



## **Health and Safety Policy**

**UTC Plymouth**

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## **Section 1.0**

### **Statement of Intent**

#### **HEALTH & SAFETY POLICY STATEMENT OF INTENT**

The objective of this policy is to attain and maintain high standards of health and safety performance throughout UTC Plymouth

All persons conducting activities under the name of UTC Plymouth will adhere to this Health & Safety Policy to reduce the risk of harm to employees, students and all others that may be affected by college activities.

UTC Plymouth will comply with the Health and Safety at Work etc. Act 1974 and Regulations subsequently laid under it and meet the standards required therein.

Hazards will be identified and the risk of injury, disease or dangerous occurrence will be minimised by the achievement and maintenance of high standards of health and safety. These standards will be achieved, so far as is reasonably practicable, by:

**Demonstrating a visible management commitment to high standards of health and safety** performance and the promotion of a positive health and safety culture throughout the college;

Providing and maintaining a safe working environment that is without risk to health, together with adequate facilities and arrangements for the welfare of employees;

Providing and maintaining plant, equipment and systems of work that are safe and without risk to health;

Providing and maintaining means of access to and egress from the workplace and college that are safe and without risk;

Having in place adequate arrangements for the regular assessment of college activities in order to identify related hazards and to control associated risk;

Having in place effective systems to protect employees and other persons affected by the college's activities;

Having in place adequate arrangements to ensure safety and the absence of risks to health in connection with the use, handling, storage and transport of articles and substances;

Providing such information, instruction, training and supervision as is necessary to ensure the health and safety of employees of the college; and

Obtaining the co-operation of employees in enabling statutory obligations under health and safety legislation to be met.

Signed



November 2016

Principal Review Date 2017



## **Section 2.0**

### **Roles & Responsibilities**

#### **ROLES & RESPONSIBILITIES**

##### **2.1. Introduction**

Health and Safety (H & S) management is the responsibility of all personnel of UTC Plymouth. It is the responsibility of the Board of Governors, The Principal, Office Manager,, Premises Manager, Directors of Curriculum, Teachers and Support Staff to ensure that all personnel and contractors are properly equipped, trained and motivated in order to ensure high H & S standards at work.

Employees are deemed to be those persons directly employed, either on a full-time or part-time basis, by UTC Plymouth and those 'labour-only' self-employed persons who undertake work on behalf of UTC Plymouth

Contractors are deemed to be those persons who work for UTC Plymouth but who are not direct employees. The term 'contractor' is understood to include all associated sub-contractors.

Suppliers are deemed to be those persons who supply goods and/or services.

## **2.2. Company HSE Organisation Chart**

**BOARD OF GOVERNORS  
PRINCIPAL  
HEALTH AND SAFETY MANAGER  
VICE PRINCIPAL  
TEACHERS  
PREMISES MANAGER  
CONTRACTORS  
TECHNICIANS**

### **2.3. Board of Governors**

The Board of Governors has overall responsibility for the health, safety and welfare of all employees and students, for the environmental impact of college activities and fulfilment of all legal duties imposed on them as the governing body by relevant legislation.

In recognition of the legal duties imposed the board will:

Understand the main requirements of the Health and Safety at Work, etc. Act 1974.

Ensure that every aspect of health, safety and the environment and its implications is given due consideration in all executive decisions.

Ensure an effective H & S management system is in place and implemented.

Ensure adequate resources are available to implement the College H & S Policy and to enable legal and moral obligations to be met.

Where the college is the Client, ensure all construction activities are planned, managed, coordinated and executed in line with current legislative requirements.

Take immediate action in respect of:

Prohibition and improvement notices;

Matters of complaint by Health and Safety Executive Inspectors;  
Concerns by employees or others, of H & S standards; and

Accidents, incidents and near misses involving College employees.

Ensure that H & S performance is regularly reviewed at board and college level.

The nominated Health and Safety Governor will provide a link between the governing body, its committees and staff. The role should incorporate:

Monitoring health and safety training needs of staff





## 2.4. Principal

Responsibility for the management of H & S on a day to day basis is delegated to the Principal. The Principal has overall responsibility for the health, safety and welfare of all college employees and students and fulfilment of all legal duties imposed on them, as the Employer, by relevant legislation.

In recognition of the legal duties imposed upon them, the Principal will:

Understand the main requirements of the Health and Safety at Work, etc. Act 1974.

Ensure that every aspect of health and safety and its implications is given due consideration in all executive decisions.

Set, monitor and review the effectiveness of the College H & S Policy with the Governing body, ensuring that it meets current legislative requirements and accurately reflects College activities.

Ensure adequate resources are available to implement the colleges' H & S Policy and to enable legal and moral obligations to be met.

Seek advice, as and when appropriate, on H & S issues.

Ensure that all new employees receive adequate induction training as soon as is reasonably practicable after joining the college.

Ensure all employees and contractors receive suitable information, instruction, training and where appropriate, supervision to assure their competence for the work they are to undertake.

Ensure that all contractors are competent to conduct the work they undertake by compiling and maintaining a list of approved contractors (and their sub-contractors) authorised to work for the College.

Monitor the performance of contractors who undertake work on behalf of the College.

Ensure that all plant, equipment and materials are safe and suitable for the work for which they are to be used.

Ensure that suitable and sufficient risk assessments of college activities are undertaken to identify and implement effective control measures required to eliminate, reduce or control the risk of harm occurring to employees or others who may be affected by the activity.

Ensure that the results of the risk assessments are effectively communicated throughout the college and to others who may be affected by the activity.

Ensure employees and students are provided with personal protective equipment as identified by risk assessment and instructed in its use.

In respect of hazardous substances, ensure that appropriate information is available to enable suitable assessment of the process to be conducted.

Ensure that accidents and near misses are recorded.

Ensure that all injuries, diseases and dangerous occurrences involving college employees are investigated and, where appropriate, reported as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

Maintain effective communication routes throughout the college and governing body and ensure employees are aware of the college H & S Policy and other H & S matters as they arise.

Take immediate action in respect of:

Prohibition and improvement notices;

Matters of complaint by Health and Safety Executive Inspectors;

Concerns by employees or others, of H & S standards; and

Accidents, incidents and near misses involving college employees.

Ensure maintenance of registers and records as required by current legislation.

Ensure that H & S management within the college is audited on an annual basis to ensure that high standards of H & S performance are being maintained and to identify areas where improvements are to be made.

