when a student with medical needs requires assistance in moving. While the basics outlined above still apply, there are other considerations. When a move is essential and the person requires help, then their co-operation should be sought where possible. The move should be explained to them so that they can actively participate in it.

Whenever a student with physical disabilities needs regular support in standard moves such as from a wheel chair to toilet or a seat or vehicle, then a full risk assessment must be written up. Clear instructions covering each activity should be included, so that all staff employed by SGS College its subsidiaries who are involved in the task may move the person safely and in the same manner. Ancillary equipment such as hoists, sliding boards, swivel plates, etc. must all be used in the correct manner and staff employed by SGS College and its subsidiaries must have received appropriate training in the use of the equipment.

The risk assessment should consider both routine manual handling and emergency situations when manual-handling procedures may have to be adapted (e.g. evacuation in the event of a fire). The risk assessment will help inform the procedures for that student's needs. Procedures should be developed with the student or their representatives. An individual's needs might vary day-to-day and even during the course of a day.

Colleges should endeavour to ensure staff adopts the same handling techniques when assisting learners with moving and handling to ensure a consistent and safe approach. This will help to keep the student calm and reduce the risk of struggling, sudden movement or violence.

The expert advice of external medical professionals should be considered where complex moving and handling problems of learners are presented.

## **Key Actions**

- Members of the College Senior Leadership Teams to identify and list tasks with a potential to cause injury
- complete a manual handling risk assessment for each task
- Bring the assessment to the attention of relevant staff employed by SGS College and its subsidiaries and learners, where relevant
- Provide manual handling information and where required training for all staff employed by SGS College and its subsidiaries and learners
- Supervise tasks to ensure safe lifting and handling
- Review assessments at least annually
- Complete risk assessments for learners with special needs before they enter college

## **Minibus**

Please refer to SGS SharePoint for current Minibus driving policy

## **Legal Requirements**

The law requires that a minibus must:

- be correctly licensed
- display a valid tax certificate
- be adequately insured
- be well maintained
- have a valid MOT certificate (if more than one year old)

The college will ensure that appropriate safety procedures are established for the minibus in line with the ROSPA Advice for Minibus Safety and their code of practice. A copy of the full code of practice is available at [www.rospa.com](http://www.rospa.com).

## **Driver Training**

It is essential that the college is satisfied that all persons authorised to drive are competent to drive a college vehicle containing learners safely. The absolute minimum requirements to comply with our insurance are that the drivers:

- are over the age of 21 (in order to drive a vehicle up to 13 passenger seats, over 25 to drive vehicles with over 13 passenger seats)
- have category D1 on their licence
- have at least two years' experience as a qualified driver not currently a requirement, do we want to implement this?
- Hold a current full driving licence with no more than 6 penalty points. If a driver has less than 6 points, the driver may still be precluded if the points are for dangerous driving

To comply with the above, the college has gone further in its quest to ensure that learners are driven in safety. All minibus drivers employed by SGS College and SGS Group Services Limited will undertake a MIDAS driver certification driving scheme

Prior to transporting learners for the first time, all drivers will be given the opportunity of a vehicle familiarisation session to include:

- daily vehicle checks
- pre-journey checks
- general driving safety
- road testing
- emergency stop
- use of mirrors and indicators
- reversing using mirrors only
- passenger safety
- passenger comfort

All new drivers will be added to the list of authorised minibus drivers.

All staff employed by SGS College and its subsidiaries that passed the test to drive a car after 1<sup>st</sup> January 1998 are required to successfully complete a D1 test to drive the college minibuses where the unladen weight of the vehicle is over 3.5 tonnes.

## **Drivers Hours**

It is the college's policy that if there is a trip which involves a driver being in charge on an extended day, then a second adult should accompany the party and that person should be competent to share the driving to reduce the possibility of driver fatigue. An extended day is anything beyond 7.00 pm when the teacher started work at 8.45 am. This requirement is non-negotiable.

## **Driver's Responsibilities**

Whilst the college will ensure a weekly check of the condition of the minibuses, drivers are responsible for the following checks before embarking on their trips:

- do a visual inspection of the minibuses which includes tyre pressure checks and that the windscreen and glass is clean and can be seen through
- check brakes to see that they are functioning correctly
- ensure that mirrors and seat are in the correct driving position
- check that all lights are functioning correctly
- Ensure that all seat belts are being worn. This includes all passengers, who must wear a seat belt
- ensure that the windscreen washer system works and that wipers are functioning correctly
- ensure that the vehicle is correctly loaded and that no more than sixteen passengers are being carried
- emergency exits must not be blocked
- ensure that all doors are correctly closed
- check that you have enough fuel for your journey
- as soon as possible after moving off, the driver should carry out a running brake test and at the same time, check the operation of the seat belts
- at intervals throughout the journey, all instruments and warning lights should be checked and necessary action taken if a fault is indicated
- ensure that food and drink are not consumed on the vehicle
- make sure that no rubbish is left on the vehicle and ensure that no malicious damage has occurred to the interior of the vehicle

At the end of the journey the driver must lock and make the vehicle secure. Keys should only be taken just prior to making use of the minibuses. The keys should be returned immediately after use.

### **Passenger Responsibilities**

- must wear seat belts and always remain in their seats until instructed otherwise
- must never distract the driver by shouting, etc.
- learners should not eat or drink on the vehicle
- must make sure that escape routes are not blocked by bags, etc.
- learners are ambassadors of the college and must never bring its name into disrepute by gesturing, etc.
- passengers found to have vandalised the minibuses may face a ban from using it again and be required to pay for damages

### **Accident Procedures**



If an accident occurs and any personal injury or damage to third party property is involved, then the driver must stop. He/she must be prepared to give his name and address and details of the owner of the vehicle to a Police Officer or any other person having reasonable grounds to ask. If for any reason the driver is not able to give these details then he/she must report in person to a Police Station as soon as practically possible, otherwise an offence is committed, and in any event not later than twenty-four hours afterwards.

Report the accident immediately to the college and complete the appropriate forms for onward transmission to our insurers.

### **Breakdown and Recovery**

The minibuses are covered for breakdown and recovery. Details of how to contact the providers and our membership numbers are in the minibus.

### **First Aid**

All minibuses contain first aid boxes which are checked at the end of each term. The contents of these boxes include:

- antiseptic wipes
- bandages
- assorted adhesive dressings
- plasters
- eye pads
- Scissors

Any use of the first aid kit must be reported as soon as possible thereby maintaining a full kit at all times.

**Minibuses must not be used for private use.**

### **Weekly Checks**

Weekly checks of the minibuses will be carried out and recorded.

Staff employed by SGS College and its subsidiaries who notice any defects in the minibuses should immediately notify the nominated person who will then determine whether or not the vehicle should be taken off the road and repairs carried out.

The minibuses are inspected every ten weeks and serviced in line with the manufacturer's recommendations.

### **Incorrect Use of the Minibuses**

A driver who breaks the speed limit will be responsible for paying his/her own fines. Similarly fines imposed for incorrect car parking or negligent driving will be the responsibility of the driver. Any damage caused to the minibuses through incorrect use, may result in the driver being asked to contribute fully or partially to any excess payable by the college.

### **Speed Limits**

The speed limit for minibuses is as follows:

- 30 mph not 40 mph on urban carriageways

- 50 mph not 60 mph on single carriageways
- 60 mph not 70 mph on dual carriageways
- 70 mph on motorways

### **List of Authorised Drivers**

The college will keep a list of drivers who have been authorised to drive the minibuses.

Authorisation may be withdrawn at any time by the College Principal. Any member of staff employed by SGS College and its subsidiaries who has been advised not to drive their own vehicle for medical reasons must advise the college immediately.

### **New and Expectant Mothers**

The college recognises that the general precautions taken to protect the health and safety of the workforce as a whole may not in all cases protect new and expectant mothers and there may be occasions when, due to their condition, different and/or additional measures will be necessary.

To implement effective measures for new and expectant mothers the college will ensure that:

- All staff employed by SGS College and its subsidiaries are instructed at induction to inform their manager of their condition at the earliest possible opportunity and that the highest level of confidentiality is maintained at all times
- risk assessments are carried out for all work activities undertaken by new and expectant mothers and associated records and documentation maintained
- new and expectant mothers are not allowed to work with chemicals of a mutagenic/teratogenic classification
- necessary control measures identified by the risk assessment are implemented, followed, monitored, reviewed and, if necessary, revised
- new and expectant mothers are informed of any risks to them and/or their child and the controls measures taken to protect them
- any adverse incidents are immediately reported and investigated
- appropriate training etc. is provided where suitable alternative work is offered and accepted
- provision is made to support new and expectant mothers who need to take time off work for medical reasons associated with their condition
- where relevant a suitable rest area is provided to enable the new or expectant mother to rest in a degree of privacy and calm
- where risks cannot be eliminated or reduced to an acceptable level then consideration will be given to adjusting working conditions and/or hours or if necessary providing suitable alternative work or suspension with pay

### **Noise**

The college will take all reasonable steps necessary to ensure that the risk of hearing damage to employees who work with noisy equipment is reduced to a minimum. The college will designate and mark out areas of noise risk as hearing protection zones. These areas will be secured against unauthorised access and learners will not be allowed to enter these zones.

## **Noise Risk Assessments**

The college will carry out regular noise exposure risk assessments of noisy areas, processes and/or equipment as appropriate. Assessments will be used as the basis for formulating action plans for remedial measures when necessary. Assessments will be recorded and updated regularly, particularly when changes in work practice cause changes in noise exposure levels for staff.

## **Reduction of Noise Exposure Levels**

The college will, as far as is reasonably practicable, take all steps to reduce noise exposure levels by means other than the use of personal protection. The college accepts that the use of ear protectors is a last resort and is committed to continuing to seek and introduce alternative methods for reducing noise exposure levels whenever possible in the future.

The college will provide suitable and effective ear protection to staff working in high noise levels, as indicated as necessary by the results of noise exposure assessments. It will also provide for the maintenance and repair or renewal of the protective equipment, provide training in the selection and fitting of protectors and provide details of the circumstances and areas in which they should be used. The college will designate and mark out areas which always require the use of ear protection as hearing protection zones.

## **Use and Maintenance of Noise Control Equipment and Procedures**

The college will maintain all equipment and monitor all procedures introduced for the purpose of reducing noise exposure of staff, including enclosures, silencers and machine covers.

