

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 Head of Estates & Capital Projects

Equality Assessment By Whom	Head of Estates & Capital Projects	Date	09/2023
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Version	7	Date of next review (month and year)	09/2024
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		Date
Approved by	SMT	3 rd October 2023
	Corporation	October 2023

Related policies or procedures or parent policy if applicable	Contractor Safety Guidelines (Appendix A) Fire Arrangements (Appendix B) Educational Visits Policy
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. 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 & CEO

Governors have delegated to the Principal & CEO 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 Head of Estates & Capital Projects of Macclesfield College will convene and chair termly meetings of the Macclesfield Health and Safety Committee.

2.3 Director of Finance & Estates

The Director of Finance & Estates is responsible for line management of the Head of Estates & Capital Projects who will lead the Estates service for the College and oversees the management of health and safety for the College.

The Director of Finance & Resources will:

- act as line manager to the Head of Estates & Capital Projects of the College
- ensure effective planning, organisation, control, monitoring review and auditing of health and safety provision within the College
- ensure sufficient resources are allocated to apply this policy.

2.4 Head of Estates & Capital Projects

The Head of Estates & Capital Projects 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
- ensure appropriate inductions are provided 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 and near-miss reporting systems
- 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
- chair the Health and Safety Committee and arrange termly meetings
- report to the Corporation, via The Director of Finance & Estates 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
- regularly review the 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 Head of Estates & Capital Projects 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 and work in a safe manner in compliance with the Contractor Safety Guidelines and Declaration (Appendix A)

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.

Operational Leaders/Managers 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 (can be delegated to departmental technician where appropriate)
- 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
- accompany the Head of Estates & Capital Projects to 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 (can be delegated to departmental staff where appropriate)
- act on health and safety information received, including ensuring that accidents and near-misses are investigated and preventative action is taken
- maintain all health and safety records as required
- 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.

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.
- awareness of the Lone Working policy and ensure lone working arrangements are adhered to.

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 accidents or near-misses using the reporting procedures
- assist in the investigation and preventative action in response to accidents and near-misses 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.

Health & Safety 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 Head of Estates & Capital Projects will, through consultation with managers and staff concerned, assist in the assessment of risk and, where required, the development of a suitable and appropriate risk assessment including control measures which eliminate or significantly reduces the risks. 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, students and visitors 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 Fire Safety

3.2.1 Appropriate procedures for ensuring fire safety precautions are properly managed will be formulated and disseminated to all staff, student and visitors. The Fire Arrangement document (Appendix B) is available on the Staff Hub

3.2.2 The evacuation procedures are prominently displayed in all teaching rooms, offices and communal areas.

3.2.3 All staff and students must be fully conversant with the procedures for evacuation of the premises and take note of the Fire Notice and Lockdown Notice displayed in each room.

3.2.4 Evacuation procedures will be tested in accordance with the Fire Arrangements document and records will be maintained.

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

3.2.6 All fire-fighting equipment will be inspected and serviced annually by an approved contractor and records maintained, monthly visual checks will be carried out by the Estates Team and records maintained.

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

3.2.8 All emergency lighting will be tested in accordance with the appropriate regulations by an approved contractor

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

3.3 Accidents

3.3.1 All accidents involving staff, students and visitors must be recorded on the appropriate form. The completed form is sent to the Health and Safety Officer and where deemed necessary an investigation will be undertaken. A master log of accidents will be maintained by the Estates Team.

3.3.2 The outcome of any investigation will be reported to the Centre Principal responsible for the building and any remedial action will be taken within an appropriate timeframe.

3.3.3 Accident statistics will form part of the termly report to the Governing Board and will be reported as a standing agenda item to the Health & Safety Committee.

3.4 First Aid

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

3.4.2 The number of certified first aiders will be maintained above the number required by law.

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

3.4.4 Specific staff will be required to undertake and maintain a first aid qualification, these include but are not exclusive to the following roles; Estates technicians, IT support staff, Learning Facilitators and Learner Experience staff.

3.5 Personal Protective Equipment

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

3.5.2 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.

3.5.3 Risk assessments will refer to required Personal Protective Equipment will be reviewed annually by the manager of each area or department or the appropriate technician.

3.5.4 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.

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

3.6 Work Equipment

3.6.1 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.

3.6.2 In order to minimise the risk of injury from work equipment, the College will put in place suitable risk assessments and appropriate control measures to minimise the risks identified. These measures will include the following arrangements and procedures:

- 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 by a competent person
- 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 clearly visible signs and warnings
- suitable general, task and emergency lighting
- suitable training.

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

3.6.4 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.

3.6.5 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 and updated periodically or whenever any changes in circumstances occur.

3.7 Hazardous Substances

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

3.7.2 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.

3.7.3 The College will 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. Appropriate HSE COSHH risk assessments will be completed and maintained for all chemicals stored and used within the College.

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

3.8 Housekeeping

3.8.1 The Head of Estates & Capital projects will monitor the cleaning standards of the contract cleaners. The standard required is specified within the Cleaning Contract.

3.8.2 The Contract will specify the provision of a member of cleaning staff on site throughout the college day to provide responsive cleaning duties.

