

## **Richmond and Hillcroft Adult and Community College**

### **Health and Safety Policy 2019-2022**

This document contains the policy statement and general policy of Richmond and Hillcroft Adult and Community College with respect to health and safety. It should be read in conjunction with the related specific policies, procedures and codes of safe working practice.

All those responsible for learner induction, for example Directors of School, Programme Managers and tutors, should bring the following points from the Arrangements Section to the attention of learners:

- 3.1 Accident and incident reporting
- 3.13 Fire safety, including emergency evacuation
- 3.14 First Aid arrangements

#### **USEFUL TELEPHONE NUMBERS:**

College – Richmond site (General Enquiries)	0208 891 5907
College – Surbiton site (General Enquiries)	0208 399 2688
Duty Manager – Richmond site	07940 567 639
Night Security and First Aid (Hillcroft site)	07956 942 778
First Aid (Parkshot site)	07985 172 411
Facilities Manager	0208 439 7929
Caretaking Team (Parkshot site)	07983 481 911 / 0208 439 8934
Caretaking Team (Hillcroft site)	07951 529 860
Human Resources	0208 439 8922
NHS helpline	111
Health and Safety Executive	0151 951 4000

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## **INTRODUCTION**

This policy is in three sections:

### **Section 1: General Statement of Intent**

This section makes a general declaration based on obligations under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.

This statement demonstrates the commitment of the College to achieving the highest standards of health and safety protection for staff, learners, contractors and members of the public.

### **Section 2: Organisation for Health and Safety (Organisational Responsibilities)**

The Board, as the employer, has the ultimate responsibility for Health and Safety. The Principal is responsible for the running of the College, which includes the management of Health and Safety. The Principal is the lead person responsible for Health and Safety, responsibility is delegated to the Director of Finance & Resources, who will ensure that proper systems are in place to oversee Health and Safety at the College including a properly constituted Health and Safety Committee, which will implement this policy.

This section details the organisational responsibilities for implementing the policy. It gives an indication of where day to day and overall operational responsibility rests for each aspect of the policy, i.e. what managers and employees are responsible for.

### **Section 3: Arrangements for Health & Safety**

This section is a collection of various arrangements and safe working procedures for ensuring health and safety across the College. Where applicable a more detailed policy and procedure can be found for each topic on the College shared drive (R:/).

Under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, it is a legal requirement that the College should provide a safe working environment and ensure that all safe working practices are followed.

This document represents the College's Statement of Health and Safety Policy as required under section 2 (3) of the Health and Safety at Work Act 1974.

The various components (procedures and sub-policies) of the College's Statement of Health and Safety Policy shall, from time to time, be revised as appropriate. However, in any event, this College Statement of Health and Safety Policy shall be subject to revision and re-authorised by the Board every three years in consultation with the Principal and the College's Health and Safety Committee.

The College aims to ensure that a whole College approach to Health and Safety is embedded to ensure that all staff, students and College users work together to create a safe and secure environment. It will seek to promote safe working and making positive health choices.

The College undertakes to demonstrate its commitment to excellence through a process of continual improvement involving the incorporation of new legislative developments and best practice in Health and

Safety management into its systems and procedures and through incorporation of lessons learned from consultation, audit, inspection, incidents and reviews.

The College will include in its Annual Report an assessment of its Health and Safety performance. The College will also produce regular and annual Health and Safety reports for review and information of governors.

Each College department must ensure that all of its activities have been appropriately risk assessed, and all persons who may be affected by its activities understand the nature of the arrangements for Health and Safety as outlined in this policy.

The attention of all College employees is drawn to their legal responsibilities under Section 7 of the Health and Safety at Work etc. Act 1974, to take reasonable care of themselves and all others who may be affected by their acts and omissions, and to cooperate with the College policies and arrangements for safe working in order to enable the College to discharge its legal duties with regard to Health and Safety. It shall be a condition of registration of students and the terms of attendance of visitors that they also cooperate with the College in complying with this policy.

This policy also draws the attention of students and visitors to their legal responsibility, under Section 8 of the Health and Safety at Work Act 1974, not to interfere with or misuse anything, objects, structures or systems of work, provided by the College in the interests of Health and Safety.

The College is committed to minimising the risks to Health and Safety through the process of risk assessment and risk control. Risk assessments identifying risks to Health and Safety and the corresponding control measures will receive immediate attention in accordance with the relevant College policies and procedures. Managers are responsible for ensuring that no work shall be permitted to start unless the risks from that work have been assessed and adequately controlled.