Ensure that H & S performance is regularly reviewed at college and board level.

#### **2.4.1. Duties Under the Construction (Design & Management) Regulations 2015**

In recognition of the legal duties imposed under the Construction (Design & Management) Regulations 2015, for projects where the Company is the **Client**, the Principal will ensure that:

Suitable arrangements are made for managing a project, including the allocation of sufficient time and other resources. Arrangements are suitable if:

- the construction work can be carried out, so far as is reasonably practicable, without risks to the health or safety of any person affected by the project; and
- Welfare facilities provided from the beginning and throughout the construction phase are in compliance with Schedule 2 of CDM 2015.

Arrangements identified above are maintained and reviewed throughout the project.

Where there is more than one contractor on site at any time (or it is foreseeable that there will be) the following are appointed in writing as soon as is practicable before the construction phase begins:

- A Principal Designer who controls the pre-construction phase
- A Principal Contractor who controls the Construction Phase

Reasonable steps are taken to ensure that Designers (including Principal Designer), Contractors (including Principal Contractor), and other team members that are appointed have the skills, knowledge, experience and organisational capability to fulfil their role and secure health and safety of those working on the project.

Reasonable steps are taken to ensure that the Principal Designer and Principal Contractor comply with their respective duties.

Pre-construction information is provided as soon as is practicable to every designer and contractor appointed, or being considered for appointment, to the project.

A Construction Phase Plan is drawn up before the construction phase begins.

The Principal Designer prepares and maintains a Health and Safety File.

The HSE are notified in writing when a project is notifiable. A project is notifiable when:

- It lasts longer than 30 working days and has more than 20 persons on site at any one time
- Exceeds 500 person days

All parties involved with the project cooperate with one another.

## **2.5. H & S Committee**

The H & S Committee comprises:

Principal (Chair)  
Head of Administration and Support / Health and Safety representative

Premises Manager  
Curriculum Representatives

The committee will meet once per term, follow a set agenda distributed before the meeting, document and disseminate minutes to curriculum management.

The H & S Committee do not have duties under UK H & S Law. The function of the committee includes but is not limited to:

Reviewing and approving the annual H & S Audit;

Monitoring progress against annual H & S targets and programmes set from the annual H & S audit;

Reviewing accident statistics and outcomes of investigations;

Monitoring and reviewing H & S Policy;  
Identifying areas for improvement;

Communicating with curriculum management and employees and introducing relevant issues onto the agenda.

Driving and communicating relevant H & S issues to academic and non-academic departments.

## **2.6 Health and Safety Manager**

The Health and Safety Manager shall;

Provide suitable senior managerial health and safety assistance to the various support functions and curriculum areas across the college.

Acting as the two way communicator of all health and safety issues between the senior leadership team and those managers within this area of responsibility.

Ensure there is adequate whole college first aid provision.

Providing an Occupational Health Service and Health Surveillance Programme for all employees

Understand the main requirements of the Health and Safety at Work, etc. Act 1974 and the provisions of the college HS Policy.

Ensure that every aspect of health, safety and the environment and its implications is given due consideration in all executive decisions.

In conjunction with the Board of Directors and Head, set, monitor and review the effectiveness of the College HS Policy, ensuring that it meets current legislative requirements and accurately reflects college activities.

Communicate with Department Heads and non-academic departments to ensure that the HS Policy is communicated and understood.

Seek advice, as and when appropriate, on HS issues.

Advise the Governing body and Head on any issues that affect the health, safety or welfare of employees and students.

Ensure that HS performance is regularly reviewed at board and college level

## 2.7 Vice Principal

The Vice Principal is responsible for ensuring that the provisions of the Health and Safety at Work, etc. Act 1974, associated regulations and college policies are observed within their area of responsibility. Authority is delegated to Department Heads to oversee and enforce the implementation of the college HS Policy in the college environment.

The Vice Principal will:

Understand the UTC Plymouth HS Policy.

Ensure that employees and students comply with the college HS Policy.

Ensure high standards of HS performance are maintained in the college.

Foster a positive health and safety culture amongst all employees and students.

Ensure a safe working and learning environment with safe access and egress at all times.

Ensure safe working and learning practices are observed at all times.

Coordinate and manage the risk assessment process and approve all risk assessments in their area of responsibility.

Ensure registers and records are maintained in their area of responsibility as required by current legislation.

Ensure routine documented inspections (minimum monthly) of sites, facilities, plant and equipment under their control are carried out so as to maintain HS standards.

Immediately bring to the attention of the Head and the Board of Governors matters relating to HS standards or performance.

Advise and support their department on matters relating to the College HS Policy and all prevailing legislation.

Ensure employees and students are fully aware of potential hazards as identified by staff reports, inspections, safety audits, accident reports and near misses.

Ensure that accidents and near misses are reported to the Head as soon as practicable.

Ensure HS matters are adequately communicated to employees and students.



## **2.8. Teachers**

Teachers are responsible for ensuring that the provisions of the Health and Safety at Work, etc. Act 1974, associated regulations and college policies are observed within their classes, laboratories and activities. Authority is delegated to teachers to oversee and enforce the implementation of the college HS Policy. Teachers report to Vice Principal.

Teachers will:

Understand the UTC Plymouth HS Policy.

Ensure that classes, activities and students comply with the College HS Policy.

Ensure high standards of HS performance are maintained in college activities.

Foster a positive health and safety culture amongst in college activities.

Ensure a safe working environment with safe access and egress at all times.

Ensure safe working practices are observed at all times.

Assist Department Heads in the risk assessment process.

Review and sign off on risk assessments relevant to their college activities.

Ensure relevant registers and records associated with their activities are maintained as required by current legislation.

Carry out routine documented inspections of the college environment as required.

Immediately bring to the attention of Department Head matters relating to HS standards or performance.

Ensure students are fully aware of potential hazards as identified by staff reports, inspections, safety audits, accident reports and near misses.

Ensure that accidents and near misses are reported to Department Heads as soon as practicable.

## **2.9. Technicians**

Technicians are responsible for ensuring that the provisions of the Health and Safety at Work, etc. Act 1974, associated regulations and college policies are observed within their area of responsibility. Technicians report to the Health and Safety Manager..

Technicians will:

Understand the UTC Plymouth HS Policy.