3.8.3 The Head of Estates & Capital Projects will monitor the efficiency of the waste collection service.

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

3.9 Trips and Excursions

Trips must be organised in accordance with The Educational Visits Policy and Procedure.

3.10 Driving

3.10.1 Certain staff will be required to drive College or personal vehicles as part of their duties. There is a separate risk assessment for Driving for Work which is available to all staff on the Staff Hub

3.10.2 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.

3.10.3 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.

3.10.4 Staff driving for work must adhere to all the legal requirements of driving a vehicle on public roads as stated in the Highway Code and Road Traffic Act.

3.11 Electrical Safety

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

3.11.2 Electrical installations and systems must be safe and without risk – all fixed and portable appliances must be subject to regular checks, staff must be aware of the potential dangers arising from an electrical defect and must report any such findings.

3.11.3 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.

3.11.4 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.

3.11.5 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.

3.11.6 No work must take place on or near live electrical conductors by College employees.

3.12 Lone Working

3.12.1 Lone working will be reduced and where possible eliminated. Staff who are required to carry out Lone Working must be aware of the Lone Working Policy and fully comply with any lone working arrangements that the college have put in place.

3.13 Slips, Trips and Falls

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

- any spillage which may be liable to constitute a slip hazard must be cleaned as soon as it is safe to do so or reported to the Estates team
- the College will promote good housekeeping
- 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
- materials must not be allowed to encroach onto designated pedestrian walkways
- wall and floor sockets will be fitted to reduce the requirement for extension leads
- any accidents must be reported on the appropriate form

3.13.2 The Estates Team will ensure that any outdoor pedestrian routes on the site are regularly kept clear from rubbish and, during icy/frosty conditions, are salted/gritted/sanded.

3.13.3 Regular checks will take place as part of the ongoing safety inspections by estates staff and the health and safety officer.

3.13.4 Floors will be maintained in good condition and free from damage.

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

3.14 Physical Movement / Manual Handling

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

- 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) and mechanical assistance utilised (trucks and trolleys)
- individual capabilities will be considered
- 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.
- 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 An appropriate step stool, 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.

3.15.2 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 disposed of appropriately

3.15.3 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.

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

3.15.5 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 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.

3.16.2 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.

3.16.3 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.

3.16.4 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 The College will carry out DSE assessments for staff upon request and will endeavour to provide appropriate support and adjustments where deemed necessary.

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.

3.21 Visitors to Macclesfield College

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. A visitor booklet will be provided which includes a site plan, evacuation information and other useful information for visitors.

3.22 Security

3.22.1 All staff should be aware of the security of the site. 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.

3.23 Critical Incidents

3.23.1 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 Lockdown Policy

Monitoring

4.1 The Governing Body shall appoint a Governor to be the Governor with responsibility for Health & Safety.

4.2 The Health & Safety Policy will be reviewed annually and approved by the Governing Board

APPENDIX A



Code of Practice

CONTRACTOR SAFETY GUIDELINES

1. STATEMENT

Macclesfield College maintains a positive attitude towards Health and Safety requirements, designed to ensure the safety, health, and welfare of all employees, visitors and contractors engaged in all activities on any site, location or Estates under their direct control.

Nothing stated or implied in this document will relieve the Contractor from any obligation or responsibility placed upon him/her by the Conditions of Contract or conditions imposed by Statutory Legislation including:

- The Health and Safety at Work etc. Act 1974
- Construction (Design and Management) Regulations 2015 (CDM)
- The Management of Health and Safety at Work Regulations 1999
- COSHH Regulations 2002
- All other legislation relevant to the work contracted to

The Contractor shall make sure that these Contractor Safety Guidelines are made known to and understood by its representatives, including all, sub-contractors, co-operated with fully. Unsafe working practices by the any of the Contractor's representatives will not be tolerated.

2. USEFUL CONTACTS

All instructions regarding work undertaken by the contractor will be issued by the Head of Estates & Capital Projects or a designated member of the Estates Team.

Main Reception	01625 410000
Head of Estates & Capital Projects	01625 410033
Estates Office	01625 410034
Estates Team Mobile (Emergency Contact)	07885 811040

If emergency work needs to take place or an emergency occurs out of hours contact the Estates Team mobile number stated above.

First aid is the responsibility of the Contractor but in an emergency a College first aider can be contacted via reception or by using an internal phone and dialling 0.

All Contractor representatives MUST sign in and out at the Reception in the Main Building and wear a Macclesfield College visitor's or contractors' badge at all times.

3. INTRODUCTION

The Contractor must satisfy the College that they have suitable processes in place to effectively manage health and safety in relation to the work they undertake.

Contractors will:

- Be aware of all relevant health and safety legislation
- Be aware of the requirements placed on them under the Health and Safety at Work Act 1974 and be capable of working with these requirements and providing risk assessments and method statements if required
- Employ trained and competent personnel to manage and execute their works

- Demonstrate an acceptable statistical record or accidents and dangerous occurrences (If an incident has occurred in the past, it is important for the contractor to prove that any dangerous working practices or procedures have been remedied)

These guidelines outline the minimum standards of safety which should be maintained by the Contractor whilst working on the College site.

The guidelines describe general situations which may occur on College property and is not intended as an extensive safety checklist. It must NOT be assumed that the contents embrace every contingency or hazard.

