

SHREWSBURY COLLEGE

Staff Guide

HEALTH & SAFETY

Contents

| | |
|---|----|
| Introduction | 3 |
| Health & Safety Legislation | 3 |
| College Policy | 4 |
| Insurance | 4 |
| Emergencies | 5 |
| Fire | 5 |
| Accidents | 6 |
| First Aid | 6 |
| Personal Protective Equipment | 8 |
| Safety Signs | 8 |
| Risk Assessment | 8 |
| The Working Environment | 10 |
| Good Housekeeping | 11 |
| Defect/Improvement Reporting | 11 |
| Electrical Equipment & Safety Testing | 12 |
| Smoking | 12 |
| Driving College Vehicles | 13 |
| Driving for Work | 13 |
| Display Screen Equipment | 15 |
| Ergonomics | 15 |
| Using Computers | 15 |
| Laptops | 16 |
| Eye Tests | 16 |
| COSHH | 17 |
| Occupational Dermatitis | 18 |
| Occupational Asthma | 18 |
| Machinery & Equipment | 19 |
| Lifting Operations & Equipment | 19 |
| Manual Handling | 20 |
| Access Equipment | 20 |
| Lifts | 20 |
| Counselling Service | 22 |
| Pregnancy | 22 |
| Medication | 22 |
| Positive About Disability | 23 |
| Work Experience | 24 |
| Educational Visits | 24 |
| Visitors | 24 |

Introduction

The purpose of this document is to provide additional guidance which fleshes out your general duties and responsibilities as outlined in the College Health & Safety Policy which can be found on SharePoint.

Many of your activities will have specific safety instructions and procedures (such as safe systems of work and safe working practices) which you must ensure you are aware of, understand and follow. This guide contains information about College health and safety procedures but it does not replace formal instructions from your line manager.

Not all sections of this guide will affect everyone though it should be read by all to gain an overall picture of the College approach to health and safety and the importance which the College places upon it.

We tend to consider that safety is the only part of health and safety that matters, but this is not true. Accidents causing injury take place suddenly and have an obvious immediate impact whereas occupational ill-health may take many years to show itself and the impact may then last for the rest of your life.

Accidents can be defined as unplanned, uncontrolled events which cause injury, damage or loss. 'Near Misses' are unplanned, uncontrolled events which occur without causing harm. Both groups of events should be recorded because if we don't know what happens at the College we can't take steps to prevent it happening again.

Should you have any questions about health and safety issues ask your line manager or the Estates Manager for help and information on extension 2380.

Similarly questions may arise as to whether any additional training is required to enable you to carry out your health and safety duties and responsibilities. For answers to any such questions please contact Human Resources or the Estates Manager.

Health and Safety Legislation

The Health and Safety at Work Act 1974 was revolutionary in its approach to health and safety as it introduced general duties on employers to protect the health and safety of its employees and others coming onto their premises. Whilst this Act left some gaps, which have been filled by other legislation, it established how health and safety would be implemented in the future. In summary the main features of the Health & Safety at Work Act 1974 are:

Duties on the Employer:

Section 2 - duties to employees. To provide:

- safe plant and equipment
- safe articles and substances
- information, instruction, training and supervision
- a safe place of work including in emergency
- a safe working environment to minimise risks to health and safety
- statement of Health and Safety policy

Section 3 - duties to those not employees (sub- contractors, etc.):

- not to expose them to risks to their health and safety
- to provide relevant information

Section 5 - to prevent an employer releasing harmful emissions to the atmosphere

Section 6 - to ensure that products designed and constructed are safe when properly used

Section 7 - Duties falling on employees:

- to take reasonable care of themselves and others

- to assist the employer meet his obligations under Health & Safety

Section 8 - not to intentionally or recklessly interfere with or misuse anything provided under health, safety and welfare

The Act established the Health and Safety Commission and its enforcement arm the Health and Safety Executive together with the Employment Medical Advisory Service.

Regulations are also issued under the Act to provide more specific requirements on a particular issue. Regulations have been issued on many subjects as Management, Work Equipment, First Aid, Noise control, Hazardous Substances, Working at Height between Substances and Electricity, etc.

In addition to Regulations there are various Guidance Notes and Codes of Practice to which must be added the College Policies and College Procedures. It is essential that each member of staff familiarises themselves with those College procedures which may affect their College role as they provide the 'College Rules' or standards which members of staff are expected to follow. Copies of College policies and procedures are available on SharePoint.

College Policies & Procedures

Any organisation with 5 or more employees is required to have a Health & Safety Policy. Such a policy is required to have three sections - a general statement of intent, a list of individual responsibilities and the procedures by which the intentions of the Policy is put in place.

The College Health and Safety Policy is reviewed annually. A copy can be found on SharePoint.

Insurance

The College carries both Employers Liability and Public Liability insurance. In addition College vehicles have comprehensive insurance.

The loss of personal effects is a matter for your personal insurance. The College does not have insurance cover for personal loss except where it can be proven that the loss was a direct result of the negligence of the College.

Emergencies

In each room in the College you will find a laminated card by the door that informs you of the actions you should take in event of emergencies.