Ensure that students comply with the College HS Policy.

Ensure high standards of HE performance are maintained in the classroom.

Foster a positive health and safety culture in class.

Ensure a safe working environment with safe access and egress at all times.

Ensure safe working practices are observed at all times.

Assist Department Heads and Teachers in the risk assessment process.

Review and sign off on risk assessments relevant to their activities.

Maintain all registers and records on site, as required by current legislation.

Carry out routine documented inspections (minimum monthly) of sites, facilities, plant and equipment so as to maintain HS standards.

Immediately bring to the attention of Department Heads matters relating to HS standards or performance.

Advise and support students on matters relating to the College HS Policy and procedures.

Ensure students are fully aware of potential hazards as identified by risk assessment.

Ensure that accidents and near misses are reported to Department Heads as soon as practicable.

## **2.10. Premises Manager**

The Premises Manager is responsible for facilities management in the college and its grounds . The Premises Manager reports to the Business Support Manager.

The Premises Manager will:

Understand the UTC Plymouth HS Policy and review at least annually.

Ensure that employees and contractors comply with the College HS Policy.

Ensure high standards of HS performance are maintained during facilities management.

Foster a positive health and safety culture amongst all employees.

Ensure a safe working environment with safe access and egress at all times.

Ensure safe working practices are observed at all times.

Conduct risk assessments for relevant activities, this includes assisting where appropriate, other departments with their risk assessments and using external competent resources if necessary.

Maintain all registers and records on site, as required by current legislation.

Carry out routine documented inspections (minimum monthly) of sites, facilities, plant and equipment so as to maintain HS standards.

Immediately bring to the attention of the Head matters relating to HS standards or performance.

Advise and support contractors on matters relating to the college HS Policy and all prevailing legislation.

Ensure personnel and students at all work sites are fully aware of potential hazards as identified by staff reports, inspections, safety audits, accident reports and near misses.

Ensure that accidents and near misses are reported to the Head as soon as practicable.

With specific respect to contractor management, the Premises manager will:

Ensure only contractors who are on the Approved Contractor List are used on site.

Ensure that all contractors receive induction training on arrival at premises under the control of the College and that the training is recorded and repeated at appropriate intervals.

Ensure all contractors receive suitable information, instruction and training to ensure their competence for the work they are to undertake.

Provide an appropriate level of supervision to contractors working in the college or grounds.

Monitor the quality of contractor's work and ensure that it is being conducted safely.

Ensure that all electrical appliances used by contractors have been tested and are safe to use.

Ensure that all contractors on premises under the control of the College are accounted for.

## **2.11 Employees**

All employees of UTC Plymouth have legal duties under health, safety and welfare legislation while at work to ensure their personal safety and that of others who may be affected by their acts or omissions.

In recognition of the legal duties imposed upon them, all employees will:

Co-operate with the Head to enable legal duties to be met.

Comply with ALL requirements of the UTC Plymouth HS Policy and associated procedures.

Not intentionally or recklessly interfere with, or misuse anything, provided by the College in the interests of HS.

Actively promote a positive health and safety culture throughout the college.

Only undertake work for which they have been trained and are authorised, qualified and competent to undertake.

Not undertake an activity until a suitable and sufficient assessment has been conducted by a competent person and the results communicated to them and others who may be affected by the activity.

Use and maintain in a serviceable condition all plant and equipment in accordance with the training provided.

Use and maintain in accordance with instructions and training given, and report the loss or defect of all personal protective equipment provided by the College.

Make themselves aware of all college first aid, fire and emergency procedures.

Raise all matters of concern relating to HS as they arise to the appropriate responsible person.

Ensure all accidents are entered in the college Accident Book.

Ensure all accidents and incidents, including near misses, are reported to the appropriate responsible person on site to ensure appropriate investigation can be undertaken.

All employees are to ensure that the college as their employer is made aware of any form of disablement that is likely to affect their ability to undertake the work they are assigned.



## **2.12. Contractors**

All contractors who undertake work on behalf of UTC Plymouth have legal duties under health, safety and welfare legislation while at work to ensure the health and safety of themselves and others that may be affected by their acts or omissions.

In recognition of the legal duties imposed upon them, all contractors who undertake work on behalf of UTC Plymouth will:

Co-operate with the Head and Premises manager and their own Employer to enable them to comply with their legal duties.

Comply with ALL requirements of the UTC Plymouth HS Policy and other rules and procedures in place and notified to them.

Not intentionally or recklessly interfere with or misuse anything provided by the College in the interests of HS.

Actively promote a positive health and safety culture on site.

Only undertake work for which they have been trained and are qualified and competent to undertake.

Ensure that risk assessments and method statements relating to their work are presented to the Head / Premises manager prior to commencement of work, if they are not following the Safe System of Work provided by UTC Plymouth.

Not undertake an activity until a suitable and sufficient assessment has been conducted by a competent person and the results communicated to them and others who may be affected by the activity.

When on college premises, follow all site safety rules and procedures.

Use and maintain in a serviceable condition all plant and equipment.

Use and maintain in accordance with instructions and training given, and report the loss or defect of all personal protective equipment provided by UTC Plymouth and their own Employer.

Make themselves aware of all college first aid, fire and emergency procedures.

Raise all matters of concern relating to HS as they arise to the appropriate responsible person.

Ensure all accidents are entered in the College Accident Book held on site and in their Employers Accident Book.

Ensure all accidents and incidents, including near misses, are reported to the appropriate responsible person on site to ensure appropriate investigation can be undertaken.

# **Section 3 General Arrangements for Health, Safety & the Environment**

## **GENERAL ARRANGEMENTS FOR HEALTH, SAFETY & THE ENVIRONMENT**

The attainment and maintenance of high standards of Health and Safety (HS) within UTC Plymouth will be achieved by the identification of hazards associated with the activities undertaken by the College. Effective precautions and control measures to eliminate, reduce or control the risk of harm to ALL persons exposed to the hazards will be identified and implemented.

### **3.1. Advice and Guidance**

The Health and Safety Manager is Julie Rae and is available on extension 502.

### **3.2 Review and Update**

- The College's HS Policy and performance will be reviewed annually and any necessary updates will be made.
- No alterations will be made to College's HS Policy, including the organisational structure and associated arrangements, without the prior consent of the Board of Governors.

