

City College Norwich

Health & Safety Policy

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The Review Period and the Target Review Date refer to our internal policy review process.
The published policy is current and is the most recent approved version

Version Control Document

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25/03/19	1.0	New, consolidated policy.	Mary Richardson
July 2019	1.0	Approved	

Contents

1. Policy Statement.....	5
2. Policy Aims & Objectives.....	6
3. Definitions	7
4. Scope	8
5. Legal Requirements	9
6. Organisational Responsibilities	10
7.0 Arrangements.....	12
7.1 Accidents & Incidents	12
7.2 Asbestos	13
7.3 Chemicals & Hazardous Substances.....	13
7.4 Communication & Consultation.....	14
7.5 Confined Spaces	14
7.6 Construction Work.....	14
7.7 Contractors.....	15
7.8 Dangerous Substances	15
7.9 Driving	15
7.10 Electrical Safety	15
7.11 Fire & Emergency Procedures	16
7.12 First Aid.....	16
7.13 Gas Safety.....	16
7.14 Information.....	17
7.15 Legionella	17
7.16 Lifting Equipment.....	17
7.17 Lone Working.....	18
7.18 Manual Handling.....	18
7.19 Noise	19
7.20 Occupational Health.....	19
7.21 PAT Testing.....	20
7.22 Personal Protective Equipment & Respiratory Protective Equipment	20
7.23 Pregnancy	21
7.24 Pressure Vessels & Pressurised Systems	21
7.25 Radiation.....	21
7.26 Risk Assessment & Risk Control	22
7.27 Smoking.....	23

7.28	Stress	23
7.29	Traffic Management	23
7.30	Training & Competence	23
7.31	Vibration	23
7.32	Violence	24
7.33	Visual Display Units (VDUs)	24
7.34	Work at Height	24
7.35	Work Equipment, Tools & Plant	25
7.36	Workplace Safety	26
7.37	Young Persons	26
8	References to related TEN Group policies	27
9	Contact	27
10	Equal Opportunities Statement	27

1. Policy Statement

The TEN Group aim to ensure that member organisations maintain a healthy and safe working environment, by complying with the Health & Safety at Work etc Act 1974 and subsequent legislation.

We also recognise the duty of our member organisations to protect the health and safety of all their employees, students, visitors, contractors and members of the public who may be visiting their premises and who may be affected by their business activities.

As a responsible governing body we will ensure that member organisations have a suitable and sufficient Health & Safety Policy in place, comprising:-

- Policy Statement
Outlining the general statement of intent – what are you going to do?
- Organisation
Assigns roles and responsibilities – who does what?
- Arrangements
Outlines the measures to be taken – how are you going to do it?
- Safety Management System
The monitoring, control, audit, review and reporting system – are you doing what you said you would?



TEN Group Chairman
September 2019

2. Policy Aims & Objectives

The Aim of the Policy is to comply with the current health and safety legislation listed in Section 5. To achieve this we intend to:

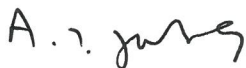
- ensure that staff, students, visitors, contractors and members of the public can work, study or visit TEN Group managed premises safely;
- ensure that hazards are identified and that any significant hazards are removed, minimised or controlled;
- raise awareness and provide appropriate training to staff and those with extra duties e.g. Health & Safety Leads, Managers, Heads of Department;
- maintain, inspect, test and service the protective and preventative measures installed;
- monitor accidents, injuries and ill health to help us control the health and safety risks arising from our activities;
- appoint competent people and give them the training they need to carry out their job safely including, where appropriate, the use of specialists from external organisations;
- provide and maintain safe tools, equipment and plant and ensure that it is used safely;
- store, use, handle and transport hazardous products and chemicals safely;
- provide adequate resources to ensure working and learning takes place in a safe environment on any of our managed sites or at any other workplace;
- provide information, instruction, supervision and training as necessary to implement this policy and achieve our objectives;
- consult on matters relating to health, safety and welfare.
- implement a health and safety management system.

Health and safety at work is everyone's responsibility. Whilst we will do our best to manage risk, your vigilance and co-operation is required to ensure this happens.

Remember it is your responsibility to:

- take care of yourself and that of others who may be affected by your actions;
- use any equipment, tools or facilities as per any information, instruction and training given;
- not misuse or interfere with anything provided to safeguard your health and safety or that of others;
- report any accidents, near misses, concerns or situations which may pose a threat to your or others health, safety or well-being.

We will review this health and safety policy annually.



CCN Board Chairman
October 2019

3. Definitions

Accident: any unplanned event that results in injury or ill health of a person (employee, student, contractor, visitor or member of the public) as a result of work or a work activity and/or there is damage to equipment, property or premises.

Audit: systematic review processes, can be carried out internally or by external organisation

CLEAPSS: an advisory service that supports science and technology.

Competent person: someone who has sufficient training and experience or knowledge, and other qualities that allow them to undertake work activities properly.

Hazard: something with the potential to cause harm.

Manager: any employee who is responsible for setting, assessing or controlling the work of others.

Near miss/incident: any undesirable event, which under slightly different circumstances had the potential to cause injury or ill health.

Risk: a product of the likelihood x consequence (severity of injury) of the potential harm being realised. It is usually expressed as high, medium or low.

Risk Assessment: a structured and systematic process to identify hazards and evaluate risks in order to prioritise decisions to reduce risks to an acceptable level.