Everyone at work has a legal and moral responsibility for safety and should always adhere to safe working practices.

4. INSURANCE REQUIREMENTS

The insurers of Macclesfield College insist that Contractor's working on any of its Estates must have the following insurance in place as a minimum requirement:

- Employers Liability (as from 1/4/2016 a minimum limit of £5 million is required by law)
- Public/Products Liability (with a minimum limit of £5 million)

Copies of insurance details are held on file by the Estates Team.

5. SAFEGUARDING YOUNG PEOPLE AND VULNERABLE ADULTS

Macclesfield College recognises that all students have a right to protection from abuse and takes seriously its responsibility to protect and safeguard the welfare of children, young people and vulnerable adults.

This includes all contracted works at the College. Where a Contractor representative may come into contact with a child or vulnerable adults, or sensitive personal information in relation to them, Macclesfield College will require those representatives to hold a valid, in date enhanced DBS clearance.

In order to offer protection to its children and vulnerable adults, the College expects that all Contractor representatives that fall into this category will have the same level of DBS clearance, monitoring and verification as the College would expect of its directly employed staff.

The procurement instructions require that all tenders and quotes for contracts (and one-off works) consider whether the contract requires DBS provision.

The decision as to whether a contract requires DBS provision will depend on the nature of the works, goods or services or utilities to be provided, and completion of a risk assessment.

6. CONSULTATION

The Contractor should discuss the following with the Head of Estates & Capital Projects or a designated representative;

- The defined area of work
- Risk assessment and safe systems of work
- Planning of safe routes and methods of delivering and removing equipment/materials
- Specific hazards which are present within the defined work area
- Emergency procedures
- The safe storage of chemicals

7. ACCIDENT EMERGENCIES

The Contractor must make sure that all their representatives (including sub-contractors):

- Are aware of Macclesfield College emergency procedures and the location of fire alarms and assembly points
- Identify where telephone points are located
- Report all injuries, no matter how slight, to the College (tel: 0) and ensure that the accident book is duly completed

Please Note: Responsibility for reporting accidents to the enforcing authority (e.g. Health & Safety Executive or Environmental Health) lies with the Contractor.

8. FIRE EMERGENCIES

The Contractor and their representatives must make themselves aware of the evacuation instructions displayed throughout the college and be aware of fire equipment locations.

In the event of a fire, ensure that the fire brigade is given every assistance and guidance on the nature of the fire and any areas which need special attention, (for example, any equipment on which water or foam may not be used until absolutely necessary).

The drill on discovering a fire is:

1. Sound the alarm
2. Evacuate the building
3. Proceed to the assembly points on the Rear Car Park

Do not attempt to fight the fire with an extinguisher unless safe to do so. Fire extinguishers should only be used if you are trained in their use.

If you hear the fire alarm:

1. Stop what you are doing immediately
2. Turn off all sources of heat and make safe all hazardous equipment, if time permits.
3. Leave the building by the quickest route.
4. Proceed to the assembly point.

If you hear the alarm, ALWAYS treat it as an emergency, NEVER assume that it is a practice or false alarm.

9. CONTRACTORS' MUST:

- Provide their own first aid box

- Provide their own fire extinguisher if undertaking Hot Work
- Be responsible for the removal of all waste created
- Park in designated areas, do not park on verges or pavements, or block access points
- Be responsible for displaying warning signs/boards.
- Provide equipment, tools and clothing which complies with Health and Safety Regulations and these guidelines
- Book in and out at Reception on each visit to site

10. SMOKING POLICY

Smoking is only allowed in the designated areas. There is no smoking allowed anywhere else on the College site, including vehicles.

11. PERMITS TO WORK

Permits to work are required for the following:

- Demolition or excavation
- Confined spaces
- Electrical work above 240v,
- Working at height
- Hot Works – see section 12.

Permits to work are issued by the Head of Estates & Capital Projects or a member of the Estates Team

12. HOT WORK

Macclesfield College has adopted the Hot Works Permit and Hot Works Operations Guidance of the insurance provider Aviva.

A Hot Works Permit MUST be completed and the Hot Work Operations guidance MUST be agreed to prior to any hot works taking place. The Hot Works Operations guidance and the Hot Works Permit are accessible by the following link.

[Hot Work Operations - Loss Prevention Standards \(aviva.io\)](https://www.aviva.io)

Hot Works Permits will also be available from the Estates Office along with the Guidance document for contractors to access a physical copy where required.

13. LADDERS

- Ladders used on College property must be manufactured to British Standard BS1129 (timber) or BS2037 (aluminium) and be in good general condition
- Fibre glass, aluminium alloy or other ladders that will conduct electricity must not be used where there is danger from overhead electrical conductors
- All ladders must be secured at the upper resting place or at the bottom. If this is not possible a second person must “foot” the ladder
- Ladders should rise at least 1 metre above the place of landing unless there is a safe handhold.
- Never work more than two steps from the top when using step ladders
- When not in use, ladders must be made safe against unauthorised use

- At the end of the day all ladders must either be removed from site, locked away or left in a state preventing access