Fire

Each office, classroom and staffroom will have a copy of the Evacuation Plan on display. When the Fire Alarm sounds, you should:

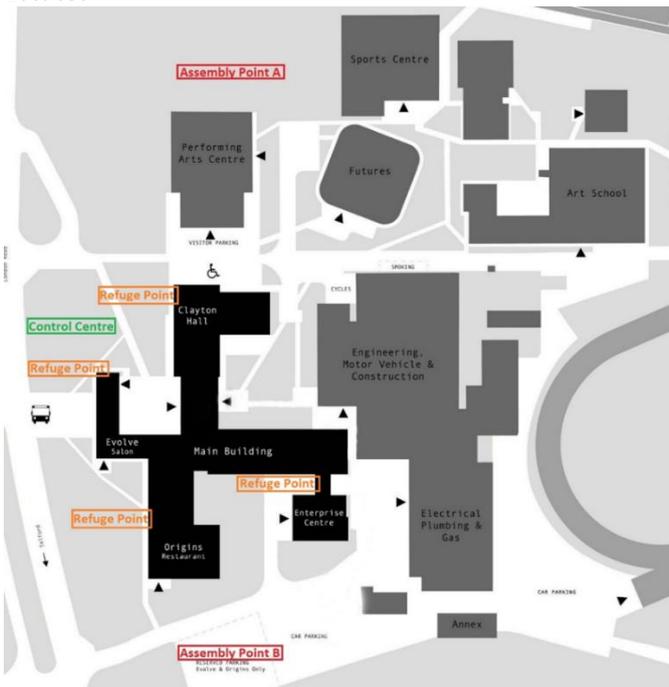
- Leave the building immediately
- Do not collect belongings
- Close doors behind you
- Assist disabled to refuge points
- Check rooms via windows/vision panels as you leave
- Collect stragglers as you go
- Don't use lifts
- Don't take risks

On leaving the building, staff with students or escorting visitors should go directly to a designated Assembly Point. Those staff not escorting visitors or students should proceed to the Control Centre and offer assistance to the Incident Team, which is led by the Estates team.

Managers will agree who will take the role of silver commander and designate bronze commander roles. The bronze commanders will remain in radio contact with the silver commander and will be allocated assembly points to man.

Teaching staff with a class should go immediately to the designated assembly point and report to the bronze commander manning that point. Any missing/injured people should be reported to the bronze commander. The bronze commander will notify you when it is safe to return to the building or if any further action needs to be taken.

The Control Centre is at the front of the building between London Road and the Clayton Hall. Assembly Point A is at the rear of the Performing Arts block, and Assembly Point B is in the reserved parking area for Origins & Estates.



Accidents

The College remains a low risk area as a result of the care the College staff take to protect themselves and others from injury. Nevertheless accidents can occur. Most staff working in 'high risk' areas such as the Construction and Engineering Workshops, hospitality and catering and the salons have been trained in Emergency First Aid at Work. If they are not available, you should call a First Aider who will provide treatment and decide whether or not emergency medical assistance is required. If it is a 'low level' emergency the College will arrange transport to the local A&E Department either by College transport or taxi. For 'high level' emergencies an ambulance should be called.

Members of the College staff should not use their own vehicles to take casualties for emergency treatment, except in extreme circumstances.

The College requires details of all injuries, illnesses and occurrences of medical conditions to be recorded on the College Incident Report Form. When a casualty is taken for emergency medical treatment Estates should be informed immediately.

The Estates Team record details of all accidents in the College Accident Book and will inform and forward the appropriate form to the Health & Safety Executive to report events under RIDDOR (Reporting of Dangerous Diseases and Occurrences Regulations).

If a member of staff or student is away from work for more than three days as a result of an accident at College or which has occurred during an official College activity, the Estates Manager must be informed immediately.

First Aid

The College First Aid system is operated from Reception. Should you require a First Aider you should go there directly or use an internal telephone to call the emergency phone at the Reception desk:

Emergency phone number - 2111

Calls to this phone takes priority over all other calls, so please use this phone for emergencies only.

If you need to call a First Aider please give Reception details of the casualty and their injury. During the evening please ring the Duty Head number for assistance.

Personal Protective Equipment

It is essential that all staff and students understand that Personal Protective Equipment (PPE) is last resort equipment and should only be used when all other controls have been put in place and there are residual hazards from which individuals require protection.

Before choosing any PPE an assessment of the residual risks must be undertaken and appropriate PPE can then be chosen. PPE must not only be appropriate for the hazard but must also fit the individual and not interfere with any other PPE being used or the task or activity being undertaken. A list of appropriate standards will be published and a list of suitable, appropriate equipment for particular tasks will be developed.

When PPE is supplied the College will not charge for or recoup the cost of the PPE in any way. Relevant information, instruction and training will be provided for users of PPE. When supplied for use the individual is required to use it every time they are carrying out that particular activity or it is being undertaken in their work area. PPE should be stored safely after use to prevent damage and/or contamination.

PPE is for individual use. Where this is not possible such as for student use the individual items should be disinfected before and after use. This is currently carried out using a proprietary disinfectant.

PPE must be replaced when no longer fit for the purpose, is defective or damaged. This is particularly relevant for some pieces of Respiratory Protective Equipment (RPE) (face masks) that have detachable filters as these filter have control parameters on the number of times used, frequency of exposure to contamination and the shelf life. Consequently, every time they are used the information has to be logged and the filter replaced when the parameters have been exceeded.