4. Scope

We are committed to supporting teaching and support staff to achieve high standards of health and safety.

This policy applies to all permanent and temporary employees, all students, members of the public, visitors, agency staff, contractors or students' parents who may be visiting, learning or working here.

This policy applies to all buildings, grounds and the activities taking place here. This policy also includes any other associated premises, external locations, managed or serviced areas where employees, staff and students are undertaking approved activities.

5. Legal Requirements

We will comply, so far as is reasonably practicable, with the following legislation:

1. Health & Safety at Work etc. Act 1974; and
2. Management of Health and Safety at Work Regulations 1999.
3. Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009
4. Confined Spaces Regulations 1997
5. Control of Substances Hazardous to Health Regulations 2002
6. Control of Asbestos Regulations 2012
7. Construction (Design & Management) Regulations 2015
8. Control of Noise at Work Regulations 2005
9. Control of Vibration at Work Regulations 2005
10. Dangerous Substances and Explosive Atmospheres Regulations 2002
11. Electricity at Work Regulations 1989
12. Employers' Liability (Compulsory Insurance) Act 1969
13. Gas Safety (Installation and Use) Regulations 1998
14. General Data Protection Regulation (GDPR) 2018
15. Health & Safety (Consultation with Employees) Regulations 1996
16. Health & Safety (Display Screen Equipment) Regulations 1992
17. Health & Safety (First Aid) Regulations 1981
18. Health & Safety Information for Employees (Amendment) Regulations 2009
19. Health & Safety (Safety Signs & Signals) Regulations 1996
20. Ionising Radiations Regulations 2017
21. Lifting Operations and Lifting Equipment Regulations 1998
22. Manual Handling Operations Regulations 1992
23. Occupiers' Liability Acts 1957 and 1984
24. Provision and Use of Work Equipment Regulations 1998
25. Safety Representatives & Safety Committee Regulations 1977
26. Personal Protective Equipment at Work Regulations 1992
27. Pressure Systems Safety Regulations 2000
28. Regulatory Reform (Fire Safety) Order 2005
29. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
30. Work at Height Regulations 2005
31. Workplace (Health, Safety and Welfare) Regulations 1992

6. Organisational Responsibilities

This section outlines how we organise and manage health and safety. It identifies specific responsibilities to ensure that all the essential tasks are assigned to specific people. Listed below are the key roles and the responsibilities assigned to these roles. Our intention is to ensure that everyone is clear about '*who does what*' when it comes to health and safety.

Board of Governors

The Board of Governors is responsible for providing a safe, healthy and supportive environment for working and learning.

The Board is responsible for ensuring via the Principal, that the necessary resources are in place to secure full compliance with statutory health and safety requirements.

The Principal

The Principal is responsible for ensuring effective health and safety management and for ensuring adequate resources, organisation, arrangements and consultation frameworks are in place to implement the Health and Safety Policy.

Heads of Department/Managers

Heads of Department/Managers are responsible for implementing the Health & Safety Policy and procedures within their areas of control. They are expected to be fully committed to continual improvement in health and safety, leading by example.

They are also responsible for:

- informing staff of their responsibilities regarding the management of health and safety, as identified in this policy.
- Promoting and supporting the provision of health and safety training for staff and students.
- Ensuring that significant hazards are assessed, and control measures introduced.
- Attending health and safety training.
- Informing NES Human Resources Dept of instances where it is suspected that health surveillance may be necessary for staff.
- Providing adequate supervision for staff and students.
- Ensuring safe working practices are adopted and maintained at all times by staff, students and visitors.
- Ensuring staff and students receive appropriate instruction and/or training, in the correct and safe use of all plant, tools and equipment used at work.
- Ensuring that personal protective equipment (PPE) is provided and used and that staff, students and visitors are provided adequate instruction to be able to use PPE safely and store it correctly.
- Ensuring NES Estates and Facilities Department are made aware of all contractors engaged to undertake work within their working area so that Inductions/Permits-to-work can be properly organised and issued where necessary.

Norfolk Educational Services

- NES will provide specialist advice and assistance to members of the TEN Group to enable them to comply with Health and Safety Legislation.
- Monitor, review and check procedures and practices.

Health & Safety Leads

- Investigating any health, safety or welfare matter brought to their attention.
- Investigating accidents and incidents.
- Undertaking periodic walkabouts and safety inspections of the work areas under their control and formally record the findings.
- Delivering Health & Safety Core Training.
- Carry out risk assessments within their area.

Employees

It is the responsibility of every employee to;

- Comply with this Health & Safety Policy and procedures
- Ensure that their workplace is safe and keep all work areas clean, tidy and free from obstructions.
- Take reasonable care not to do anything that might endanger either themselves or others
- Not damage or misuse property or equipment.
- Raise any health and safety concerns with their line manager, NES Health & Safety team, Union Appointed Safety Representatives or their Non-union Representatives of Employee Safety.
- Report Accidents and Incidents.
- To be aware of risk assessments and control measures in place.
- Stop immediately, any activity which might place anyone at risk of serious injury or where a breach of statutory requirements has been identified.

7.0 Arrangements

This section describes the procedures and arrangements that will be implemented to ensure health and safety at work.

You are required to follow the advice and instructions given in these arrangements.

The arrangements are presented in alphabetical order.

7.1 Accidents & Incidents

All accidents at work - however minor - must be recorded using the online accident reporting system as soon as possible after the event. The online accident reporting system should be completed for all accidents and incidents.

