



North Highland College
University of the
Highlands and Islands

Health and Safety Policy

1st October 2014

Policy Review Date: 30th August 2015

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General Statement of Policy

It is the policy of **The Board of Management of The North Highland College** to comply with the terms of the Health and Safety at Work etc. Act 1974 and subsequent legislation in order to provide and maintain a healthy and safe working environment. It is the **Board of Management of The North Highland College's** health and safety objective to minimise the number of instances of occupational accidents and illnesses and ultimately to achieve an accident-free workplace.

All staff will be provided with such equipment, information, training and supervision as is necessary to implement the policy and achieve the stated objective.

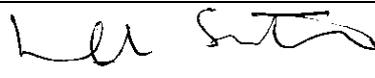
The Board of Management of The North Highland College recognises and accepts their duty to protect the health and safety of all staff, students and visitors to the College, as well as any members of the public who might be affected by its operations. It is the duty of the management of **The North Highland College** to do all in their power to ensure the health and safety of its staff and students, however it is recognised that health and safety at work is the responsibility of each and every individual associated with the College. It is the duty of each individual to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the wellbeing of any other person.

The management of **The North Highland College** will provide every employee with the training necessary to carry out their tasks safely. However if an employee is unsure of how to perform a certain task or feels it would be dangerous to perform a specific job then it is the employee's duty to report this to their **Section Head or the Assistant Director with responsibility for Health & Safety**. An effective health, safety and environmental programme requires continuous communication between staff at all levels. It is the responsibility of every individual to report immediately any situation which could jeopardise the wellbeing of themselves or any other person. All injuries, however small, sustained by a person at work must be reported to **the Assistant Director responsible for Health & Safety**. Accident records are crucial to the effective monitoring and revision of the policy and must be accurate and comprehensive.

The College will endeavor to continually improve its overall environmental performance. To achieve this we will incorporate environmental management into the day to day management of our organisation. We will assess the effect of any new development and/or major modification, in order to reduce the environmental impact. We will strive to use energy, water and other natural resources efficiently.

The North Highland College's Health and Safety policy will be continually monitored and updated, particularly when changes in the scale and nature of our operations occur. The policy will be reviewed and updated **at least every 12 months**.

Specific arrangements for the implementation of the policy and the personnel responsible are detailed below.

Signed		Signed	
Title	Donald MacBeath Principal	Title	N Smith Chairman
Date	8th October 2014	Date	8th October 2014

Organisational Responsibilities

The organisational responsibility for achieving compliance with the safety policy will be the same as that for obtaining the normal objectives of the College, namely via the Board of Management, Principal, Assistant Director (H&S), Assistant Directors and College Managers.

Key levels of responsibility are allocated to particular personnel and these duties and responsibilities are described hereafter. All other employees are responsible for the Health, Safety and Welfare duties and functions which fall to them in their normal course of employment.

The Board of Management

Overall and final responsibility for Health and Safety within **The North Highland College** lies with the **Board of Management**. To achieve the aims set out within the Statement of Policy, the Board of Management holds primary responsibility for the Health, Safety and Welfare of all College employees whilst at work. This obligation extends to any other individuals who may be affected by activities undertaken by the College.

The Principal

The Board of Management has delegated authority and responsibility for Health & Safety to the **Principal**, who, as the principle policy maker, has an obligation to ensure that provision has been made for the development of the Health and Safety Policy, specifying the structure for planning, measuring, reviewing and auditing of Health and Safety and for the establishment of implementation strategies designed to integrate policies and procedures into the college's general activities.

The Nominated Assistant Director

The person responsible for overseeing, implementing and monitoring the policy is the **Assistant Director with responsibility for Health & Safety**. The nominated Assistant Director is the individual charged with overall authority for the implementation and enforcement of the employer's safety policy with regard to **The North Highland College**.

It is the responsibility of the nominated Assistant Director:

- (a) to ensure a regular flow of information and revision of policy documentation with regard to changes in practice of work procedures including the initiation of Health and Safety risk assessments of work practice;
- (b) to ensure that appropriate Health and Safety communication systems are established and maintained in order to enable potential or identified Health and Safety issues to be dealt with expeditiously.
- (c) to ensure appropriate delegation of responsibilities for Health and Safety matters within the College.
- (d) to correspond, as required on Health and Safety matters with:-
 - (i) The Safety Consultant and other relevant departments of local and central government;

- (ii) The Health and Safety Executive, College insurers, corporate lawyers, and all other relevant agencies.
- (e) To ensure that the activities of others (particularly contractors) are conducted with due regard to the Health and Safety of third parties.