### **3.3 Communication and Consultation**

HS information, where it relates to college activities will be communicated throughout the College as it becomes available by the quickest possible means.

Concerns over the standards of HS within the college or issues relating to HS are to be brought immediately to the attention of management.

The College consults with its employees on HS matters in accordance with the Health and Safety (Consultation with Employees) Regulations 1996. This is primarily done through the HS Committee who meet once per term

### **3.4. Training and Competence**

#### **Induction**

All new employees will receive induction training as soon as reasonably practicable. A record of the induction process will be maintained.

Workplace-specific induction training will be given to contractors whenever work commences on site.

## **Training**

Training needs and competence requirements will be analysed to ensure the provision of appropriate training.

Employees shall only carry out work for which they hold the appropriate competences.

Occupational competence will be maintained where applicable via membership of appropriate trade associations.

Further training shall be given:

- For periodic refresher training;
- When required by current best practice;

- When being exposed to new or increased risks;
- When being transferred or given a change in responsibility; and/or

- When there is a change in work methods, technology, equipment or practices.

A Training Record will be maintained for all employees.

Training standards will be kept under review to ensure that the requirements of current legislation and risk assessments are met.

## **3.5. Risk Assessments, Method Statements and Safe Systems of Work**

Risk Assessments will follow a standard format.

The college and individual departments will generate documented safe working procedures as and when required.

The Vice Principal will ensure:

- Where significant hazards are evident and there is a risk of harm or injury from a work activity, an appropriate risk assessment will be undertaken and communicated to all those at risk, in accordance with the Management of Health and Safety at Work Regulations 1999;

- Safe working procedures are produced based on the findings of the risk assessments as required;

- That all risk assessments and safe working procedures are communicated to all who may be affected by the activity and records retained;

- That all employees who may be affected by the activity are made aware, that if any aspect of the activity or the environment in which it is conducted alters then a review of the risk assessment must be undertaken and appropriate changes to the safe working procedure before the work is permitted to continue;

- That master copies of all assessments and safe working procedures are held in a central location, and readily available.

The Premises Manager will also ensure that safe systems of work and risk assessments of contractors are approved prior to work commencing at workplaces under the control of the college.



### **3.6. Personal Protective Equipment**

The Vice Principal will ensure that:

Personal Protective Equipment (PPE) is provided and used in college wherever risks to health and safety cannot be adequately controlled in other ways, in accordance with the Personal Protective Equipment Regulations 2002.

PPE is provided to employees and students as required by current legislation and as identified by risk assessment to supplement existing control measures.

PPE provided is fit for purpose and appropriate to the risk involved.

Suitable facilities for the storage of PPE are provided and used.

Information, instruction and training will be given to all employees and students on the safe use and maintenance of PPE.

Employees and students will, in accordance with instructions given, make full use of all PPE provided and maintain it in a serviceable condition and report its loss or defect immediately.

### **3.7. Employment of Young Persons**

Risk assessments will be carried out, or reviewed, to identify and address the risks to young persons (i.e. those under the age of 18), when carrying out hazardous activities at college.

Protection will be provided from any risks to the health and safety of young persons associated with their lack of experience, lack of awareness of existing risks or immaturity, in accordance with the Management of Health and Safety at Work Regulations 1999.

Specifically the following will be taken into account:

Physical or psychological capability;

Exposure to toxic or carcinogenic substances or substances which cause heritable genetic damage, harm to unborn children or cause any other chronic health effect;

Lack of maturity, experience or training;

Activities involving a risk to health from extreme temperatures (hot or cold), noise or vibration.

Young persons will be supervised at all times when performing any task which may put them at risk.

### **3.8. Employment of New and Expectant Mothers**

Risk assessments of the activities undertaken by UTC Plymouth will take into account the needs of pregnant employees and new mothers, in accordance with the Management of Health and Safety at Work Regulations 1999. The assessment will identify and address the risks to the unborn child, a child of a woman who is still breastfeeding and to the mother and will determine which tasks the employee can perform.

The assessment will ensure that adequate steps are taken to avoid the risk to new and expectant mothers arising from exposure to physical, biological and chemical agents and from working conditions.

Where the risk cannot be avoided then working hours may be temporarily adjusted or suitable alternative work will be offered. If this is not viable then suspension on full pay will be exercised for as long as is necessary to protect the health and safety of the mother and that of her child.

### **3.9. Employment of Persons with Disabilities**

College risk assessments will take into account the needs of employees with disabilities, in accordance with the Disability Discrimination Act 2013.

Employees are to ensure that the College, as their employer, is made aware of any form of disablement that is likely to affect their ability to undertake the work they are assigned.

Where appropriate, employees with disabilities will be monitored at regular intervals (e.g. by routine medical examination) to ensure their suitability for the work on which they are employed.

### **3.10. Health Monitoring and Surveillance**

College employees are to declare any aspect relating to their health that may put them at risk while undertaking the work for which they are employed or that may be affected by the environment in which it is to be undertaken.

Employees will be provided with health surveillance appropriate to the risks to health and safety resulting from their employment, as identified by risk assessment or legal statute, in accordance with the Management of Health and Safety at Work Regulations 1999 and the Control of Substances Hazardous to Health (CoSHH) Regulations 2002 (as amended).

The College is committed to preventing employees from being subject to undue stress whilst at work.

### **3.11. First Aid Provision**

The college will provide adequate and appropriate equipment, facilities and personnel to ensure their employees and students receive immediate attention if they are injured or taken ill at work, in accordance with the Health and Safety (First-Aid) Regulations 1981.

Suitably trained persons will be nominated as qualified First Aiders or Emergency First Aiders to ensure adequate provision of first aid. These details will be prominently displayed in all college areas, and will be communicated through induction training.

Employees are expected to familiarise themselves with workplace first aid arrangements and facilities.

All injuries occurring no matter how trivial are to be recorded in any accident book provided at the employee's workplace where the accident takes place and also in the College's Accident Book held at the College premises.

First aid kits shall be held in all college minibuses with the contents checked on a regular basis, and restocked if necessary.

First aid assessments will be undertaken and appropriate provision made for college trips. The college will provide adequate and appropriate equipment, facilities and personnel to ensure their employees and students receive immediate attention if they are injured or taken ill at work, in accordance with the Health and Safety (First-Aid) Regulations 1981.

### **3.12. Injuries, Diseases and Dangerous Occurrences**

All accidents, near misses and dangerous occurrences involving college employees and students will be thoroughly investigated.