Any accidents involving students, contractors, visitors to the premises or members of the public must also be recorded using the online accident reporting system.

Accidents and near miss incidents will be investigated by the relevant Health & Safety Lead and/or Manager to establish what further action could be taken to prevent a recurrence.

The NES Health & Safety team will report serious accidents to the Health & Safety Executive as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) within the following timescales:

Accident	How?	When?
Fatality	Telephoning 0345 300 9923 and then submit a RIDDOR form online	Immediately
Specified injury e.g. broken bone, amputation, loss of sight, unconsciousness	Submit RIDDOR form online	Without delay and within 10 days.
If a student, visitor, contractor or member of the public is injured on our premises and taken to hospital for treatment	Submit RIDDOR form online	Within 10 days.
If an employee is incapacitated for more than 7 consecutive days excluding the day of the accident but including any days which would not have been working days e.g. weekends and rest days	Submit RIDDOR form online	Within 15 days after an accident
Occupational disease e.g. Carpal Tunnel Syndrome, occupational asthma, Hand Arm Vibration Syndrome, occupational dermatitis	Submit RIDDOR form online	On receipt of diagnosis

An incident or a 'near miss' is an accident waiting to happen. If you have a near miss or witness an incident inform your manager and complete the accident/incident online reporting system or inform supervisor.

If the incident or near miss falls within one of the categories of reportable dangerous occurrences under RIDDOR, the NES Health & Safety team will report the dangerous occurrence as soon as possible to the HSE by submitting the appropriate RIDDOR form online.

7.2 Asbestos

Refer to the Asbestos Management Plan.

7.3 Chemicals & Hazardous Substances

We use a number of hazardous chemicals including cleaning products, products used for repairs and maintenance and chemicals used for educational purposes.

The Control of Substances Hazardous to Health Regulations identify hazardous chemicals with the following pictograms:



Respiratory sensitizer



Harmful and serious irritation



Toxic



Corrosive



Biological hazard

The Technicians/Managers/Head of Department are responsible for obtaining material safety data sheets and carrying out a COSHH assessment on any hazardous chemicals or substances in their area.

The science and technology faculties have access to the CLEAPSS service that provides material safety data sheets and COSHH assessments on the chemicals used in educational establishments.

The NES Health & Safety Team is available to assist with complex COSHH assessments if required.

The Technicians/Managers/Head of Department are responsible for ensuring that hazardous chemicals or substances are stored, transported, used and disposed of according to the controls specified in the COSHH assessment.

The Technicians/Managers/Head of Department are also responsible for ensuring that the correct controls are available and being used or, in the case of PPE or RPE, worn.

The NES Estates & Facilities Team is responsible for ensuring that engineering controls such as Local Exhaust Ventilation (LEV) and fume cabinets are tested, serviced and have a Thorough Examination at least every 14-months.

The test and Thorough Examination are carried out by a competent person. The competent person specifies the content of the Thorough Examination.

The Thorough Examination and test records are kept in the Estates & Facilities office.

The Technicians/Managers/Head of Department are responsible for visually checking that the engineering controls are in good working order on a weekly basis. Any faults, damage or deterioration must be reported immediately to the NES Estates & Facilities team via Top Desk.

7.4 Communication & Consultation

Staff will be consulted on health and safety related issues. Consultation may take place individually, at team or department level depending on the issues involved.

7.5 Confined Spaces

A confined space is defined as *'a place that is enclosed or restricted **and** there is a reasonably foreseeable risk of asphyxiation, loss of consciousness due to an increase in body temperature, drowning, fire or explosion, or suffocation by a free flowing solid such as wood pellets, grain or sugar'*.

There are a number of confined spaces across our sites including roof voids, service risers, chimneys, ducting, basements and voids under floors.

Where appropriate confined spaces are locked and/or signed.

A site specific risk assessment for entry into a confined space is carried out by the NES Health & Safety Team **before** any work takes place in a confined space. Each job will be different and will be assessed individually.

Due to the hazardous nature of working in a confined space, a Permit To Work must be issued on a daily basis for the duration of the work.

Only employees or contractors with 'Entry into Confined Space' training are allowed to enter and work in a confined space. Training is organised by the Training & Development Team.

7.6 Construction Work

The CDM Regulations 2015 apply to all construction work carried out on our sites. The definition of construction work is very broad and includes renovation, refurbishment, redecoration and demolition work.

The activities of the NES Estates & Facilities site team and the work carried out by external contractors will be covered by the CDM Regulations.

There are five '*dutyholders*' specified in the CDM Regulations: Client, Principal Contractor, Contractor, Principal Designer and Designer. Each dutyholder has specific legal responsibilities.

We will occupy the dutyholder roles of Client and possibly Contractor and Designer.

The NES Estates & Facilities team will notify the HSE if the construction project is scheduled to be 30 days+ and have more than 20 workers working simultaneously at any point in the project or will be over 500 person days.

Before construction work starts, a Construction Phase Plan will be produced by the NES Estates & Facilities team or obtained from the Principal Contractor.

The NES Estates & Facilities team will advise on all projects including planning, managing and monitoring the construction work ensuring that only competent people work on the construction projects.

The NES Estates & Facilities team will provide supervision, training and information and ensure that adequate welfare facilities are provided for the duration of the construction phase.

Safe access and egress will be maintained at all times and the site will be kept in good order and secure.