14. ROOFS AND HIGH STRUCTURES

- Permits to Work are required for all Roof and High Structure work
- Firstly, obtain permission from the College Estates Team to have access to any roof
- Secure access ladders and crawling boards to prevent slipping
- Wherever anyone could fall there must be adequate edge protection equivalent to:
 - a) Main guard rail at least 910 mm above the edge
 - b) A toe board at least 150 mm high
 - c) An intermediate guard rail or other barrier so that there is no gap more than 470mm
- Use guard rails, safety harnesses and safety nets where necessary
- Anyone working near to any unguarded edge should use a safety harness which is attached to a suitable anchorage point
- Comply with all Construction and Working at Heights Regulations
- Be familiar with HSE Guidance Notes HSG33 on Roof Work.
- Do not overload the roof with materials or equipment likely to cause stress or damage
- Materials or equipment must be correctly stacked or secured on the roof
- Roof ladders must be used on fragile roofs, and extra care taken

15. OVERHEAD WORKING

- Consult with the Head of Estates & Capital Projects or a designated member of the Estates Team on proposed system of work and methods of access
- Confirm with the Head of Estates & Capital Projects or a designated member of the Estates Team all necessary precautions to be taken to safeguard people from the dangers of overhead working, particularly from falling objects
- Display warning signs around the work area which must conform to the Health & Safety (Safety Signs and Signals Regulations) 1996
- Where any person is at risk from falling objects, proper safety headgear must be worn
- When working above floor level, provide necessary guarding against falls and falling objects
- Ensure that a scaffolding register is maintained by the company responsible for erection
- Erect and dismantle scaffolding using the correct materials, designs and safe work methods
- Follow safety requirements for mobile platform scaffolds
- Take precautions to protect other people from the overhead work

16. COMPRESSED GAS CYLINDERS

- Make adequate arrangements for the safe custody of all their cylinders
- Do not leave cylinders on site overnight unless they are stored in a secure compound
- Do not store cylinders in vehicles, on roofs or in cabins
- Take note of precautions contained in information issued by the relevant gas manufacturers

- Have adequate fire extinguishers available
- Turn off propane cylinders 30 minutes before finishing time, and check them before leaving if being left securely overnight

17. GAS AND PLUMBING

All works involving gas must be carried out by a Gas Safe registered engineer. All fittings used must comply with British or European Standards.

18. CONFINED SPACES

A confined space can be any space of an enclosed nature where there is a risk of death or serious injury from hazardous substances or dangerous conditions (e.g. lack of oxygen).

A confined space must not be entered without acquiring a permit to work from the Head of Estates & Capital Projects or a designated member of the Estates Team.

Work must be carried out in accordance with The Confined Spaces Regulations 1997 and all other relevant law and legislation.

Risk assessment must be carried out and safe systems of work adhered to.

19. EXCAVATIONS AND OPENINGS

Obtain plans and consult the Head of Estates & Capital Projects on location of drains, cables, water and gas mains, etc., before beginning any breaking through or excavation work.

Ensure adequate guarding and fencing of all excavations is in place, with suitable signs and flashing beacons during the hours of darkness.

Use safe excavations methods according to HSE Guidance Note HSG47 Avoiding Danger from Underground Services.

Carry out all reinstatement works to the satisfaction of the Head of Estates & Capital Projects.

Keep the Contractor's Excavation Register up-to-date.

20. COSHH

COSHH Assessment must be produced for all substances hazardous to health before they are brought onto site. All substances that may be harmful must be in clearly labelled containers.

The Control of Substances Hazardous to Health Regulations must be adhered to.

21. ELECTRICITY

110v C.T.E. electrical tools are preferred. If 240v tools are used, they must be double insulated and RCD protected. All extension leads must be properly terminated with the appropriate plugs/ sockets and be otherwise unjointed.

All electrical contractors must be NICEIC registered. Records of all accreditations are held on file by the Estates Team:

- Obtain the consent of the Head of Estates & Capital Projects or a designated member of the Estates Team before either making an electrical connection or terminating power
- Comply with the requirements of the most up to date version of the IEE Wiring Regulations when installing or using electricity on College Estates
- All materials used shall be to the appropriate British or European Standard
- Ensure that cables, plugs and sockets are of the correct type and rating, and free from any defects
- Avoid trailing leads whenever possible and take the necessary precautions if it is essential to trail cables across gangways, roadways etc.
- Comply with earthing requirements for tools, plant and equipment.
- Scan the wall prior to fixings
- All portable electrical equipment must comply with statutory requirements as set out in the Electricity at Work Regulations 1989

22. TOOLS AND EQUIPMENT

- All tools, equipment and materials etc. necessary for the work must be in a safe condition for use
- Tools and equipment must comply with guarding or other requirements and be subjected to periodic tests or inspections as required by regulations
- Only trained people are permitted to use or operate tools and equipment
- Ensure that tools and equipment are used only for the purpose for which they were designed
- Ensure no unauthorised use of your tools and equipment
- Cartridge operated fixing tools can only be used with the express permission of the College and the issue of a Work Permit.
- Tools must only be used by properly trained and fully experienced operators who are over the age of 18 years and do not suffer from defective colour vision.
- Contractors are NOT permitted to use Macclesfield College equipment or tools without prior authority from the Head of Estates & Capital Projects.