In the event of specified injury or fatality occurring to an employee statutory reporting requirements under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 will be met.

All accidents, dangerous occurrences and near misses occurring on college premises or during college activities are to be reported to the Head so that an investigation can be conducted.

Reports of accidents involving contractors will be forwarded to their Employer to enable statutory reporting requirements under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 to be met.

### **3.13. Fire Precautions and Prevention**

#### **Fire Risk Assessment**

A Fire Risk Assessment has been conducted in accordance with the Regulatory Reform (Fire Safety) Order 2005 and the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR).

### **Systems and Procedures**

Based on the results of the risk assessment, adequate means of raising the alarm, fighting the fire and means of escape has been provided to ensure the safe evacuation of personnel in the event that a fire occurs.

Fire Wardens have been instructed in the use of portable fire fighting appliances as found on premises. Emergency procedures and evacuation routes are communicated to all employees and students as part of their induction training and drills.

A Fire Plan is prominently displayed in areas throughout the college, and communicated to all employees, students, contractors and visitors through induction training and drills.

In the event of a fire in the college, the priority will be to raise the alarm and ensure all employees and students are evacuated safely. The alarm is to be raised and the local fire authorities summoned.

The maintenance of any fire alarm system is conducted by a competent, specialist authority under contract.

Consideration will be given to neighbours who may be affected by a fire to ensure that they are made aware of the fire and evacuated safely.

### **College Visits**

Whilst visiting sites or carrying out activities within other premises / facilities other than the college, the local fire arrangements are adhered to and communicated to employees and students by site-specific induction training prior to commencement of any activities

### **3.14. Smoking Policy**

In compliance with the Smoke-free Regulations 2006/7, college premises and workplaces are smoke-free. Disciplinary action will be exercised if employees, students or contractors smoke whilst on college premises or vehicles.

Smoking is only permitted in those external areas designated by management.

### **3.15. Alcohol and Controlled Substances**

Disciplinary action will be exercised if, while under the influence of alcohol or controlled substances (drugs), employees or contractors enter college premises, a workplace under the control of the college or drive college vehicles.

Employees and contractors shall not have alcohol or controlled substances in their possession whilst working on college premises.

Any person known or strongly suspected of being under the influence of alcohol or controlled substances will be removed from the workplace immediately.

### **3.16 Violence towards Employees**

- Incidents of violence, threatening and/or abusive behaviour by employees whilst at work will result in disciplinary action.
- In the event that employees are faced with aggression or threat of violence, a non-confrontational attitude is to be adopted.

### **3.17 Lone Workers**

Wherever practicable, employees are not to work alone in high-risk activities or areas.

Where it is unavoidable, the lone worker will ensure that management is aware of their whereabouts and the nature of the work being undertaken. The lone worker will make contact with nominated personnel at pre-arranged times throughout, and on completion of, the activity. Such arrangements will be documented in a specific risk assessment or company procedure which will be communicated to all persons potentially involved.

Lone workers are included in the Company Liability insurance cover, in accordance with the Employer's' Liability (Compulsory Insurance) Act 1969.

### **3.18. Mobile Phones**

It is an offence under the Road Vehicles (Construction and Use) Regulations 2003 (as amended) to use a hand-held phone or similar device when driving.

No calls are to be made or received by the driver of a moving vehicle unless the vehicle is fitted with a working 'hands free' kit and it is considered that it is safe to do so.

Calls dealt with in this way are to be short duration calls only. Longer duration calls are to be dealt with by pulling over to the side of the road into a suitable parking area when it is safe to do so to continue the conversation.

Mobile phones must not be used whilst employees carry out hazardous work activities.

### **3.19. Waste Policy**

Routes exist for the legal disposal of waste arising from all materials in use by the college, in accordance with current legislation and best practice.

Where practicable, work will be planned and managed so as to minimise waste production.

All waste shall be disposed of via an authorised disposal route.

Waste shall not be illegally deposited, disposed of or treated by any person where that waste has been, or will be, under the control of the college.

Recycling and reuse of materials and waste will be encouraged wherever possible.

### **3.20 Welfare**

- The College is committed to providing a safe and healthy work environment that takes into account the welfare needs of all its employees, including those with disabilities.
- Welfare provision will be in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992

### **3.21 Safety Signage**

- Appropriate safety signs and notices will be posted throughout College premises and on College managed sites as identified via risk assessment and in accordance with the Health and Safety (Safety Signs and Signals) Regulations 1996.

### **3.22 Access and Egress**

All college access and egress routes are kept clear at all times.

Emergency escape routes are to be unobstructed. Stores or materials shall not be left in access or egress routes where they may hinder escape in an emergency.

## **Section 4.0**

# **Workplace Arrangements for Health, Safety & the Environment**

## **HEALTH, SAFETY & ENVIRONMENTAL POLICY**

### **WORKPLACE ARRANGEMENTS FOR HEALTH, SAFETY & THE ENVIRONMENT**

The following topics have been identified as significant in terms of workplace hazards and detail the College's policy on how the risk to personnel exposed to them will be reduced or controlled.

#### **4.1. Abrasive Wheels**

The abrasive wheel marking system should conform to Annex A of BS EN 12413 and BS ISO 525.

Only trained personnel who have been appointed by Department Management are permitted to change any class of abrasive wheel.

The college will ensure that suitable storage facilities are available in order to keep wheels clean and free from damage and that a sufficient quantity of suitable eye protection to BSEN 166B is available when required.

Guards or shields supplied by the manufacturer are correctly fitted to all machines while in use and are not altered in any way.

Defective abrasive wheel machines are taken out of use immediately.

All students using abrasive wheel are trained and supervised at all times.

#### **4.2. Asbestos and Asbestos Containing Materials (ACMs)**

An asbestos survey has been conducted and a management plan and register are in place. The asbestos register is supplied to contractors when working on site.

College employees shall not generally conduct work involving exposure to asbestos / ACMs. If asbestos / ACMs are discovered, or suspected, the following action is to be taken:

Work is stopped, the area is secured and measures are put in place to ensure that the asbestos / ACM remains undisturbed; and

The Head is informed in order to ensure that an assessment is undertaken and an action plan developed before work is allowed to continue.