7.7 Contractors

For further information refer to the Estates and Facilities Department.

7.8 Dangerous Substances

Dangerous substances are defined by the Dangerous Substances & Explosive Atmospheres Regulations (DSEAR) as substances that are explosive, oxidising, extremely flammable or highly flammable.

Dangerous substances can be liquids, dust/air mixtures, solids or gasses.

We use, store or produce the following dangerous substances: Liquefied Petroleum Gas (LPG), petrol, diesel, acetylene, oxygen and wood dust/air mixtures.

A specific risk assessment on the use, handling and storage of dangerous substances is required by the DSEAR Regulations. A DSEAR risk assessment will be carried out by the NES Estates & Facilities team on LPG, petrol, diesel, welding gasses and sawdust.

The assessment will be reviewed annually.

7.9 Driving

Refer to the Business Travel and Subsistence Policy.

7.10 Electrical Safety

An electrical system is divided into two separate sections:

1. the electrical intake supply from the distribution board to the socket; and
2. the supply from the socket to the appliance.

A fault in the distribution, wiring or appliance may cause electrocution, shock, burns or a fire.

The electrical intake supply from the distribution board to the socket is known as the fixed electrical installation. The fixed electrical installations at all sites are inspected and tested every 5 years or sooner if deemed necessary by an electrician.

The fixed electrical installation tests and any remedial works are arranged and managed by the NES Estates & Facilities team.

The main electrical intake supplies, distribution boards and fuse boards are labelled and kept covered and locked at all times. Isolation switches are to be kept clear and accessible for use at all times.

Employees are required to visually check electrical equipment before use. Do not use electrical equipment with damaged casings, bare wires, cracked covers or damaged cables – unplug it and report it to your manager or the NES Estates & Facilities team.

Do not overload sockets or extension leads. If you have to use an extension lead, unwind it fully and tie it back neatly or cover it; do not trail across walkways creating a trip hazard.

If there is a Residual Circuit Device (RCD), test and reset each time before use.

Where available, 110V or battery powered tools and equipment will be used.

7.11 Fire & Emergency Procedures

Refer to the Fire Policies for each organisation.

7.12 First Aid

First aid is the immediate treatment necessary for the purpose of preserving life and minimising the consequences of injury or illness until professional medical assistance can be obtained.

In cases of minor injury or illness, first aid may be the only treatment necessary and will be administered by trained First Aiders.

In more serious cases, First Aiders will treat a casualty until they are placed in the care of the NES Registered Nurse (who is based at Ipswich Road site), Emergency Services or Doctor.

The aims of first aid are:

- Saving life by prompt and initial action;
- Preventing the injury or condition from deteriorating;
- Help recovery through reassurance and protection from further danger.

If you have an accident at work or need first aid assistance contact a First Aider, your manager, a tutor, Reception, or the Southwell Reception (out of hours).

There are trained First Aiders or appointed persons located throughout the site. If you are a First Aider you are expected to respond promptly when requested.

The number of first aid kits in each department will be determined by the size and nature of the hazards in the area. Higher risk areas such as workshops and kitchens should have their own first aid kit. The NES Health & Safety Team will advise Managers and Heads of Department on the type, location and number of first aid kits required. The First Aiders are responsible for checking the first aid kits monthly. This is to ensure that the first aid kits in their area are stocked with suitable items and replenished promptly after use.

First aid training and refresher training is organised by the Training & Development Team.

7.13 Gas Safety

Natural, piped gas is used for heating and in science and catering for teaching purposes.

Gas appliances, pipework and fittings will only be installed, serviced and maintained by a suitably qualified gas engineer who is listed on the Gas Safe Register.

The NES Estates & Facilities department arrange and manage all work on the gas installations.

The NES Estates & Facilities Team is responsible for ensuring that gas appliances e.g. boilers and cookers are serviced every 12-months. The service records are kept in the Estates & Facilities office.

The Technicians/Managers/Head of Department are responsible for knowing the location of the isolation valves and for checking that they are in good working order.

7.14 Information

Health & Safety information is available online via the Sharepoint Portal which has links to this Health & Safety Policy, online accident reporting system, risk assessments, Codes of Practices and other Policies.

Key staff can access specific Health and Safety Information via the NES ConnectFM website.

The Health & Safety Law Poster is displayed at all sites and provides a summary of the key health and safety legal requirements.

The Employer's Liability insurance certificate is displayed at all sites.

Safety information is also displayed on the notice boards.

Queries, questions, concerns, observation and suggestions can be emailed to the NES Health & Safety Team.

7.15 Legionella

Legionella is a naturally occurring bacteria that lives in water. If infected water droplets are inhaled, it can cause pneumonia-like illnesses, Pontiac fever or legionnaires' disease. We have several large, complex hot and cold water systems across our sites that create the potential conditions for the existence, multiplication and distribution of legionella bacteria.

A site specific legionella risk assessment is carried out and a Written Scheme is produced by a competent person. The Estates & Facilities Team is responsible for ensuring that any recommendations, flushing, cleaning, inspections and temperature checks are carried out in accordance with the Written Scheme. The service and inspection records are kept in the Estates & Facilities office. The risk assessment is reviewed every two years.

The Compliance Systems & Energy Officer is the designated 'responsible person' (as required by the Legionnaires' Disease: The control of legionella bacteria in water systems Approved Code of Practice).