Competent people who have the authority commensurate with their management responsibilities must supervise all employee activities and work activities undertaken on behalf of the College. In particular managers are responsible for ensuring that all students and visitors to the College are adequately supervised to ensure the Health and Safety of themselves and others that might be affected by their acts and omissions.

This document is applicable to all members of staff, who should familiarise themselves with its contents and continually practise safe and healthy working methods. They should ensure that their colleagues and learners do the same.

This policy, relevant procedures, documentation, guidance and forms/checklists are available on the College shared drive.

# 1. General Policy Statement (Statement of Intent)

Richmond and Hillcroft Adult and Community College is committed to creating a safe and secure working and learning environment to support teaching and learning excellence.

In accordance with the requirements of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 and any other relevant legislation arising, it is the policy of the college, as far as reasonably practicable, to:

- provide and maintain a safe and healthy environment for all College staff, students, visitors and outside contractors whilst on college premises;
- state in writing to all College staff and students their appropriate responsibilities to ensure the health, safety and welfare of persons and to prevent property damage;
- provide safe systems of work and study by ensuring that appropriate information, instruction, training and supervision is given to staff and students;
- encourage joint consultation and participation through the College Health and Safety Committee and other such bodies as may be appropriate;
- comply with the requirements of safety legislation and approved Codes of Practice;
- monitor the effectiveness of the College Health and Safety Policy, revise as necessary and bring to the attention of College staff any such revisions.

Our aim is not only to comply with legislation and best practice in Health and Safety but also to create a positive environment and culture that promotes being healthy, safe and secure, and encourages all staff, students, contractors and visitors to contribute to Health and Safety by making suggestions or asking questions.

Everyone on the College site is required to follow safe working practices in accordance with current legislation and to ensure that no action taken by them will compromise the health and safety of any person.

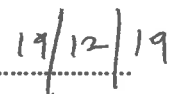
The Chair of the Board has overall and final responsibility for health and safety, the Principal and Chief Executive has day-to-day responsibility for ensuring this policy is put into practice.

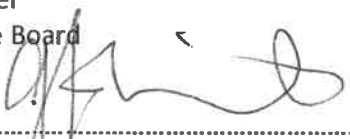
### Authorisation (Policy Holder)

This Statement of Health and Safety Policy and the organisation and arrangements for implementing it have the authority of the Board who have delegated the responsibility for ensuring its implementation and monitoring thereof to the Principal and Chief Executive.

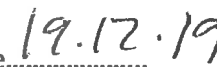
Signed.....

Louise Fluker  
Chair of the Board

Date.....

Signed.....

Gabrielle Flint  
Principal and Chief Executive

Date.....

## 2. Organisation of Health and Safety

Every employee must cooperate with the College to ensure that it complies with the statutory duties required of it. The successful implementation of this policy requires total commitment from all members of staff. Each individual has an obligation, both legally and morally, to take reasonable care for his or her own health and safety, and for the safety of other people who may be affected by his or her actions or omissions.

### 2.1 Richmond and Hillcroft Adult and Community College Board

The Board is the employer and as such has ultimate responsibility for Health and Safety. The Board receives regular Health and Safety reports, including safeguarding matters:

- Annual Health and Safety Report for Governors
- Annual Safeguarding and Prevent Report for Governors
- Regular Health and Safety Reports for Finance and Resources Committee
- Regular Safeguarding and Prevent Reports for Quality and Standards Committee and Finance and Resources Committee

### 2.2 All College staff and volunteers

All College staff (including volunteers) have as individuals, a responsibility for the health and safety of themselves and others under common law and Sections 7 & 8 of the Health and Safety at Work Act 1974.

Staff have responsibility for:-

- Exercising the appropriate degree of care when performing any College-related activity, whether on or off site, so as to reduce the risk of injury to themselves and others.
- Taking positive steps to understand the hazards associated with their work and the necessary precautions to deal with them safely.
- Familiarising themselves with the College Health and Safety Policy, Procedures and processes, follow the practices for the safe use of machines and materials wherever they may be and not to interfere with any electrical equipment or anything provided for safety.
- Reporting any accident or incident to appropriate staff or to Reception, whether or not anyone is injured; an accident / incident form will need to be completed.
- Reporting any dangers, hazards or other health and safety concerns to appropriate staff or Estates, IT Help Desk as appropriate.
- Undertaking a daily check in their own work areas for any hazards including fire and electrical hazards and reporting any issues or concerns to the appropriate staff.
- Assisting with any emergency evacuation or safety issues.