All personnel will be required to

- use these procedures and equipment correctly
- promptly report any defects or deficiencies through the appropriate channels.

## **Provision of Training**

The college will provide adequate training to staff as part of its hearing conservation and noise control policy. All staff who are exposed to high levels of noise or expected to enter hearing protection zones will be provided with:

- information, instruction and training about the harmful effects of noise
- information and training on what they must do in order to protect themselves and meet the requirements of the law and of the college's policy.

Staff responsible for formulating and carrying out the college's noise policy will also be given appropriate training.

## **Audiometric Testing**

Where staff are regularly exposed to risk from high noise levels, the college will adopt a programme to monitor the hearing of staff subject to high levels of noise. This programme will be used to ensure the college's noise control policy is effective and that staff members' hearing is not being adversely affected. This will involve regular audiometric tests carried out by properly trained personnel and pre-employment audiometric tests where appropriate for new staff.

## **Sports activities**

The college is committed to safe practice in physical education and recognises that the college and the teaching staff employed by SGS College and its subsidiaries and others in positions of responsibility have a duty of care for those in their charge to ensure that planning and implementation include recognition of safety as an important element.

Young people should learn about the principles of safety as applied to themselves and to the care and well-being of others. This should be a planned and intentional aspect of the curriculum.

The college follows the standards set out in 'Safe Practice in Physical Education and College Sport' produced by the Association for Physical Education.

## **Implementation**

The HoD is responsible for ensuring this policy is brought to the attention of all staff employed by SGS College and its subsidiaries in the Department, for ensuring that it is complied with. The HoD is also responsible for completing a risk assessment form for each sporting event where significant health and safety hazards are reasonably foreseeable and for bringing risk assessments to the attention of relevant staff employed by SGS College and its subsidiaries.

## **Staff employed by SGS College and its subsidiaries, competence and qualifications**

Lecturers with responsibility for the planning and delivery of Sport programmes should have satisfactorily completed appropriate initial and/or in-service training which cover all those aspects of activity required to be taught, as recognised by the DfE.

Where there are specific National Governing Body Certificates available for certain sport or activities, lecturers planning or supervising these activities should be certificated as appropriate.

Only in exceptional circumstances and with great care should lecturers of other subjects who have no specialist training in physical education be time-tabled to teach in the Sports department. Those lecturing staff employed by SGS College and its subsidiaries should not take full responsibility for any aspect of physical activity where there are elements of hazard and attendant risk. This will include swimming, gymnastics, athletics and throwing events.

## **Supervision of learners**

Unqualified lecturers will not be required to teach in areas where they lack the appropriate experience and expertise, particularly where there are safety implications. A qualified specialist teacher should closely supervise classes. It is not acceptable for non-teaching staff employed by SGS College and its subsidiaries to supervise a practical class on their own.

## **Adults other than lecturers (AOTTs)**

When adults other than teachers are used to support the delivery of physical education and in the extended curriculum to:

- support and work alongside teachers in the delivery of the curriculum
- work alongside and support teachers in the development of college clubs and teams on the college site
- deliver off-site activities

The college governors continue to have a duty of care that operates for any activity in which learners are engaged. Teachers cannot transfer this duty and therefore AOTTs must work alongside teachers with supervision.

The college will ensure that stringent checks, including Disclosure and Barring Service (DBS) checks, are made before allowing any unsupervised access to children.

Refer: 'Guidelines for Local Education Authorities, Colleges and Colleges' in the use of 'Adults other than Teachers in Physical Education and Sport Programmes', BAALPE.

### **Class sizes in Sports**

In determining the size of teaching groups in physical education, account will be taken of:

- nature of the activity
- age, experience and developmental stage of learners
- requirements of National Curriculum

### **Risk Assessment**

The college will create and maintain a risk assessment for each sport work area. Significant hazards and their control measures will be included in "schemes of work" as appropriate. All staff employed by SGS College and its subsidiaries working in PE and college sport will be made aware of these findings and be involved in their review.

### **Manual handling and storage of equipment**

Where possible manual handling tasks should be avoided or the risk of handling injury minimised by appropriate task design or the use of handling aids (e.g. trolleys). The layout of storage areas should minimise the need to stretch, reach, bend or twist the body excessively to reach frequently used or heavy items. This can be enhanced by ensuring that storage areas are kept tidy and well organised.

### **Apparatus Handling by Learners**

It is an integral part of the subject to involve learners in apparatus handling, particularly in gymnastics. However, this must be carried out in such a way as to reduce risk to learners as far as is reasonably practicable. The college will make arrangements to enable learners to learn how to handle equipment safely according to their age and strength.

### **Inspection of equipment**

All indoor Sports Estate (gymnasiums, halls, sports halls, multi-gyms etc.) and equipment will be inspected termly and records kept.

Sports department staff employed by SGS College and its subsidiaries should carry out pre-use visual checks of equipment to identify obvious defects this includes a visual sweep of playing areas prior to use to ensure any hazardous objects are removed.

All games posts will be kept in good condition, with freestanding posts and lighter portable posts secured to prevent them falling over and all posts subject to regular checks.

### **Hazards and equipment defects**

It is the responsibility of everyone in the Sport department to inform the teacher in charge of any hazards, e.g. defects to equipment, so that appropriate action can be taken.

If the teacher in charge considers a defect to be a significant threat to health and safety, the equipment must be taken out of action until the defect to the equipment has been remedied and/or the Head of Department agrees it is safe to be used. A notice must be attached to the equipment indicating that it is faulty and must not be used.

## **Emergency procedures**

The Head of Department is responsible for preparing written emergency procedures for activities where there is a risk of serious and imminent danger to staff employed by SGS College and its subsidiaries and/or learners. Where staff employed by SGS College and its subsidiaries are allocated specific tasks to perform in an emergency their role will be detailed and they will be suitably trained.

## **Away Fixtures**

Such risks could be significant in the case of an injury to learner(s) during a lesson both on-site and off-site. Effective procedures are complicated by when and where the emergency happens. The college will consider what they will do during away fixtures and matches and agree procedures that will ensure effective handling of the situation.

## **First Aid**

The college will ensure that a suitable number of trained first aiders are available.

A travelling first aid kit and clear, effective procedures for contacting the emergency services is considered to be the minimum requirement.

Procedures to address the needs of injured learners and the remainder of the group away from college premises and the managing accidents will be included in relevant risk assessments.

## **Clothing and Footwear**

This must be appropriate to the activity.

Suitable footwear must be worn on all occasions. Specific requirements are:

- Games, athletics, cross-country running

Training shoes are acceptable in most circumstances. However, the soles must provide satisfactory grip, particularly in wet conditions. Studded footwear should be worn where appropriate. Participation in 'everyday shoes', such as those with heels or open toes, must not be permitted under any circumstances. Footwear must always be secured by suitable fastenings. Long, loose laces and flapping tongues present a significant hazard.

In football related activities, learners in boots / blades and those in trainers will involve an assessment of the students' footwear to ensure it is suitable part of the on-going risk assessment undertaken by the teacher.

- Indoor activities, (dance, gymnastics, etc.)

Participation with bare feet will enhance the quality of work considerably, thereby making it much safer. If the condition of the floor does not allow bare feet, then soft soled plimsolls provide the best alternative. During activities, such as 'step aerobics', where excessive and repeated impact might be anticipated, suitable training shoes must be worn.

## **Personal Protective Equipment**

The college provides personal protective equipment (PPE) when the risk presented by a work activity cannot be eliminated or adequately controlled by other means. When it is provided, it is because health and safety hazards have been identified that require the use of PPE and it is therefore necessary to use it in order to reduce risks to a minimum.

To effectively implement its arrangements for the use of PPE the college will:

- ensure that PPE requirements are identified when carrying out risk assessments

- use the most effective means of controlling risks without the need for PPE whenever possible and only provide PPE where it is necessary
- carry out an assessment to identify suitable PPE
- ensure that if two (or more) items of PPE are used simultaneously, they are compatible and are as effective used together as they are separately
- ensure that PPE is sourced appropriately and bears the “CE” certification mark
- ensure PPE is available to all staff who need to use it
- provide adequate accommodation for correct storage of PPE
- provide adequate maintenance, cleaning and repair of PPE
- inform staff of the risks their work involves and why PPE is required
- instruct and train staff in the safe use and maintenance of PPE
- make arrangements for replacing worn or defective PPE
- review assessments and reassess the need for PPE and its suitability whenever there are significant changes or at least annually.

Employees provided with PPE for their own personal use at work will be required to sign to confirm its receipt.

### **Pressure Vessels**

Pressure vessels used in the college science departments include autoclaves and domestic pressure cookers (used as autoclaves).

Due to the high pressures at which they operate and the steam that is generated they are subject to the requirements of the Pressure Systems Safety Regulations 2001. The metal from which the pressure vessels are constructed may become corroded. Pressure vessels include some mechanism for regulating the pressure of steam that builds up internally; normally steam is released to maintain a constant working pressure. Severe corrosion and failure of pressure-regulating and other safety valves could lead to an explosion.

To ensure the safety of the pressure vessels used and to meet the requirements of the legislation the college will:

- establish the safe operating limits of the equipment
- provide adequate instructions to ensure the equipment is operated safely, and instructions for procedures to be followed in case of emergency
- ensure that the equipment is properly maintained
- have a suitable written scheme drawn up or certified by a competent person for the examination, at appropriate intervals, of the equipment
- arrange to have examinations carried out by a competent person at the intervals set down in the scheme

- keep adequate records of the most recent examination

Autoclaves and pressure cookers require periodic inspection under the Pressure Systems Safety Regulations.

The examination normally takes place each year in various months.

The examination is carried out by the inspector employed by the insurance company who uses a written scheme of examination provided by the company.

Records of examinations are kept in the Estates Department.

## **Radiation**

Teaching about ionising radiation in college helps learners to develop a balanced attitude towards the subject, for many the study of ionising radiation at college may be their only opportunity to achieve this.

College work involving ionising radiation is very safe because great care has been taken in the choice of sources, control measures and procedures. However, all radioactive substances can cause harm if misused.

To comply with legislation and to ensure the college follows best practice the college has appointed:

Tony Butterworth (Safety and Health Services, University of Bristol) as Radiation Protection Adviser (RPA) until June 2025

and: Tony Butterworth (Safety and Health Services, University of Bristol) as Radiation Protection Supervisor (RPS) until June 2025

The Local Rules for the use of ionising radiations have been adapted from the CLEAPSS model in consultation with the RPA and it is a function of the Teacher in charge of Science to see that they are adhered to. All staff employed by SGS College and its subsidiaries using ionising radiations have been issued with their own copies, as a part of their training.

