

Name of Policy HEALTH AND SAFETY POLICY

Purposes
To ensure full compliance with all relevant health and safety legislation.
To ensure arrangements are in place for the effective planning, organisation, control, monitoring and review of health, safety and welfare within the College for all employees, students and visitors.

Author / Job Title Estates Manager

Equality Assessment By Whom Estates Manager **Date** 11/2021

Version 7 **Date of next review (month and year)** 11/2023

	Date	
Approved by	SMT	December 2021
	Corporation	December 2021

Related policies or procedures or parent policy if applicable	Code of Conduct for Contractors
Groups/bodies consulted in the development of the policy	
To be published on College website	Yes
To be published on the Student Hub	Yes

HEALTH AND SAFETY POLICY

Introduction

1. Macclesfield College recognises and accepts that every one of its employees, students and visitors is entitled to a safe and healthy environment in which to study and work.
2. It is the wish of both governors and the management of Macclesfield College that everything reasonably practical will be done to meet statutory requirements, recognised codes of practice and guidance notes in establishing a safe and healthy environment.
3. The overall high quality of the environment will be evidence of a strong ethos of housekeeping, which will permeate the College community and an awareness of the fabric and appearance of the building will be demonstrated by students and employees on a daily basis.
4. All employees and students have both a duty and a responsibility to take reasonable care to avoid injury to themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled.
5. Macclesfield College's Health and Safety Policy can only be successfully implemented with the full co-operation of everyone concerned.
6. Macclesfield Learning Zone comprises three different organisations using the site. There is a duty to co-operate on safety issues which may impact on other users on the site. To facilitate this co-operation, meetings will be held annually or ad hoc as required. Macclesfield College will lead such meetings and disseminate any pertinent information. All site users may contribute to the agenda of meetings.
7. The policy will be reviewed annually so as to ensure so far as is reasonably practical that all legislative changes which may affect activities have been incorporated and are being observed throughout the establishment.

Roles And Responsibilities

2.1 Governors

Governors of Macclesfield College have overall responsibility for the health, safety and welfare of students, staff and visitors whilst they are engaged in that institution's activities, on or off the Macclesfield College site. Governors must assure themselves that arrangements are in place for the effective planning, organisation, control, monitoring and review of health, safety and welfare within the College. This includes ensuring full compliance with all relevant health and safety legislation as far as is reasonably practical.

2.2 Principal

Governors have delegated to the Principal of Macclesfield College, executive responsibility for securing effective implementation of all measures Governors consider necessary to ensure the health, safety and welfare of students, staff and visitors. This includes:

- advising governors on health, safety and welfare requirements and compliance with appropriate legislation
- the development and implementation of a Macclesfield College Health and Safety Policy

- the development, planning, implementation and reviewing of health and safety practices and procedures necessary to put the Health and Safety Policy into action
- the appointment of competent persons to assist in undertaking the measures necessary to ensure a healthy and safe working and learning environment
- the allocation of budgets sufficient to ensure that health and safety regulations and local procedures can be complied with
- ensuring that students and staff receive appropriate briefing and training in respect of health and safety, and that visitors and contractors are appropriately briefed
- managing the College in a way which ensures compliance with relevant health, safety and welfare legislation
- providing an annual report on health and safety to the governing body
- ensuring this policy is brought to the attention of all staff and students.

The Principal of Macclesfield College will convene and chair regular meetings of the Macclesfield Health and Safety Committee.

2.3 Vice Principal: Finance and Resources of Macclesfield College

The Vice Principal: Finance and Resources of Macclesfield College is responsible for leading the Estates service for the College and oversees the management of health and safety for the College. The Macclesfield Academy outsources its health and safety to the local authority, which inspects the Academy on a termly basis. The College will support the Academy with these visits and attend the Academy's Health and Safety Meetings as requested.

The Vice Principal: Finance and Resources will:

- act as line manager to the Estates Manager of the College
- ensure effective planning, organisation, control, monitoring review and auditing of health and safety provision within the College
- convene and chair termly meetings of the College Health and Safety Committee
- ensure sufficient resources are allocated to apply this policy.

2.4 Estates Manager

The Estates Manager will:

- promote this policy throughout the College community
- ensure that they are appropriately qualified and skilled to undertake their responsibilities as Health and Safety Officer
- keep up to date with health and safety requirements, including relevant legislation, and be aware of best health and safety practice within education and training
- ensure that the Executive Leadership Team is appropriately briefed on health and safety matters and compliance with appropriate legislation
- encourage the cooperation and involvement of all students, staff and visitors in achieving the governing bodies' health and safety objectives
- advise managers and staff on all matters of health and safety including educational visits and off-site provision recommending and providing staff training as required
- provide appropriate inductions to all new staff and ensure that systems are in place for student induction
- advise on the development of health and safety policy and systems, including accident/incident reporting systems, for the College

- coordinate effective planning, organisation, control, monitoring, review and auditing of health and safety provision in the College
- ensure that all serious accidents and dangerous incidents are investigated and reported as appropriate, and that preventative action is taken
- ensure that adequate first aid provision is available in the College
- maintain health and safety records as required
- serve as a member of the Macclesfield College's Health and Safety Committee and advise the Committee as required
- report to the Corporation on all health and safety matters
- liaise with external agencies such as the Health and Safety Executive and Fire Officers as necessary to fulfil health and safety requirements.
- be responsible for the fabric and maintenance of all buildings and services pertaining to the upkeep of the premises
- bring this policy to the attention of all staff
- ensure that statutory documentation is kept and maintained and is available for inspection by relevant authority
- ensure that procedures are in place for the inspection, testing, maintenance and repair of safety related equipment, such as fire detection and alarms, emergency lighting, electrical, heating and ventilation systems
- assist the Health and Safety Committee in the annual review and evaluation of health and safety policy and procedures
- liaise with external agencies on matters of health and safety as required.