7.16 Lifting Equipment

Lifting equipment is a general term for any equipment used at work for lifting and lowering people or loads including the attachments used for anchoring, fixing or support them.

We use a wide range of lifting equipment including passenger lifts, hoists, Mobile Elevated Work Platforms, fork lift trucks, pallet trucks, vehicle inspection pillar lifts, jacks, axle stands, straps, stops, hooks and chains.

The use of lifting equipment must be planned and carried out in a safe manner and where appropriate supervised.

Lifting equipment will be marked with the Safe Working Load. If you are using lifting equipment you must ensure that it is of adequate strength and stability for the activity being carried out.

The NES Estates & Facilities Team is responsible for ensuring that lifting equipment has a Thorough Examination every 12-months and that lifting accessories e.g. straps, eyebolts, chains and hooks and lifting equipment used for lifting people e.g. passenger lifts, hoists and MEWPs have a

Thorough Examination every 6-months. The Certificates of Thorough Examination are kept in the Estates & Facilities office.

The NES Estates & Facilities Team is responsible for ensuring that the passenger lifts and hoists are regularly serviced and subject to planned maintenance.

The Technicians/Managers/Head of Department will ensure that the lifting equipment e.g. fork lift trucks, pillar lifts used in their area is regularly serviced and subject to planned maintenance.

7.17 Lone Working

Lone working is defined as an individual who works by themselves without close or direct supervision.

Lone working is not where employees experience transient situations in which they find themselves alone, but where employees are knowingly and foreseeably placed in circumstances in which they undertake work activities without direct or close supervision. This includes security staff, cleaners or caretakers who may be working out of normal hours or in remote parts of the campus.

The Health & Safety Lead/Technicians/Managers/Head of Department are responsible for carrying out a lone working risk assessment and for directly involving the lone worker.

Risk assessments will be reviewed annually.

The control measures including any escalation procedures must be tested periodically to ensure that they remain effective.

Lone workers must inform their line manager if they have any concerns over the effectiveness and efficiency of the agreed arrangements or if there are any reasons why they can no longer work alone.

7.18 Manual Handling

Manual handling is defined as the transporting or supporting of a load and includes lifting, carrying, pushing, pulling, dragging. Loads can include people, items that move such as liquids and inanimate objects such as books, paper, bags of cement, gas cylinders, ingredients, sheets of ply board, mannequins.

The Technicians/Managers/Head of Department are responsible for assessing the risk from manual handling. Risk assessments will be reviewed annually.

The HSE's guidelines indicate the maximum weight for a man lifting and lowering a load close to the body between knuckle and elbow height is 25Kg and 16Kg for a woman. We will try to keep within the HSE guidelines where possible.

The NES Health & Safety Team is available to assist with awkward, oversized or complex manual handling assessments if required.

Never lift oversized, heavy or awkward objects unless you have received training in correct lifting techniques and there are sufficient numbers of people or the right equipment to help with the lift. We provide trolleys, sack barrows, pallet trucks, and fork lift trucks to facilitate and reduce the risk from manual handling.

Manual handling training is organised by the Training & Development Team.

7.19 Noise

Excessive noise can cause hearing damage ranging from permanent hearing loss, hearing loss of a certain frequency to tinnitus. Excessive noise can also interfere with communication, disrupt lessons, and mask warning signals or other audible signs of dangers such as reversing vehicles.

There are some higher risk areas where you may be exposed to excessive noise levels e.g. workshops, music rooms and kitchens.

The Technicians/Managers/Head of Department are responsible for initially assessing whether there is a risk from noise and then for liaising with the NES Health & Safety Team.

The NES Health & Safety Team will carry out a noise assessment and compare the noise exposure with the action and limit values set out in the regulations.

Risk assessments will be reviewed annually.

The results of the noise assessment will determine whether an area is designated as a hearing protection zone. The mandatory 'hearing protection zone' sign will be displayed at all entrances to the hearing protection zone.

The Technician/Manager or Head of Department is responsible for ensuring that anyone in the hearing protection zone is wearing ear defenders or ear plugs.

An Occupational Health surveillance programme including audiometry and hearing tests will be implemented to monitor the effectiveness of the control measures with a view to preventing hearing loss. Audiometry and hearing tests will be arranged for those employees who are regularly exposed above the upper exposure action value. Where exposure is between the lower and upper exposure action values, or where employees are only occasionally exposed above the upper exposure action value, audiometry and hearing tests will only be carried out if an employee is particularly sensitive to noise.

The H.R. department will arrange for employees to attend the Occupational Health provider.

7.20 Occupational Health

Occupational Health is a branch of medicine that is concerned with identifying, monitoring and controlling health problems caused by or made worse by work.

To ensure that potential employees are fit for the job they are applying for and to identify any pre-existing medical conditions which may need managing, applicants are required to complete a pre-employment medical questionnaire. The completed forms are vetted by the Occupational Health provider.

Once employed, employees in high risk areas may also be required to take part in health surveillance. Health surveillance is a programme of systematic health checks to identify early signs and symptoms of work-related ill health which allows action to be taken to prevent its progression.

Health surveillance will normally be recommended as a result of a risk assessment. Health surveillance can only be carried out where there is:

- a) an identifiable disease or adverse health effect that may be related to exposure; and
- b) a reasonable likelihood that the disease or effect may occur under the particular conditions of the work; and
- c) there are valid techniques for detecting indications of the disease or the effect.