The Radioactive Sources History (i.e., authority to purchase, record of delivery, details of events in the life of the source and eventual certificate showing method of disposal is kept in the Science Prep. Room.

The Use Log (showing the times that any sources are removed from and returned to their store) is kept in the Science Prep. Room.

The Monitoring Record of tests for leakage of radioactive sources and contamination by radium sources is kept in the Science Prep. Room. Testing normally takes place each year in February. It is the function of the Head of Department to ensure these records are all kept up to date.

## **Risk Assessment**

Risk assessment is a systematic examination of what within our college can cause harm to people and it helps us determine whether we are doing enough or further actions are required to reduce the likelihood of injury or ill health.

Our policy is to complete a risk assessment of all our known and reasonably foreseeable health and safety hazards covering all our premises, people, equipment and activities in order to control risks and to plan and prioritise the implementation of the identified control measures.

We will ensure that:



- assessments are carried out and records are kept
- control measures introduced as a result of assessments are implemented and followed
- All staff employed by SGS College and its subsidiaries are informed of the relevant results and provided with necessary training
- any injuries or incidents lead to a review of relevant assessments
- assessments are regularly monitored and reviewed
- suitable information, instruction and training will be provided to all persons involved in the risk assessment process

We may be controlling risks in various ways, determining the effectiveness of those controls is part of our risk assessment process.

It is the responsibility of the Principal to ensure risk assessments are conducted, although in practice the actual assessment process will be delegated to Heads of Department, Members of the College Senior Leadership Team and Managers.

Generic/Model risk assessments are acceptable as long as the assessor:

- satisfy themselves that the 'model' risk assessment is appropriate to their work; and
- adapt the model to their own actual work situations

When completing risk assessments, it is necessary to refer to the relevant subject guides for each specialism i.e. Construction and Engineering/Science/Art etc.

### **Offsite visits**

Health and Safety of Learners on Educational Study Visits. DfE  
Outdoor Education Advisers Panel. <http://www.oeap.info/>

### **Safeguarding**

All education professionals, including administrative and Estates staff employed by SGS College and its subsidiaries as well as teaching staff employed by SGS College and its subsidiaries, have a statutory duty of care to all learners. This duty extends to promoting the welfare of learners who require additional support but are not suffering harm or at immediate risk of harm.

The college will promote awareness and best practice to deal with situations of suspected abuse or neglect and situations in which all staff employed by SGS College and its subsidiaries are best placed to observe such signs. The college will appoint a designated safeguarding lead, who is responsible for providing support to all staff employed by SGS College and its subsidiaries in their safeguarding duties and for liaising closely with the relevant social services such as children's social care. Other appoints have been made at other locations.

The College Safeguarding Policy is available on SharePoint.

### **Science**

This policy sets out the college's arrangements for ensuring that practical work within the science department is carried out safely and that safety control measures applied are pragmatic and proportionate so as not to inhibit good teaching.

The task of overseeing health and safety within the science department is that of the Head of Department.

### **Information**

All staff employed by SGS College and its subsidiaries are issued with a copy of this policy which they should keep in their personal health and safety portfolio.

Any new instructions, restrictions or rescinded (lifted) restrictions made by the college are communicated to all staff employed by SGS College and its subsidiaries in writing.

### **Monitoring and checking**

The college requires the science department to monitor the implementation of this policy. Records of monitoring are kept by the Head of Department.

### **Training**

Any non-science staff employed by SGS College and its subsidiaries who have to supervise any class in a laboratory will receive brief training in laboratory rules.

Records of the training received by members of the science staff employed by SGS College and its subsidiaries are kept on file.

### **Risk Assessments**

The college follows the recommendation of the Health and Safety Executive to adopt 'model' or 'general' risk assessments adapted to the college curriculum and Estates.

Whenever a new course is adopted or developed, all activities (including preparation and clearing-up work) are to be checked against the model risk assessments and significant findings incorporated into texts in daily use, i.e., the scheme of work, set of lesson plans, syllabus, technician notes.

If a model risk assessment for a particular operation involving hazards cannot be found in these texts, a special risk assessment is to be completed. In order to assess the risks adequately, the following information is collected:

- details of the proposed activity
- the age and ability of the persons likely to do it
- details of the room to be used, i.e. size, availability of services and whether or not the ventilation rate is good or poor
- any substance(s) possibly hazardous to health
- the quantities of substances hazardous to health likely to be used, including the concentrations of any solutions
- class size
- any other relevant details, e.g. high voltages, heavy masses, etc.

**Lesson plans have been checked against the model risk assessments, staff employed by SGS College and its subsidiaries should deviate from it only if their proposed activities have been also checked with the models and where appropriate agreed with the Head of Department.**

Where an activity must be restricted to those with special training, that restriction is included in a note in the text.

### **Fume Cupboards**

The college will arrange regular testing of fume cupboards at a maximum interval of 14 months but require teachers to perform a quick check before use. Records of the tests are kept on file.

All users have been trained to carry out a quick check that a fume cupboard is working before use.

### **Pressure Vessels**

Autoclaves and pressure cookers need periodic inspection, normally annually, under the Pressure Systems Safety Regulations. Records of examinations are kept on file.

### **Equipment Safety**

All staff employed by SGS College and its subsidiaries selecting equipment for purchase will check that it is safe and suitable for the intended purpose (to comply with the Provision and Use of Work Equipment Regulations). Equipment listed by specialist educational equipment suppliers is taken to meet these Regulations but all other equipment, especially gifts, is treated with caution and carefully assessed.

Any user who discovers a hazardous defect in an item of equipment must report it to the Head of Department or other nominated person.

### **Personal Protective Equipment**

The college accepts the duty to provide eye protection, gloves and laboratory coats for staff employed by SGS College and its subsidiaries where the risk assessment requires them and safety spectacles for learners. The condition of the eye protection is checked at the start of each term.

### **Chemicals**

The safe storage and, where necessary, disposal of chemicals including highly-flammable liquids, will be arranged in accordance with the requirements of the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) in order to ensure that chemicals are stored securely, the risks of fire, explosion and spillage are minimised, labels are readable and that a spill kit is available and properly replenished.

Hazardous activities involving chemicals is restricted to those who have received special training and as identified in the texts in daily use as part of the risk assessment.

### **Waste disposal**

Waste chemicals and equipment are disposed of in an environmentally-responsible manner in accordance with relevant legislation.

### **Safe disposal of Sharps**

All sharps must be correctly and safely disposed in a leak-proof, puncture resistant, lockable container. The container should not be filled more than two thirds then sealed and disposed as per the college procedure.

### **Security**

Access to laboratories and preparation rooms will be controlled to prevent unauthorised access. All science rooms including store rooms are to be kept locked at all times except when in use. It is the task of the staff employed by SGS College and its subsidiaries leaving such a room to see that the room is empty and that the door is locked. All laboratories which are left open are cleared of all hazards, including shutting-off all services when supervision by a suitably-trained teacher or teaching assistant comes to an end. No class is allowed to be in a laboratory without adequate supervision.

All science areas are made safe for cleaners or contractors to work in before these persons are allowed to proceed.

### **Firefighting equipment**

Two 2 kg carbon-dioxide extinguishers and one fire blanket provided for firefighting are the standard for Science classrooms.

When using flammable metals, it is better to have a bag of sand immediately available in case of fire. Dry powder extinguishers may cause permanent damage to computers and lead to such a mess that industrial cleaning will be required. A fire blanket can be used to smother fires, often causing less damage than a carbon dioxide extinguisher, which may blast apparatus across the bench.

### **Spills**

Trivial spills are dealt with using damp cloths or paper towels. Spills of any amount which do not give rise to significant quantities of toxic or highly-flammable fumes ('minor spills') are dealt with by teachers using a 'spill kit' provided for this purpose.

Major spills are those involving the escape of toxic gases and vapours or of flammable gases and vapours in significant concentrations. (Small amounts can be 'major spills' if spilt in small rooms.) All staff employed by SGS College and its subsidiaries are trained in the appropriate procedures which may involve calling the Fire Service. This training is supported by regular drills arranged by the Head of Department.

### **Smoking**

Exposure to second-hand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not stop potentially dangerous exposure.

It is the policy of the college that all of its premises are smoke-free and that all staff employed by SGS College and its subsidiaries and learners have a right to work in a smoke-free environment

Firstly, it's illegal to smoke on college premises and secondly prohibited under the College policy throughout the entire college including the use of all artificial smoking aids (electronic or otherwise) with no exceptions, apart from the designated smoking areas and including college vehicles. This policy applies to all staff employed by SGS College and its subsidiaries, learners and visitors.

### **Implementation**

All staff employed by SGS College and its subsidiaries are obliged to adhere to and facilitate the implementation of the policy.

The company will ensure that all staff employed by SGS College and its subsidiaries and contractors are aware of the policy on smoking. They will also ensure that all new personnel are given a copy of the policy on recruitment or induction.

Appropriate 'no smoking' signs will be clearly displayed at or near the entrances to the premises. Signs will also be displayed in company vehicles that are covered by the law.

## **Stress**

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

Stress at work can come about for a variety of reasons. It may be excessive workload, unreasonable expectations, or overly-demanding work colleagues. The college will endeavour to ensure a pleasant working environment and that staff employed by SGS College and its subsidiaries are as free from stress as possible.

We will:

- work to identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress
- regularly review risk assessments
- consult with staff employed by SGS College and its subsidiaries on issues relating to the prevention of work-related stress
- provide access to confidential counselling for staff employed by SGS College and its subsidiaries affected by stress caused either by work or external factors
- provide training for all managers and supervisory staff employed by SGS College and its subsidiaries in good management practices

All staff employed by SGS College and its subsidiaries who experience unreasonable stress which they think may be caused by work should raise their concerns with their Line Manager or through the college's grievance procedure.

Following action to reduce the risks, they shall be reassessed. If the risks remain unsustainable by the staff concerned, efforts shall be made to reassign that person to other work for which the risks are assessed as tolerable.

## **Supporting Learners with Medical Needs**

The college's policy is to support learners to attend college who have a medical condition. The college will therefore support the administration of short and long-term medication and medical techniques where this is necessary for the learner to continue to be educated at college. The college will also put in place procedures to deal with emergency medical needs.