With respect to contractors working on the site, the Estates Manager will:

- coordinate health and safety matters including permits to work, method statements, risk assessments and safe systems of work
- ensure that contractors are given suitable and sufficient information regarding emergency evacuation procedures, first aid, accident/incident reporting and other health and safety hazards in compliance with the Code of Conduct for Contractors
- ensure that contractors carry out their work in a safe manner and in accordance with current legislation and to an industry recognised standard.

2.5 Operational Leaders/Managers

The operational leaders/managers of teams within the College are responsible for the effective day-to-day management of all health, safety and welfare matters within their areas of responsibility.

Therefore they will:

- identify and provide staff with role specific training for their areas
- bring this policy to the attention of their staff
- establish a culture within their area which gives a high profile to health, safety and welfare
- ensure that staff, students and visitors (as appropriate to the area) undertake health and safety induction and are appropriately trained to meet their health and safety responsibilities
- ensure safe working practices are employed at all times by all staff, students and visitors for whom they are responsible, including that personal protective equipment is worn where required
- ensure that all emergency procedures within their area are understood and enforced

- ensure that harmful, flammable, toxic or corrosive materials within their areas of responsibility are properly stored, labelled and controlled
- liaise with the Health and Safety Officer on any problems or shortcomings in implementing the Macclesfield College Health and Safety Policy and associated practices and procedures
- undertake regular health and safety inspections within their areas
- review annually or as required the health and safety risk assessments within their areas of responsibility
- act on health and safety information received, including ensuring that accidents and incidents are investigated and preventative action is taken
- maintain all health and safety records as required
- encourage staff and students to participate in healthy living initiatives organised within the College
- receive appropriate training and briefings on health and safety matters to ensure that they are fully conversant with their responsibilities.

2.7 Teachers/Lecturers

Teachers/lecturers are responsible for the safety of all students in their care. They are therefore required to:

- bring this policy to the attention of students
- ensure all students are inducted into the College safety systems ie fire and emergency first aid etc
- raise awareness of health, safety and welfare as an integral part of the curriculum in ways which are appropriate to students' age, stage and ability
- ensure a safe working/learning environment for every class, including all equipment is safe for use
- conduct risk assessments on teaching and learning activities as appropriate and take action to minimise or eliminate risk to students
- ensure that students understand and implement safe working practices at all times, including wearing personal protective equipment where required
- ensure that students are effectively supervised
- report any health and safety concerns to their line manager. Park Lane teaching staff to report to appropriate line manager in The Academy / College where based.

2.8 Technicians

Technicians are required to:

- ensure that safe systems of work are in operation at all times in their areas of responsibility and that they are trained in the tasks allocated to them
- ensure that all work is carried out in accordance with any safety codes of practice or statutory regulations related to their area of work
- introduce and maintain equipment schedules for the regular inspection and maintenance of all fixed and portable equipment.

2.9 All Staff

In carrying out their duties all staff are required to act in a way which considers the health, safety and welfare of themselves and others and, in particular to:

- carry out their duties in accordance with the Macclesfield College Health and Safety Policy and procedures at all times
- report to their line managers any problems or shortcomings in implementing the Health and Safety Policy and procedures
- ensure that students, colleagues and others are advised of risk to their health, safety and welfare
- report any health and safety incidents and accidents using the reporting procedures
- assist in the investigation and preventative action in response to accidents and incidents as required
- check that work areas are safe
- check that equipment is safe for use by staff and students
- ensure that they have been appropriately trained in safe working practices
- ensure safe procedures and codes of practice are followed at all times
- ensure appropriate protective equipment is used when needed
- ensure effective supervision is carried out when in control of students or others
- carry out and implement risk assessments as required
- cooperate with line managers in implementing health, safety and welfare.

2.10 Students

Students are responsible for their own safety and the safety of others and are expected to abide by College rules and regulations with regard to:

- standards of behaviour
- standards of dress, including the use of personal protective equipment where required
- wilful misuse or interference with items provided for health and safety.

Students are expected (contingent on their age, stage of development and ability) to report to a member of staff any danger or hazard they identify.

2.11 Visitors

Visitors to Macclesfield College are expected to act responsibly in relation to health, safety and welfare notices, information and instructions and to comply with health and safety policy.

Arrangements

3.1 Risk Assessment

3.1.1 The College will carry out suitable and sufficient assessments of the “general” risks to the health and safety of its employees and to others who might be affected by its work activities, in compliance with the Management of Health and Safety at Work Regulations 1999.

3.1.2 To ensure that this happens the College will:

- identify all hazards with a potential to cause harm to our employees and others who may be affected by our business. The initial identification of hazards can be raised by any member of staff, at any time – through contact with a Line Manager, Safety Officer or defect reporting system
- usually hazards will be identified at the planning stage of any new undertaking, introduction of new equipment or changes to procedures, at the time of any safety check, audit or inspection or at a safety committee meeting

- once identified the Estates Manager will, through consultation with managers and staff concerned, assist in the assessment of risk and, where required, the development of an operational procedure which eliminates or significantly reduces the risk. The assessment will evaluate the probability and severity of potential injury or damage.