DUTIES OF ASSISTANT DIRECTORS AND COLLEGE MANAGERS

- (i) Make arrangements for carrying out periodic inspections of the work areas to identify unsafe plant, unsafe working conditions and unsafe practices, reporting upon the results of such inspections and making recommendations for remedying any defects or hazards found.
- (ii) Seek advice on the drawing up and implementation of safe systems of work and on the provision and use of appropriate protective equipment.
- (iii) Assist in promoting a safety education programme to develop safety consciousness at all levels within the organisation and make arrangement for training of supervisory staff to develop and maintain a safe working environment.
- (iv) Ensure accident report forms are completed and take appropriate action to prevent recurrences.
- (v) Make personal recommendations directly to employees formally and informally on matters concerning their health and safety.
- (vi) Review all health and safety recommendations received from individual employees at all levels.
- (vii) Assist in the induction and training of new and existing employees.
- (viii) Ensure the availability and circulation of adequate information and publicity materials.
- (ix) Recommend to his/her staff any necessary additions or modifications to local safety rules after seeking appropriate advice.

ALSO SEE APPENDIX 1

Each Assistant Director and College Manager will be responsible for the supervision of health and safety in the following designated areas:

Area of Responsibility	Job Title
Administration Registry & Admissions	Administration Manager
Business & Rural Studies	Assistant Director
Care & Creative Arts	Assistant Director
Energy, Technology and the Built Environment	Assistant Director
Executive	Principal
Estates & Facilities	Estates & Facilities Manager
Finance	Director of Finance & estates
Human Resources	HR Manager
Information Systems Support	UHI IT Manager
Learner Support	Learner Support Manager
Learning Resource Centre	Administration Manager
Marketing	Director of Enterprise & Innovation
Quality & Audit	Assistant Director, Quality and Audit
Service Industries	Assistant Director
NHC On-line	Director of Enterprise & Innovation
NHC ~ ERI	Director
NHC ~ Ross House, Dornoch	Centre Manager
NHC ~ Burghfield House, Dornoch	Centre Manager
NHC ~ Tern House, AIness	Centre Manager

EMPLOYEES' RESPONSIBILITIES

All employees must co-operate in implementing the College's Safety Policy by:-

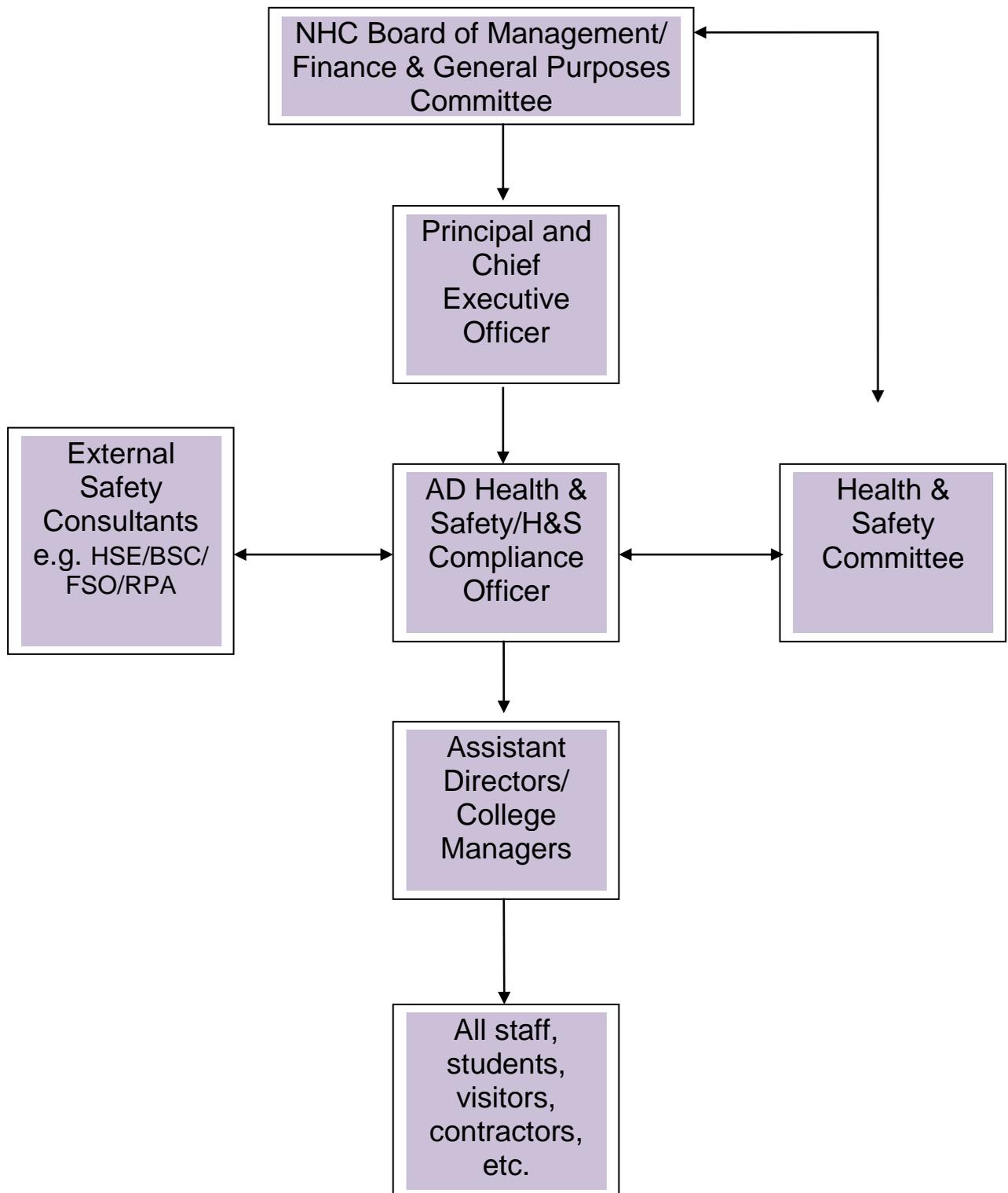
- (i) Acting in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons, as well as for the avoidance of damage;
- (ii) Complying with the instructions and procedures, as laid down in the College's Quality Management System available on the College's intranet;
- (iii) Making proper use of protective clothing and safety equipment provided;
- (iv) Reporting to their Section Head any defects in plant and structure, equipment or safety procedures which come to their notice;
- (v) Reporting to their Section Head any incidents which led **or might have led** to injury or damage and by co-operating with any investigation which may be undertaken with the object of preventing accident recurrence.