The college will establish procedures to ensure that all concerned, all staff employed by SGS College and its subsidiaries, parents, learners and, where relevant, health professionals are aware of the student's condition and what steps have been agreed either to manage the condition on a daily basis or to be implemented in case of an emergency.

It is stressed however that the administration of medication is undertaken on a voluntary basis by staff employed by SGS College and its subsidiaries and it will only be done where the procedures are followed.

## **Health Care Plans**

Learners or if appropriate their Parents/carers are responsible for providing the college with up to date information regarding their health care needs.

Individual health care plans are in place for those learners with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc. These plans will be completed at the beginning of the college year / when learner enrolls / on diagnosis being communicated to the college and will be reviewed/updated annually.

All staff employed by SGS College and its subsidiaries are made aware of any relevant health care needs and copies of health care plans are available on the college's computer network.

All staff employed by SGS College and its subsidiaries will receive appropriate training related to health conditions of learners and the administration of medicines by a health professional as appropriate.

### **Administering Medicines**

No learner should be given medicines without their parent/carer's written consent. Any member of staff employed by SGS College and its subsidiaries giving medicines to a learner should check:

- the learner's name
- prescribed dose
- expiry date, and
- written instructions provided by the prescriber on the label or container

If in doubt about any procedure staff employed by SGS College and its subsidiaries should not administer the medicines but check with the parent/carer's or a health professional before taking further action. If staff employed by SGS College and its subsidiaries have any other concerns related to administering medicine to a particular learner, the issue should be discussed with the parent/carer, if appropriate, or with a relevant health professional.

### **Self-Management**

It is good practice to support and encourage learners, who are able, to take responsibility to manage their own medicines. As learners grow and develop they should be encouraged to participate in decisions about their medicines and to take responsibility.

Older learners with a long-term illness should, whenever possible, assume complete responsibility under the supervision of their parent/carer. Learners develop at different rates and so the ability to take responsibility for their own medicines varies. This should be borne in mind when making a decision about transferring responsibility to a young person. There may be circumstances where it is not appropriate for a child of any age to self-manage. Health professionals need to assess, with parent/carer's and children, the appropriate time to make this transition.

Where learners have been prescribed controlled drugs, staff employed by SGS College and its subsidiaries need to be aware that these should be kept safely. However, children could access them for self-medication if it is agreed that it is appropriate.

### **Refusing Medicines**

If a learner refuses to take medicine, staff employed by SGS College and its subsidiaries should not force them to do so, but should note this in the learner's record and follow the agreed procedures. Parent/carer's should be informed of the refusal on the same day.

### **Educational Study Visits**

The college will consider what reasonable adjustments they might need to make to enable learners with medical needs to participate fully and safely on visits. This might include reviewing and revising

the visits policy and procedures so that planning arrangements will include the necessary steps to include learners with medical needs. It might also include risk assessments for such learners.

Sometimes additional safety measures may need to be taken for outside visits. It may be that an additional supervisor, a parent/carer or another volunteer might be needed to accompany a particular learner. Arrangements for taking any necessary medicines will also need to be taken into consideration. Staff employed by SGS College and its subsidiaries supervising visits should always be aware of any medical needs and relevant emergency procedures. Copies of health care plans should be taken on visits in the event of the information being needed in an emergency.

### **Sporting Activities**

Any restrictions on a learner's ability to participate in a sports activity should be recorded in their individual health care plan. All adults should be aware of issues of privacy and dignity for learners with particular needs.

Some learners' may need to take precautionary measures before or during exercise and may also need to be allowed immediate access to their medicines such as asthma inhalers. Staff employed by SGS College and its subsidiaries supervising sporting activities should consider whether risk assessments are necessary for some learner's, be aware of relevant medical conditions and any preventative medicine that may need to be taken and emergency procedures.

### **College Transport**

Where learners have life threatening conditions, specific health care plans should be carried on vehicles. The care plans should specify the steps to be taken to support the normal care of the learner as well as the appropriate responses to emergency situations.

All drivers and escorts should have basic first aid training. Additionally, trained escorts may be required to support some learners with complex medical needs. These can be healthcare professionals or escorts trained by them.

Some learners are at risk of severe allergic reactions. Risks can be minimised by not allowing anyone to eat on vehicles. All escorts should also be trained in the use of an adrenaline pen for emergencies where appropriate.

### **Non-Prescription Medication**

Non-prescription medication should not be administered by college staff employed by SGS College and its subsidiaries. This includes paracetamol and homeopathic medicines.

### **Temporary staff employed by SGS College and SGS Group Services Limited and Volunteers**

The college will take the necessary measures to ensure the health and safety of any staff employed by SGS College and its subsidiaries on a temporary or voluntary basis.

To achieve this, the college will provide temporary or voluntary staff employed by SGS College and its subsidiaries with the following information prior to starting work:

- details of the qualifications and skills are required to do the work safely
- the requirements of the safeguarding policy
- any risks to health and safety identified by workplace risk assessments
- the preventive measures to be taken
- safe working procedures
- the action to be taken in the event of an emergency

The competence of temporary or voluntary staff will be assessed to ensure they are capable of working safely.

Trainee teaching staff employed by SGS College and its subsidiaries or student teachers will additionally be required to complete the proper DBS checks before they are permitted to start work.

## **Training**

Training in health and safety is a legal requirement and also helps create competent staff at all levels within the college to enable them make a far more effective contribution to health and safety, whether as individuals, teams or groups.

Competence of individuals through training helps individuals acquire the necessary skills, knowledge and attitude which will be promoted by managers and supervisors throughout the college.

Our training objectives will cover three areas, that of the organisation, the job and individuals.

All staff employed by SGS College and its subsidiaries will need to know about:

- the health and safety policy
- the structure and system for delivering this policy

Staff employed by SGS College and its subsidiaries will need to know which parts of the system are relevant to them, to understand the major risks in our activities and how they are controlled. All employees will be provided with the company Health and Safety Handbook.

Managers and supervisors training needs will include:

- leadership and communication skills
- safety management techniques
- skills on training and instruction
- risk assessment
- health and safety legislation
- knowledge of our planning, measuring, review and audit arrangements

All staff employed by SGS College and its subsidiaries training needs will include:

- relevant health and safety hazards and risk
- the health and safety arrangements relevant to them
- communication lines to enable problem solving

All staff employed by SGS College and its subsidiaries will also receive **induction training**. Such training will cover:

- fire procedures including warning systems, actions to be taken on receiving warning, locations of exits/escape routes, evacuation and assembly procedures,
- first aid/injury procedures including reporting and the names of first aiders/appointed persons,
- instruction on any prohibition areas (i.e. no smoking),



- issue of protective clothing/equipment and its use,
- instruction under COSHH,
- mandatory protection areas,
- thorough instruction applicable to their particular duties at work

Training needs will be reviewed as a result of job changes, promotion, new activities or new technology, following an accident/incident and performance appraisal.

Records of training will be kept for all staff employed by SGS College and its subsidiaries.

Staff employed by SGS College and its subsidiaries must:

- participate in the induction training activities they have been required to attend or carry out
- work according to the contents of any training they receive
- ask for clarification of any points they do not fully understand
- not operate hazardous plant or equipment, use hazardous chemicals or carry out any hazardous activity unless they have been appropriately trained and instructed

### **Violence to staff employed by SGS College and its subsidiaries**

The college recognises that in certain situations violent behaviour towards staff may occur and therefore will take all reasonable measures to protect staff employed by SGS College and its subsidiaries from violence and aggression.

We define violence and aggression as:

- actual or threatened physical assaults on staff
- psychological abuse of staff
- verbal abuse which includes shouting, swearing and gestures
- threats against all staff employed by SGS College and its subsidiaries

To achieve this objective, we will:

- carry out risk assessments of potential conflict situations to determine the control measures necessary to protect staff employed by SGS College and its subsidiaries
- ensure that premises are kept secure
- inform all staff employed by SGS College and its subsidiaries of the procedure following a violent or challenging behaviour incident
- not tolerate violence or challenging behaviour towards any staff employed by SGS College and its subsidiaries
- train staff employed by SGS College and its subsidiaries who may be exposed to violence or challenging behaviour situations. To refrain from becoming physically involved in violent situations such as fights between students
- support all staff employed by SGS College and its subsidiaries involved in any incident

- support their decisions regarding the pressing of criminal charges
- provide any counselling or post-incident assistance required by any staff employed by SGS College and its subsidiaries
- keep records of all incidents of violence and aggression and review the control measures with a view to continual improvement in staff safety

## **Visitors**

In the interest of safety and security, the college will take the necessary measures to protect staff employed by SGS College and its subsidiaries and visitors from any accidents or incidents that may occur during visiting.

Staff employed by SGS College and its subsidiaries hosting visitors must ensure that:

- they are authorised to enter the premises or accompanied
- they adhere to applicable health and safety instructions and rules during their visit
- adequate information is passed to ensure their safety including emergency information
- any protective clothing required is provided and worn
- any accidents / incidents involving visitors are reported through the accident reporting arrangements

Staff employed by SGS College and its subsidiaries aware of people on the premises who may be unauthorised should report these to their line manager for action.

## **Emergency Action**

In the event of the fire alarm sounding, all visitors should be escorted to the assembly point by their host. Visitors should not leave the area before notifying the senior person present. Duty Manager

Refer:

- Reception Sign in book
- Visitor Rules
- Duty Manager

## **Work at Height**

The college will take all reasonable steps to provide a safe working environment for all staff employed by SGS College and its subsidiaries who may be affected by work at height activities.

The college will ensure that:

- all work activities that involve work at height are identified and assessed
- the need to undertake work at height will be eliminated whenever it is reasonably practicable to do so
- all work at height is properly planned and organised

- all staff employed by SGS College and its subsidiaries required to use stepladders or ladders are competent
- regular inspections of all stepladders and ladders are undertaken
- any contractors on college property comply with this policy
- ladders and stepladders are secured to prevent unauthorised use
- ensure inspections of ladder and stepladder is logged

### **Risk Assessment for Work at Height**

For all activities involving work at height a risk assessment must be conducted and the findings recorded. This assessment should consider both the work to be done and the most appropriate access equipment to be used (not just what is available) to achieve a safe system of work.