3.1.3 Where we identify a risk of serious or imminent danger:

- staff will be removed from any imminent danger by ceasing with immediate effect such activity as may be appropriate
- appropriate procedures will be established for controlling exposure to these risks
- sufficient competent persons will be identified to implement an emergency evacuation procedure from the premises as required, and restrict access to any danger area
- the College will analyse the options for eliminating, reducing or controlling the identified risks and then take the appropriate action.

3.1.4 There will be a review of the assessments periodically and particularly where they may no longer be valid or where there has been a significant change in work activities, processes, etc.

3.1.5 Records will be maintained in writing, or electronic form, of the significant findings of risk assessments and identify employees who may be especially at risk.

3.1.6 If and when necessary the College will provide appropriate health surveillance where there is an identifiable disease or potential adverse health condition related to its work.

3.1.7 Competent person(s) will be appointed to assist in complying with the College's statutory duties for health and safety.

3.1.8 Employees and employees of other employers working on College premises will be provided with comprehensive and relevant information on risks, preventative and protective measures, emergency procedures and competent persons.

3.1.9 In addition to the above it is College policy to carry out any specific risk assessments in accordance with other Regulations and Codes of Practice as may apply.

3.2 Young Workers – Work Experience / Students

3.2.1 The College will carry out a suitable and sufficient risk assessment for all work involving young persons (16 to 19 years old) prior to their employment, and will communicate the result of this to them on their commencement of work.

3.2.2 Risk assessments for work involving young persons will be modified with the following considerations relating to their:

- physical and psychological capacity to carry out the work effectively
- potential exposure to toxic or harmful substances or agents (including radiation)
- inexperience in the recognition of potentially hazardous situations, or lack of training
- potential exposure to extremes of heat or cold, noise or vibration
- where young persons or school age children (on work or other experience schemes) may be exposed to risk, their parent or guardian will be advised of the identified risks.

3.2.3 Work experience participants within the College will be under the close supervision of nominated staff with back up arrangements to ensure continued supervision at all times.

These staff will ensure that work experience participants receive the necessary guidance, instruction and supervision to enable them to gain full benefit from this workplace placement.

3.2.4 Participants will be provided with an induction which introduces the College Safety Policy, accident notification and reporting procedures, the defect reporting arrangements and the steps to be taken to ensure appropriate equipment and training are provided to meet the requirements of the programme. Young people participating in this programme must cooperate with the College in fulfilling its safe working practices. They must follow the directions provided by staff and the various operational procedures involved in the workplace. They will be advised that if in ANY doubt – they must ASK their supervisor for additional guidance.

3.2.5 The College must be advised of any medical condition(s) likely to require special consideration whilst assessing the risk involved for the individual participants.

3.2.6 Work experience participants will receive induction training which includes both verbal and written evacuation instructions and information relating to the assessment of risk which will also be available to parents / carers.

3.3 Fire Safety

3.3.1 Appropriate procedures for ensuring fire safety precautions are properly managed will be formulated and disseminated to all staff, student and visitors. This will be carried out at induction of both students and staff and re-iterated termly. These procedures will include emergency evacuation drills.

3.3.2 The evacuation procedures are prominently displayed in all teaching rooms, offices and curriculum areas.

3.3.3 All staff and students must be fully conversant with the procedures for evacuation of the premises in case of fire/bomb threat.

3.3.4 Evacuation procedures will be tested each College term.

3.3.5 The evacuation and safety of visitors and contractors will be the responsibility of the person they are visiting or working for.

3.3.6 All fire-fighting equipment will be inspected and serviced annually by an approved contractor and records maintained, plus checks throughout each week by the Estates Team

3.3.7 Fire alarm will be tested weekly from different points in each building, including when the site is not in use and records maintained.

3.3.8 All emergency lighting will be tested six-monthly and records maintained.

3.3.9 Systems will be maintained for people that have difficulty negotiating stairs.

3.4 Accidents

3.4.1 All accidents to staff, students and visitors must be recorded on the appropriate form. The completed form is sent to the Health and Safety Officer to initiate an investigation.

3.5 First Aid

3.5.1 The arrangements for first aid provision will be adequate to cope with all feasible incidents.

3.5.2 The number of certified first aiders will not, at any time, be less than the number required by law.

3.5.3 Supplies of first aid material will be held at various locations throughout the College, and checked on a regular basis by the Estates team.

All estates staff, learning facilitators, reception staff and duty managers are required to have a current first aid certificate.

3.6 Personal Protective Equipment

3.6.1 The Personal Protective Equipment at Work Regulations 1992 applies to College work activities.

3.6.2 Personal protective equipment (PPE) will only be used where it is not reasonably practicable to modify the activity, the process, or the method of work to prevent risk. This is because it protects only the wearer, so others who may enter the zone of hazard without PPE will be at risk.

3.6.3 Risk assessments to comply with the Personal Protective Equipment at Work Regulations 1992 will be carried out by the manager of each area or department.

3.6.4 Line Managers and tutors are responsible for ensuring that staff and students are issued with appropriate PPE. Individual staff/students are responsible for the checking the serviceability of PPE and for its appropriate use. Staff must report loss or obvious defects in PPE to management as soon as practicable and safe to do so.