In order to emphasise the importance of the employee's involvement in health and safety matters, the following excerpt from the "Health and Safety at Work etc. Act 1974" is reproduced in full:-

"It shall be the duty of every employee, while at work:-

- (f) to take reasonable care for the health and safety of themselves and other persons who may be affected by his acts or omissions at work; and
- (g) as regards any duty or requirement imposed on their employer or any other persons by or under any of the statutory provisions, to co-operate with them so far as is necessary to enable that duty or requirement to be performed or complied with. **(ALSO SEE APPENDIX 1)**

Institutional Responsibility and Communication Structure for Health & Safety



Arrangements for Health and Safety

This section of the policy describes the specific arrangements for all sites of the North Highland College. All staff employed by **The North Highland College** are covered by Section 2 of **The Health and Safety at Work Act 1974**. However, the activities we are engaged in affect persons other than those at work; students, visitors, contractors and members of the public. These groups are given protection under Section 3 (1) and 4 of the Act.

Consultation

The management of **The North Highland College** sees communication between staff, students and visitors at all levels as an essential part of effective health and safety management. Consultation will be facilitated by means of the **Health & Safety Committee**, which meets quarterly in line with the Board of Management cycle of meetings, or as often as is deemed necessary.

The purpose of Health and Safety Committee meetings is to provide a forum in which information may be conveyed and staff questions on health and safety issues answered. In addition these meetings will provide an opportunity to review and assess the continuing effectiveness of the policy and associated procedures.

Communication

The management of **The North Highland College** will endeavor to communicate their commitment to safety and to ensure that staff are familiar with the contents of the College's Health and Safety Policy. **The North Highland College** communicates with its staff:

- Orally, in the form of directions and statements from managers;
- In writing, in the form of directives and this policy;
- By example.

The Health & Safety Policy and Procedures, Reporting Forms and other necessary forms (e.g. Accident or Dangerous Occurrence form) pertaining to the College Health and Safety Policy are available to staff on the College's intranet.

If we are to build and maintain a healthy and safe working environment, co-operation between staff at all levels is essential. All staff are expected to co-operate with management and to accept their duties under the Health & Safety at Work Act 1974. Disciplinary action may be taken against any employee or other person who violates safety rules or who fails to perform his or her duties under the policy.

Staff have a duty to take all reasonable steps to preserve and protect the health and safety of themselves and all other people affected by the operations of the College.

Safety Training

Safety training is regarded as an indispensable ingredient of an effective health and safety programme. It is essential that everyone in the organisation is trained to perform his or her job effectively and safely. It is the opinion of the management of **The North Highland College** that if a job is not done safely then it is not done effectively.

All staff will be trained in safe working practices and procedures prior to being allocated any new role. Training will include advice on the use and maintenance of personal protective equipment appropriate to the task concerned and the formulation of emergency contingency plans.

Training sessions will be held as often as is deemed necessary and will provide another opportunity for staff to express any fears or concerns they might have about their roles.