23. PERSONAL PROTECTIVE EQUIPMENT (PPE)

The Contractor shall ensure when appropriate, that all representatives are supplied with, and use correctly, adequate and suitable personal protective equipment. Suitable footwear and clothing shall be worn at all times.

The contractor is responsible for providing his employees with such PPE as may be required.

Where it has been identified that PPE is required, it MUST be worn by all the Contractor's representatives. For example: hard hats must be worn when working at a height or where there is a risk of injury by falling/swinging objects or where there is a danger of striking against whilst working in a confined space or with inadequate headroom.

Please Note: Working in sports shoes whilst doing maintenance/building work or working with substantial areas of the body uncovered shall not be deemed suitable.

The Health and Safety Adviser may check PPE and if it is deemed to be unsuitable, work will be stopped until the problem is rectified.

24. ENVIRONMENT

Macclesfield College expects all Contractors and their representatives to:

- Effectively control any dust, fumes or impurities which are likely to cause damage to College equipment or cause injury to anyone in or near the College Estates
- Comply with the Approved Code of Practice regarding noise exposure levels and the Noise at Work Regulations 2005
- Obtain permission from the Head of Estates & Capital Projects before any work is carried out involving heat or sources of heat, and a Hot Work Permit must be completed.
- Ensure the workplace is kept clean and tidy
- Take care to not block any doors, passageways, steps, fire exits or firefighting equipment in any way
- Clear all waste away safely and effectively to reduce accident and fire risks

The College is committed to a positive environmental philosophy and requires all contractors to support its targets for carbon neutral operation.

25. NON-EXHAUSTIVE

- The above document is subject to changes and is non-exhaustive. Contractors may be subject to additional requirements and/or restrictions at the time of attendance.

26. ASBESTOS

- Asbestos is present in Peatfields Building ONLY. Any contractor working in Peatfields Building will be provided with a copy of the most recent Asbestos Register which provides information on how the College will manage any asbestos found, where known locations of asbestos are and the present condition of asbestos within the building.
- All other buildings are asbestos free.



INFORMATION FOR CONTRACTORS WORKING ON SITE

1. Contractors shall comply with all relevant health and safety law and site health and safety rules.
2. All contractors' employees shall be competent to undertake their work safely.
3. A safe system of work shall be agreed with a member of the Estates Team before any work commences and shall not be changed without the prior permission of the Estates Team.
4. Contractors are responsible for making sure that all of their employees know the site fire procedures and the location of the appropriate type of portable fire appliance nearest to their work area.
5. The normal means of escape must not be obstructed without prior permission from the College representative, who will make temporary alternative arrangements.
6. The following high-risk areas must be covered by a permit to work and signed by both the contractor and the Head of Estates or a member of the Estates Team
 - a. Hot work
 - b. Demolition or excavation
 - c. Confined spaces
 - d. Electrical work above 240v,
 - e. Working at height
7. Faulty tools must not be brought onto the site.
8. 110v C.T.E. electrical tools are preferred. If 240v tools are used, they must be double insulated and RCD protected. All extension leads must be properly terminated with the appropriate plugs/ sockets and be otherwise unjointed.
9. All portable and transportable electrical equipment, pressure systems and climbing safety equipment shall be with in their current safety certification period.
10. Personal protective equipment shall be worn when necessary and shall be suitable and properly maintained.
11. Contractors must only use their own ladders on site. Ladders used on College property must be manufactured to British Standard BS1129 (timber) or BS2037 (aluminium) and be in good general condition.

FIRE ALARM / EVACUATION

If the alarm sounds, please make your way out of the building via the quickest route and make your way to the assembly points in the rear car park.

Should you discover a fire, whilst on the campus, then break the nearest fire alarm call point, using a solid object e.g. heel of shoe etc. and then follow procedures as outlined above.

The college has weekly tests in different buildings and notices are posted when a test is due.

FIRST AID

Should you require first aid, please contact reception or a member of staff.

ACCIDENTS / INCIDENTS

If you witness what you consider to be a serious accident / incident / near miss, then please report the accident to a member of the Estates Team.

LIFTS

The lifts provided by the college are for the use of students, staff or visitors who are either disabled or have a serious medical condition that requires them to use the lift.

There is one Goods Lift in the Main Building for the use by the Catering Team for kitchen deliveries, which serves ground and first floor only. This lift has a weight limiter fitted.

DECLARATION

I have understood and agree to comply with the above requirements.

NAME

CONTRACTOR

DATE

SIGNATURE

APPENDIX B



Fire Safety Arrangements

Version	2.0
Name of Originator	Stuart Lord
Position of Originator	Head of Estates & Capital Projects
Date of Issue	September 2023
Date of Review	September 2024
Related Documents	Fire Risk Assessment

Section 1 Introduction

Macclesfield College is committed to maintaining the highest standards of fire safety in order to minimise the risk of fire, and potential personal injury or loss of life, through the effects of fire, smoke and associated fire hazards.

The college recognises that it has a statutory duty under the Regulatory Reform (Fire Safety) 2005 to ensure adequate levels of fire safety for staff, students and visitors that attend college Estates.