3.6.5 All PPE required by the risk assessment for the activity will be provided without charge.

3.7 Work Equipment

3.7.1 The Provision and Use of Work Equipment Regulations 1998 apply to the functioning and safety of our work equipment. Where reasonable, the College will adapt the work equipment, or its use, to those employees with disabilities, as long as this creates no additional hazards.

3.7.2 In order to minimise the risk of injury from work equipment, the College will put in place arrangements for the assessment of risks and then create appropriate control measures to minimise the risks identified. These measures will include the following arrangements and procedures:

- a full assessment of all new or second-hand equipment purchased
- all equipment purchased will comply with any relevant product safety standards
- all hired or rented equipment will be required to comply with the Regulations, and will include the provision of comprehensible information on safe use
- inspection of the equipment and testing where necessary
- adequate and identifiable means of isolation, where appropriate
- the provision of suitable and effective safety devices

- the provision of suitable and effective controls
- suitable and readily comprehensible signs and warnings
- suitable general, task and emergency lighting
- suitable training.

3.7.3 These arrangements will be reviewed at least annually and on any significant change in the type, nature or use of equipment.

3.7.4 Where it becomes necessary to move any work equipment – ie audio visual / IT equipment - which cannot be readily and safely moved by manual techniques, mechanical aids will be employed and staff involved will have undertaken training in manual handling techniques.

3.7.5 Equipment, materials and chemicals must be stored in the appropriate storage containers and areas. All containers must be labelled with the correct hazard sign and contents label. Staff should consider storage life when ordering new supplies. Reference must be made to COSHH and the Ionising Radiations Regulations. Copies of all relevant COSHH and regulations must be kept in the appropriate curriculum area.

3.8 Hazardous Substances

3.8.1 The Control of Substances Hazardous to Health Regulations 2002 (as amended) applies to our working environment.

3.8.2 The aim of this Policy and associated procedures is to provide a structured assessment and control strategy as required by the Control of Substances Hazardous to Health Regulations (COSHH).

Macclesfield College will take appropriate measures to protect employees, students and other persons who may be exposed to substances hazardous to health, that are generated out of, or are used in connection with, any activity under the control of the College.

It is College policy to use less or non-hazardous materials wherever possible. All hazardous materials in use will be assessed to determine the need for its use, frequency and duration of use and the circumstances of its use. An inventory of such materials will be maintained by the departmental heads.

Advice on the properties, storage and usages of chemicals can be obtained from science department technicians.

3.9 Housekeeping

3.9.1 The Estates Manager will monitor the cleaning standards of the contract cleaners. The standard required is laid down in the specifications. Special consideration will be given to hygiene areas.

3.9.2 The Estates Manager will monitor the efficiency of the waste collection service.

3.9.3 Separate provision will be made for the collection and disposal of laboratory materials (chemicals, broken glass etc) clinical waste and normal refuse.

3.10 Trips and Excursions

Trips must be organised in accordance with Students' Visits and Other Outside Activities Policy.

3.11 Driving

3.11.1 Certain staff will be required to drive College or personal vehicles as part of their duties. Road travel is inherently hazardous and this statement sets out the College policy concerning vehicle use. The need for car travel must be justified. Any unnecessary journeys should be avoided.

3.11.2 Staff driving on College business must hold a full licence for the class of vehicle involved. The College will check drivers' licences upon appointment of staff concerned and at twelve monthly frequencies thereafter. Staff have the responsibility to advise line managers and HR of any convictions or loss of licence between these checks.

3.11.3 Any College, hire or staff's own vehicle must be suitable for the intended use. Staff making use of College or hire cars must familiarise themselves with the vehicle controls and characteristics prior to commencing journeys. In selecting such vehicles consideration must be given to the experience of the intended driver(s).

3.11.4 Prior to use and particularly where use is made of staff's own vehicles, the driver has the responsibility to ensure that the vehicle meets current Road Traffic Act requirements including insurance which extends to use in connection with the driver's employment. Whilst driving (at any time) the driver must comply with the requirements of the Road Traffic Act.

3.11.5 It is a criminal offence to use a mobile phone whilst driving. Ideally a mobile telephone should be switched off whilst driving unless a passenger can take a call. Before making or answering a mobile telephone call a driver must stop and park safely.

3.12 Electrical Safety

3.12.1 The Electricity at Work Regulations apply to the College workplace. The College will fulfil its obligations under the Regulations.

3.12.2 Contact with live electrical conductors is potentially fatal and fire or explosive discharge hold serious risk for both people and premises. Electrical installations and "systems" must be safe and without risk – all premises and portable appliances must be subject to regular checks, staff must be aware of the potential dangers arising from electrical defect and must report any such findings.

3.12.3 The College will make sure that any electrical contractors employed to carry out electrical work on wiring or equipment are competent, belong to an appropriate body and comply with all relevant safety standards.

3.12.4 The College will inform all staff of basic electrical safety awareness and company procedures at induction, additional training needs will be met as necessary, to ensure they:

- know how to use equipment safely
- know what they are not permitted to do
- understand what action they should take in an emergency involving electricity
- know who is authorised to carry out electrical work
- know who to report any electrical problems to

- College occupied premises will be inspected by a competent agent on a five-yearly cycle.
- portable electrical equipment will be subjected to an annual inspection by a competent person, ensuring that appropriate fuse values are fitted and that earth and insulation integrity is maintained. All officially recognised equipment will be “tagged” as tested after one year of purchase. Re-test dates will be indicated.

3.12.5 IT equipment will be inspected in accordance with the College portable appliance testing policy by a competent person as per manufacturer instructions and likewise “tagged”.