Staff and volunteers are able to raise safety issues directly with their line manager, Estates staff, or the Director of HR and Learner Services in respect of hazards and general matters of health and safety and welfare at work. This is communicated to staff at induction, through all staff emails, course team and all staff meetings and other updates.

### 2.3 Principal and Chief Executive

The Principal is responsible to the Board for the running of the College in all its activities, including the management of Health and Safety. The Board has authorised the College Health and Safety Policy and the arrangements made under it, and the Principal shall satisfy the Board that the Policy and all agreed procedures and processes have been adequately implemented.

### 2.4 Director of Finance & Resources

The Director of Finance & Resources is responsible for the leadership, management and implementation of the Health & Safety Policy and Procedures on a day to day basis and for reviewing and if necessary updating the Health and Safety Policy at least annually and for monitoring and reporting on its implementation and effectiveness on a regular basis.

The Director of Finance & Resources is also responsible for:

- Ensuring current employers' liability insurance is in place.
- Maintaining and updating the College's Risk Register

### 2.5 Duty Managers

A member of the College Management Team will be nominated to act as Duty Manager at times shown on the Duty Manager rotas (some evenings and weekends). During these periods, the Duty Manager is responsible for overseeing Health and Safety within the College.

### 2.6 Directors of Schools and all Managers

Directors of Schools and all Managers are responsible for ensuring the health and safety of all staff, learners and visitors within their areas of responsibility. This responsibility extends to ensuring that suitable and sufficient risk assessments are undertaken on all work places and work activities prior to any activity commencing.

Directors of School will ensure that communication occurs between each other, and the Health and Safety committee, in order to ensure that there are no "gaps" in the overall arrangements for health and safety.

### 2.7 Vice Principal - Teaching and Learning

The Vice Principal Teaching and Learning is responsible for:

- Ensuring that all teaching and learning activities are safe and that all students are properly inducted and that risk assessment for all learning activities has been conducted.
- Implementation and documentation of safe working procedures in all curriculum matters and ensuring that Curriculum and Support staff adhere to the procedures.

### 2.8 Teaching Staff

Staff who are timetabled to be in charge of groups of learners are responsible for ensuring the safety of the learners under their supervision.

## 2.9 Facilities Manager

The Facilities Manager is responsible for:

- Development and implementation of Health and Safety procedures.
- Monitoring College policy on Health and Safety matters.
- Reporting to the College Health and Safety Committee and College Board, and executing policies, on health and safety matters.
- Providing health and safety guidance and information to members of College.
- Development and implementation of procedures for emergencies, accidents and evacuation policies.
- Establishment and maintenance of health and safety information across the College.
- Contracting, as appropriate, for Health and Safety services and specialist Risk Assessments at the College.
- Carrying out audits of Health and Safety practices at appropriate intervals.
- Disposal of waste at the College.
- Investigation of accidents and incidents, and keeping relevant records, fulfilling the College's statutory obligation under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).
- Overseeing the creation and monitoring of Personal Emergency Evacuation Plans (PEEPs).

## 2.10 Director of Human Resources and Learner Services

The Director of Human Resources and Learner Services is responsible for:

- Delivery of Occupational Health and Safety services, including Display Screen Equipment and stress risk assessments and adjustments, in order to prevent ill health at work;
- Provision of appropriate Health and Safety training to staff and employees across the College, including at induction, and regular refreshers as appropriate.

## 2.11 Head of IT

The Head of IT will be responsible for:

- Ensuring that there is an appropriate IT and Internet Safety system in place to protect the College from user abuse and that all users are aware of their rights and responsibilities for using the College IT systems.
- Ensuring the safety and security of all IT equipment at the College and that its usage is effectively monitored.
- Disposal of waste specific to IT-activity by contracting appropriate services/expertise.

## 2.12 Caretaking Team Leader

The Caretaking Team Leader is responsible for:

- Managing and implementing statutory and non-statutory maintenance, inspection, test and check procedures, and keeping relevant records, with minimum interruption to the on-going curriculum requirements.



- Producing Personal Emergency Evacuation Plans (PEEPs) for learners at the College sites.
- Performing risk assessment of rooms within the College.
- Portable Appliance Testing.
- Carrying out audits of health and safety practices at appropriate intervals.
- Carrying out regular Health and Safety checks of the RHACC site, Hillcroft site and the residential facilities at the Hillcroft site.