When determining control measures the following hierarchy of controls for work at height as follows must be considered:

- avoid the risk by not working at height, for example by working from existing platforms, using long reach equipment etc. If it is not practicable to do the work safely in some other way then:
- use work equipment or other measures to prevent falls; and
- where the risk of a fall cannot be eliminated further controls to minimise the distance and consequences of a fall should one occur.

The detail of the assessment will depend on the level of risk involved, as a general guide the risk assessment should consider:

- the task and activity involved
- the people (medical conditions etc.)
- equipment to be used including erection and dismantling
- the location (proximity to roads, overhead electrical cables etc)
- the environment, poor conditions and slippery surfaces (weather, temperature etc.)
- the effect on pedestrians, falling objects

### **Using Ladders (including stepladders)**

Ladders should not be used simply because they are readily available, the risk assessment should determine if a ladder or stepladder is appropriate for the task.

Ladders and stepladders should only be used for short duration tasks (less than 30 minutes), light duty tasks or where more suitable access equipment cannot be used due to existing features of the site which cannot be altered.

For example, whilst a ladder may reach the area of work, if the task requires strenuous work, carrying bulky / heavy equipment or is likely to take more than 30 minutes then an alternative means of access such as a tower scaffold or podium steps would be more appropriate.

Only those persons who have been trained to use ladders safely may use them.

All ladders should be secured against unauthorised use.

Prior to use it should always be ensured that the ladder is in good condition and fit for purpose.

Where ladders are to be used to work from it should be ensured that:

- a secure handhold and support are available at all times
- the work can be completed without stretching
- ensure all ladders and stepladders are footed by a grounds person to ensure user safety when on the equipment
- the ladder can be secured to prevent slipping

### **Equipment identification / inspection**

The college will compile a register of equipment (excluding kick stools). Where there is more than one piece of equipment each should be indelibly marked with an identifying number.

Equipment for work at height, should be inspected prior to use and by a competent person termly/6 monthly. The inspection will depend upon the complexity of the equipment.

In the case of tower scaffolds a competent person must inspect these prior to its first use and thereafter every 7 days that it remains in place.

### **Work Equipment**

The company will provide a safe working environment in relation to work equipment safety and ensure all staff employed by SGS College and its subsidiaries receive appropriate safety information and training in their work equipment.

To achieve this objective the company will:

- provide work equipment that is suitable for the purpose and compliant with the requirements of the Provision and Use of Work Equipment Regulations
- retain and make available the manufacturer's instruction manual for each item of equipment, where relevant
- before using any item of work equipment, ensure that a risk assessment is carried out and brought to the attention of relevant staff
- inspect all equipment at installation and prior to first use
- regularly inspect work equipment in accordance with the manufacturer's recommendations
- maintain work equipment in accordance with the manufacturer's recommendations
- keep records of all inspections and maintenance
- provide adequate instruction, information and training to staff employed by SGS College and its subsidiaries to enable the work equipment to be used and maintained safely
- provide refresher training as appropriate and as determined necessary by workplace inspections

Refer:

- Work Equipment Risk Assessment Form
- Work Equipment Risk Assessment Checklist
- Work Equipment Maintenance Record

### **Work based learning**

This Policy on work experience relates to the placement of learners on employers' premises in which the learner carries out a particular task or duty, or range of tasks or duties, more or less as would staff employed by SGS College and its subsidiaries, but with the emphasis on the learning aspects of the experience.

The safety of learners', whilst on work experience schemes, is recognised as of prime importance by the college and we have appointed a named coordinator to action, control and assess work experience schemes. The coordinator will take reasonable steps to satisfy themselves that the placements they arrange will be safe and to ensure learners are not exposed to significant risks to their health and safety.

Learners on work experience placements with a host employer are regarded in health and safety law as their staff. The host employer therefore has a responsibility to ensure learners are not exposed to significant risks to their health and safety.

Health and safety law defines all those under 18 as a young person and therefore at potentially increased risk in a workplace environment due to their lack of experience and maturity.

For learners with learning difficulties and disabilities (LLDD) additional safeguards may be identified and thus placements should be considered and risk assessed on an individual basis.

### **Key Actions**

- Arrange for pre-placement checks of health, safety and welfare standards of employers (placement providers) to be carried out. Child safeguarding issues must also be considered. Using the Work Experience Placement Assessment Form.
- Brief learners prior to placements starting on their own health and safety responsibilities - and those of the employer - while on placement. Issue each learner with a copy of the booklet: "Be Safe! An introductory guide to health and safety".
- Monitor learners' health, safety and welfare while on placement and provide 'pastoral' support.

### **Risk Assessments**

Before a learner is allowed to start on a programme of work experience the host employer must carry out a risk assessment. A Placement Employer Risk Assessment Form should be used for this purpose. Any risks identified must either be controlled or the learner excluded from exposure to them.

The host employer must also provide the parents/carers, or guardians, with the key findings of the risk assessment and the preventative and protective control measures introduced to minimise, or ideally eliminate any significant risks.

The parent/carer or guardian must sign the risk assessment form and return it to the college.

### **Induction**

Learners also need to be inducted by the employer on commencement. The induction should take place on the day the learner first attends the work placement and before the learner is placed in any actual work situation.

### **Prohibited and Restricted Activities**

Work experience placements must not take place where the work concerned is subject to a statutory restriction based on a young person's age, or is restricted more generally for activities that are:

- beyond their physical or psychological capacity
- exposes them to substances chronically harmful to human health, e.g. toxic or carcinogenic substances, or effects likely to be passed on genetically or likely to harm the unborn child
- exposes them to radiation
- involves a risk of accidents which they are unlikely to recognise because of their lack of experience, training or attention to safety
- involves a risk to their health from extreme heat, noise or vibration

There is an exception to these restrictions. Young persons over the minimum college leaving age can carry out such work as long as it is necessary for their training, if they are supervised by a competent person, and any risk will be reduced to the lowest level that is reasonably practicable.

Restrictions also apply in the following cases:

- Agriculture - restrictions on the employment of young people
- Lead - prohibition of employment on employment in certain processes
- Potteries - prohibition of employment on employment in certain processes
- Wood Working Machinery - prohibition on employment of untrained young people

### **Preparation of and Support for Learners on Placements**

The college will brief learners on:

- realistic expectations for their placement
- supervision arrangements and health and safety responsibilities of learners and employers
- safeguarding arrangements
- arrangements for mid-placement visit and 'pastoral' support during the placement
- arrangements for debriefing, assessment and recording

The college will make suitable arrangements to visit/monitor learners on placement as they retain the duty of care for the learner during the placement.

The frequency of visits will vary depending on feedback from learners and/or their parents/carers, an accident or incident.

Host employers should be asked to report immediately (to a previously agreed contact) full details of any accident involving a learner.

The college will provide each learner with emergency contact details for a member of college staff who can be contacted should an incident occur or if significant concerns arise. This includes early mornings, evenings and weekends, or if a learner is attending their placement at irregular hours.

Emergency contact details must also be available and maintained in situations where a placement continues after the end of the college term into a holiday period.

## Working Hours

The Working Time Regulations apply to learners on work placements. Learners should not work for more than five days in any consecutive seven day period. However, the number of hours worked and pattern of work is normally a matter for agreement by the placement provider, college and learners. Learners should not be asked to work excessively long hours, or unnecessarily unsocial hours, and should not work more than a standard eight-hour day.

Learners may not be assigned to work during the 'restricted period' between 22:00 and 06:00 (or after 11:00 or before 07:00 depending on the working pattern of the company).

Young persons are entitled to a daily rest period of at least 12 consecutive hours in each 24-hour period in which they are at work and to a weekly rest period of at least 48 hours in each seven-day period during which they are at work.

Learners are also entitled to rest breaks if their working time is more than four and a half hours. The rest break should be at least 30 minutes.

## Safeguarding

There is no requirement to DBS check all staff of the host employer that may come into contact with a learner on placement. Only a member of staff with day to day responsibility for the learner or as part of their job description – this could be the manager, a supervisor or a mentoring staff – should be required to have a DBS check.

In the vast majority of placements – as the employer/staff employed by SGS College and its subsidiaries will not have regular **unsupervised** access to young people at work – there is no need for DBS checks to take place. Around 550,000 work experience placements take place each year, and it is estimated that DBS checks take place for just one per cent of these.

However, DBS checks must be considered in all the following cases:

- a) Learners identified by the college as vulnerable for educational, medical, behavioural or home circumstance reasons, including those who have special educational needs or are young (aged under 16).
- b) Learners on placements lasting more than 15 days over an extended period, especially where these involve:
- c) regular lone working with an employer over long periods (rule of thumb would suggest anything over half a day at a time)
- d) placements located in particularly isolated environments with 1:1 working
- e) placements involving a high degree of travelling on a 1:1 basis
- f) placements which include a residential element

The fact that a particular placement falls into one of the above categories does not necessarily mean that a DBS check will be required. Such a decision will depend on an assessment of the overall potential risks posed to a young person and will take into account any systems in place to minimise these risks.

If any of the above three cases apply, additional safeguards should be put in place. These include:

- All staff employed by SGS College and its subsidiaries or other partners who arrange, vet or monitor the work placements should have training in child protection

- employers, supervisors or training providers hosting learners should be asked to endorse a child protection policy or statement of principles
- college and local authority policies and procedures should define what actions need to be taken by whom and when if any child protection issues are raised, before, during or after the placement
- learners should also be given clear advice and a point of contact in the college in case of any problems

For clarity, DBS checks and additional safeguards (as above) are not necessary:

- for short-term extended work experience for half a day or a day a week lasting one term or less
- for block placements lasting up to three weeks
- where the placement involves contact with visitors who will only have contact with children/young people on an ad hoc or irregular basis for short periods of time
- where people will have contact with children/young people simply because they are in the same location or as part of their work, but who will not have regular, unsupervised access to the children/young people at work
- where the placement involves Secondary College age learners undertaking voluntary work, citizenship or vocational studies or work experience in other colleges. In these cases, the college placing the learner should ensure that they are suitable for the placement in question.

### **Working Time Regulations**

The college will ensure that all workers under their control adhere to the working time regulations.

The working time regulations are designed to limit the number of hours individuals have to work. The company will NOT encourage workers to work over the 48 hours but workers can choose to work longer hours if they wish by opting out. Working Time Regulations opt out form on request from HR. Workers cannot be forced to opt out and can revoke this if they give a suitable notice period.