In compliance with the Control of Asbestos Regulations 2012 training is mandatory for anyone liable to be exposed to asbestos fibres at work. As a minimum, a half day asbestos awareness course will be undertaken, supplemented by annual refresher training.

Any work undertaken on licensed asbestos products will be undertaken by a specialist licensed contractor

### **4.3. Chemicals / Hazardous Substances**

All hazardous substances / chemicals used or generated by the college is subject to a CoSHH assessment to identify the measures required to reduce the risk of harm occurring to employees as a result of exposure, in accordance with the Control of Substances Hazardous to Health (CoSHH) Regulations 2002 (as amended).

Department management will ensure that:

All hazardous substances / chemicals used by the College are identified and inventoried.

REACH Safety Data Sheets for all hazardous substances used by the College will be obtained from suppliers.

A comprehensive assessment of the processes involving the use of hazardous substances or those generating hazardous by-products such as dust and fumes is to be carried out.



Regular reviews of assessments of processes involving the use of, or contact with, hazardous substances are to be undertaken.

Appropriate control measures are to be put into place to prevent, reduce or control the exposure of all personnel to the harmful effects of hazardous substances and by products of processes.

Suitable and sufficient personal protection equipment is to be provided to employees

exposed to hazardous substances and materials. Employees are to be adequately trained in the use of specialist personal protection equipment.

#### **4.4. Confined Spaces**

College employees will not conduct work in confined spaces as defined in the Confined Space Regulations 1997.

Where work in a confined space is unavoidable it is to be conducted by contractors in accordance with a Safe System of Work as required under the Confined Spaces Regulations 1997.

Activities conducted within the confined space are to be the subject of a risk assessment to ensure adequate control measures are in place to protect personnel involved or affected by the activity. Where a significant risk is identified a formal Permit to Work system will be in operation.

No person shall work alone when working in a confined space. All persons will be trained for confined space work and a trained competent 'Topman' will be in attendance when confined space work is being undertaken.

Contractors who undertake work on behalf of UTC Plymouth are to comply with this policy and follow safe working procedures when working in confined spaces.

#### **4.5. Construction Site Hazards (General)**

Where construction work is being carried out on site the Principal will ensure that:

Contractors will comply with all provisions of the CDM Regulations 2007.

Suitable access restrictions shall be put in place by the contractors.

All employees visiting site will report to Site Management on arrival.

All employees visiting site will ensure that they receive adequate induction from Site Management, to include site hazards.

The relevant PPE will be provided. This will comprise but not be limited to high-vis jacket / vest, hard hat and protective boots. Hearing protection and eye protection will be provided when identified by risk assessment.

When necessary additional information, training and instruction will be provided regarding construction site hazards.

Employees inexperienced in construction site hazards will be accompanied by an experienced employee at all times until they are deemed competent

#### **4.6. Display Screen Equipment**

All college workstations consisting of Display Screen Equipment (DSE) will be the subject of an ergonomic assessment to identify the measures required to reduce the risk of harm occurring to the operators/users of such workstations, in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992.

Employees whose work requires them to operate their DSE workstation daily for a significant part of the day will be entitled to a free vision screening or eye test on request. Where such examinations identify the requirement, the College will provide, free of charge, corrective appliances required specifically for DSE work.

Employees whose work requires them to be at their DSE workstation for a significant part of their working day are to vary their work routine such that they perform other work

activities away from their display screen equipment for approximately 10-15 minutes per hour.

## **4.7. Driving on College Business**

### **Drivers**

All employees driving on college business must be qualified and medically fit to drive the vehicle and hold adequate insurance (if using their own vehicle). Employees must inform the college of any disqualifications or other reasons such as medical conditions that may affect their ability to drive or operate vehicles or plant.

Where necessary employees will use the college minibuses to allow them to travel to and from locations.

Employees provided with a Company vehicle will at all times meet the requirements of the Road Traffic Act and follow the guidance detailed in the Highway Code.

Employees will drive courteously and in a non-aggressive manner.

Employees will always plan their journeys to ensure that sufficient time is allowed for the journey taking into account prevailing weather and road conditions.

Penalties incurred for breaches of the Road Traffic Act and other relevant legislation will be met by the individual employee. Disciplinary action may be taken against employees who frequently or excessively incur penalties for breaches of road traffic legislation.

### **College Vehicles**

The College will provide vehicles for use that are in roadworthy condition, meet all current legislative requirements and are fit for their intended use. Vehicles will be insured, taxed, serviced and maintained in a roadworthy condition at no expense to the individual user.

Employees driving on college business will ensure the vehicle remains in a safe and roadworthy condition. Defects are to be immediately reported to management and remedial action taken at the earliest opportunity.

## **4.8. Dust and Fumes**

All processes conducted by College employees and contractors that result in the generation of dust or fumes will be subject to an assessment under the Control of Substances Hazardous to Health Regulations 2002 (as amended).

Control measures to protect personnel exposed to dust or fumes will be identified and put in place. All personnel likely to be exposed to the dust are to be informed of the harmful effects and of the precautions and control measures to be implemented to prevent, reduce or control exposure to the dust or fumes.

Where identified by the risk assessment, suitable personal protective equipment will be provided to supplement other control measures. Personal protective equipment is to be worn by all personnel identified in the assessment in accordance with the training and instruction provided.

## **4.9. Electricity and Portable Electrical Appliances**

The college recognises the need to ensure that all electrical equipment shall be safe at all times. Management will achieve this by:

The use of battery operated tools or 110 volts within the workplace wherever practicable;

Wherever practicable, circuits will be protected by residual current devices (RCD) where mains voltage is to be used. Where fitted, residual current devices will be tested regularly by operation of the test button;

Sufficient socket outlets will be provided and the use of adaptors and extension leads is to be discouraged. Sockets are not to be overloaded.

Workplace tools used on site will be in good condition and double insulated;

All equipment is to be switched off before unplugging or cleaning;

Undertaking risk assessments to identify hazards associated with each individual item of machinery and implement specific safety rules and procedures for the authorised operative to follow;

Ensuring all electrical appliances and equipment are periodically examined and tested at a frequency in accordance with current HSE guidance;  
Maintaining a record of all inspections / tests of electrical equipment and appliances;

Ensuring that equipment operators regularly carry out a visual inspection of equipment and associated cables and plugs for signs of obvious damage;

Ensuring that all safety devices and guards are serviceable and in place prior to the use of equipment;

Immediately reporting and prohibiting the use of defective equipment, including leads and plugs;

Only authorised and competent persons will be permitted to repair or alter electrical equipment. Temporary or makeshift repairs are not to be undertaken

#### **4.10 Flammable Liquids / Fuels**

All flammable liquids / fuels shall be stored in accordance with the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR).