### 2.13 Head of Women's Education and Hillcroft Centre

The Head of Women's Education and Hillcroft Centre is responsible for:

- Overseeing the implementation of procedures to ensure excellent health and safety within the Hillcroft residential environment.
- Ensuring the Health and Safety needs of residential learners are met, including briefing information, PEEPs, adjustments for disabilities, risk assessments etc.

### 2.14 Technical Support Supervisor

The Technical Support Supervisor is responsible for:

- Management and assessment of COSHH risk in the College.
- Inspection and maintenance of equipment and machines within the Art School.
- Risk assessment of activities and equipment within the Art School.
- The safe disposal of hazardous waste specific to the Art School by contracting appropriate services/expertise.
- Portable Appliance Testing within the Art School.

### 2.15 First Aid Personnel

As required by the Health and Safety (First Aid) Regulations 1981, we appoint sufficient qualified First Aiders, as appropriate to our environment. Details of responsibilities and provision of first aid are contained within the first aid procedure, which is displayed on College notice boards and can be found on the College shared drive.

### 2.16 Fire Marshals

A number of staff are appointed and trained as Fire Marshals with responsibility for specific areas. Fire Marshals are responsible for the orderly evacuation of the college, by ensuring that their floor or area is clear of people and reporting on the status of their area to the Chief Fire Marshal, or their deputy, at the Assembly Point at each site. The Emergency Evacuation Procedure is displayed in all classrooms, offices and key areas.

### **2.17 Staff Forum representative on Health and Safety Committee**

The Staff Forum representative on the Health and Safety committee acts as a two way channel between employees and management on matters of Health and Safety. This representative plays an important role in the College's desire to effectively consult with staff on matters of Health and Safety.

### **2.18 The Health and Safety Committee**

The College Health and Safety Committee is responsible for:

- Ensuring the Board is advised on the College's Health and Safety performance;
- Monitoring incidents, accidents and other relevant data to constantly improve performance;
- Ensuring that every member of staff and learner understands and carries out their role and responsibilities in promoting the College's Health and Safety Policy and Procedures;
- Ensuring compliance with all relevant Health and Safety legislation and accepted good practice;

### **2.19 Health and Safety Working Group**

The College convenes a Health & Safety Working Groups to consider separate aspects and issues. They are responsible for:

- Consideration and review of concerns raised by staff and learners about issues at each site and making recommendations about that and any other relevant issues arising to the Health & Safety Committee.

### **2.20 Contractors**

Contractors are responsible for:

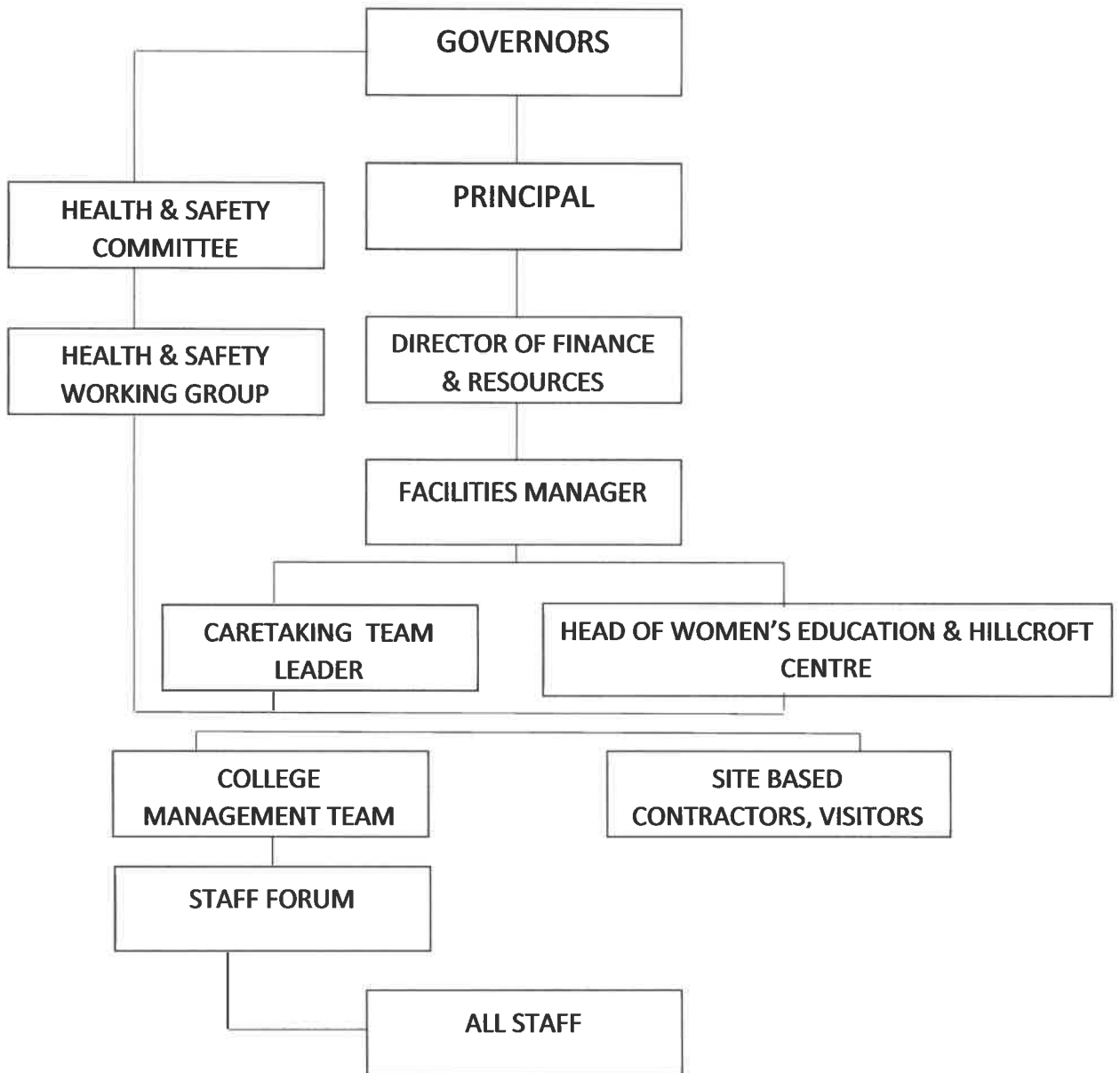
- Following Health and Safety rules, procedures and guidance as explained to them when receiving a permit to work;
- Providing (and following) Risk Assessment and Method Statement documentation as requested;
- Following safe systems of work at all times whilst on College premises.

### **2.21 Professional Body and Trade Union Safety Representatives**

Under the Safety Representatives and Safety Committees Regulations 1977, any recognised Professional Bodies and Trade Union organisations may appoint Safety Representatives to represent their members on health and safety. In this event, a current list of Safety Representatives (if any) may be obtained from the Facilities Manager.

# Health and Safety Management Structure

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### **3. Arrangements for Health and Safety**

This section outlines the College's basic Health and Safety arrangements, including policy statements. Separate Policies and Procedures for many of the numbered sub-headings sit beneath this general summary Policy, and outline operational detail and specific responsibilities. These are reviewed at least every three years unless regulations or best practice change.

#### **3.1 Accident, Incident and Near Miss Reporting**

It is important that not just accidents, but all incidents including near misses are reported. HS9 forms are available on the College shared drive, and should be returned to the Caretaking Supervisor within 24 hours of the incident occurring. Returned forms are analysed so that common trends or obvious problems can be addressed.

#### **3.2 Action in the Event of an Emergency**

The College has procedures for both Fire and Emergency Evacuation. It is the policy of the College to organise practise drills at least once per term. Fire marshals are trained to ensure that evacuations are able to occur as swiftly and as smoothly as possible. All staff are trained on evacuation procedures during the induction process.

#### **3.3 Alcohol and Substance Misuse**

It is the policy of the College that employees should not consume alcohol or misuse substances in the course of the working day or shift and should ensure that their performance is not impaired by alcohol consumption or substance misuse prior to starting work.

The only exception to the above policy is where the College organises staff parties, end of term or other special events and alcohol may be consumed on College premises by staff / volunteers with the permission of a member of the College Executive. Where permission is given the expectation will be that staff use alcohol responsibly and that they do so outside of their normal work time.

#### **3.4 Animals**

Guide dogs and assistance animals may accompany the person they are assisting into any area the person would normally have access to as part of their enrolment or employment at the College. The College welcomes well-behaved dogs in its common areas.