This document outlines the procedures in place at the college for the following areas:

- **Section 2** – Fire Risk Assessment
- **Section 3** – General Fire Safety Arrangements
- **Section 4** – Fire Safety Systems
- **Section 5** – Emergency Evacuation Procedures

The college has appointed specific members of staff to undertake the roles shown below:

- Incident Controller
- Estates Team

The duties and responsibilities for each of these roles are provided within Section 4.

Section 2 Fire Risk Assessment

Requirements

The Regulatory Reform (Fire Safety) Order 2005, requires employers to undertake a Fire Risk Assessment of their Estates.

The Fire Risk Assessment should be undertaken by a competent person and reviewed on a regular basis, or when significant changes are made to the Estates.

Macclesfield College Arrangements

A Fire Risk Assessment of all buildings was undertaken by Firesec in October 2022. The completed Fire Risk Assessments are held electronically on a web portal.

The Action Plan from the Fire Risk Assessment is managed by the Head of Estates & Capital Projects and a progress report submitted to the Health & Safety Committee on a termly basis.

The College is following the recommended guidance that a Fire Risk Assessment is carried out annually or if significant changes are made to the Estates.

Section 3 General Fire Safety Arrangements

This section outlines the general fire safety arrangements in place at the college.

Fire Hazards

Fire hazards can arise from unsafe conditions and practices. Every employee / College user has a responsibility to correct and improve their work areas, conditions and practices.

Fire hazards can include:

Smoking & Vaping	Smoking and vaping are only permitted in designated areas and not within any building
Stairways	Never block stairway entrances. No obstructions should be left on steps or landings. Fire doors should remain closed and not held open.
Corridors	Corridors, hallways, and aisles must be kept clear of obstructions (e.g., office furniture, bicycles) which may present a fire hazard and restrict escape routes.
Storage Areas	Areas used for storage should be kept clean and tidy. Accumulation of rubbish, rags, or debris of any type is a hazard and an unsafe condition.
Equipment	Electrical cables should be secured away from aisles or other pedestrian walkways. Never use electrical cables that are frayed or have exposed wiring. Do not overload electrical outlets and do not use multiple extension leads, etc. Arrange regular maintenance for all equipment. Promptly remove/repair defective equipment.

Poor housekeeping, carelessness and neglect not only make the outbreak of a fire more likely, but will allow a fire to spread more rapidly.

All staff and students are encouraged to bring hazards to the attention of an appropriate person, such as their Head of Department, Personal Tutor, Learner Experience Staff or Estates Team.

Means of escape

Fire Exits and routes which are a means of escape should be available for use and kept clear of obstructions at all times. All corridors at Macclesfield College can be means of escape.

Doors leading to and at the end of escape routes are kept unlocked during the time the building is occupied or, if locked for security purposes, fitted with a locking mechanism that can be easily and immediately overridden, or is automatically disengaged when the alarm is sounded.

Fire doors are provided to safeguard against the spread of smoke and fire and are indicated by a blue and white sign fixed upon the door.

Fire doors on corridors have self closing magnetic catches fitted to them which are linked into the fire system. Wedges, or anything else used to hold open these self-closing doors, even temporarily, other than magnetic catches linked into the fire alarm system, are prohibited.

A programme of checking the effectiveness of the self-closing devices is undertaken by the Estates Team. Any problems noted in between these checks should be reported promptly to the Estates Helpdesk.

Refuge Areas

Macclesfield College has designated and sign posted refuge areas in the following locations:

Main Building	On each staircase of the first and second floors, in each of the large 'landing' areas. There are 3 staircases that incorporate all 3 floors of the building– Main, Art and Hair and Beauty. One staircase only goes to first floor – Estates.
Mulberry	On each staircase of the first and second floors on each of the 'landing' areas. There are 3 stairwells, all of which incorporate all 3 floors. One central and one either end of the building.
ECAT	On the first floor, within both stairwells. Stairwells are located at either end of the building.
Peatfields	There are no refuge areas in this building. Due to the layout, each of the two levels has an exit, however, there is a first-floor workshop which cannot be accessed by people with mobility issues as there is no lift.

Each refuge area in Macclesfield College has an intercom system which will indicate to the Incident Controller the location of someone using the refuge area.

Evacuation chairs are available in each building and are located in a central area.

Assembly points

The emergency assembly points for all buildings are located in the rear car park and clearly sign posted. Fire Safety Notices are displayed in each room which indicate the assembly point for that area and the fire escape route appropriate to that location.

Visitors with a disability

On the occasions when a visit by a person with a disability is planned in advance the employee making the visit arrangements will assume the role of 'designated employee'.

This employee should consult with and seek advice from the Head of Estates & Capital Projects or Estates Administrator in order to establish whether a Personal Emergency Evacuation Plan (PEEP) needs to be developed, or whether the college's emergency evacuation policies for employees, students or visitors is appropriate.

On the occasions when an unscheduled visit is made by a person with a disability, the person visiting should sign in as a visitor at reception and ask a member of the Learner Experience Team to contact the Head of Estates and Capital Projects or the Estates Administrator to complete a temporary PEEP. If a designated assistant is required, one will be assigned to the visitor based on who they are visiting.

Personal Emergency Evacuation Plan's (PEEP's)

PEEP's will take account of the specific needs of the individual, setting out an evacuation procedure appropriate to them and their location within the Estates. The process for the completion and communication of PEEP's is shown below.