Management will ensure that:

Only the required quantity of flammable liquids / fuels is stored on college premises for immediate use.

All flammable liquids / fuels shall be kept in approved containments and in an approved stowage. Each storage area shall be designated as a 'No Smoking Area'.

The storage and use of flammable liquids / fuels are subject to a risk assessment to ensure adequate control and mitigation measures are in place to protect against foreseeable incidents.

All persons involved in the storage, handling, use and transport of flammable liquids / fuels will be supplied with suitable information, instruction and training on the precautions and actions to take to safeguard themselves and others.

Flammable liquids / fuels are stored separately from other dangerous substances that may enhance the risk of fire or compromise the integrity of the container (e.g. energetic substances, oxidizers and corrosive materials).

#### **4.11. LPG**

Compressed gas cylinders shall be stored in a designated, secure stowage when not in use, observing segregation rules at all times.

If LPG is present on College premises, LPG cylinders shall be stored in a designated stowage in the open air, which shall satisfy the requirements of current legislation and best practice when not in use. LPG cylinders shall not be stored within 3 metres of any other compressed gas cylinders, including acetylene. Empty cylinders and cylinders not in use shall be removed to the storage area as soon as practicable. Only those LPG cylinders in use or connected to equipment may be kept in work areas.

#### **4.12 Hot Works**

Hot work results from equipment utilising a naked flame or generating heat and sparks and includes the following:

Soldering and brazing  
Welding and cutting

Use of blow lamps

All hot work will be the subject of an assessment and if it is considered foreseeable that accidental injury or damage is likely to occur as a result of the hot work, a Hot Work Permit system will be employed.

#### **4.13. Housekeeping**

In order to promote a safe working environment and good hygiene standards, high standards of housekeeping will be maintained at all times throughout College premises.

All materials will be stored to reduce the risk injury to personnel and to minimise fire risk.

Combustible materials will not be stored adjacent to heat sources.

Rubbish will not be allowed to accumulate and will be safely disposed of regularly.

All spillages will be cleared up immediately.

Vehicular and pedestrian access and egress routes shall be maintained at all times, both internally and external to buildings. Routes are to be kept clear for emergency purposes.

#### **4.14. Manual Handling Operations**

The college recognises the need to ensure that all manual handling operations shall be as safe as reasonably practicable at all times, in accordance with the Manual Handling Operations Regulations 1992 (as amended). This will be achieved by:

Wherever possible, the requirement to conduct manual handling operations will be avoided by use of other suitable mechanical means. Where manual-handling operations cannot be avoided then mechanical aids will be utilised, or the load split to reduce the risk of harm, or group-handling techniques will be used.

An assessment of manual handling operations will be conducted to identify control measures required to protect those at risk from the manual handling operation.

The results of the manual handling operations risk assessment will be communicated to all employees.

Employees will be adequately trained in correct manual handling techniques.

Appropriate information relating to the weight, centre of gravity or the heaviest side of the load will be provided to those personnel involved in the manual handling of the load.

#### **4.15. Noise**

The college aims to protect employees and students hearing from excessive noise whilst at work, in accordance with the Control of Noise at Work Regulations 2005.

The college will seek to ensure, so far as is reasonably practicable, that all equipment used, hired or purchased will only generate noise levels below those recommended by applicable approved codes of practice and official guidance notes.

Where noise levels are likely to exceed the Lower Exposure Action Value perceived at the operator's ear an assessment will be conducted and control measures identified and implemented to reduce or control personal exposure.

Suitable ear defenders providing adequate attenuation will be provided where appropriate to all affected employees and students, at no cost to them, together with appropriate instructions on their use.

Where noise levels are likely to exceed the Upper Exposure Action Value perceived at the operator's ear the wearing of hearing protection will be enforced and hearing protection zones identified.

In no situation will the exposure limit value (ELV) be exceeded.  
All employees will use hearing protection provided for their protection

#### **4.16. Radioactive Sources**

All radioactive sources will be subject to risk assessment and strict control in line with the Ionising Radiation Regulations 1999.

The college uses a Radiation Protection Advisor through CLEAPS. This person has is competent and has received the relevant training.

The Radiation Protection Advisor provides advice about risk assessments and any Local Procedures that are in place to control the risks.

The Radiation Protection Supervisor will ensure that risk assessments and Local Procedures and emergency arrangements are in place and implemented and compliance is monitored.

Employees shall be trained on the Local Procedures and the safe use of radioactive sources.  
There shall be strict control of eating and drinking adjacent to risk areas.  
There shall be high standards of personal cleanliness and suitable first aid arrangements

Adequate PPE shall be provided and training given on the importance of PPE.  
Appropriate signage shall be displayed in risk areas

#### **4.17. College Trips**

College trips and visits are planned in the following way:

Any member of staff planning a trip needs to complete a trip request form. This will be signed off by the Principal before being put on the calendar.

Once agreed the nominated trip organiser will work with the Educational Trips and Visits Coordinator.

It is the responsibility of the trip organiser to complete all relevant Risk Assessments

All Risk Assessments are signed off by the EVC

#### **4.18. Slips, Trips and Falls**

Trailing leads and hoses are laid to minimise the risk of trips. Cable protection is fitted when possible to reduce the risk of tripping.

Floor coverings will be sound and in good state of repair. All spillages will be cleared away immediately.

All corridors, accesses, egresses and stairwells will be adequately lit and kept clear of obstacles and rubbish.

Offices, working areas and sports areas will be kept tidy at all times and all rubbish will be removed at the end of each day.

#### **4.19. Storage Racking, Materials Storage and Handling**

All racking and shelving designed for the storage of materials will be fit for purpose and capable of supporting the required loads.

Employees will be trained in safe methods of stacking and removing materials on / from racking and shelves.

Materials will be stored and stacked to reduce the risks in manual handling.

All storage racking will be regularly inspected by a competent person to ensure stability and integrity.