#### **3.5 Asbestos**

It is the policy of the College to follow guidance given in HSE's Managing Asbestos in Buildings: A Brief Guide (Leaflet INDG223 (rev 5) revised 04/12). Thorough asbestos surveys have been carried out at all College sites, and any significant risks removed. Risks considered minor are labelled and inspected regularly.

### 3.6 Building Inspections

The College carries out regular planned Health and Safety inspections of its buildings. Identified remedial works are prioritised and actioned as soon as is reasonably practicable.

### 3.7 Contractors

The College will plan, co-ordinate, control and monitor the activities of contracted companies to effectively minimise the risks presented to staff, learners, visitors to the site, and to the contractors themselves. Contractors must report to a member of the Facilities team on arrival, where they will be issued with a permit to work.

### 3.8 Control of Substances Hazardous to Health (COSHH)

The College uses annual risk assessments as its main method of managing COSHH risk. Any COSHH substances that cannot be eliminated are strictly controlled, stored securely and handled with PPE (where required).

### 3.9 Disabled Persons

The College aims to provide full and fair opportunity for employment for all applicants and to ensure, through training and practical assistance where required, their continued employment and promotion. Employees who become disabled during their time working for the College will be accorded every reasonable opportunity to maintain their position or to retrain if appropriate.

The College's health and safety policy has been prepared to ensure a safe and healthy environment for all (employees, learners, visitors and members of the public). It recognises that those persons who require extra equipment, facility or assistance, both routinely and in an emergency, will have such needs met where reasonably practicable.

Any person who may require assistance in an emergency evacuation will be provided with a personal emergency evacuation plan (PEEP).

### 3.10 Disposal of Unwanted Substances

Any unwanted chemicals or other hazardous materials are disposed of by the College's Art Technicians and Caretaking Teams in accordance with the Hazardous Waste Regulations.

### 3.11 Electrical Safety and Portable Appliance Testing

All electrical apparatus and equipment is checked periodically for safety by a competent person. Electrical distribution throughout the College conforms to the current Institute of Electrical Engineers Wiring Regulations (BS7671). All requests for modifications must be made to the Caretaking Team, who are solely responsible for organising such modifications.

Any modifications or extensions to the fixed electrical installations in our premises will be designed by a professionally qualified electrical engineer. All designs will comply with the

current edition of the Institution of Electrical Engineers Regulations for Electrical Installation (IEE Regulations). Any maintenance work will be carried out by a competent person to the standard recommended by the current edition of the IEE Regulations

### 3.12 Finance

The College will provide adequate resources to meet the needs of health and safety requirements.

### 3.13 Fire Safety

Fire Action notices are available in all rooms, corridors and buildings, and Fire Actions are covered as part of inductions for both staff and learners

Personal Emergency Evacuation Plans (PEEPs) are created for all staff and learners with mobility problems who request them. These provide arrangements for their safe evacuation in the event of fire.

The College trains and appoints Fire Marshals to cover specific floors of various buildings. Staff and learners must act on Fire Marshal instructions. Security personnel act as Fire Marshals overnight at Hillcroft when residential learners are onsite.

All indoor areas of the College are protected by automatic fire detection hardware, which is inspected and maintained regularly. Before undertaking any work involving heat, dust, flame or sparks, a Permit to Work authorisation must be obtained.

All employees are provided with mandatory fire training.

Firefighting equipment is provided in all College buildings, and inspected regularly.

### 3.14 First Aid

The College operates a rota system for the availability of first aid cover. If any incident requires a first aider, reception should be contacted and provided with as many details as possible.

The first aider on duty is equipped with a first aid bag and dedicated phone. Additional first aid boxes are positioned throughout the College, and their contents regularly checked and replenished.

The Caretaking Team Leader must be informed immediately in the event of a staff member or a learner being taken to hospital, so that any statutory duty to report under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) can be fulfilled.

Incident report forms are filled out for all first aid callouts, and should also be filled out for first aid incidents that do not result in a first aider being called, so that trends can be analysed to prevent recurrence, and to allow necessary incidents to be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

### 3.15 Food Safety

It is the policy of the College to ensure that safe food hygiene management practices are followed in the preparation of any food served on College premises. Training and regular disinfection are used to achieve this. Contractors and suppliers will have their own policy, procedures and training which are monitored by the College.

### 3.16 Gas Safety

The College accepts its responsibilities under the current edition of the Gas Safety (Installation and Use) Regulations to ensure the health and safety of our employees and others when gas is used. In order to fulfil these duties, we will follow, so far as it is reasonably practicable to do so, the Approved Code of Practice (ACoP) and Guidance to the regulations. Only contractors registered on the Gas Safe Register will be engaged to perform maintenance or installation work on College gas installations or appliances.