The personnel with responsibility for co-ordinating safety training are detailed below:

Job Title	Function	Section
Assistant Director	H&S	Energy, Technology & the Built Environment
H&S Compliance Officer	H&S	Executive
HR Manager	Staff Development	Human Resources

Risk Assessments

The purpose of Risk Assessments is to provide all staff with guidance as to the implementation requirements of the **Health and Safety at Work Act 1974** and the **Management of Health, Safety at Work Regulations 1999** with regard to carrying out suitable and sufficient Risk Assessments.

It shall be the responsibility of the Assistant Director (Health and Safety) to manage the implementation of all risk assessments.

Assistant Directors & College Managers have the responsibility of ensuring that competent staff who work in areas within the College carry out **suitable and sufficient** risk assessments for the areas in which they work.

Contractors who come onto College premises to carry out approved work must provide the Facilities Manager with appropriate risk assessments and safe systems of work prior to commencing any work. The Facilities Manager, once in receipt of the assessments, may then approve the work if satisfied with the content of the risk assessments.

Risk Assessments will be carried out for:

- | | |
|-----------------------------------|--|
| Accident Reporting | Manual Handling |
| Fire Assessments | Noise Assessments |
| First Aid Assessments | Lone Worker |
| Work Place Assessments | Home Worker |
| Work Equipment Assessments | Young Worker |
| COSHH Assessments | New or Expectant Mothers |
| Display Screen Equipment | Transport Facilities (incl Business Travel) |
| Working at Sea | |

A hard copy of Risk Assessments will be kept in the location for which they have been carried out and a copy will be retained in the central Health and Safety File on the main

Thurso campus. Risk assessments will be reviewed normally every 3 years but will be required to be reviewed as the result of:

- New Legislation
- New Guidance
- A Reported Accident
- A Reported Hazard
- A change in working practice or procedure.
- A significant change in personnel

Accident Investigation and Reporting (*Accident, incident or Dangerous Occurrence Reporting procedure*)

It is the policy of **The North Highland College** to comply with the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR 95)**.

The North Highland College sees accident investigation as a valuable tool in the prevention of future occurrences. In the event of an accident resulting in injury a report will be drawn up by **a member of staff in whose area the accident occurred or a first aider** detailing:

- The nature and severity of the injury sustained
- The identity of any eyewitnesses
- The time, date and location of the accident
- The date of the report

All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable.

The completed report will then be submitted to, and analysed by, the **H&S Compliance Officer**, who will attempt to discover why the accident occurred and what action should be taken to avoid a recurrence of the problem.

All reports will be notified to the

- **The College Health and Safety Committee (Summary)**
- **The Finance & General Purposes Committee of the College Board of Management (Summary)**

Accident Procedure (*First Aid Procedure*)

All **First Aiders** are required to complete a 3 day First Aid Course. Designated 1st aiders will be contacted via reception on the main Thurso campus as per College procedure. All other campuses will follow the College procedure as laid out for their particular campus.

Designated First Aiders are responsible for the proper use and maintenance of each first aid kit in their zone.

All staff are responsible for reporting all cases of accident and disease to **the H&S Compliance Officer**.

Accident records are compiled and stored by **the H&S Compliance Officer**.

The H&S Compliance Officer is responsible for reporting cases of accident and disease to the relevant enforcing authority under the **RIDDOR 95 Regulations** where applicable.

Fire Safety (*Fire Risk Assessment Procedure*)

Fire Risk Assessments will be carried out for all College campus buildings. This ensures that the College complies with the **Fire Precautions (Workplace) Regulations 1997, Fire (Scotland) Act 2005, Fire Safety (Scotland) Regulations 2006 and Fire Safety (Scotland) Amendment Regulations 2010.**

The person(s) with responsibility for the organisations of maintenance and testing of fire alarms and fire fighting equipment is the Estates & Facilities Manager.

All staff within the College have a duty to report immediately any fire, smoke or potential fire hazards to College Management.

All staff have a duty to conduct their operations in such a way as to minimise the risk of fire. This involves taking care and keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

The Estates & Facilities Manager is responsible for co-ordinating the provision and maintenance of fire prevention and detection equipment.

Assistant Directors and College Managers are responsible for keeping their operating areas safe from fire, ensuring that their staff are trained in proper fire prevention practices and emergency procedures.

Fire Detection Equipment

Smoke/heat detectors and manually operated fire alarms are located at strategic points throughout the workplace.

Fire Fighting Equipment

Fire extinguishers are located at strategic points throughout the workplace. No-one should tackle a fire unless trained to do so.

Fire Doors

Fire doors are designed to slow the spread of fire and smoke throughout the workplace and have been installed at strategic points. Fire doors are designed to close automatically after opening and must never be blocked, jammed or tied open and will be checked regularly for ease of opening.