Individuals who are tired due to working excessive hours are more likely to suffer from mental health problems, general ill health and make mistakes leading to accidents.

A summary of the requirements for adult workers:

- a maximum of 48 hours per week, averaged out over a 17-week reference period (staff employed by SGS College and its subsidiaries can opt out of this)
- entitlement to a minimum uninterrupted rest period of 11 hours in every 24-hour period with no opt out
- entitlement to 28 days paid holiday per year (including statutory holidays) for full time workers (pro-rata for part time workers)
- maximum of 8 hours per shift for night shift workers
- free health assessments for night shift workers
- 24-hour rest period at least once a week, can be 48 hours every fortnight with no opt out
- entitlement to a rest break, if working over six hours



- staff employed by SGS College and its subsidiaries must not suffer any detriment if they choose not to opt out

Travelling to and from the normal work place, break periods, rest periods, holidays and sickness do not count as working time.

The reference period of 17 weeks can be increased 26 weeks or 52 weeks by local collective agreements with recognised trade unions or official staff representatives.

A young person's maximum hours are limited to 40 hours per week with no reference period.

Young persons are generally excluded from shift working.

Refer:

- Working Time Regulations
- Working Time Regulations Opt Out Form

## **Workplace Transport**

The college will take all reasonable steps to control the risks associated with vehicles operating on its premises to ensure a safe site, safe vehicles and safe drivers. In consideration of the above the college will:

- assess, implement and maintain appropriate risk control measures to reduce the risks associated with workplace transport on site
- segregate pedestrians from moving vehicles by providing designated safe walkways where it is reasonably practical
- where pedestrians have to cross the traffic routes provide designated crossing points and ensure that priority is given to pedestrians
- reduce reversing manoeuvres wherever possible and ensure adequate arrangements are in place to control the risks associated with any that are necessary i.e. the provision of mirrors, CCTV and trained persons to assist the driver
- manage and enforce a safe speed limit on site and employ speed calming measures where necessary
- plan the workplace including designated parking areas to ensure the layout of routes is appropriate for the vehicle and pedestrian activities
- prohibit vehicles parking in no parking areas and where they will obstruct any entrance, exit door and emergency escape route
- ensure the traffic infrastructure is maintained in a safe and suitable condition including roadways, pavements, car parks, signage and lighting
- use 'highway code' signs and road markings to indicate vehicle and pedestrian routes, speed limits and pedestrian crossings
- avoid traffic routes passing closely to vulnerable items such as fuel or chemical tanks, pipe lines or other surfaces

- ensure vehicles are suitable for the purpose in which they are used and are properly maintained and are provided of mirrors or other such devices to facilitate safe travel
- ensuring the management of safety, maintenance and the safe operation of the company's vehicles
- carry out company vehicle checks and ensure the timely reporting of vehicle defect and damage
- ensure drivers are authorised to drive that class of vehicle and have received the necessary training and where appropriate ensure drivers have passed medical fitness tests
- any vehicle being driven must be covered by current insurance certificate, MOT and is appropriately taxed where applicable.
- ensure loading and unloading of vehicles take place in a safe area and carried in a safe manner with regards to all foreseeable risks including work at height and that the driver ensures loads are secure and stable

# RISK ASSESSMENT

## 8. RISK ASSESSMENT

### Risk Assessment

**Risk Assessment** involves identifying the hazards present in the work place or arising out of any work activity and evaluating the extent of the risks involved to staff employed by SGS College and its subsidiaries and others, taking into account existing precautions and their effectiveness.

A **hazard** is something with a potential to cause harm and can include articles, substances, plant or machines, methods of work and the work environment.

**Risk** is the likelihood of harm from that hazard being realised. Risk increases with the number of people exposed to the hazard and also with the potential severity of the harm i.e. the resultant injury or ill health effect. If there are no hazards there are no risks.

The regulations require that risk assessments are '**suitable and sufficient**' in that they should identify all the significant hazards present within the business and its activities and that they should be proportionate to the risk. The assessment should cover all risks that are reasonably foreseeable.

The risk assessment must identify all those people who may be affected by the hazard, whether they are workers or others, such as members of the public.

We may be controlling risks in various ways, determining the effectiveness of those controls is part of the risk assessment process.

Health and safety law does not demand absolute safety when considering what safety controls are required but measures taken should go as far as is '**reasonably practicable**'; a balance between risk and costs, the greater the risk the greater the need to commit resources in terms of time and money to remove or control the risk.

It is a legal requirement that the significant findings of our risk assessments are brought to the attention of all staff employed by SGS College and its subsidiaries.

### **Carrying out risk assessments**

Those who are involved in risk assessments should:

- be competent
- attend risk assessment training provided by the college
- have knowledge and experience of working procedures in practice, potential dangers and strengths and weaknesses of existing precautions
- have knowledge and experience of how to solve problems identified by the assessment

- be in a position to give the commitment, co-operation and resources required to implement the assessment results

It is important that the person carrying out the risk assessment is competent. This means that the person must have the necessary skills and knowledge gained through experience and training and may have qualifications that enable them to make sound judgments.

## **The five stages of risk assessment**

### **STEP 1 - IDENTIFY THE HAZARDS**

Look for hazards by walking around the workplace. List the hazards that could reasonably be expected to cause harm. Ask for the opinion of staff employed by SGS College and its subsidiaries as they may have noticed things that are not immediately obvious.

Examples of hazards include:

- cables trailing over floors
- fire
- chemicals
- work benches which are too high or too low
- electricity
- loads which have to be moved manually
- work equipment
- working environment e.g. ventilation, lighting, heating

### **STEP 2 - IDENTIFY WHO MAY BE HARMED AND HOW**

List groups of people and individuals who may be affected by the hazards e.g.:

- All staff employed by SGS College and its subsidiaries
- members of the public
- contractors on the premises

Pay particular attention to vulnerable persons, e.g. those with disabilities, visitors, female staff who are pregnant or who have recently returned to work after having a baby, inexperienced staff or young persons.

### **STEP 3 - EVALUATE AND CONTROL THE RISK**

Evaluate the risks arising from the hazards and decide whether existing precautions are adequate or if more should be done. When evaluating the extent of the risk, account should be taken of the chance of some harm occurring (likelihood), the likely severity of this, and the number of people who could be affected. The formula:

Severity x Likelihood = Risk

Is used on the risk forms within this policy manual

Even after all precautions have been taken some risk may remain. Ensure the precautions in place meet standards set by legal requirements comply with a recognised standard, represent good practice and reduce the risk as far as is reasonably practicable.

Where additional controls or further action are necessary to reduce the risk, decide what more could reasonably be done by adopting the following principles:

- avoid the risk completely
- evaluate risks which cannot be avoided

- combat risks at source
- adapt work to the individual
- make use of technical progress
- replace the dangerous with none or less dangerous
- develop an overall prevention policy
- give priority to measures which protect the greatest number of people
- give appropriate instructions to all staff employed by SGS College and its subsidiaries

## IMPLEMENTING AN ACTION PLAN

Once the level of risk has been determined and the control measures needed to reduce or eliminate the risk established, an action plan should be drawn up with timescales for implementation of the control measures.

## STEP 4 - RECORD YOUR FINDINGS

The significant findings of the assessment must be recorded since these provide evidence that something has been done, it is also a legal requirement. Keep any written assessments for future reference and ensure that staff employed by SGS College and its subsidiaries are informed of the findings and control measures, either existing or additional, that have to be observed and used. In some circumstances the findings of the risk assessment should also be given to others who could be affected, for example agency workers, contractors etc.

### Hazards and example controls

Hazard	Example control measures
Manual handling	Mechanical aids, hoists, getting assistance, breaking loads into smaller units, training
Hazardous substances	Substitution for less hazardous alternatives, extract ventilation, personal protective equipment, training
Work equipment (machinery, tools, etc.)	Guarding, demarcation of danger zones, restricted operation and use planned preventative maintenance, training
Ladders	Avoid working at height. correct type of ladder/stepladders, maintained, training
Electricity	Insulated tools, residual circuit breakers, fuses, earthing, inspection and testing of systems and appliances
Stairs, etc	Good lighting, handrails, non-slip surfaces, slightly raised/highlighted front edges
Fire	Detection/warning systems, fire drills, extinguishers, signs, suitable storage for substances and goods, fire retardant furniture and fittings
Noise	Reduction at source, isolation, ear protection, demarcation of danger zones
Stress	Reduce/increase workload, more control over work, work suitable for the individual, avoidance of monotonous repetitive work

Work environment	Good lighting, ventilation, redesign layout of area, heaters/coolers
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## STEP 5 - MONITOR AND REVIEW THE ASSESSMENT

It is important that the control measures are monitored and that records are kept. A regular review of the assessments should be made to consider any changes to the methods or systems of work. You should also review the assessment following an accident, where there has been a significant change to the work, if new information comes to light, or if there is any other reason to believe that it may no longer be valid. Following the review, additional control measures should be implemented if required. Even if there are no significant changes since the original risk assessment, it should be regularly reviewed to confirm that it is still relevant and valid.

### **Fire Risk Assessment**

A fire risk assessment is an organised and methodical look at the premises, the activities carried out there and the likelihood that a fire could start and cause harm to those in and around the premises.

The aims of the fire risk assessment are:

- to identify the fire hazards
- to reduce the risk of those hazards causing harm to as low as reasonably practicable
- to decide what physical fire precautions and management arrangements are
- necessary to ensure the safety of people in your premises if a fire does start

The significant findings of the fire risk assessment, the actions to be taken as a result of the assessment and details of anyone especially at risk must be recorded.

It is important that the fire risk assessment is carried out in a practical and systematic way and that enough time is allocated to do a proper job. It must take the whole of your premises into account, including outdoor locations and any rooms and areas that are rarely used. Small premises are assessed as whole, larger premises are divided into rooms or a series of assessment areas using natural boundaries, e.g. process areas, offices, stores, as well as corridors, stairways and external routes.

Risk assessments must take account of other users of the buildings and co-operation and communication of hazard and risk must be shared between businesses to ensure a co-ordinated response is prepared and implemented.

One or more competent persons are appointed to carry out any of the preventive and protective measures needed to comply with the legislation. The competent persons are an appropriately trained, staff or, where appropriate, a third-party consultant.

The fire risk assessment should demonstrate that, as far as is reasonable, the needs of all relevant persons, including disabled people, have been considered.