3.12.6 Users of electrical equipment will carry out a visual pre-use examination of equipment prior to connection to the power supply. Any visual defect will be reported to the line manager – the equipment will be taken out of service and not used until remedial action is completed.

3.12.7 It is College policy that only officially recognised electrical equipment, subject to the electrical safety check regime will be used in the workplace.

3.12.8 No work must take place on or near live electrical conductors by College employees unless fully trained and qualified in electrical safety.

3.12.9 Cable management will be considered at all times – cables will be run to avoid trip hazards and accidental damage / overheating – extensions will not be overloaded and coiled leads extended to avoid overheating. Where possible, remove use of extension leads as a long-term solution.

3.12.10 Managers must make sure that any new equipment they purchase is CE marked and complies with Provision and Use of Work Equipment Regulations where appropriate.

3.13 Slips, Trips and Falls

3.13.1 Slips, trips and falls due to poor housekeeping account for many workplace injuries. The College’s Health and Safety Policy clearly sets out accountabilities and responsibilities for good housekeeping, eg management responsibility for each area, for parts used in common and for the premises as a whole.

3.13.2 All employees will be expected to apply the following procedures, where appropriate:

- any spillage or leakage of liquids (eg water or oil) or solids which may be liable to constitute a slip hazard must be cleaned as soon as it is safe to do so. Otherwise, the spillage/leakage should be reported to the Estates management team
- the College will promote good housekeeping by positive supervision
- materials will be properly stacked so that they are not liable to constitute a hazard
- waste or surplus materials will be returned to a designated storage area or placed in a waste bin/skip and not left lying around to cause a hazard
- materials must not be allowed to encroach onto designated pedestrian walkways
- wall and floor sockets will be fitted to preclude excessive trailing cables
- cables for equipment still fitted with plugs and leads will be properly routed and covered if necessary to reduce the probability of trip risks
- routine premises cleaning will take place outside normal business hours to reduce the risk of slips on wet floors or trips on trailing cables
- dirty or contaminated floors contribute to the probability of slips, trips and falls. Cleaning operations can themselves add to the risk whilst they are in progress.

- floor treatment (washing, polishing, sealing, etc) will be applied to each surface compatible with that surface type, to prevent either slip hazards or surface deterioration.

3.13.3 Contract cleaning services and contractors undertaking treatment and maintenance of underfoot surfaces will be required to show that their employees receive adequate training, and are provided with the necessary information to enable all work to be properly and safely undertaken.

3.13.4 The system of work for all treatment and maintenance of underfoot surfaces will include the use of safety barriers and warning signs at all times, since employees, visitors or other contract cleaners need to be aware of the dangers.

3.13.5 The Estates Manager will ensure that any outdoor pedestrian routes on the site are regularly swept and, during icy/frosty conditions, are salted/gritted/sanded.

3.13.6 Slips, trips and falls due to poor floor surfaces are easily prevented, but may develop slowly due to wear, repeated minor damage, or faulty maintenance. Regular checks will take place as part of the ongoing safety inspections by estates staff and the health and safety officer.

3.13.7 Underfoot surfaces will be provided that are suitable for:

- the environment where used (eg indoors/outdoors)
- the work activity and type and amount of traffic (pedestrian, works vehicles, hand trucks, etc).

3.13.8 Underfoot surfaces will be maintained in good condition and free from damage and unevenness.

3.13.9 Small changes in the level of walking surfaces, such as slopes, steps, ridges or unevenness, will be eliminated where reasonably practicable, or have adequate lighting to reduce shadows, etc. They will be marked, if necessary.

3.13.10 Where storage racking is provided access steps will be used to access the higher levels.

3.14 Physical Movement / Manual Handling

3.14.1 Poor physical movement or manual handling activities can result in acute injury or chronic ill health as well as potential damage to materials and equipment. Attempting to access a low drawer or racking - below waist level or high positions – above shoulder height (regardless of the weight, shape etc of the load) can lead to strained muscles etc. Lifting or carrying loads can significantly increase the risk of injury or ill health. Where more substantial manual handling operations are involved the risk of acute injury or cumulative physical damage is increased.

3.14.2 All employees should be aware of the need for care in general movement and have a responsibility not to put themselves at risk.

3.14.3 Manual Handling Operations Assessment is appropriate within the College. Departments or specific posts identified as higher risk include those involved with stores / mail activities, furniture or departmental records movement / archive, Information Technology, Marketing activities. However all employees are encouraged to take note of the College policy and guidance in relation to movement and handling. This strategy will be

implemented throughout College premises / operations. These measures will include the following arrangements, procedures and controls:

- the manual handling of loads likely to present risk to employees will be avoided
- where the manual handling of loads is unavoidable line managers and staff must assess the overall task (the Health and Safety Officer is available for guidance) if appropriate contractors will be used for major handling activities, materials will be delivered to points of use, loads will be broken down to manageable units and mechanical assistance utilised (trucks and trolleys)
- individual capabilities will be considered. Employees will assess the load characteristics (weight, bulk, size etc) the assistance of a colleague may always be sought and staff will retain the right to decline to carry out a manual handling operation
- where considered appropriate protective equipment, gloves, work wear and footwear may be required. This should be sought via line managers
- employees in the departments or posts identified as high(er) risk will be trained in good movement and handling techniques. Line managers will ensure that staff have received appropriate training and implement safe working practices in relation to manual handling
- only employees trained in manual handling operations will be required to lift / carry loads in connection with their work. Untrained employees will not move furniture, but will transport their own materials in conjunction with this policy. Line managers will ensure that staff do not undertake lifting / carrying activities for which they have not been trained
- employees will indicate to line management any medical or other condition which is likely to affect their capability to undertake manual handling operations
- the planning of load movement involving trucks and trolleys must take account of flooring condition, carpets, inclines, steps and doorways. Sufficient staff must be involved to ensure the safety of the operation and others who may be exposed to the operation.