Fire Exits

Fire exits are located at strategic points throughout the workplace. Exit doors and corridors must never be locked, blocked or used as storage space.

Emergency lighting has been installed in exit corridors, above emergency exit doors and throughout the workplace in case of power failure. Lifts also have emergency lighting installed although these should not be used in the case of an emergency evacuation.

Smoking

Under The Smoking, Health and Social Care (Scotland) Act 2005 and The Prohibition of Smoking in certain Premises (Scotland) Regulations 2006, smoking is prohibited in all workplaces. The College has provided a designated smoking area outwith its buildings.

Smoking areas should at all times be kept fire safe. Combustible materials must never be stored or allowed to accumulate in any designated smoking area.

Emergency Evacuation (*Emergency Evacuation Procedure*)

In the event of the fire alarm being activated, or in any other emergency situation (such as a bomb scare), all staff and students must leave the building by the nearest available exit and assemble at the designated assembly point. Each campus has its own designated fire assembly point(s)

Fire drills will be conducted **each semester by the Fire Marshall or their deputy (day and evening classes)** to ensure **staff and student** familiarity with emergency evacuation procedures. **Fire drill outcomes will be reported to The Finance and General Purposes Committee of the NHC Board of Management and the NHC Health & Safety Committee.**

Workplace Inspections

It is the policy of **The North Highland College** to comply with **the Workplace (Health, Safety & Welfare) Regulations 1999.**

Regular inspections (*annual or bi-annual*) of the workplace will be carried out by the College workplace inspection team (Members of the H&S Committee). In addition inspections will be conducted in relevant areas whenever there are significant changes in the nature and/or scale of operations.

Workplace inspections will provide an opportunity to review the continuing effectiveness of the procedure and identify areas where revision may be necessary.

Workplace Equipment

It is the policy of **The North Highland College** to comply with the law as set out in the **Provision and Use of Work Equipment Regulations 1998.**

The North Highland College will endeavor to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is used.

All staff will be provided with adequate information and training to enable them to use work equipment safely.

The use of any work equipment which could pose a risk to the well being of persons in or around the workplace will be restricted to authorised persons.

Staff should ensure that all work equipment is fit for purpose and maintained in good repair.

All staff will be provided with such protection as is adequate to protect them from dangers occasioned by the use of work equipment. All work equipment and where

required, adjacent areas, will be clearly marked with health and safety warnings where appropriate.

Control of Hazardous Substances *(Risk Assessment/COSHH procedure)*

It is the policy of **The North Highland College** to comply with the law as set out in the **(COSHH) Control of Substances Hazardous to Health Regulations 2002 (as amended)**.

COSHH (Risk) Assessments will be undertaken of all work involving exposure to hazardous substances. Assessments will be based on manufacturers' and suppliers' health and safety guidance and our own knowledge of the work processes. Assessments will be readily available adjacent to the point of use.

The North Highland College will ensure that exposure of staff to hazardous substances is minimised and adequately controlled in all cases.

All staff who will come into contact with hazardous substances will receive comprehensive training and information on health and safety issues relating to that type of work.

Assessments will be reviewed periodically, whenever there is a substantial modification to the work process or if there is any reason to suspect that the assessment may no longer be valid.

Display Screen Equipment *(DSE Procedure and Home Working Procedure)*

It is the policy of **The North Highland College** to comply with the law as set out in the **Health and Safety (Display Screen Equipment) Regulations 1992** as amended by the Health & Safety (Miscellaneous Amendments) Regulations 2002 and the Safety, Health and Welfare at Work (General Applications) Regulations 2007.

The North Highland College will conduct health and safety assessments of all workstations staffed by staff who use display screen equipment as a significant part of their usual work. The risks to users of DSE will be reduced to the lowest extent reasonably practicable.

- Display Screen Equipment users will be allowed periodic breaks in their work.

All Display Screen Equipment users will be given appropriate and adequate training on the health and safety aspects of this work and will be given further training and information whenever the organisation of the workstation is substantially modified.

Personal Protective Equipment *(Risk Assessment Procedure)*

It is the policy of **The North Highland College** to comply with the law as set out in the **Personal Protective Equipment at Work Regulations 1992 (as amended)**.

All staff who may be exposed to a risk to their health and safety while at work will be provided, free of charge, with suitable, properly fitting and effective personal protective equipment (PPE) as a result of any risk assessment carried out identifying PPE as a requirement.

All personal protective equipment provided by **The North Highland College** will be properly assessed prior to its provision.

All personal protective equipment provided by **The North Highland College** should be kept in good working order and replaced as necessary.

All staff provided with personal protective equipment by **The North Highland College** will receive, where appropriate, training and information on the use, maintenance and purpose of the equipment.

The North Highland College will endeavor to ensure that all personal protective equipment provided is used and is used properly by its staff.