Students

At the start of each year the Estates Administrator will liaise with the Specialist Provision Lead and representatives of the Foundation Learning Team to identify which students require a PEEP. The Estates Administrator will complete the PEEP, in conjunction with the student and their Learning Facilitator, and circulate the PEEP to all staff members who have contact with the student by uploading the PEEP to ProMonitor

Staff

At the start of each year, the Facilities Manager will liaise with the HR Manager to identify which members of staff require a PEEP. The Facilities Manager/Estates Administrator will complete the PEEP, in conjunction with the member of staff, and circulate the PEEP to the Head of Department. For new staff who join part way through the academic year a discussion at their induction will determine whether a PEEP is required.

Information, Instruction and Training

Training on college fire safety procedures will be provided to new staff members during their health & safety induction.

In addition, an annual refresher will be provided to all staff, during staff CPD.

The induction and training will cover:

- The action to be taken upon discovering a fire
- The action to be taken upon hearing a fire alarm being raised
- Arrangements for who calls the emergency services and how
- The locations of fire alarm call points and indicator panels
- The location and use of fire-fighting equipment
- The location of alternative routes of escape
- The importance of fire doors
- The location of a nominated assembly point(s)
- What assistance to give to members of the public, disabled persons and dependant occupants when evacuation is necessary
- Evacuation Drill

Additional training will be provided on the use of Fire Extinguishers to those members of staff within higher risk environments such as Estates, Science, Engineering and Automotive.

Records of all training are maintained by the HR Manager.

Contractors

All contractors engaged by the college will be provided with an induction upon arrival on site. This induction will include the process they must follow in the event of an emergency evacuation.

Fire Wardens

To assist in the safe evacuation of college buildings, it is expected that **all staff** will guide students in their lessons and any 'free' students they encounter during evacuation, safely to the allocated

assembly point. Estates staff will sweep the building for any remaining person/s and report/liaise with the Fire Service

Section 4 Fire Safety Systems

This section outlines the fire safety systems in place across the college

Smoke Vents

Smoke vents are installed in the Rotunda in the main building. These systems are maintained and inspected on an annual basis and service records are held electronically by the Estates Team

Emergency Lighting

Emergency lighting is present in all college buildings and is installed and maintained in accordance with BS 5266-1:2016 Emergency lighting. Code of practice for the emergency lighting of Estates.

Short Duration Testing

A monthly short duration test is undertaken on the emergency lighting in each building by the Estates Team. Records of these tests are kept in a folder in the Estates Office.

Full Duration Testing

An annual full duration test is undertaken on the emergency lighting in each building by a competent contractor. Records of these tests are held electronically by the Facilities Manager.

Fire Alarm System

Fire detection and alarm systems are present in all college buildings and are installed and maintained in accordance with BS 5839-1:2017 Fire detection and fire alarm systems for buildings.

The fire detection and alarm system is 'zoned' in that there are separate fire systems for each college building. These are all linked to the main fire panel in the Main Building reception area.

Each system operates independently of other systems. A continuous sounding siren means a fire is detected in that specific building and everyone must evacuate.

Weekly Testing

All fire alarm systems are subject to a weekly test which is carried out and recorded by the Estates Team. The test consists of a short burst of the sounders.

The tests are carried out on every **FRIDAY** between **0700 & 0800**

In the unlikely event that an emergency coincides with the weekly test, the alarm will continue to sound. In this instance, all staff, students and visitors must follow the evacuation procedure hence, the occupants of the building must follow the evacuation procedures if the 'test' takes longer than usual.

Biannual Servicing

All fire alarm systems are serviced on a Biannual basis by a competent contractor. Records of these service visits are held electronically by the Estates Administrator

Fire Fighting Equipment

All buildings have been equipped with suitable fire-fighting equipment including portable fire extinguishers and fire blankets where appropriate. Fire-fighting equipment is serviced on an annual basis by a competent contractor and records of this service are held electronically by the Estates Team

The fire service advice in the event of a fire is to 'get out & stay out'. Anyone who tackles a fire using the fire fighting equipment should only do so if they are sure of their own safety and have received training in the use of fire-fighting equipment. Any attempt to extinguish a fire should only be carried out following the activation of the fire alarm. Only small fires (the size of a small waste paper basket) should be tackled by staff who have received proper training.

If in any doubt – DO NOT FIGHT THE FIRE – EVACUATE THE BUILDING

Section 5 Fire Evacuation Procedures

This section outlines the college fire evacuation procedures, and the specific duties assigned to certain members of staff. These evacuation procedures have been developed to enable a safe evacuation of all college buildings.