PPE must display the appropriate CE mark for that particular class of hazard.

Safety Signs

All safety signs used at the College must comply with the Safety Signs and Signals Regulations 1996. Such signs are produced in one of four colours:

- red - prohibition - means Don't Do
- yellow - hazard - warns of a risk of danger
- green - safe condition
- blue - mandatory - means you must do

Emergency Procedures notices are placed in each room indicating the immediate action to be taken in event of Fire, Injury or other similar event.

It is essential that students are aware of the different types of safety signs, their meaning and their implications. Signalling also falls within the process by which safety information is communicated to others. As an example a requirement of the regulation involves the use of specific signals when unloading materials in addition to the requirements as to where unloading may take place and the associated controls required to protect others.

Risk Assessment

A risk assessment is a way of looking at a task you want to do by checking that hazards are controlled, to help keep everyone healthy and intact.

Regulation 3 of the Management Regulations requires a suitable and sufficient assessment of risks to all those who may be affected by any activity undertaken on behalf of the College. Whilst the regulation refers to health and safety it is important to look outside the frame and take into account all factors which may affect the activity rather than limiting the risk assessment to health and safety. It is also necessary to consider all situations and

environments in which the activity will take place. Failure to do so may lead to action against the organisation or the individual in event of a failure.

Briefly the Risk Assessment process requires identification of all possible hazards and those who may be at risk from those hazards, then consideration of the effectiveness of the existing control measures to determine the risk. If these are not sufficient to minimise the risk then additional steps are required to control the hazards should be identified. All controls determined as being necessary to minimise the risks arising from an activity must be in place before the activity is undertaken. All those who may be affected by the risk should be informed of the all the necessary preventative and precautionary measures which should and will be taken.

Risk assessments are not restricted to those tasks and activities undertaken as part of teaching activities but include all activities undertaken by any member of the College staff. This extends further to include anyone who may be adversely affected by our activities including visitors, contractors and those who are not invited onto our premises.

The College has taken the decision that any activity other than traditional teaching in a 'standard' classroom is considered a high risk and so a risk assessment must be undertaken. For 'standard' teaching activities a generic risk assessment has been undertaken by the College.

It is important that risk assessments for learning activities must specifically consider:

- the inexperience, lack of awareness of hazards and risk and immaturity of young people
- the nature, degree and duration of exposure to physical, biological and chemical agents
- the limits of the physical ability and power of concentration of young people
- the form and range of equipment, the way in which it is handled and the ability of young people to undertake such activities
- the extent of training, including health and safety, which has been provided

A copy of the College Risk Assessment Form can be found on SharePoint. Essentially this is an interactive form which has the 5 Step Process with guidance on how the process is to be completed.

For Apprenticeships and Placements a HASPS form must be completed prior to the student being allowed to work on the premises. A copy of the Policy for Work Based Learning can be found on SharePoint.

The Working Environment

Lighting, noise, temperature are factors which contribute to a safe working environment. Incorrect levels of illumination may result in eyestrain, fatigue and headaches. The College will attempt to ensure that levels of both natural and artificial lighting are sufficient for your safety and security. The actual level of illumination required depends on the task being carried out eg the detail of the work, the background illumination, amount of daylight or reflected illumination and brightness of surfaces.

In office accommodation where Display Screen Users work the College has installed Category 2 light fittings as the standard. Such lighting directs light downwards to reduce glare.

Excessive noise can be a significant physical stressor, and can lead to temporary or permanent hearing loss. The Noise at Work Regulations 2005, require noise assessment to be undertaken when employees are likely to be exposed to high noise levels.

The following levels must be applied: Lower exposure action values:

- Daily or weekly exposure of 80dB
- Peak sound pressure of 135dB

Upper exposure action values:

- Daily or weekly exposure of 85dB
- Peak sound pressure of 137dB

There are also levels of noise exposure which not be exceeded:

Exposure limit values:

- Daily or weekly exposure of 87dB;
- Peak sound pressure of 140dB

These exposure limit values take account of any reduction in exposure provided by hearing protection.

It is important that working methods and systems are in place which will reduce noise levels significantly. We cannot simply issue hearing defenders and say that the job is done - it is vital to reduce noise levels at source. This may not be an easy challenge and the College will have to develop measures which reduce noise levels in many practical areas.

There are hazardous noise areas of the College where first and second action levels can be exceeded. Hearing protection must be worn by anyone in that area when hazardous noise is being generated. Machinery can be a significant cause of noise, which may be overcome by regular maintenance and lubrication.

Where excessive levels of noise are generated the College will undertake appropriate steps to reduce the noise exposure of staff and students. Noise exposure will become of increased importance when new regulations come into force which will reduce the first and second noise action levels by 5dB. This figure represents a reduction of more than half of the current exposure levels.

Equipment, plant and machinery frequently generates vibration which can affect those who use it. There are maximum permitted levels for Hand, Arm and Whole Body vibration and equipment should be checked to ensure that it does not exceed these levels. Normally the information is provided in the manufacturers handbook.

When assessing the vibration levels it is important that their effects are understood along with the potential occupational ill health effects. As young people are more susceptible to such vibrations it is vital that we use equipment which generate the lowest level of vibration and minimise exposure by minimising the use of such equipment.