Manual Handling Operations

It is the policy of **The North Highland College** to comply with the law as set out in the **Manual Handling Operations Regulations 1992 and the Management of Health & Safety at Work Regulations 1999**.

Manual handling operations will be avoided as far as is reasonably practicable, where there is an identified risk of injury.

Where it is not possible to avoid manual handling operations, an assessment of the operation will be made, taking into account the task, the load, the working environment and the capability of the individual concerned. An assessment will be reviewed if there is any reason to suspect that it is no longer valid.

All possible steps will be taken to reduce the risk of injury to the lowest level possible.

Noise Assessment

It is the policy of **The North Highland College** to comply with the law as set out in the Control of Noise at Work Regulations 2005 and associated supporting legislation.

A College Procedure is in place to enable individuals to request a Noise Assessment to be carried out.

Noise levels will be assessed and will be reduced to the lowest levels as far as reasonably practicable.

Lone Working (*Lone Working Procedure*)

The purpose of this assessment is to comply with the **Management of Health and Safety at Work Regulations 1999** and to give staff guidance regarding Health and Safety checks and risk assessments which are required to be carried out if College staff are routinely or temporarily required to work alone.

It includes people in a **fixed establishment** where a situation arises when a staff member is working on their own, for example;

- a staff member works separately from others, e.g. some research centres or training establishments,
- a staff members working outside normal hours (e.g. Janitors).

Staff who are **mobile and working away** from their fixed base, for example;

- a staff member travelling alone on business.

The **Assistant Director (H&S)** will ensure that risk assessments pertaining to lone working have been completed for situations which arise as part of the daily activity of the Curriculum or Support Section. It is the responsibility of all staff to familiarise themselves with the content of the risk assessment and to follow any procedures stipulated in the assessment.

Home Working *(Home Working Procedure)*

The purpose of this assessment is to comply with **Management of Health and Safety at Work Regulations 1999** and to give staff guidance regarding Health and Safety checks which are required to be carried out if college staff are contracted to use their home as their normal place of work.

This assessment covers all staff who have been contracted to use their permanent home as their place of work.

The **Assistant Director (H&S)** will ensure that the checklists pertaining to home working have been issued. It is the responsibility of all home working staff to follow this procedure.

Young Workers *(Young Persons Risk Assessment & Checklist)*

It is the policy of **The North Highland College** to comply with the law as set out in the Health & Safety (Young Persons) Regulations 1997 and the Management of Health & Safety at Work Regulations 1999.

A College Procedure is in place to notify parents and employers of the summary of Risk Assessments carried out and any identified hazards and control measures currently in place within the specified vocational area. These assessments are particularly aimed at practical activities.

Parents and employers will be required to sign and return a copy of the Risk Assessment summary. Signed copies will be retained in the vocational areas.

New or Expectant Mothers *(Risk Assessment Procedure)*

It is the policy of **The North Highland College** to comply where practical with the **Management of Health and Safety at Work Regulations 1999 on Pregnant Workers**.

In addition to the general risk assessment, a further assessment of risk to new or expectant mothers will be conducted. Where a risk to new or expectant mothers is identified, working conditions and / or working hours will be adjusted so as to avoid the risk. Where this is not reasonable the employee concerned will be suspended from work on full pay.

Where a new or expectant mother produces a doctor's certificate stating that she should not work at night, suitable alternative daytime work will be found. Where this is not possible she will be suspended from work on full pay.

Management of Occupational Road Risk *(Driving at Work Procedure)*

It is the policy of **The North Highland College** to comply with the law as set out in the

The Health and Safety at Work act. Act 1974, Management of Health, Safety at Work Regulations 1999 (MHSWR 99), Provision and Use of Work Equipment Act 1998 (PUWER 98), Road Traffic Acts and The Highway Code.

The MORR Policy embraces the following components:

- Approval and Authorisation to Drive specified college Vehicles
- Driver Database
- Driver Assessment Review
- Vehicle Assessment

It is supplemented with the following requirements

- Attendance at a Driver In-service Programme
- Written procedures have been developed for the use of all College vehicles
- Risk Assessments will be carried out for all vehicles
- Driver Checks will be carried out (License, MOT & Insurance)

Ionising Radiations (*Storage, use and control of Radiological Sources (Ionising Radiation) procedure*)

The College will engage the services of a suitably qualified Radiation Protection Supervisor (RPA). The RPA will devise a set of Local Rules which must be displayed at each site. All staff using radiological sources will receive appropriate Information, Instruction and Training. All radioactive sources will be stored in a secure manner. An inventory will be kept of all radioactive sources. This inventory will be checked monthly. Any discrepancies will be reported immediately. All areas which are designated radiological areas will be signed appropriately.