3.15 Work at Height (needing access equipment)

3.15.1 Work requirements within College premises which involve activities at any height above floor surface will be avoided as far as possible and contractors will be employed. However, where this activity cannot be avoided and college personnel are involved a strict operational procedure will be followed.

3.15.2 A purpose built “step up”, ladder or step ladder will be utilised for access and for work of short duration only. Where electrical work is undertaken the ladder / step ladder will be of wooden or glass fibre construction.

3.15.3 Prior to use staff will visually inspect a step ladder / ladder for defects and will not use any equipment found to be faulty. This will be taken out of service and either repaired or destroyed, via estates management.

3.15.4 Assistance will need to be sought when carrying a ladder on College sites. The safety of other college users must be considered

3.15.5 If using a ladder, this must be set at a safe “angle” (75 degrees) on firm stable ground and secured by someone “footing” whilst a more secure anchorage may be achieved. Both hands must be free for climbing / descending a ladder – any equipment should be raised separately. One hand must always be free to hold on to the ladder. Ladders will be moved to prevent over reaching.

3.15.6 Where ladders or step ladders are in use the area will be “cordoned off”. There will be no staff working below any work at height.

3.15.7 A step ladder should be climbed only so far as it still presents a hand hold for the user. However, step ladders provide little side way stability and assistance may be required for additional support.

3.15.8 Scaffold must be used for work of longer duration or to provide additional stability. The Health and Safety Officer should be asked for guidance.

3.15.9 Foot wear should be checked for any fault or contamination which may cause a slip or trip.

3.15.10 Staff feeling unwell, those who may be pregnant, those with a fear of height or any staff taking medication which may affect balance will not undertake any work above ground level.

3.16 General Use of Tools

3.16.1 The selection of inappropriate tools or equipment, lack of pre-use inspection, repair or maintenance, incorrect use and storage can significantly increase the risk to users and those who may be exposed to this use.

3.16.2 Line managers are responsible for ensuring that staff are provided with the appropriate equipment, including tools, to carry out their work for the College – and that they have the competence to carry out this work in safety.

3.16.3 Staff must check that equipment is suitable for use through a visual pre-use inspection and avoid using anything appearing faulty until remedial action has been taken. Any faulty equipment or tools must be withdrawn from use and destroyed or secured to prevent any inadvertent use by others.

3.16.4 Where power tools, or other electrical equipment is used, with trailing cables, attention must be given to the safe routing of the cable. Cables should be as short as possible to minimise trip hazards. However if using “drum” extension leads, steps must be taken to prevent these overheating. Ideally where current demand is high, they should be “run out” to prevent induction heating.

3.16.5 Users of tools and equipment are responsible for ensuring that all safety devices and guards are fitted and operating prior to use. Electrical equipment must be disconnected from power supply before making any adjustments. Faults must be reported immediately. Any necessary personal protective equipment must be used. Tools and equipment must be returned to appropriate safe storage following use.

3.16.6 Line managers are responsible for overseeing staff activity and that safe systems of work are in place and adhered to.

3.17 Computer Terminals

3.17.1 The Health and Safety (Display Screen Equipment) Regulations 1992 apply to work with computers.

3.17.2 Display screen operators may suffer from postural difficulties and visual fatigue. Although DSEs do produce some radiation, HSE assessment has concluded that the levels produced are no more than those from the environment and a wide range of other electrical equipment in general.

3.17.3 Postural hazards result from poor ergonomics and working environment. The following may produce fatigue-related conditions:

sitting in an immobile position for long periods - high rates of repetitive finger movements, with the wrists bent - poor circulation to the legs - pressure from the seat/chair upon the thighs.

3.17.4 Visual fatigue may result from the following:

- poor screen display, such as low contrast or flickering
- high levels of ambient light compared to the screen display
- reflections or glare.

3.17.5 These can produce eye strain, headaches or other related symptoms.

3.17.6 It is College policy to exceed, where possible, the minimum health and safety requirements of the law. The College aims to provide a working environment that is both comfortable and maximises the effectiveness of employees. Although the regulations only apply to DSE users or operators the College will try to apply the principles to all DSE workstations regardless of the category of user.

3.17.7 In order to achieve its goals, the College will put in place arrangements and procedures for the assessment of risks from the use of DSE. The risk assessment will be followed by the provision, maintenance and monitoring of appropriate control measures to minimise any risks identified. Specific Guidelines on DSE are available on the College intranet

3.17.8 Responsibility for implementing this policy lies with all staff involved in computer use. Line managers must be familiar with good practice and encourage staff to comply with the good practice guidelines.

3.17.9 Workstations used by employees classified as DSE users will receive priority for corrective measures, if any are needed.

3.17.10 Desks will be chosen with a worktop height between 580 and 790mm, unless the operator has special needs. When existing desks are replaced, the new desks will conform to these parameters.