For further information please contact the Estates team.

The College will attempt to provide a temperature which provides a comfortable working environment. The Regulations require that a temperature of 16°C is reached after one hour of working. Breakdown of the heating system may make this impossible at times, in this situation emergency heating will be brought into use. Despite attempts to regulate temperatures in buildings the design of the heating system can lead to elevated temperatures in some areas of the College. Changes will be introduced where possible to minimise the impact of low or high temperatures.

Humidity is the amount of water vapour in the air, the higher the percentage the 'stickier' it feels as it becomes difficult for perspiration to evaporate to cool us down during warm weather. Alternatively when humidity is low our eyes may become dry, particularly when using a computer as our blink rate decreases as we tend to 'stare' at our monitor. A dry environment can be improved by increasing humidity by opening windows or, by having leafy plants in offices.

Good Housekeeping

A basic control mechanism for H&S is an organised, tidy place of work. Potential hazards can be significantly reduced if:

- corridors and staircases are free from obstructions
- fire escape routes are not blocked
- there are no trailing leads across areas where people will walk
- waste is disposed of into a bin not on the floor
- waste is not allowed to build up
- sharp items are disposed of in an appropriate container
- combustible materials are stored away from sources of heat
- cupboards and drawers are kept closed except when in use
- equipment, personal possessions, etc. is not stored in walkways
- damaged or defective furniture is not used
- fire doors are not wedged open
- spillages are cleaned up immediately
- boxes, chairs and tables are not used to reach high shelves, etc. use proper access equipment
- windowsills are not sat on
- pedestrian and vehicle routes are not obstructed

If you see something which you consider is a potential hazard, report it to your line manager or to the Estates team.

Please don't leave it for someone else to report.

Defect & Improvement Reporting

The Estates Helpdesk is a facility for staff to report issues to the Estates department, such as jobs relating to the maintenance of the College estate. The problems that they deal with are varied and include; joinery, cleaning, electrics, heating, glazing, grounds, lifts, painting, plumbing, portering, signs, surveying, engineering and waste removal, to name a few.

Staff can use the form on the Estates Helpdesk to report a fault, request work or make an enquiry to the Estates and Facilities team. When you submit the form, it will be sent to the appropriate person and a copy will be sent back to you for your records. Please make a note of the request number issued to you so you can track progress and/or monitor the response.

When using the online form, you will be prompted by drop-down lists to enter the block, floor and room which you are reporting on, followed by page for you to enter your contact details and a brief description of the issue you are reporting.

In case of emergency, please report any problems to the Estates Office on extension 2379. The Estates helpdesk link is located in the "Getting something fixed" section of SharePoint.

Electrical Equipment & Safety Testing

All portable electrical equipment used in the College is normally tested to check its electrical safety. A register is kept of all items tested which records the serial number, type of equipment. Equipment is marked with a numbered barcode and a 'Do not Use after' label marked with the expiry date. Equipment should not be used after this expiry date until it is re-tested.

Any item of portable electrical equipment should have a visual inspection of the item and its cable to ensure that there is no visible damage every time before being used. Where possible and practicable, after use electrical equipment should be switched off at the mains and the plug removed from the socket.

Personal electrical equipment must not be used on College premises until it has been tested for electrical safety. This requirement also applies to hired or loaned equipment - the hirer should supply a current Test Certificate with the equipment.

The above paragraphs also apply to electrical equipment which is the personal property of students.

Should any electrical equipment be found to have damage it should not be used but reported to the appropriate person for repair. Do not attempt to repair it yourself unless you are a person qualified to undertake such repairs and you have been given permission from your line manager to carry out the repair.

The use of multi-socket adapters is not permitted in the College due to the potential for fire when overloaded. Where several pieces of equipment can safely be operated from a 240v socket a purpose made, fused, multiple socket extension lead should be used, providing the total load does not exceed 13 amps. The maximum permissible length of extension lead is 8m. To prevent trip hazards it should be the minimum possible length for the task required. Extension leads will be made up 'in house' - contact Estates for details.

Repairs or alterations to the electrical mains or sub-circuit distribution, associated distribution boards and switchgear are prohibited other than by persons authorised to do so by the Estates Manager.

Smoking

Shrewsbury College is a no smoking campus, except for the designated smoking area. Staff and students should only smoke in the designated area. If any member of staff sees students smoking outside of the designated area, they should request that they move to the smoking area immediately. Electronic cigarettes should only be used in the smoking area.

Driving College Vehicles

The College has a fleet of minibuses which can be used to transport students. Staff who are required to drive a College vehicle as part of their role, will need to take a driving assessment before they can be included on the College Driver Register.

Reception operate the vehicle booking system. You should make sure that your vehicle booking has been confirmed before finalising plans for visits. Only staff on the Driver Register are able to book and drive a minibus.

The Head Caretaker is responsible for maintaining the fleet of vehicles, the Driver Register and arranging driving assessments. If you identify a defect or problem with a College vehicle whilst you are using it, you must report it to the Head Caretaker as soon as possible. A Defect Slip is kept in every College vehicle.

In the event of a breakdown, the vehicle and passengers will be recovered by the breakdown service arranged by the College.