### 3.17 Housekeeping

The College contracts daily cleaning services to ensure floors and surfaces are clean, reducing the risk of slips and trips. Learner feedback and regular health and safety walks are used to identify additional housekeeping hazards that need to be rectified.

### 3.18 Induction of New Employees

Health and Safety training is provided to new staff and volunteers at the time of induction. It is essential that all staff are aware of the safety culture of the College, follow safe systems of work and established College procedures.

### 3.19 Induction of New Learners

Learners are inducted into Health and Safety matters at the College in on or more of the following ways:

- Provision of information by their tutor at the beginning of their first lesson
- Provision of information by the Head of Women's Education and Hillcroft Centre or a member of staff when learners check in for residential learning (at the Hillcroft site).
- The learner handbook, which includes a separate section on Health and Safety and is provided to all learners at the start of their course.

### 3.20 Insurance

The College insures all employees, volunteers, learners and members of the general public against all its legal liabilities. Any College equipment that is taken off-site should be identified and the individual's manager should be informed before the event.

### 3.21 Learners in Teaching Areas

Learners will not be permitted in classrooms or teaching areas without the supervision of a member of College staff.

### 3.22 Legionnaire's Disease

It is the policy of the College to manage the risk of Legionnaire's Disease by following guidance published in The Approved Code of Practice (ACoP) and Guidance, Legionaries Disease: the Control of Legionella Bacteria in Water Systems.

### 3.23 Lift Failure

The College contracts a lift maintenance company to reduce the risk of lift failure. Where lift failure occurs, the College operates a Procedure to ensure swift resolution of the problem.

### 3.24 Lone Working

Lone working is avoided where possible. Where lone working is deemed necessary, staff are consulted and a risk assessment is performed.

### 3.25 Machinery and Equipment

Some classes offered by the College include use of potentially dangerous equipment. Thorough induction will be provided to learners (and records kept) before they are permitted to use such equipment. It is the policy of the College to regularly inspect and maintain equipment and machinery, and keep records of this.

The College takes all reasonable steps to ensure the safety of all persons who are working on or near machinery. Should members of staff have any problems relating to machine safety they should immediately inform a responsible person (usually a line manager) so that steps can be taken to remedy the situation promptly.

All persons who use work equipment will have available adequate health and safety information and, where appropriate, written instructions relating to the use of the equipment. Where appropriate, personal protective equipment (PPE) will be provided.

### 3.26 Manual Handling

In consultation with employees, volunteers or their representatives, an assessment of manual handling activities will be carried out by competent persons. The College will work to eliminate manual handling risks wherever possible and risks will be reduced to the lowest level reasonably practicable where they cannot be eliminated. Training is available for staff as required.



### 3.27 Occupational Health and Safety Display Screen Equipment (DSE)

The College complies with The Health and Safety (Display Screen Equipment) Regulations 1992, and reduces risks associated with the use of this equipment as far as reasonably practicable. Workplace stress and matters of occupational health, are overseen by the College's Human Resources department.

### 3.28 Workplace stress

The College is committed to responding quickly and positively, and undertaking reasonable steps to support any member of staff who feels they are suffering from workplace stress. Appropriate actions will be discussed with the individual and line manager on a case by case basis.

*Please refer to RHACC's Health and Wellbeing at work guidance for further information, including stress risk assessments.*

### 3.29 Outdoor and Peripatetic Workers

Where employees are required to work outdoors or at locations away from their normal base, the College will ensure that, so far as reasonably practicable, all steps are taken to ensure their safety and health.

### 3.30 Personal Protective Equipment

Staff, volunteers and learners are required to wear appropriate clothing for the areas in which they work. Where identified as a requirement by risk assessment, they must ensure that appropriate personal protective equipment (PPE) is used. PPE will only be required by risk assessment when all other attempts to remove or reduce the hazards and risks have proved unsatisfactory.

It is the responsibility of line managers to ensure that staff are provided with, and wear, protective clothing where it is necessary, and for staff to ensure that learners provide or have access to and wear protective clothing as appropriate.

### 3.31 Pregnancy

For any risks to which a pregnant or new mother is potentially exposed, and which represent an additional risk because of the pregnancy, recent birth or breast-feeding, efforts will be made to reduce the risks. Particular note will be made of any representations made by the woman's medical advisors.