Examples of the different types of hazard and corresponding health surveillance techniques are listed in the table below:

Type of hazard	Health surveillance technique
High levels of noise	Audiometry and hearing tests
Use of respiratory sensitizers or exposure to high levels of dust	Lung function tests
Use of solvents, irritant or harmful chemicals affecting the skin	Hand and forearm visual checks
High levels of vibration	Hand inspections.
Exposure to inorganic lead	Blood test
Exposure to organic lead	Urine test

The Technician/Manager/Head of Department will provide information to employees working in the areas where there is an increased risk of exposure to a hazardous chemical substance, biological or physical agents.

The NES Health & Safety Team will provide specialist advice, interpret the results of assessments or health surveillance and suggest ways of reducing exposure further. The H.R. team will arrange for employees to attend the Occupational Health team.

All Occupational Health records are kept in the H.R. department in the employee's individual personnel record; Occupational Health records are kept for 40 years from the date of the last entry.

7.21 PAT Testing

Refer to Portable Appliance Testing Policy

7.22 Personal Protective Equipment & Respiratory Protective Equipment

Personal Protective Equipment (PPE) is any equipment which is intended to be worn or held by a person at work and which protects them against risks to their health or safety.

PPE includes gloves, goggles, hi-vis clothing, harness, knee pads, steel toe capped boots, disposable coveralls, hard hats.

We provide PPE free of charge as a result of the risk assessment process.

Respiratory Protective Equipment (RPE) including half masks, full face masks and disposable nuisance dust masks are required in some higher hazard areas such as workshops.

The Technician/Manager/Head of Department is responsible for ensuring that employees have a current, valid face fit test for the RPE being worn.

PPE and RPE are recognised as the last resort to prevent you from getting hurt at work. The Technician/Manager/Head of Department or the NES Health & Safety team will provide information to employees on how to fit, adjust, clean and store PPE and RPE. Records will be kept by the Technicians/Manager/Head of Department of the PPE and RPE issued to you.

Employees must keep PPE and RPE clean, in good condition and protected from damage. Inform your manager if you need a replacement or if it no longer fits.

Employees are responsible for wearing the PPE and RPE as identified on the risk assessment.

The Technician/Manager/Head of Department is responsible for ensuring that employees wear the correct PPE and RPE.

7.23 Pregnancy

Please refer to the Maternity Policy or contact the HR Department.

7.24 Pressure Vessels & Pressurised Systems

A pressurised system generally consists of a pressure vessel, its associated pipework and protective devices. Pressure systems can be installed and fixed to the building or mobile devices designed to be transported and used in different buildings.

We have fixed and mobile pressurised systems for generating compressed air for use in the workshops.

The NES Estates & Facilities team ensures that pressure systems are installed correctly by a competent person and are marked with the safe operating limits.

The NES Estates & Facilities Team is responsible for ensuring that pressure systems containing either steam, fluid or gas above 0.5bar or a gas dissolved in a solvent have a Written Scheme of Examination and are examined by a competent person. The competent person specifies the content of the Written Scheme of Examination and determines the frequency of the examinations - usually the examinations are every 12 months and carried out by a chartered engineer appointed by the insurance company.

The Written Scheme of Examination reports are kept in the Estates & Facilities office.

In addition to the Written Scheme of Examination, pressure systems must be regularly inspected and maintained. The extent of the inspections and maintenance, frequency of inspections and who should carry it out is determined by the complexity of the pressure system.

The NES Estates & Facilities Team will assist in producing the maintenance programme taking into account the manufacturers' instructions, age of the system, operating conditions, results of the Written Scheme of Examination reports, previous maintenance and the risk of failure.

The NES Estates & Facilities Team is responsible for ensuring that, where it has been deemed necessary, pressure systems are regularly serviced and subject to planned maintenance by an external contractor.

The Technicians/Managers/Head of Department are responsible for ensuring that the pressure system is operated within its safe working limits and for carrying out the periodic in-house inspections, checks and maintenance.

The Technicians/Managers/Heads of Department are responsible for keeping inspection and maintenance records.

7.25 Radiation

There are two types of radiation: non-ionising radiation and ionising radiation. If uncontrolled, both can cause irreversible damage to human tissue. Ionising radiation is considered to be the most dangerous because, if not handled correctly, it causes tissue damage at very low doses.

We store, handle and use a variety of sources of ionising radiation for teaching purposes; we do not use non-ionising radiation.

Ionising radiation has sufficient energy to change the electron balance of an atom and usually involves the transfer of massive quantities of energy in the form of particles or electromagnetic waves which may be seen as light or felt as heat.

We have registered our work and teaching activities with ionising radioactive sources with the Health & Safety Executive. We have appointed a Radiation Protection Adviser (RPA).

All work activities carried out involving the use of ionising radiation must comply with the Ionising Radiations Regulations 2017 to ensure that exposure to ionising radiation arising from work and teaching activities is kept 'as low as reasonably practicable' and does not exceed the dose limits specified within the Regulations. The Technicians/Managers/Heads of Department must follow the CLEAPSS guidance. By following the CLEAPSS guidance, science faculties will be doing what is required to comply with the Ionising Radiations Regulations 2017 and the Radioactive Substances Act 1993, which deals with storage and disposal of radioactive materials.

The NES Health & Safety Team will provide specialist advice, assist with the radiation risk assessment, liaise with the RPA and oversee the implementation of control measures to ensure that exposure is reduced to 'as low as reasonably practical'.