If you are planning on taking a College minibus on a long journey, you may need to take an additional driver who is also on the driver register with you.

Smoking is not permitted in any College vehicle.

Driving For Work

Staff may be asked to use their own vehicle whilst travelling on College business. Guidance for doing so is contained in the Travel Expenses and Travel Safety Policy.

For the purpose of business travel and mileage allowances, a vehicle is regarded as the employee's private vehicle where it is:

- owned (or being bought on hire purchase) and registered in the employee's name or that of their spouse or partner
or
- privately hired by the employee under a contract of one year or more

Insurance

When an employee uses their own private motor vehicle on college business they must satisfy certain insurance conditions. The insurance policy must:

- where the employee is the policy holder: contain a clause permitting the use of the vehicle for business purposes, or a clause specifically permitting the use of the vehicle on college business
- where the vehicle is owned by the employee's spouse or partner: specifically cover the use of the vehicle on college business
- the policy must, without financial limits, provide cover in respect of bodily injury to, or death of, third parties, or of any passenger, and damage to the property of third parties
- indemnify the College in the event of a claim being made against it if during the course of an employee's job they use a privately owned vehicle and are responsible for an accident. (Where third party insurance is held no claim for uninsured losses will be entertained by the College.)

Insurance policies with excess clauses that require the insured to pay the first part of a claim are acceptable. Payment of the excess is the employee's responsibility and will not be borne by the College. Private property in cars is the employee's responsibility and should be covered by the employee's policy: no claim will be entertained by the College for loss or damage.

When making a claim for mileage, an employee is explicitly confirming that they know and understand the insurance requirements, and that they are covered accordingly.

When an employee uses their own private motor vehicle on college business they must, in addition to satisfying the insurance requirements:

- have a full valid driving licence
- ensure that the vehicle has a current MOT
- ensure that the vehicle is roadworthy
- ensure that the vehicle has a valid and current motor vehicle licence (tax disc)

The individual is responsible for ensuring the above. The College accepts no liability in respect of either ensuring any of the above, or in connection with the absence of any of the above. If any of the above requirements are not satisfied, the College reserves the right not to reimburse a claim for mileage payments.

Display Screen Equipment

For most members of staff this title will mean computers. Some members of staff fall in to the category of 'habitual users' which tends to reflect the length of time they are required to spend in front of such equipment to carry out their job. A Display Screen Equipment Self- Assessment form is available from the Estates team.

It is important that you adjust your workstation to fit you rather than a previous user. Where you used a shared workstation this means adjusting it to suit you each time you use it. This 'rule' applies equally to students.

Whilst students do not fall within the Display Screen Equipment Regulations, we owe them a 'Duty of Care' and so we should remind them to make relevant adjustments to the chair, and to take regular breaks doing non computer related tasks. Do report any damaged furniture to the Estates Unit.

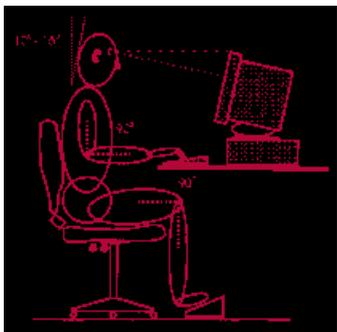
Ergonomics

From time to time we may acquire an ache or pain as a result of having to do an unexpected or infrequent task. When these aches occur frequently it is often due to working in a way which puts pressures on you, either physical or psychological, with which you cannot cope.

For some, after using a computer for a long period of time, we go home with an aching neck and shoulders, perhaps dry eyes and a headache. It isn't only our computers which make us twist our bodies into uncomfortable positions. Frequently it's the way our work area is set up, it's not arranged to make it easy for our bodies to work happily. Do have a think about the way in which you carry out a task and consider if you can make changes which will make it more comfortable to work.

For further help and /or advice please contact the Estates team.

Using Computers



Neck

Prevent aching neck and head by dropping your shoulders, relaxing and letting your head rest naturally.

Arms

It's best if you keep an angle of 90° with wrists and fingers relaxed when keying in.

Back

The chair back is to support your back - so adjust it to support you.

Adjust your chair so your eyes are 'level' with the top of the monitor and about arms-length from the screen.

Keyboard

Lift your wrists so they're level with the back of your hands, keep a light touch on the keys. If possible, learn to 'touch type'.

Knees

Take the weight off your thighs, keep them parallel to the work surface and your feet on the floor - you might need a footrest.

What Else?

Sit upright - don't slouch or lean forward, get comfortable and relaxed. If you're not comfortable then you need to re-adjust things.

Bags

Please keep them out of the way of your chair and others.

Glare on the screen? Tell your line manager or move to another machine... Take short, regular breaks away from the machine!

Tired Eyes? Look at a point in the distance and stare at it for about 20 seconds, then rotate your eyes stopping briefly at 3, 6, 9 and 12.

Shoulders Tense? Roll them forwards 3-4 times then backwards 3-4 times OR stretch your arms out in front of you, lock elbows, open your hands and stretch your fingers 3-4 times.

If you find you have aches or pains after sitting at a computer tell the Estates team so that they can help you sort the problem.

Remember to follow these rules when you use your computer at home.

Laptops

Just because laptops are easy to move about with doesn't mean you should forget the rules for using computers. Try and follow the same guidance as with a desktop machine.