Specific duties are given to the following individuals within this procedure:

- **Incident Controllers**
- **Estates Team**
- **All Staff**

Action to be taken by a person discovering a fire:

- Activate/sound the alarm by using the nearest fire alarm call point, these are to be found on each corridor usually by the staircase or by an exit on the ground floor
- Leave the building by the nearest available exit/route closing all doors behind you and where possible and safe to do so close open windows. **DO NOT** lock any doors on exiting the buildings
- Report to the Incident Controllers if any problems have been experienced in evacuating
- Report to the Incident Controllers the location of any person who has been instructed to wait in the appropriate refuge area
- Report to the appropriate assembly point
- Do not take risks, do not collect personal belongings, do not use lifts, do not re-enter the building for any reason unless authorised to do so

Action to be taken on hearing a fire alarm

- Leave the building immediately by the nearest escape route, closing all doors behind you (close windows if near to them)
- Report to the appropriate assembly point
- Staff are responsible for ensuring the evacuation of any class/ group they may be in charge of at the time of the alarm sounding and ensure each person is accounted for upon evacuation
- Other employees who do not have the responsibility for a class /group should try and ensure, if it is safe to do so, and as they leave the building, that public areas such as common rooms or toilets have been evacuated
- Report to the Incident Controllers if any problems have been experienced in evacuating
- Report to the Incident Controllers the location of any person who has been instructed to wait in the appropriate refuge area
- Do not take risks, do not collect personal belongings, do not use lifts, do not re-enter the building for any reason unless authorised to do so

Actions by those with specific duties:

Incident Controllers

This role is primarily designated to the Head of Estates & Capital Projects. In the absence of the Head of Estates or if the Head of Estates is dealing with the Fire Service, this role will be undertaken by the Estates Administrator and/or Senior Site Technician.

- When the alarm is activated, reception staff will notify the Estates Team by radio.
- The Incident Controllers will put on a high visibility jacket and pick up a copy of the Fire Evacuation Record (copies are to be printed and available in the office) and attend the front of the building with the alarm activation and direct a member of the Estates Team to the location of the activation.
- One of the Incident Controllers will attend the fire alarm panel in the appropriate building to ascertain the location of the activation
- As staff leave the building, they shall report to the Incident Controllers any issues that they have encountered, or any staff or students in refuge areas. Member/s of the estates team will sweep the building to confirm all evacuated and log any person/s at refuge points.
- Once all staff have provided a report on their zone and a member/s of the Estates Team have confirmed the building is clear the Incident Controller will liaise with the Fire Service.
- If the alarm activation is genuine:
 - The Incident Controller will dial 999 to contact the Fire Service
 - When the Fire Service arrives, the Incident Controller should provide them with as much information as possible, particularly, if known, the location of the fire and any persons at a refuge
 - Liaise with the Fire Service as required
 - On instruction from the Fire Service, instruct a member of the Estates Team to silence and then reset the alarm panels and if necessary arrange for replacement break glasses prior to resetting the alarm
 - On instruction from the Fire Service, inform staff and students that the emergency is over and that people at the assembly points can return to the buildings, or an agreed secondary location.
- If the alarm activation is false:

- Once confirmation that the building is clear is received from the member of the Estates Team attending the activated location, the Incident Controller at the panel will silence the alarm and co-ordinate a thorough investigation in the area of the activation
- Once satisfied that the building is safe to re-enter, the Incident Controllers will make an appropriate announcement.
- **Even in the event of a false alarm, once an evacuation has begun it MUST be completed and the building notified as clear before silencing the alarm and allowing re-entry to the building.**

Estates Team

- When the alarm in a building is activated, reception staff will alert the Estates Team including the Incident Controllers by radio, and inform them of the activation
- The Estates Team will be despatched by an Incident Controller to the location of the activation
- The Estates Team will liaise with the Incident Controllers by radio to establish if an activation is false or genuine
- Upon leaving the building, the Estates Team should report to the Incident Controller
- The Estates Team will undertake additional duties as instructed by the Incident Controller such as:
 - Assisting in the evacuation of disabled people,
 - Manning fire exit doors to prevent re-entry to the building (until it is declared safe to do so) and maintain security
 - Assisting the fire Service in gaining access to areas within the building,
 - Sweeping the building to ensure that all occupants have left

All Staff

All staff should be aware of the fire notices on the back of the doors in all classrooms, offices, other spaces. All staff should know how to raise the alarm and their route to the allocated assembly point.

- Should you discover a fire, the first action must always be to raise the alarm
- When the fire alarm sounds to indicate that the building should be evacuated, all staff, students and visitors **MUST** leave immediately via the designated fire routes/exits and proceed to the designated assembly point
- Staff, students and visitors should not put their own safety at risk during evacuation and should not stop to collect belongings etc... **DO NOT** lock doors as you are leaving.
- Staff should report any staff, students or visitors left in the building to the Incident Controller. They should also inform the Incident Controller of any disabled persons waiting at refuge points
- Staff should ensure their students do not re-enter the building and remain at the assembly point until informed that the building is safe to re-enter.
- Some staff may need to assist people with PEEPs in their escape. You will be made aware of any students in your lessons with PEEPS and these will be available to view on Pro Monitor.

Learner Experience/Customer Service Team

- One member of the team will stay on reception to answer the telephone call from the alarm monitoring company (Custodian 0844 879 1719). The Estates team will communicate to reception by radio and confirm a fire event or a false alarm which should be relayed to the monitoring company to either confirm Fire Service attendance or cancel the alarm. Once this call has been ended, the member of staff should evacuate the building as normal.

Action to be taken after the alarm and evacuation has ended:

- An incident report should be sent to ELT detailing what caused the alarm activation and any actions to prevent a fire or false alarm in the future.
- Ensure that any fire-fighting equipment that has been used is reported to the Estates Team so that it can be replenished or replaced