#### **4.20. Vibration**

Hand Arm Vibration and Whole Body Vibration can occur from regular and frequent use of:

- Hand held power tools
- Hand guided power equipment

- Powered machines which process hand held materials
- Plant and vehicles

In accordance with the Control of Vibration at Work Regulations 2005 Department Management will:

- Conduct assessments to determine the risks from vibration to employees;

- Decide if employees are likely to be exposed above the daily exposure action value (EAV) and if they are:

  - Introduce a programme of controls to eliminate risk, or reduce exposure to as low a level as is reasonably practicable; and

  - Provide health surveillance (regular health checks) to those employees who continue to be regularly exposed above the action value or otherwise continue to be at risk.

- Decide if employees are likely to be exposed above the daily exposure limit value (ELV) and if they are:

  - Take immediate action to reduce their exposure below the limit value.

Vibration levels shall be a consideration when purchasing or hiring equipment used by the college.



## **4.21. Waste Management**

Fluid and solid waste will be managed to ensure the protection of personnel who may be exposed to such materials and to minimise any potential harm to the environment.

An assessment of the potential harm from exposure to waste materials will be undertaken to identify appropriate control measures to reduce the risk of harm occurring to personnel involved in handling waste materials.

Waste management procedures will be communicated to all employees during induction training.

Waste materials will be removed under contract by a licensed operator, and where appropriate, in accordance with the Hazardous Waste Regulations 2005.

## **4.22 Work and College Equipment**

Where appropriate, the Vice Principal will ensure that work and college equipment are risk assessed and an appropriate safe working procedure is in place with employees and students appropriately trained.

Department staff will only use and supply equipment that is correct and suitable for the job and will ensure that the equipment is maintained in an effective state, in efficient working order and in good repair, in accordance with the Provision and Use of Work Equipment Regulations 1998.

Sufficient clear and unobstructed working space will be provided around equipment to allow employees and students to work without the risk of injury.

Adequate lighting and ventilation will be provided to allow employees and students to operate the equipment safely.

Equipment will be regularly inspected and tested as required by current legislation and defects or loss reported immediately. Records of inspection and maintenance will be retained by the Department.

Defective equipment will be taken out of service immediately to a place where it cannot be brought back into use until it has been repaired by a competent person.

Only authorised and competent persons will undertake maintenance, repairs, testing, installation or alterations of any nature to any plant or equipment.

Where required all safety devices and guards will be operable and in use.

Where the use of the equipment involves a specific risk to health and safety, the use of the equipment will be restricted to personnel and students who are trained, competent and authorised in its use.

All employees and students will receive adequate training and instruction in the use and safe operation of all equipment that they are required to use.

Work and college equipment must not be used when unprotected members of the public are present.

## **a. Workshop Machinery**

Machinery within workshops will only be operated by trained and qualified employees authorised by the Vice Principal.

Students will not be permitted to operate wood and metal working machinery unless they have completed appropriate training and are under the supervision of a competent person.

Guards on the machinery will be in place at all times and correctly adjusted prior to use.

Defective machinery shall be immediately reported to workshop management, and taken out of service.

Hearing protection provided will be worn at all times by all employees and students where identified by risk assessment.

Sufficient clear and unobstructed working space will be provided around the machines to allow persons to work without the risk of injury.

Adequate lighting and ventilation will be provided to allow personnel to operate machinery safely.

Local exhaust ventilation and dust extraction equipment must be checked running prior to the use of the equipment.

## **b. Hand / Small Tools**

All hand / small tools are of a suitable quality and are used only for their intended purpose and in the correct manner.

All hand / small tools are kept clean, well maintained and are stored in a safe manner and condition so as not to cause an obstruction or danger to others when not in use.

Site operatives are adequately trained in the use of hand / small tools.

## **4.23. Working at Height / Working on Fragile Surfaces**

### **a. General**

All work at height will be conducted in accordance with the Work at Height Regulations 2005 (as amended).

The college shall:

Avoid work at height where they can;

Use work equipment or other measures to prevent falls where they cannot avoid working at height;

Where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distances and consequences of a fall should one occur.

The college will ensure:

All work is properly risk assessed, planned and organised;

All work at height takes account of weather conditions that could endanger health and safety;  
Those involved in work at height are trained and competent;

The place where work at height is carried out is safe;  
Equipment for work at height is appropriately selected and inspected;  
The risks from fragile surfaces are properly controlled;

The risks from falling objects are properly controlled.

## **b.Scaffolding and Towers**

All scaffolds and towers shall be erected by fully trained, competent employees / contractors (i.e. PASMA certified) in accordance with current legislation, British Standards, approved Codes of Practice, company procedure and Industry standards.

'Designed' scaffolds will be designed by a competent person in accordance with current standards, guidance and Codes of Practice.

Scaffolds will be erected by appropriately trained, competent contractors in accordance with industry standards and design specifications.

All scaffolds will be inspected by a trained and competent person, and records of such inspections kept:

Prior to use;

After any substantial addition or dismantling;

After alteration;

After any event likely to affect its strength or stability; and

Weekly.

Where practicable, hand-over certificates will be issued to the college and a joint inspection carried out.

Employees of UTC Plymouth shall not use any scaffold unless it has been erected and inspected as above.

During erection, unauthorised access to scaffolds will be prevented by the use of appropriate barriers and signage.

Where UTC Plymouth use portable tower scaffolding the person responsible for erecting, dismantling and using the equipment will be trained and competent.

## **c.Ladders and Stepladders**

All employees using ladders and stepladders will be fully trained and aware of the hazards and risks

Ladders, including stepladders, used by the college will be of the correct class (1 or 2) and in good condition. Measures must be taken to ensure that ladders and stepladders are secure, on a solid footing and, in the case of access ladders, are effectively secured to prevent movement.

Ladders will be the subject of regular inspection by a competent person and defective ladders will be taken out of service immediately and reported to line management.

## **d.Fragile Surfaces**

•College employees will not work on fragile surfaces.

**e. Roof Access**

All employees accessing the flat roof will remain inside the guard rails at all times  
When accessing the roof by means of the hatch the fall arrest system must be used  
All staff using the fall arrest system must be trained and competent and an evacuation plan will be in place.  
The fall arrest equipment will be tested annually.

VERSION CONTROL SHEET

**POLICY NAME: Health and Safety Policy**

**Policy Prepared by: Julie Rae**

<b>Document date</b>	<b>Filename</b>	<b>Mtg submitted</b>	<b>Summary of changes required</b>
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