7.26 Risk Assessment & Risk Control

Risk assessments identify the significant hazards associated with routine or non-routine tasks, a specific job, process or place, list the existing precautions and identify whether any further action needs to be taken with the aim of protecting employees and others who may be affected e.g. students, contractors or members of the public.

Routine risk assessments are primarily carried out by the Health & Safety Leads, Technicians or Managers who have been trained to carry out risk assessment.

The NES Health & Safety team will be available to either assist or carry out the specialist and more complex risk assessments.

Risk assessments need to be easily retrievable and made available to those people who may be affected. Risk assessments are kept locally in each department and are stored in paper format and/or electronically.

The Health & Safety Lead/Manager is responsible for making employees aware of the content and location of the risk assessments applicable to their work.

Risk assessments will be reviewed annually or sooner if it is suspected that they are no longer valid e.g. after an accident, changes to work conditions or if the work activity or equipment changes.

The NES Health & Safety team is available to provide guidance and technical assistance on hazards, the application of the Principles of Prevention and risk control strategies. For example, we have a Permit to Work System to control particularly hazardous processes or activities.

Permits to Work are issued by the NES Estates & Facilities team. The following hazardous activities are controlled by a Permit To Work:

1. Entry into confined space.
2. Hot works.
3. Digging/excavations.
4. Roof access.
5. Work with high voltage equipment (over 600 volts)
6. Complex maintenance work involving isolation of fire detection or safety systems.

Technicians/Managers or Heads of Department must inform the NES Estates & Facilities team if any of the above activities are planned to take place. The activities listed above must not be carried unless a Permit To Work has been issued.

7.27 Smoking

Smoking in any enclosed spaces is a criminal offence. It is prohibited for anyone to smoke in any buildings, offices, temporary classrooms, workshops, stores, garages or in company vehicles. Smoking is only permitted outside the in the designated smoking areas.

7.28 Stress

Refer to the Management of Sickness and Absence Policy.

7.29 Traffic Management

Every day there are hundreds of vehicle movements on our sites. Cars, mopeds, bicycles, delivery vans, lorries and faculty vehicles such as fork lift trucks and dumper trucks and emergency vehicles use our sites.

Traffic movements are carefully managed because it is not possible to separate pedestrians from vehicles due to the nature and layout of our sites. A variety of measures are used to direct and manage traffic: guard rails, bollards, designated pedestrian crossings, pavements, speed limits, one-way systems, designated parking and unloading areas, clear signage, good lighting and parking restrictions.

CCTV and security patrols are used to monitor and enforce the traffic management plan. The NES Estates & Facilities team provide a weekly report to the Executive Directors; enforcement action is taken against people flouting the traffic rules resulting in temporary or permanent exclusions from site.

7.30 Training & Competence

All new employees, students and contractors are given a Health and Safety Introduction as part of the Corporate Induction.

Refer to the Training & Development Strategy.

7.31 Vibration

Excessive or prolonged use of vibrating tools, equipment or machinery can cause damage to blood vessels and nerves resulting in joint pains, loss of sensation, blanching, Vibration White Finger and Hand Arm Vibration Syndrome.

There are some higher risk areas where you may be exposed to high vibration levels e.g. workshops.

The Technicians/Managers/Head of Department are responsible for initially assessing whether there is a risk from vibration and then for liaising with the NES Health & Safety Team.

The NES Health & Safety Team will carry out a vibration assessment and compare the vibration exposure with the action and limit values set out in the regulations. Risk assessments will be reviewed annually. The results of the vibration assessment will determine what precautions are needed to reduce the vibration exposure to an acceptable level.

The Technician/Manager or Head of Department is responsible for ensuring that anyone using vibrating equipment is following the controls specified on the risk assessment.

An Occupational Health surveillance programme ranging from a questionnaire, hand inspections, vascular and sensorineural tests will be implemented to monitor the effectiveness of the control measures with a view to preventing HAVs. Health surveillance will be arranged for those employees who are regularly exposed above the exposure action value or where an employee is particularly sensitive to vibration.

The H.R. department will arrange for employees to attend the Occupational Health provider.

7.32 Violence

We recognise that it is our responsibility to prevent employees from being exposed to verbal abuse and subjected to physical violence.

Whilst shouting, intimidation, threatening behaviour, pushing, shoving and fighting is completely unacceptable at work; it is not uncommon in the education sector.

Any threats, physical violence, intimidation or undue pressure from work colleagues, students, visitors or contractors must be reported to the Security Team and your Manager.

7.33 Visual Display Units (VDUs)

If you routinely use a computer for continuous or near-continuous spells of an hour or more per day you are deemed to be a 'VDU user'.

VDU users will be provided with a workstation and equipment that is suitable for the job. VDU users complete a VDU self-assessment form available via Sharepoint.

The VDU assessment form is generally reviewed every two years or sooner if the workstation, room or equipment changes or if requested by the VDU user.

Any health problems should be initially reported to your Manager who may seek guidance from the NES Health and Safety team.

The NES Health & Safety team will initially examine the location and set up of the workstation and may make further recommendations including a referral to the Occupational Health provider.

The NES Health and Safety team carry out specialist VDU assessments and organise ancillary equipment such as foot rests, wrist rests, standing desks, occupational chairs and provide you with information and training in the best way to organise your desk and equipment to prevent work-related upper limb disorders.

The I.T. department organise the I.T.-related items such as laptop docking stations, screens, headsets, installation of voice recognition software.