### **Six Steps to Fire Risk Assessment**

#### **1. Identify the hazards**

- Sources of ignition
- Sources of fuel
- Sources of oxygen

#### **2. Identify people at risk**

- All staff employed by SGS College and its subsidiaries
- People in and around the premises
- Vulnerable persons, disabled etc.

**3. Evaluate, remove, reduce and protect from risk**

- Evaluate the risk of fire occurring
- Evaluate the risk to people from fire
- Remove or reduce the fire hazards
- Remove or reduce the risks to people

**4. Consider:**

- Detection and warning
- Firefighting
- Escape routes and travel distances
- Lighting
- Signs and notices
- Maintenance

**5. Record, plan, inform, instruct and train**

- Record the significant findings and action taken
- Prepare an emergency plan
- Inform and instruct relevant people; co-operate and co-ordinate with other businesses
- Provide training

**6. Review**

- Keep assessment under review
- Revise where necessary

# MONITORING HEALTH AND SAFETY

## 9. MONITORING OF HEALTH AND SAFETY

Measurement is essential to maintain and improve our health and safety performance to identify how effectively we are controlling risks and how well we are developing a positive health and safety culture.

There are two types of performance monitoring, active and reactive.

### **Active monitoring**

Monitoring is a line manager's responsibility and in this section there are monitoring checklists for each of the key SGS Corporation, Boards of Directors, the SGS Group Executive, the Senior Leadership Team and Heads of department management positions to be used to determine achievement against relevant health and safety standards. In completing the checklist managers are providing evidence that they have carried out monitoring within their areas of responsibility and they are reinforcing their commitment to health and safety objectives in general and helping to develop a health and safety culture.

This approach to proactive monitoring gives the company feedback on its performance before an accident, incident or case of ill health.

Managers and supervisors with defined health and safety responsibilities must monitor in detail the areas for which they have day to day control. Much of this checking will be informal and not recorded but formalised, structured checks are also essential to ensure all areas are covered and to demonstrate compliance to senior managers who must in turn seek assurance that first line monitoring is taking place.

Staff employed by SGS College and its subsidiaries who take a proactive interest or represent groups for health and safety can also be involved with monitoring and may take the format of a health and safety tour or if more formally via a devised checklist.

### **Reactive monitoring**

Reactive monitoring of events including accidents, incidents, cases of ill health or property damage provide an opportunity to check performance and learn from mistakes and improve control measures.

Trends and common features arising from accident and incident investigation can identify jobs or activities where future health and safety initiatives would be most beneficial. Investigations may also provide valuable information in the event of legal action or a staff claim.



To be completed: **Annually**

Date:

Subject	Yes	No	Comment
<b>Health and Safety Management: SGS Corporation, all Company Directors, the SGS Group Executive, the Senior Leadership Team and Heads of department</b>			
Has a report on the last 12 months health and safety performance been prepared?			
Has a Health and Safety Plan for the next 12 months been prepared?			
Are there adequate resources to implement the Health and Safety Plan?			
Are we on target with our Action Plan?			
<b>Health and Safety Performance</b>			
How many accidents/incidents have occurred across the college within the last 12 months?			
How many RIDDOR reportable events have occurred in the last 12 months?			
Is there any outstanding enforcement action?			
Have policies and procedures been revised and implemented to prevent a recurrence of any serious incidents/enforcement action?			
How many staff claims have been made in the last 12 months?			
How many outstanding staff claims are there?			

## **Principal**

**To be completed:     Annually**

**Date:**

<b>Subject</b>	<b>Yes</b>	<b>No</b>	<b>Comment</b>
<b>Health and Safety Management:</b>			
Has a report on the last 12 months health and safety performance been prepared?			
Has a Health and Safety Plan for the next 12 months been prepared?			
Are there adequate resources to implement the Health and Safety Plan?			
Are we on target with our Action Plan?			
Has the Health and Safety Policy been reviewed in the last 12 months?			
Are any new Policies and Procedures required?			
Are arrangements in place to ensure health and safety training is provided throughout the college?			
Is the health and safety training plan up to date?			
Has the Health & Safety Committee met at agreed intervals over the last 12 months?			
Are there any outstanding actions from the H&S Committee meetings?			
Have Members of the College Senior Leadership Teams completed their monitoring checks?			
Have risk assessments across all areas been reviewed within the last 12 months?			
<b>Health and Safety Performance</b>			
How many accidents/incidents have occurred across the college within the last 12 months?			
Does the accident/incident data indicate areas of concern or in need of greater focus?			
Are there any outstanding staff claims from the last 12 months?			

## **Group Head of Estates**

**To be completed: Annually**

**Date:**

<b>Subject</b>	<b>Yes</b>	<b>No</b>	<b>Comment</b>
<b>Health and Safety Management</b>			
Is the Health and Safety Policy current and up to date?			
Does the SGS Corporation, the SGS Group Executive, the Senior Leadership Team and Heads of department structure within the Policy reflect the current organisation?			
Are arrangements in place to ensure health and safety training is provided throughout the college?			
Is health and safety training up to date?			
Is all health and safety training being recorded?			
Is there a Health and Safety Plan in place?			
Are there any overdue actions from the Health and Safety Plan?			
Are delegated persons completing their Health and Safety Monitoring activities at the agreed timescales?			
<b>Health and Safety Performance</b>			
Have annual accident /incident statistics been compiled? Is the trend positive or negative?			
Do the accident/incident statistics indicate where future health and safety initiatives should be directed?			
Are all accident investigations complete?			
Are any outstanding actions required following accident investigations to prevent a reoccurrence?			
<b>Communication and Consultation</b>			
Has Health and Safety been discussed at meetings at least twice within the last 12 months?			
Are H&S Committee Meeting minutes circulated?			
Are there any outstanding actions?			
<b>Risk assessments</b>			
Are risk assessments completed across all departments, where necessary?			
Are risk assessments brought to the attention of the relevant staff employed by SGS College and SGS Group Services Limited?			

<b>Contractors and Maintenance</b>			
Are procedures in place to check the health and safety credentials of all contractors and to ensure they have adequate insurance?			
Are internal health and safety checks completed of the work carried out by contractors?			
<b>Fire and Emergencies (Fire, Gas, Water, Catastrophe)</b>			
Are emergency plans in place?			
Have all employed by SGS College and SGS Group Services Limited been made aware of the emergency plans?			
Have emergency drills been practised to test their effectiveness?			
<b>Accident / First Aid</b>			
Is there adequate first aid provision throughout all areas?			
Are the arrangements for recording accidents and incidents capturing all the necessary information?			
Are arrangements in place for ensuring that all RIDDOR events are notified to the HSE?			
Is the accident/incident investigation procedure effective in improving standards of safety?			
<b>Fire</b>			
Has the fire risk assessment been reviewed within the last 12 months?			
Have all the actions from the fire risk assessment been completed?			
Has the fire alarm and emergency lighting system been serviced in the last 12 months?			
Has the sprinkler system been serviced in the last 12 months?			
Are all fire checks being completed and recorded?			
<b>Electricity</b>			
Is the fixed electrical testing up to date for each site?			
Is the portable appliance testing schedule being maintained?			
Are all electrical test records kept up to date?			
<b>Gas Safety</b>			
Are gas appliances inspected and tested at prescribed intervals?			

Are records kept?			
<b>College Environment</b>			
Are conditions comfortable for staff employed by SGS College and its subsidiaries and learners: adequate heating, lighting and ventilation?			
<b>Work Equipment</b>			
Has all plant and equipment been serviced in accordance with service agreements?			
Are plant and equipment service records up to date?			
<b>Asbestos</b>			
Has an asbestos survey been conducted at all sites?			
Is there a management plan in place for the control of asbestos at all sites?			
Is the asbestos management plan at all sites up to date?			
Is asbestos awareness training in place for relevant staff employed by SGS College and its subsidiaries?			
<b>Legionella Control</b>			
Are there arrangements in place for the control and management of legionella bacteria in water systems at all sites?			
Are control checks being carried out and recorded?			
<b>Lifts</b>			
Are all lift maintenance contracts in place?			
<b>Are all lifts examined in line with the legal requirement under LOLER?</b>			
Are all servicing and lift examination reports kept readily available for examination?			

**To be completed: Annually****Date:**

Subject	Yes	No	Comment
<b>Health and Safety Management</b>			
Is the Health and Safety Policy statement displayed?			
Is the 'Health and Safety Law"- poster and Employers Liability insurance certificate displayed?			
<b>Risk Assessments</b>			
Are all risk assessments up to date and outstanding control measures listed in an Action Plan?			
Are there any outstanding control measures from previous risk assessments?			
Have risk assessments been brought to the attention of the relevant staff employed by SGS College and its subsidiaries?			
<b>Training</b>			
Have the Health and Safety training needs across the site team been determined, are they up to date?			
Are training needs being met?			
Are training records up to date?			
Is all induction training up to date?			
<b>Fire</b>			
Has the fire risk assessment been reviewed within the last 12 months?			
Have all the actions from the fire risk assessment been completed?			
Has the fire alarm and emergency lighting system been serviced in the last 12 months?			
Has the sprinkler system been serviced in the last 12 months?			
Is the fire alarm tested for audibility on a weekly basis? Are records up to date?			
Is the emergency lighting checked monthly and records kept?			
Has a fire drill been completed each college term?			
Have fire doors been checked to ensure they open fully and close on to the rebate?			

Are the visitor/contractor log books at reception being completed correctly?			
Is the fire logbook up to date?			
<b>Accident and First Aid</b>			
Is there an adequate number of First Aiders are notices clearly displayed with their names?			
Are the first aid bags / boxes fully stocked?			
Is the Accident Book/Forms available for use and are details entered correctly?			
Have all relevant accidents been investigated and completed statements filed for safe keeping?			
<b>Display Screen Equipment (DSE)</b>			
<b>Have workstation assessments been completed and recorded for all 'users' of DSE?</b>			
Have all DSE 'users' been advised on the availability of eye tests?			
Are records kept up to date of eye tests taken and persons issued with glasses?			
Has instruction in the use of DSE been given to all 'users'?			
<b>Hazardous Substances</b>			
Are risk assessments available on the use of all hazardous substances?			
Are hazard data sheets readily available?			
Have staff employed by SGS College and its subsidiaries received COSHH training?			
Are hazardous chemicals stored securely?			
<b>Lifts/Hoists</b>			
Are all lift maintenance contracts in place?			
<b>Are all lifts examined in line with the legal requirement under LOLER?</b>			
Are all servicing and lift examination reports kept readily available for examination?			
<b>Roof Areas</b>			
Are roof access doors kept locked and keys retained under the control of a responsible person?			
Is lighting adequate including provision of emergency lighting where the roof has to be accessed in emergencies outside daylight hours?			