General Guidance

1. All staff should be aware of, respect and adhere to the rules and procedures contained in this policy statement.
2. All staff shall immediately report any unsafe practices or conditions to the relevant authority.
3. Any person under the influence of alcohol or any other intoxicating drug which might impair motor skills or judgment, whether prescribed or otherwise, shall not be allowed to carry out his / her work function.
4. Horseplay, practical joking or any other acts which might jeopardise the health and safety of any other person are forbidden.
5. Any person whose levels of alertness and / or ability are reduced due to illness will not be allowed carry out his / her work function if this might jeopardise the health and safety of that person or any other person.
6. Staff shall not adjust, move or otherwise tamper with any electrical equipment, machinery or air or water lines in a manner not within the scope of their duties, unless instructed to do so by a senior member of staff.
7. All waste materials must be disposed of carefully and in such a way that they do not constitute a hazard to other staff.
8. No staff member should undertake an activity which appears to be unsafe.
9. No staff member should undertake an activity until he or she has received adequate safety instruction and is authorised to carry out the task.
10. All injuries sustained at work must be reported to **the Assistant Director (Health & Safety)**
11. All staff should take care to ensure that all protective guards and other safety devices are properly fitted and in good working order and shall immediately report any deficiencies to their Section Head who will ensure that work stops until the fault is rectified.
12. Activities shall be well planned and well supervised to avoid injuries in the handling of heavy materials and while using equipment.
13. No staff member should use chemicals without the knowledge required to work with those chemicals safely.
14. Suitable clothing and footwear will be worn at all times. Personal protective equipment shall be worn wherever appropriate.
15. All staff are expected to attend safety meetings and training sessions.

The Working Environment

1. All workplaces must be kept clean and tidy.
2. Any spillage must be cleaned up immediately.

3. Waste materials and rubbish must be removed routinely.
4. All “highly combustible waste materials must be discarded in sealed metal containers.
5. All pits and holes must be suitably protected when not in use and clearly marked with warning signs when in use.

Walkways

1. Walkways and passageways must be kept clear from obstructions at all times.
2. If a walkway or passageway becomes wet it should be clearly marked with warning signs and / or covered with non-slip material.
3. Trailing cables are a trip hazard and should not be left in any passageway.
4. Where objects are being moved in or around a passageway, care must be taken to ensure that no long or sharp edges jut out into the passageway in such a way as to constitute a safety hazard.
5. Where a passageway is being used by any vehicles or other moving machinery an alternative route should be used by pedestrians wherever possible. If no alternative route is possible the area should be clearly marked with warning signs.

Tools and Maintenance Equipment

1. College machinery and tools are only to be used on site by qualified and authorised personnel. It is the responsibility of the Section Manager to determine who is authorised to use specific tools and equipment. Equipment brought in from offsite must have written authorization prior to use.
2. It is the responsibility of all staff to ensure that any tools or equipment they use are in a good and safe condition. Any tools or equipment which are in any way defective must be repaired or replaced.
3. All tools must be properly and safely stored when not in use.
4. No tool should be used without the manufacturers recommended shields, guards or attachments.
5. Approved personal protective equipment (PPE) must be properly used where it has been identified as appropriate.
6. Persons using machine tools must not wear loose clothing, jewellery or long hair in such a way as might pose a risk to their or anyone else’s safety.
7. Staff are prohibited from using any tool or piece of equipment for any purpose other than its intended purpose or working in any unauthorised areas.

Personal Protective Equipment

1. Staff must use all personal protective equipment provided to them in accordance with the training and instruction given to them regarding its use.
2. Staff who have been provided with personal protective equipment must immediately report any loss of or obvious defect in any equipment provided to their Section manager.
3. Students must use all personal protective equipment provided to them in accordance with the training and instruction given to them regarding its use.
4. Students who have been provided with personal protective equipment must immediately report any loss of, or obvious defect in, any equipment provided to their Course Tutor.

Manual Lifting and Moving

1. Lifting and moving of objects should always be done by mechanical devices rather than manual handling wherever reasonably practicable. The equipment used should be appropriate for the task.
2. The load to be lifted or moved must be inspected for sharp edges, slivers, wet or greasy patches.
3. When lifting or moving a load with sharp or splintered edges gloves must be worn. Gloves should be free from oil, grease or other agents which might impair grip.
4. The route over which the load is to be lifted or moved should be inspected to ensure that it is free of obstructions or spillage which could cause tripping or spillage.
5. Staff should not attempt to lift or move a load which is too heavy to manage comfortably.
6. Where team lifting or moving is necessary one person should act as co-ordinator, giving commands to lift, lower etc.
7. When lifting an object from a low level, bend the knees but do not kneel or over-flex the knees. Feet should not be together but slightly apart with one foot forward ready for moving off. Keep the back straight, maintaining its natural curve (tucking in the chin helps). Lean forward over the load if necessary and get a good grip. Keep the shoulders level and facing in the same direction as the hips. Lift smoothly raising the chin as the lift begins, keeping control of the load. These steps should be reversed for lowering an object to the ground.