This Means

- Being comfortable when using your laptop, don't sit in an uncomfortable position.
- Keeping glare off the screen.
- Use a mouse whenever possible.
- Have the machine in front of you rather than twisting your body to reach the keys.
- Take short, regular breaks.
- If you use your laptop as a desk machine then plug into a full size monitor and keyboard whenever possible.
- Getting your power supply unit tested for electrical safety.

Eye Tests

We operate an Eyecare Voucher scheme with SpecSavers. This covers the cost of an eye test and a contribution towards glasses, where the glasses are required for VDU use. Once you have booked your appointment, please contact Human Resources for a voucher. Vouchers can't be used retrospectively and can only be used in SpecSavers. If you need prescription safety glasses, please contact Human Resources.

COSHH - Control of Hazardous Substances

Substances which pose a risk to health come under the requirements of the Control of Substances Hazardous to Health Regulations 1999 - COSHH. Usually though not always hazardous substances will have a hazard warning label printed on the container. These labels warn that a substance may be toxic, irritant, corrosive, flammable, explosive, radioactive or an environmental hazard any substance with a label requires a COSHH assessment to be undertaken prior to being used.

When a substance, whether solid, liquid or gas, a single substance a mixture or a compound, is supplied it should come with a (Material) Safety Data Sheet which provides information on which to draw up the COSHH assessment. The Safety Data Sheet is not a COSHH assessment as it refers to the characteristics of the substance not to how you are going to use it. This is where you come in using the information on the safety data sheet and your knowledge of the activity and safe working procedures to determine whether anyone will be put at risk when the substance is used. If a Safety Data Sheet has not been supplied then you should contact the supplier for a copy. Should you have difficulty getting hold of a copy then contact the Estates team.

There are a number of stages which you should consider as part of the assessment before deciding whether a hazardous substance should be used at College.

- Do you have to use it? Do you have to carry out the process?
- Can you use a less hazardous substance?
- Can you reduce the quantity being used - or can you reduce exposure time or frequency of use?
- Can you keep the substance away from people - by enclosing the process or the people?
- Can you use ventilation to reduce the amount in the air by natural or Local Exhaust Ventilation?
- Finally to remove any remaining risk - Is Personal Protective Equipment (PPE) required? This is the last resort not the first step!

The assessment must be written down and should include plans of how to deal with accidents and emergencies and then ensuring that information, instructions and any training required for users to know how to use the substances in normal and emergency situations. The training should be provided before the substance is used. There are College forms available to help you carry out COSHH Assessments. Assessments need to be monitored on a regular basis during use of the substance to check whether your assessment is valid and then reviewed on an annual basis to check whether:

- the substance is used or needs to be used,
- if there are accidents or incidents,
- if there are significant changes in the work during which it is used,
- if you receive new information or,
- if you believe that the assessment has become invalid.

Disposal of hazardous substances no longer required will be arranged by the Estates team who should be given details and quantities.

Hazardous substances, other than those purchased by the College, should not be brought on to College premises without direct permission from your line manager who has seen a satisfactory COSHH assessment which shows that there are no risks to College staff, students, visitors or contractors.

Inform the Estates team immediately if you have any doubts that Local Exhaust Ventilation (LEV) systems or Fume cupboards are failing to work correctly. All LEV specialized extraction systems have an annual inspection and examination by competent persons arranged by the CHSA.

Allergic reactions may develop to an 'irritant' substance. If you or a student suffers an adverse reaction to a substance please contact the Estates team immediately for advice.

Occupational Dermatitis

When skin becomes sensitised it often leads to dermatitis. The signs can be redness as 'spots' or larger areas, itching, scaling, blistering which, if the condition becomes worse, the skin cracks and bleeds or 'weeps' and may spread all over the body. Occupational dermatitis is an individual reaction to a substance, it is not infectious so cannot be passed from one person to another.

Typical job areas causing occupational dermatitis and asthma include construction, healthcare, painting and decorating, plumbing, hairdressing, carpentry, cleaning and catering.

If detected early, medical attention obtained, and adequate workplace precautions taken most people make a full recovery.

Occupational Asthma

Breathing in dusts, mists and fumes can lead to the airways becoming sensitised which then lead to occupational asthma. Typically this condition does last for life and for some sufferers 'asthma attacks' can be triggered by very low levels of their sensitiser.

Substances can very quickly affect an individual, particularly young people. Tutors should explain the potential impact of exposure to substances and the means they can use to protect themselves from sensitisation:

- Keeping the skin clean
- Using a moisturising cream before and after work
- Using a barrier cream or wearing gloves
- Keeping the workplace and tools and equipment clean
- Wearing protective coveralls
- Regularly washing work wear
- Using chemicals diluted to the correct strength

It is important that students are told about the potential impact of chemicals and the precautions they should take to prevent sensitisation and to see their GP if they have problems.

For further information please contact the Estates team.

Machinery & Equipment

If any equipment is to be used by a member of staff or a student then it must comply with the Provision and Use of Work Equipment Regulations 1999. Work equipment has a wide definition and includes anything which is used to enable a job, task or activity to be carried out e.g. hammers, saws, computers, drills, lathes, paper shredders, brushes, etc.