Is roof edge protection adequate to prevent falls?			
Are fragile areas e.g. roof lights, protected?			
Are surfaces free from debris, algae and in good condition?			
<b>Plant Rooms</b>			
Are plant rooms kept locked and keys retained under the control of a responsible person?			
Is lighting adequate including provision of emergency lighting where plant room has to be accessed in emergencies?			
Are plant rooms clean, tidy and not used as storage areas?			
Are main isolation switches clearly labelled?			
Are all moving parts of plant and equipment guarded to prevent any person entering the plant room from coming into contact with them?			
Are protrusions, pipework, ducting, low ceiling heights, etc that may cause tripping hazards or head bumps highlighted and padded?			
<b>Equipment</b>			
Are all items of furniture in a safe condition?			
Is all the Site Team (Caretakers) equipment serviced as required? Are service records up to date?			
Is all equipment provided maintained in a safe condition?			
Are window restrictors fitted above ground level checked at least termly?			
<b>Noise</b>			
Are systems in place to prevent staff employed by SGS College and its subsidiaries being exposed to excessive noise?			
Have staff received training on the control measures for reducing noise to an acceptable level?			
Are noise levels monitored to ensure noise reduction methods are working?			
Do all personnel wear ear defenders in hearing protection zones?			
<b>Work at Height</b>			
Has a specific risk assessment been performed on all tasks involving work at height?			
Following the assessment, are appropriate control measures being implemented?			



Are assessments regularly reviewed?			
Are assessments reviewed following an accident/incident or whenever the nature of the work changes?			
Are all persons involved with work at height suitably trained?			
Is the work at height supervised?			
Are all ladders/stepladders suitable?			
Are all ladders/stepladders included on an inventory and checked periodically?			
Are ladders/stepladders kept secure to prevent unauthorised use?			
<b>Construction Projects</b>			
Is the competence of contractors being checked prior to commencing work?			
For notifiable projects is a CDM Coordinator appointed?			
Are principal contractors and designers appointed and provided with pre-construction information?			
Are welfare arrangements made for all projects?			
Is a copy of the health and safety file retained for each project?			
<b>Asbestos</b>			
Is the asbestos survey up to date?			
Are sites of asbestos regularly checked and recorded?			
Are contractors made aware of sites of asbestos prior to starting work?			
Is all asbestos awareness training up to date?			
<b>Legionella bacteria</b>			
Are water temperatures monitored and records kept up to date?			
Are all shower heads descaled termly?			
Are water system flushed through after holiday periods?			
Are hot water temperatures controlled? (max 43 °C in areas where vulnerable learners may come into contact)			

<b>Gas Cylinders</b>			
Are there proper storage areas for flammable liquids and gases, e.g. liquefied petroleum gas and acetylene?			
Are areas where cylinders are used and stored suitably signed to indicate their presence?			
<b>Vehicles including Minibuses</b>			
Are all servicing and MOT records up to date?			
Have driver licences been checked within the last 12 months?			
Are daily vehicle checks being completed?			

## **Members of the College Senior Leadership Teams**

**To be completed: Annually**

**Date:**

Subject	Yes	No	Comment
<b>Health and Safety Management</b>			
Are all Policies and Procedures being adhered to?			
<b>Risk Assessments</b>			
Have risk assessments been completed for all equipment and activities likely to result in injury?			
Are risk assessment actions implemented?			
Have all risk assessments been reviewed with the last 12 months?			
Have all staff employed by SGS College and its subsidiaries signed off the risk assessments?			
<b>Training</b>			
Have all staff employed by SGS College and its subsidiaries received induction training?			
Have all staff employed by SGS College and its subsidiaries received relevant health and safety training?			
<b>Classroom safety</b>			
Are fixtures and fittings in a good state of repair?			
Are floors and traffic routes kept free of tripping and slipping hazards?			
Is the flooring in a good condition?			
Are there any changes in floor level or type of flooring that need to be highlighted?			
Are gangways between desks kept clear? Is there adequate space for learners and teachers?			
Are trailing electrical leads/cables prevented wherever possible?			
Is lighting bright enough to allow safe access and exit?			
Are procedures in place to deal with spillages, e.g. water, chemicals, blood from cuts?			
Is there safe means of access to high areas such as an 'elephant-foot', step stool or stepladder?			
Are permanent fixtures in good condition and securely fastened, e.g. cupboards, display boards, shelving?			
Is furniture in good repair and suitable for the size of the user, whether adult or child?			

Where window restrictors are fitted to upper-floor windows, are they in good working order?			
<b>Storage Areas</b>			
Are storage areas kept tidy and floors free from obstruction?			
Are all stored items easily retrievable?			
Is all shelving/racking secured to prevent toppling?			
Is care taken not to overload shelving and racking?			
Is the storage of items on top of cabinets prohibited?			
Are goods and items stacked neatly?			
Are all stacks kept within a reasonable height to prevent them from becoming unstable?			
Is there a safe means of access to high areas?			
<b>Gas Safety</b>			
Are the gas supply isolators readily identifiable and accessible?			
Is a copy of the emergency procedure displayed at or near the gas meter?			
Are gas appliances inspected and tested at prescribed intervals?			
<b>Electricity</b>			
<b>Have all portable electrical appliances been checked within the last 12 months?</b>			
Are all visible items of the fixed installation e.g. sockets, switches etc. free from any obvious signs of damage? Are all visible items of the fixed installation free from any obvious signs of tampering?			
Are all sockets free from any obvious signs of overloading?			
Do all portable electrical appliances appear to be free from any obvious signs of damage?			
<b>Manual Handling</b>			
Are steps taken to minimise the risk of injury from manual handling?			
Are manual handling assessments completed?			
Are manual handling aids/trolleys provided wherever possible?			

<b>Equipment</b>			
Is all equipment properly guarded?			
Are daily pre-start safety checks completed and recorded?			
Can all items of equipment be isolated to allow safe maintenance?			
Is all equipment subject to periodic maintenance?			
Are maintenance records kept?			
<b>Hazardous Substances</b>			
Are risk assessments available on the use of all hazardous substances?			
Do staff employed by SGS College and its subsidiaries who use hazardous substances know where to find information on them?			
Are all substances properly and securely stored?			
Are all substances in their original, properly labelled containers?			
Are all items of personal protective equipment required available and used?			
<b>Personal Protective Equipment and Clothing</b>			
Are adequate numbers of goggles/safety glasses provided?			
Are the goggles/safety glasses checked termly?			
Are suitable aprons provided?			
Are aprons regularly laundered?			

## Site Facility Coordinator

To be completed: **Annually**

Date:

Subject	Yes	No	Comment
<b>Classroom safety</b>			
Are fixtures and fittings in a good state of repair?			
Are floors and traffic routes kept free of tripping and slipping hazards?			
Are gangways between desks kept clear? Is there adequate space for learners and teachers?			
Are permanent fixtures in good condition and securely fastened, e.g. cupboards, display boards, shelving?			
Are there any changes in floor level or type of flooring that need to be highlighted?			
Is furniture in good repair and suitable for the size of the user, whether adult or child?			
Is lighting bright enough to allow safe access and exit?			
Is the flooring in a good condition?			
Is there safe means of access to high areas such as an 'elephant-foot', step stool or stepladder?			
Where window restrictors are fitted to upper-floor windows, are they in good working order?			
Are procedures in place to deal with spillages, e.g. water, chemicals, blood from cuts?			
Are trailing electrical leads/cables prevented wherever possible?			
<b>Electricity</b>			
Are all sockets free from any obvious signs of overloading?			
Are all visible items of the fixed installation e.g. sockets, switches etc. free from any obvious signs of damage? Are all visible items of the fixed installation free from any obvious signs of tampering?			
Do all portable electrical appliances appear to be free from any obvious signs of damage?			
Have all portable electrical appliances been checked within the last 12 months?			
<b>Equipment</b>			
Are daily pre-start safety checks completed and recorded?			
Are maintenance records kept?			

Can all items of equipment be isolated to allow safe maintenance?			
Is all equipment properly guarded?			
Is all equipment subject to periodic maintenance?			
<b>Gas Safety</b>			
Are gas appliances inspected and tested at prescribed intervals?			
Are the gas supply isolators readily identifiable and accessible?			
Is a copy of the emergency procedure displayed at or near the gas meter?			
<b>Hazardous Substances</b>			
Are all items of personal protective equipment required available and used?			
Are all substances in their original, properly labelled containers?			
Are all substances properly and securely stored?			
Are risk assessments available on the use of all hazardous substances?			
Do staff employed by SGS College and its subsidiaries who use hazardous substances know where to find information on them?			
<b>Health and Safety Management</b>			
Are all Policies and Procedures being adhered to?			
<b>Manual Handling</b>			
Are manual handling aids/trolleys provided wherever possible?			
Are manual handling assessments completed?			
Are steps taken to minimise the risk of injury from manual handling?			
Have staff employed by SGS College and its subsidiaries received suitable training for manual handling?			
<b>Personal Protective Equipment and Clothing</b>			
Are adequate numbers of goggles/safety glasses provided?			
Are aprons regularly laundered?			
Are suitable aprons provided?			

Are the goggles/safety glasses checked termly?			
<b>Risk assessments</b>			
Have risk assessments been completed for all equipment and activities likely to result in injury?			
Are risk assessment actions implemented?			
Have all risk assessments been reviewed with the last 12 months?			
Have all staff employed by SGS College and its subsidiaries signed off the risk assessments?			
<b>Storage Areas</b>			
Are all stacks kept within a reasonable height to prevent them from becoming unstable?			
Are all stored items easily retrievable?			
Are goods and items stacked neatly?			
Are storage areas kept tidy and floors free from obstruction?			
Is all shelving/racking secured to prevent toppling?			
Is care taken not to overload shelving and racking?			
Is the storage of items on top of cabinets prohibited?			
Is there a safe means of access to high areas?			
<b>Training</b>			
Have all staff employed by SGS College and its subsidiaries received induction training?			
Have all staff employed by SGS College and its subsidiaries received relevant health and safety training?			