VDU users are entitled to a free eyesight test every two years to determine whether spectacles are required for VDU use. A contribution will only be made if prescription lenses are needed solely for VDU use.

The H.R. department administers and manages the eyecare voucher system.

7.34 Work at Height

Working at height is defined as any distance which you could fall and hurt yourself – there is no maximum or minimum height.

Working at height assessments are carried out by the Technicians/Managers/Head of Department for the work at height activities carried out in their areas; risk assessments are reviewed annually. Consideration is always given to preventing the need to work at height.

The NES Estates and Facilities Team can advise and assist if changes to the buildings are needed. If it is not reasonably practicable to avoid working at height, collective protection measures (that protect more than one person) will be given precedence over personal protective measures (that only protect one person). The NES Health & Safety Team will assist and provide specialist guidance on the application of the work at height hierarchy.

A variety of work at height equipment is available or will be hired ranging from full independent tied scaffolding, mobile tower scaffold, podiums, Mobile Elevated Work Platform (MEWPs) e.g. scissor lift or cherry picker, ladders, stepladders and hop-ups, work restraint systems.

The Technicians/Managers/Head of Department plan and organise the work taking into account the nature and duration of the job, the location, ground conditions and overhead obstructions before deciding what is the most appropriate equipment.

The Technicians/Managers/Head of Department are responsible for ensuring that work at height is carried out safely and, where appropriate, supervised to prevent people or objects falling from height.

Ladders and stepladders will be either Class 1 or EN131. Ladders should be positioned at a 1 in 4 angle and preferably tied at the top. If this is not possible the ladder should be tied in the middle or used with a stability device to prevent it slipping; the last resort is to foot the ladder at the bottom.

Ladders and stepladders can only be used for low risk, light work which is short duration i.e. under 30 minutes in the same position and which allows you to maintain 3 points of contact with the ladder or stepladder.

Employees who regularly work at height will have working at height training and shown how to use the equipment.

Only employees with a PASMA certificate are allowed to erect a mobile tower; only employees with an IPAF certificate are allowed to use a MEWP.

Specialist contractors will be used to erect scaffolding.

The NES Estates & Facilities department carry out the statutory inspections and inspect all work at height equipment every 6 months. The equipment is marked with the date of the inspection and initials of the inspector.

Employees must visually check any equipment used for working at height before use including the expiry date of the statutory inspection.

Work at height training is organised by the Training & Development Team.

7.35 Work Equipment, Tools & Plant

The term '*work equipment*' is used to describe any equipment used at work. It covers all tools or equipment used at work irrespective if they are leased, newly purchased or second-hand. Work equipment covers hand tools such as spanners and screwdrivers to powered tools such as photocopiers, food mixers, lathes and motorised equipment such as mini buses, vans, and dumper trucks.

The Technician/Manager/Head of Department is responsible for researching, investigating and where appropriate trialling the suitability of new tools and equipment. Work equipment will be purchased or leased from reputable suppliers.

All work equipment should be regularly checked, maintained and where appropriate serviced as per the manufacturers' recommendations. The level of the checks, servicing and maintenance needs to be commensurate and proportionate to the equipment.

The NES Estates & Facilities department arrange the servicing and maintenance for fixed plant and installations. Service and maintenance records are kept in the NES Estates & Facilities office.

Employees must visually check any equipment before use for any obvious faults or defects.

The Technicians/Managers/Head of Department are responsible for carrying out risk assessments on the more hazardous work equipment in use in their areas. The NES Health & Safety Team will assist and provide technical guidance on specialist work equipment such as woodworking machinery.

Employees must be competent to use work equipment including the set-up, adjustment, maintenance and checks. Competency is a blend of knowledge, skills, experience and training. Where required, training on work equipment is arranged by the Training & Development Team.

7.36 Workplace Safety

We lease, share and own a variety of premises for teaching, administration and storage.

The NES Estates & Facilities department manages all the premises and grounds including repairs, maintenance and cleaning ensuring that they are fit for purpose with adequate ventilation, heat, light, access, security and welfare facilities so far as is reasonably practicable.

Daily inspections of the communal and circulation areas are carried out by the NES Estates & Facilities team; the records are kept in the Estates & Facilities department and made available online.

The Technicians/Managers/Heads of Department are responsible for regularly inspecting their work areas.

The Health & Safety Leads carry out a Health & Safety Walkabout every term; they also carry out a formal inspection once a year.

Any hazards, damage, faults, repairs or areas falling below the expected standard should be reported online using the 'Top Desk' system.

7.37 Young Persons

Anyone under the age of 18 (either employed or on work experience **at CCN**) will have a young person risk assessment.

The Health & Safety Lead/Manager/Head of Department will conduct the risk assessment with the young person taking into account the young person's lack of experience, hazard awareness or perception of risk.

A copy of the risk assessment will be sent to the parent or guardian of the young person. The young person risk assessment will be reviewed until the young person reaches the age of 18.

8 References to related TEN Group policies

References to other policies are listed in Section 7.0.

9 Contact

Any queries regarding this policy should be directed to the N.E.S. Estates and Facilities Department.

10 Equal Opportunities Statement

This policy has been assessed against the nine protected characteristics outlined in the Equality Act 2010 and no apparent disadvantage to equal opportunities has been determined.

If you have any comments or suggestions in relation to the equal opportunities implications of this policy or procedure please contact the policy holder.