To meet the requirements of the Regulations the equipment must be:

- of sound construction
- suitable for the person using it - consider the students
- suitable for the environment in which it is to be used
- and will normally carry a CE mark

A Risk Assessment must be carried out before purchase to ensure that it meets the above criteria. The assessment must be checked when it is in use to ensure it still meets these criteria.

Equipment must also be maintained in a safe condition and may need to be inspected by a competent person in which case the results must be recorded. Mains operated portable and transportable electrical equipment requires regular testing to check it still meets the standards for electrical safety.

In addition both staff and students must be aware that no machinery or equipment should be used unless training has been given in how to use it safely nor, be used without permission.

Machinery and equipment often has moving parts which can trap loose clothing or jewellery. When using such equipment you should wear appropriate clothing and remove any loose, hanging jewellery. Whether rings and body piercing jewellery should be removed will depend on a risk assessment of the activity being undertaken. All dangerous moving parts must be guarded. Dangerous parts are typically those which can cut, sever, abrade, crush, entrap, inject or shock consequently all machines with such hazards should be appropriately guarded. Under no circumstances should any machine be operated if such guarding is not in place, has been removed, damaged or tampered with.

Some pieces of machinery and equipment can be very heavy. Such items should not be moved without permission and appropriate training and after the appropriate risk assessment which takes into account manual handling risks. Even simple, small items of equipment can cause injury if mishandled, for example scissors or knives should only be used for their intended purpose and stored safely when not in use.

If you discover a broken item of equipment or machinery do not use it, report it for repair. Do not attempt to repair it yourself unless you are competent and have been trained to carry out the repairs.

Lifting Operations & Lifting Equipment

Lifting operations represent significant potential hazards. All such activities require considerable planning and expertise, even more so if it forms a practical activity for students to undertake. Additionally lifting equipment is subject to Statutory Testing, a process carried out by specialist, competent engineers from our Insurers.

The equipment must be sufficiently strong, stable and suitable for the purpose; positioned or installed to prevent risk of injury from the equipment or the load falling and/or striking people; visibly marked with information which is needed for its safe use for example safe working loads; accessories for example slings, eyes, etc. should be marked. Where equipment is to be used for lifting people it must be marked accordingly.

Lifting equipment must be examined for damage before each time it is used.

Lifting equipment is subject to 6 monthly inspection and examination if the equipment is to be used to lift people, all other lifting equipment requires a 12 monthly examination carried out by a recognised, competent person and arranged by the Estates team.

If the equipment is designated with a Safe Weight Load (SWL) it must be tested and certificated by a competent person to ensure that it is capable of handling the load. Once tested, a label should be applied which is dated and signed. If there is no label present, the equipment must not be used.

All lifting operations must be planned, supervised and carried out in a safe manner by, or under the control of a competent person. The requirements are contained in the Lifting Operations and Lifting Equipment Regulations (LOLER). If you undertake or teach any lifting operations you will need to satisfy the competence requirement which may mean you need to take a training course.

Manual Handling

Manual handling is not restricted to lifting heavy objects but refers to any activity which involves the movement of a mass using physical effort. Incorrect manual handling of any object has the potential to cause serious injury. Consequently a risk assessment should be undertaken which takes into consideration:

The **Task**

The **Individual**

The **Load**

The **Environment**

The requirement for risk assessment is particularly important when young people are undertaking manual handling activities. When this is the case the consideration of the individual becomes of greater importance.

Following the assessment the first priority should be to mechanise the activity wherever possible such as with cranes or lifts. Where this is not possible can mechanical aids be used such as trolleys or sack trucks? If neither of these are possible then training in the correct means of manual handling must be provided before the task is undertaken.

NB practical activities, sports activities and work experience may also involve manual handling which will also mean providing suitable training.

Access Equipment

It is important to stress that chairs and tables, etc. are not access equipment and so must not be used to access materials which are beyond your reach.

If you need to use a step ladder or a ladder you must have received proper instruction and training before you are able to use it at work and then following the rules learned during the training when using such equipment.

To operate a mobile elevating work platforms (MEWPS), a certificate of competence for the particular type of equipment used as well as a current safety inspection certificate for the equipment.

Lifts

The College has a regular maintenance and a safety inspection programme to ensure that the lifts are in full working order. When maintenance or inspection is being carried out signs will be put on the lift doors and they will be taken out of use for a short period. On occasion however, lifts may fail, for this situation the lifts are fitted with alarms. Should a lift fail whilst you are in the cab please sound the alarm and help will arrive and lower you to the next floor down. Please don't jump up and down as this puts the brakes on harder meaning it will take longer to lower the cab.

When lifts fail it can cause inconvenience, particularly for people with disabilities as they may not be able to access floors above ground level or to get down to ground level. If you or students you teach use a wheelchair to get around the College if you could let the Reception Staff and the Estates Unit have a copy of your timetable this will make it easier to let everyone know of problems so alternative arrangements can be made.

Counselling Service

The College recognises that in today's environment our lives are subject to a great many pressures which may at times become unmanageable and can lead to problems at work, at home or both. A confidential counselling service is provided for any member of staff who wishes to use the service. If you wish to use this service all you need do is phone one of the counsellor of your choice from the list below and arrange an appointment. You can access up to six sessions with any external counsellors which will be paid for by the College.