Related Documents

Appendix 2

The procedures, forms and guidance documents listed below can be found on the NHC intranet, SQMS chapter 7.

Accident or dangerous occurrence notification procedure
Accident reporting form
Authorisation to operate a Fork Lift truck form
Bomb Threat- action to be taken on receipt procedure
Bomb threat form
Chemical Store - Code of Safe Practice
Chemical Store - Code of Safe Practice
Construction area maintenance of machines, work instruction
Contractors safe system of work agreement, appendix
COSHH Risk Assessment procedure
Dealing with unwell students procedure
Electrical/Electronic Laboratory - Code of Safe Practice
Electrically isolating machines, procedure and work instruction
Emergency evacuation procedure
Engineering Wing - Codes of Safe Practice
Fire Alarm Test notification form
Fire Alarm Test procedure
Fire Alarm Test record Sheet, appendix
First Aid Provision procedure
Health and Safety Introduction
Homeworking Health and Safety checklist
Incident/Dangerous Occurrence report form
LGV driver training (category C&E) code of practice
Movement of chemicals safe work practices, code of practice
Noise in the workplace procedure
Occupational Road Risk Management (MORR) procedure
Preparation of standard solutions for acids, code of practice
Reporting a False Alert form
Risk Assessment for young people procedure
Risk Assessment procedure
Safe system of work agreement, Asbestos, appendix
Safe system of work agreement, Breaking Lines, appendix
Safe system of work agreement, Electrical Work, appendix
Safe system of work agreement, Excavation, appendix
Safe system of work agreement, Hazardous Substances, appendix
Safe system of work agreement, hot working, appendix
Safe system of work agreement, Lifting equipment, appendix
Safe system of work agreement, Overhead Cranes, appendix
Safe system of work agreement, Pressure Testing, appendix
Safe system of work agreement, Working at Heights, appendix
Safe system of work agreement, Working in confined spaces, appendix
Safe Use of Electrical Appliances (110V & 240V) work instruction
Shotguns and firearms, work instruction

Storage, use and control of radiological sources (Ionising Radiation) procedure
Transportation of Winchesters or any large glass bottles - Code of practice
Work Placement student activity agreement form
Work Provider Checklist
Working at height, work instruction
Working with and control of contractors procedure
Work placement approval by AD Health & Safety, overall risk assessment
Work placement Company Profile
Work placement Health and Safety Checklist form
Young Persons Regulations 1997 - Hair & Beauty Risk Assessment
Young Persons Regulations 1997 - All students Risk Assessment
Young Persons Regulations 1997 - Parent/Guardian Risk Assessment

Relevant Legislation

Chemicals (Hazard Information and Packaging for Supply) Regulations 2002
Construction (design and Management) Regulations 2006
Control of Asbestos 2006
Control of Substances Hazardous to Health 2002 (as amended)
Corporate Homicide Act 2007
Electricity at Work Regulations 1989
Employer's Liability (Compulsory Insurance) Act 1969
Fire (Scotland) Act 2005
Fire Precautions (Workplace) Regulations 1997
Fire Safety (Scotland) Amended Regulations 2010
Fire Safety (Scotland) Regulations 2006
Firearms (Amendments) Act 1997
Firearms Act 1968 and 1992
First Aid Regulations 1981
Health & Safety (Display Screen Equipment) Regulations 1992
Health & Safety (Information for Employees) Regulations 1989
Health & Safety at Work etc., Act 1974
Health & Safety Regulations for Ships: Merchant Shipping and Fishing Vessel
Health & Safety (Safety Signs & Signals) Regulations 1996
(Health & Safety at Work) (Amendment) Regulations (MGN 175 (M+F))
Health and Safety (Miscellaneous Amendments) Regulations 2002
Ionising Radiations Regulations 1999
Lifting Operations and Lifting Equipment Regulations 1998
Management of Health & Safety at Work Regulations 1999
Manual Handling Operations Regulations 1992
Noise at Work Regulations 2005
Occupiers Liability (Scotland) Act 1960
Personal Protective Equipment at Work Regulations 1992
Pressure Safety System Regulations 2000
Provision and use of Work Equipment Regulations 1998
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
Smoking, Health and Social Care (Scotland) Act 2005
The Prohibition of Smoking in certain Premises (Scotland) Regulations 2006
Waste Electrical & Electronic Equipment (WEEE) Regulations 2006
Working at Height Regulations 2005
Working Time Regulations 1998
Workplace (Health Safety & Welfare) 1992