3.17.11 Employees will be considered to be operators when:

- they use DSE regularly and continuously for more than 2 hours at a time
- they depend on display screen equipment to do the job, ie there is no alternative way of doing the job
- they need additional training and/or particular skills in the use of display screen equipment to do the job
- fast transfer of information between operator and screen is important
- the work being done requires a high level of attention and concentration and the consequences of error may be serious for the business
- the College will provide suitable and sufficient general and task lighting for DSE workstations, within the range 200 to 400 lux, as measured by a simple light meter. Where necessary, operators will be provided with additional task-lighting so that they can adjust levels to their own comfort, provided that no interference is caused to nearby workstations.

3.17.12 Glare from bright lights, screen reflections and desktop finish will be modified where reasonably practicable by the use of:

- shielding or blinds
- replacing or repositioning sources of light
- rearranging document holders or all parts of workstations
- covering work surfaces
- modifying the colour or reflectance of walls, ceilings and furnishings near to the workstation.

3.17.13 Anti-glare screen filters will only be considered if other measures fail to solve the problem.

3.17.14 Changes in workstations will be discussed with the operators before they are implemented. Table-top printers for standing operation should be installed to a height which provides a normal working position. For prolonged use of DSE such as data entry, the keyboard height will be such that when the user's fingers are resting comfortably on the home-row keys, the lower arm is approximately horizontal.

3.17.15 Keyboards will be chosen that can be tilted and separated from the screen to enable the operator to select a comfortable working position and avoid fatigue in the arms, wrists or hands. Desks will be large enough to allow normal tasks to be performed that are associated with the user's work.

3.17.16 Desk tops will, where reasonably practicable, have a low reflection surface and allow flexible arrangement of the screen, keyboard, documents and related equipment.

3.17.17 Display screen tasks will be designed where possible in a way that periods of DSE use are spaced throughout the working day. Breaks will be arranged before fatigue where possible, rather than as a recovery period. Short, frequently occurring breaks will be taken, rather than longer less frequent ones.

3.17.18 Workstation users will be provided with suitable and sufficient training and information. The training will be recorded in the employee's records and refresher training given, as required by the job. Training will include awareness of the symptoms of work-related upper limb disorders.

3.17.19 Document holders will be provided on request. They will be stable and adjustable by the operator, so as to minimise the need for uncomfortable head and eye movements (operators will be advised to position the holder at a similar viewing distance from the display screen and in the same plane).

3.17.20 Operators will be advised that displays having vertical screens should be adjusted in height, so that the top row of displayed characters is level with, or just below, the user's eye height when the user is in a comfortable operating position.

3.17.21 Operators will be advised that displays having tilted screens should be positioned to minimise reflection of lighting,

3.17.22 Display screens are usually designed to be viewed at a distance of between 350 and 600mm. Desks or tables will, where reasonably practicable, be deep enough to allow the display screen to be positioned at that distance.

3.17.23 When furniture is replaced, new furniture will offer no reduction in existing standards. Chairs for workstations will be stable and have five points of floor contact for maximum stability. They will be adjustable in height and the seat back - adjustable in both height and tilt.

3.17.24 Footrests will be available on request, so that when the chair is properly adjusted for arm and wrist position, the operator's thighs can be positioned horizontally to reduce lower leg fatigue. Mouse mats will be provided with other aids considered as appropriate.

3.17.25 Eye sight tests will be available to all habitual users at the expense of the College. Eyesight tests will be repeated at a frequency recommended by the optician / optometrist.

3.17.26 Staff who are required to use laptop or hand-held computers with a display screen and who work in an office for more than short periods (ie longer than an hour a day), will be encouraged to use fixed workstations.

3.17.27 Employees who are required to use laptop or hand-held computers with a display screen will be entitled to the same eye tests and spectacle provision as fixed workstation operators.

3.17.28 Spectacles that are required by an operator to use DSE will be provided at the College's expense up to the sum of £50, but the contribution from the business will only be for that required by the task.

3.18 The Health and Safety (Display Screen Equipment) Regulations 1992 - Additional Briefing on Reg. 5 - Eye And Eyesight Tests

The Health and Safety Display Screen Regulations give employees a right to a normal sight test as defined in the Opticians Act 1989 and related Regulations. This sight test, referred to from now on as an eye examination, will reveal whether there is any defect of sight which may adversely affect the employee's ability to carry out work at the VDU. If in the course of the examination a defect of sight is discovered which requires correction for purposes other than VDU use, but which might also include VDU use, the law does not require the employer to pay for any spectacles prescribed. The intention of the regulations is not the free supply of spectacles to all VDU users, rather that people with special needs related to their use of a VDU as part of their employment should receive the necessary appliance at no cost to themselves. The experience of large companies, with workforce ranging across all age groups, shows that there are likely to be between 5% and 10% of employees who will require a correction specifically for VDU work.

The College will contribute equal to the cost of basic frames and the lenses recommended by the optician/optometrist. If the employee wishes to have more expensive spectacles, they must make up the difference in cost.

Agencies, or other providers, will be asked to confirm that temporary staff have had suitable tests and have corrective spectacles, when retained for work with DSE.

3.19 Exhibitions – Events

3.19.1 The arrangement of exhibitions, promotional events, public meetings or other events within the College will be the responsibility of those organising such events – Departmental Manager etc.

3.19.2 The selection of venue will take account of the need and purpose of the event and will require an evaluation of the safety management arrangements, including those for emergencies – fire, accident / ill health etc.