All the counsellors are qualified, experienced and follow the ethical codes of practice of the British Association of Counselling or the United Kingdom Conference of Psychotherapy. To ensure confidentiality, the invoices to the College for these professional services are anonymous and names of colleagues who use the service are not disclosed to anyone at the College.

Jenna Kumiega 01743 872430

Joy Kay 01743 231436

Claire James 07817 700513

NOSS (Network of Staff Support) 01978 780479

Pregnancy

The College will undertake the following in order to create a healthy workplace for new and expectant mothers:

- Work areas will be risk assessed to take account of particular risks to new and expectant mothers. This will be carried out as soon as possible after notification of pregnancy
- Employees will have the right to transfer from hazardous work areas, or hazardous work, without loss of pay or status, to suitable alternative work and/or alter hours/work conditions if suitable actions cannot be identified to avoid an assessed risk
- An employee may be temporarily suspended, on full contractual pay, from the site in order to maintain an appropriate level of safety if suitable temporary alternative employment cannot be found.
- Suitable accommodation will be provided for new and expectant mothers to allow for appropriate rest periods, or to express milk

This responsibility will extend to students. If a student is pregnant it may be necessary to make adjustments to her course to enable her continue her studies until she starts her 'maternity leave'. The actual time the 'maternity leave' starts will depend on the individual student and the nature of the course.

It may also be necessary to make special arrangements for the student to sit any exams, complete coursework, etc.

Should you require any help or advice please contact the Estates team. If your student needs advice or assistance during her pregnancy the Student Support team may be able to provide help and support.

Medication

Most students at some time will have a medical condition that may affect their ability to participate in College activities. For many this will be a short term event which will be cleared up by the usual bodies defences or a short course of medication. Allowing students to take such medication minimises the amount of time they may need to be away from the College, though medication should only be brought to College when absolutely essential. Normally it is possible to arrange the times for medication around the College day.

Students may ask you for pain killers, the College Policy is that as we do not have medically qualified members of staff we cannot issue medication to either students or staff including medicines such as aspirin, paracetamol, etc.

Some students may have a medical condition requiring long term medication and/or emergency treatment for its control. For such eventualities the College has a procedure outlining the systems which should be followed. For some medical conditions controls may need to be put in place for the health and safety of others in this situation please contact the Estates Manager for assistance.

It is important that the College is aware of medical conditions and students should be encouraged to divulge any medical conditions they may have on their enrolment form. Similarly if you become aware of students with undisclosed medical conditions (or disabilities) it is important that this information is passed on to the Student Support team as soon as possible.

If you become ill with an infectious illness or disease please don't come to College unless your doctor tells you it is safe to do so. The college sickness absence reporting procedures should be followed until you are well enough to return to work.

Please pass on to students the importance of following the system of not coming in until their GP says it is ok, and contacting Reception with a message about their illness for their tutor. For some illnesses it may be necessary for other students to be quarantined to minimise spread of infection or to provide medication as a precautionary measure.

For students who require regular medication, it is important that if they go on residential visits they will need to take an adequate supply of medication and perhaps a spare prescription. For international visits details of the condition and their medication should be held by all tutors taking part in the visit.

Positive about Disability

Shrewsbury College has achieved the Positive about Disabled People award from the Jobcentre Plus. This means that we can use the Two Ticks symbol and we make the following commitments:

- to interview all disabled applicants who meet the minimum criteria for a job vacancy and to consider them on their abilities
- to discuss with disabled employees, at any time but at least once a year, what you can both do to make sure they can develop and use their abilities
- to make every effort when employees become disabled to make sure they stay in employment
- to take action to ensure that all employees develop the appropriate level of disability awareness needed to make these commitments work
- to review these commitments every year and assess what has been achieved, plan ways to improve on them and let employees and JobCentre Plus know about progress and future plans.

If an employee would like to discuss, in confidence, any disability they may have, or any adjustments they may require at work, they should make an appointment with Human Resources.

The term 'disabled' is defined by the Equality Act 2010 as:

'If you have a physical or mental impairment that has a substantial and long term negative effect on your ability to do normal daily activities.'

In the past the College has put in place a range of adjustments to make it possible for students to succeed in their choice of course. Such adjustments may be physical changes to the learning environment or adjustments to the curriculum and its mode of delivery.

Work Experience

Whilst at the College where risks are normally well controlled students are in a safe working environment. When a student is away from the College on Work Experience they are under the control of others which means various checks need to be carried out prior to the work experience placement. It is important to ensure the student will not be put at risk by any activities they will be undertaking. There is a College procedure, which is available on SharePoint.

Educational Visits

The Visits Policy and Procedure is an electronic process that requires approval from your line manager at various stages to make sure that the visit has been planned so that students have a safe and enjoyable learning experience. If you are intending to organise visits for students it is well worth gaining a good understanding of the policy and procedure to make planning as easy as possible for you.

Visitors

If you are expecting a visitor, please inform Reception in advance where possible. All visitors are required to sign in at Reception, where they will be given information on our health and safety, safeguarding, smoking and emergency evacuation procedures and a visitor badge. They should return to Reception at the end of their visit to sign out and return the badge. Visitors should be accompanied at all times when they are on the site. The Visitor Policy can be found on SharePoint.