### 3.32 Risk Assessment

The College uses risk assessment by competent persons as a key component of its management of Health and Safety. In addition to specific hazards, this also includes risk assessment of general working locations and activities, as per Regulation 3 of the Management of Health and Safety at Work Regulations 1999 (MHSWR).

### 3.33 Security

It is a priority of the College to ensure, as far as is reasonably practicable, the personal safety and security of all students, staff and visitors at the College. This is achieved using risk assessment, contracting for security alarm and CCTV services, and (at the Hillcroft site) contracting for night security services.

CCTV systems at the College have been installed by RHACC with the primary purpose of reducing the threat of crime generally, protecting RHACC's premises and helping to ensure the safety of all RHACC's staff, students and visitors consistent with respect for individuals' privacy and in accordance with the Data Protection Act and the General Data Protection Regulations 2018.

### 3.34 Smoking

Smoking, of any form (including the use of electronic cigarettes) is not permitted in any area of the Parkshot site. There are designated smoking areas on the Hillcroft site for residential learners. However, the College promotes a healthy lifestyle and provides workshops to assist learners to give up smoking.

### 3.35 Suspicious Packages

Any parcel, package or other such article that appears to have been inadvertently left in a building will be treated as a suspect package, and the Police will be called.

### 3.36 Vehicles of the College

College vehicles are controlled by, and operated through the Facilities Team. Any member of staff using a College vehicle, or a vehicle hired by the College, is required to provide certain log details and complete specific safety checks before the vehicle is used. All vehicles are regularly serviced to ensure they are kept in good working order, pass the annual MOT and meet requirements of the DVLA.

### 3.37 Visitors and members of the public

The College recognises its responsibility for the health and safety of all persons who visit the premises and provides insurance in the form of public liability insurance cover. It is essential that all visitors report to the relevant reception area on arrival for safety and security reasons. Visitors will be issued with a visitor's pass which must be worn at all times whilst on site. Visitors will also be required to observe the health and safety requirements of the College.

The Parkshot campus is an open site and it is common practice for members of the public to make use of our facilities – for example the cafe. These people, as well as hirers, are not treated as visitors requiring a visitor pass. The College is committed to ensuring the safety of these visitors / members of the public and as such, the same levels of health and safety control, as identified in this policy, are applied to these categories of campus users.

### 3.38 Waste Disposal

This College is committed to ensuring the health, safety and welfare of its employees and of others who may be affected by the waste materials which result from our work. The policy is to arrange for the disposal of all waste products regularly, safely and in accordance with statutory requirements, notably the Hazardous Waste (England & Wales) Regulations 2016.

### 3.39 Working at Height

Any work carried out above floor or ground level is potentially dangerous and is subject to the Working at Height Regulations 2005. If work at height is unavoidable it will be risk assessed and the correct access equipment should be used. Access equipment is inspected regularly under the Provision and Use of Work Equipment Regulations 1998.

### 3.40 Violence and Abuse at Work

The College considers the risk of work-related violence to be a serious matter. It will take all reasonable steps to reduce risks from violence to employees and others who may be affected.

The College seeks to eliminate the risk of work-related violence where possible and provide a safe and secure environment for all staff and visitors. Where this is not reasonably practicable, it will undertake a suitable and sufficient assessment of the risk of violence. Identified risks will be reduced to as low as is reasonably practicable through safe systems of work, suitable equipment, and information and training. Staff will make proper use of any equipment and systems of work provided for their safety.

### 3.41 Control of Spread of Infectious Disease

Richmond and Hillcroft Adult and Community College (RHACC) promotes health, safety and wellbeing within the College at all times. RHACC will make all reasonable endeavours to prevent outbreak of infectious disease by following a rigorous regime of cleaning and disinfection, and

ensuring high standards of hygiene are followed in kitchen, residential and communal areas. In the event of outbreak of infectious disease, RHACC will communicate with learners to pass on useful information.

#### 3.42 Heating Failure

The College has heating systems designed to operate during winter periods, for the comfort, health and safety of all College users. In the event of heating systems failing, the College's Heating Failure Procedure outlines steps to be taken to ensure the health and safety of staff, students, contractors and visitors as a priority.

#### 3.43 PAT Testing

RHACC will PAT test all portable appliances on site at least every two years, on a rolling basis, in accordance with its duty under Section 6 of the Health and Safety at Work Act to ensure that equipment they supply is safe and without risk to health.