3.19.3 The Estates Team must be informed of events as must any other departments that the event may have an impact.

3.19.4 The transportation and setting up of exhibition, or other event, stands and materials will be contracted to agents. Similarly, any specialist equipment, catering or security need will be supplied / operated by competent contractors.

3.20 Occupational Ill Health

3.20.1 The College will take all reasonably practicable measures to prevent our employees from contracting any occupational disease (noise induced hearing loss, certain skin conditions and muscular skeletal disorders, lung diseases and certain biological infections).

3.20.2 The College will, through line managers, provide staff with information on any occupational diseases associated with their work activity, where relevant.

3.20.3 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) require us to report certain diseases to our enforcing authority.

3.20.4 Any employee who notices any of the symptoms of, or is diagnosed by a doctor as having, any relevant occupational disease must report this to their line manager and the HR department.

3.20.5 Managers and supervisors must report any occurrences of occupational diseases to the Health and Safety Officer. The Health and Safety Officer will report all cases of reportable diseases to the enforcing authority.

3.20.6 If an occupational disease is contracted, wherever possible we will take steps to protect the employee against further exposure while keeping them in their normal job. If this is not possible, we will try and offer the employee suitable alternative work.

3.21 Visitors to Macclesfield College's Site

3.21.1 All visitors to the College will sign in at the reception in the main building of the College. Visitors will be collected from reception by the member of staff concerned or escorted to the area of the College. The College member of staff being visited is responsible for the visitor at all times they are on College premises.

3.21.2 Contractor may not undertake work on the College site without permission from the Estates Manager other than in an emergency, eg fire, flooding or to make safe following theft/vandalism.

3.21.3 Contractors are responsible for the health and safety of their employees and for their safe working practices, which must not constitute a hazard to staff, students or visitors.

3.21.4 Contractors must comply with the College document titled Code of Conduct for Contractors in both the letter and spirit of the document.

3.21.5 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.

3.21.5 Whilst on site all visitors and contractors must wear a visitor's or contractors lanyard. Cleaning and Catering contractor's employees must wear an identifiable uniform or identity badge at all times.

3.21.6 If a member of staff meets someone on site whom they do not recognise and/or is not wearing a visitor's badge they should, if they do not feel threatened, enquire if they need assistance and direct them either to the main College Reception or off the site as appropriate.

3.22 Security

3.22.1 All staff should be conscious of all aspects of the security of people and property. In particular the emergency exit doors on the outer perimeter of the buildings should only be used in the event of emergencies and kept secure at all other times.

3.22.2 Maintaining security is aimed at reducing the opportunity for unauthorised persons to enter the buildings through non-designated access points. It is also necessary to be alert to the possible presence of unauthorised persons on site who may constitute a threat to staff, students and bona fide visitors and contractors.

3.23 Critical Incidents

As part of its commitment to the well-being of staff, students and visitors, the College has set out a procedure which is to be adopted in the event of a critical incident occurring either on the College premises or on an activity away from the site. In the event of a critical incident, staff should refer to the Business Continuity Plan and the Crisis Management Plan.

3.24 Healthy Lifestyle

It is the policy of Macclesfield College to encourage students to adopt a healthy lifestyle. To this end the College has restricted the areas in which smoking is permitted. There is also a Fitness Centre on campus which is available for all students and staff. There are healthy eating options within the catering facilities on site and welfare information available from the "Wellbeing Desk" in Student Services.

4 COVID-19

4.1 The college has been following Government Guidance on COVID-19 and keeping everyone in college safe, including:

4.1.1 Temperature checks are in place for everyone entering the college buildings. After 9am any student arriving must report to reception at the main building to have their temperature checked prior to going to lessons.

4.1.2 Alongside temperatures are being taken, everyone entering the building is requested to sanitise their hands either using the pump bottle or automatic dispenser. Where the person isn't wearing a face mask, a disposable one is offered and a request that it be worn inside the building in common areas. It is not currently mandatory that masks are worn.

4.1.3 There are multiple signs in bathrooms in all buildings, to remind everyone to wash hands frequently.

4.1.5 The cleaning regime remains increased to provide additional cleaning in frequently used areas – stairwells (handrails), balustrades (rotunda), lift, door handles and door plates

to all rooms; similarly, toilets are cleaned 3 times daily and visually inspected in addition, and there is a checklist in each facility which is completed at the time of visit by cleaning team.

4.1.6 Toilets are now fully opened in all buildings. Inside the toilet facilities, there are posters advising on handwashing procedures, reminding to close the lid before flushing, and cubicles are open on a rota basis with most being closed off at the moment.

4.1.7 Teaching spaces, staffrooms and offices are self-cleaning for workstations, desks and tables. Antibacterial spray / cloth and/or wipes are provided, along with hand sanitiser. These are replenished as required, via Estates helpdesk. This is especially important where workstations are shared / hot desk.

4.1.8 In workshops/salons and science laboratories, any equipment which is shared should be wiped down before and after use to ensure sanitised for the user.

4.1.9 In staffrooms and offices, wipes are provided for use on kettles, fridges and microwaves.

4.1.10 All staff have been provided with a box of disposable face masks. Visors have also been made available on request but these are not to be used in place of a face mask.

5 Monitoring

5.1 The Governing Body shall appoint a Governor to be a member of the Health and Safety Committee.

5.2 The Vice Principal: Finance and Resources will monitor accident/incident reports and make an annual report to the Corporation.

5.3 The policy will only be referred back to the Corporation if any substantial changes are suggested.