

HEALTH AND SAFETY POLICY

Policy / Document Purpose Statement

This document sets out the policy supporting health and safety practices for Cornwall College Group.

Application

The objective of this document is to provide a framework to ensure that the college operates its activities in an environment compliant with health and safety for the protection of all users.

Interpretation

Further guidance on the use or interpretation of this policy may be obtained from the responsible post holder.

Legislator / Regulatory Compliance

Compliance with relevant current Health and Safety legislation, Data Protection Act and other legislation / regulations named within the body of the document.

Publication Restrictions

A version of this document is available to view on the Cornwall College Website.

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HEALTH AND SAFETY POLICY

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- 7 - Cornwall College Off-Site and Educational Visits Procedure
- 8 – Work Placement Procedure

The above appendices are available from the College intranet.

Introduction

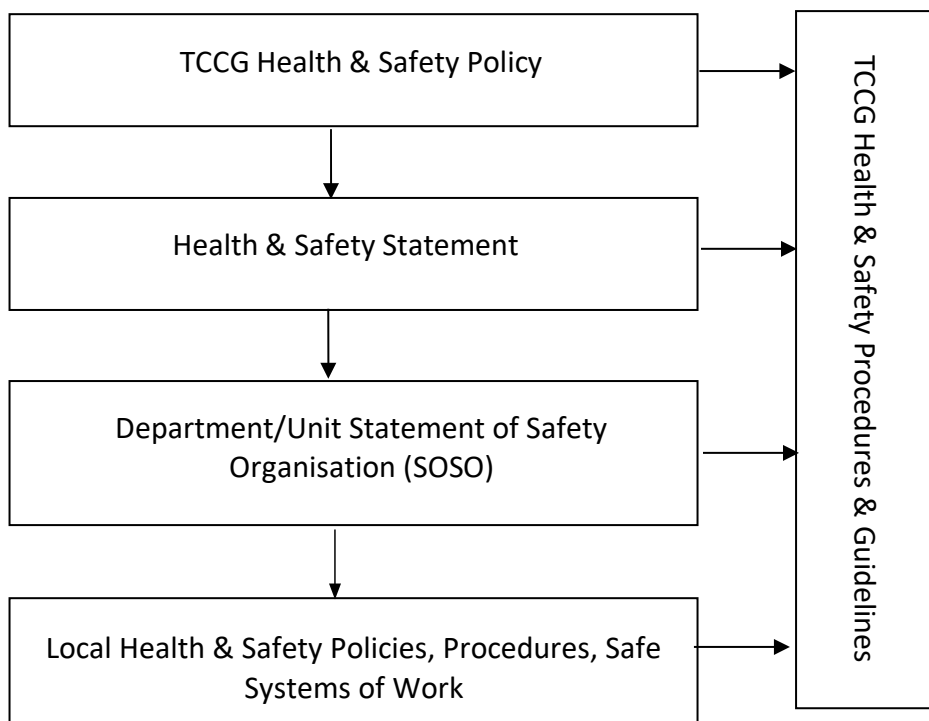
This policy sets out Cornwall College's commitment to ensuring appropriate standards of health and safety are applied in all of its activities and describes the systems in place for achieving the objectives outlined in the policy statement.

The Policy is divided into four sections:

1. **Health and Safety Policy Statement** – sets out the College's commitment and ethos towards health and safety;
2. **Organisation for the Management of Health and Safety** – describes in detail the structure for managing health and safety and key responsibilities within that structure;
3. **General Statement of Health and Safety Arrangements** – describes the practical arrangements and systems in place for managing health and safety and implementing the Health and Safety Policy;
4. **Supporting Guidance and Procedures** – the College health and safety procedures and guidance that support the policy.

This Policy is available direct from the Head of Health and Safety or can be viewed and downloaded from the health and safety intranet pages

Structure of Cornwall College Health and Safety Policies and Procedures





HEALTH AND SAFETY POLICY STATEMENT

It is the policy of The Cornwall College Group (TCCG) to ensure so far as is reasonably practicable the health, safety and welfare of our employees, students, contractors, visitors, customers and others who may be affected by our operations. We will seek to ensure that learning takes place in a safe, healthy and supportive environment which meets the needs of students. Where part of the learning takes place outside the College, the College will assess the health & safety suitability of that environment prior to learning being delivered.

This policy encompasses both our responsibility for ensuring adequate arrangements are in place to protect the health and safety and welfare of people affected by our operations, but also, our wider duty as an educator to prepare students to be safe and healthy workers in the future. We will lead by example, adopt best practice and promote a positive health and safety culture in all of our activities.

Health and safety is a vital component of the college commitment to our staff and student community, we expect staff, students, visitors, contractors and other employees who work at the College to share this commitment.

We believe that effective management of health and safety is an essential part of our business strategy, adequate resources will be provided in order to ensure that proper provision can be made, health and safety will be considered in all forward planning

We will make suitable and sufficient assessment of the risks associated with our activities, take appropriate preventative and/or protective measures and meet our legal obligations under the Health and Safety at Work etc. Act 1974 and associated regulations by providing, so far as is reasonably practicable:

- a) Safe and healthy places of work with safe access and egress;
- b) Safe plant, equipment and systems of work;
- c) Safe handling, storage and transport of articles and substances;
- d) Information, instruction training and supervision;
- e) Adequate welfare facilities at work.

Staff, students, contractors and visitors are responsible for ensuring that they take reasonable care of their own health and safety and others who could be affected by their actions, they must co-operate with the college and must not interfere with anything provided in the interests of health and safety.

We consider the active involvement of our employees and students to be vital in achieving these objectives. We will consult with our employees and students through appropriate employee and student representatives and committees on all matters affecting their health, safety and welfare.

We will continually monitor our safety policies, procedures and assessments by auditing and reviewing their effectiveness in the workplace in order to continuously improve our health and safety performance.

In order to help achieve our objectives we will ensure that we have provision for competent advice and guidance on health and safety matters.

Signed:

Date: March 2022

Mr John Evans Principal and Chief Executive, The Cornwall College Group

SECTION 2

ORGANISATION FOR THE MANAGEMENT OF HEALTH AND SAFETY

1. Introduction

The purpose of this section of the policy is to define responsibilities and relationships that promote a positive health and safety culture, and secure the implementation and continued development of the Health and Safety Policy. This section of the policy should enable the College to:

- Establish and maintain management control of health and safety;
- Promote co-operation between individuals, safety representatives and groups so that health and safety becomes a collaborative effort;
- Ensure the communication of necessary information throughout the College;
- Secure the competence of employees.

2. The Board of Governors

As the employer the Board carries the ultimate responsibility for health and safety.

The Board acknowledges that effective health and safety policies contribute to business performance by:

- Supporting human resource development;
- Minimising financial losses which arise from avoidable unplanned events;
- Recognising that accidents, ill health and incidents resulting from failings in management control are not necessarily the fault of individual employees;
- Recognising that the development of a culture supportive of health and safety is necessary to achieve adequate control over risks;
- Ensuring a systematic approach to the identification of risks and the allocation of resources to control them;
- Supporting quality initiatives aimed at continuous improvement.

In order to perform their duties, the Board will:

- Accept individually and collectively their role and responsibility for providing health and safety leadership and actively promoting and supporting health and safety standards;
- Appoint one of their number to champion health and safety at Board level;
- Satisfy themselves that a policy on health and safety is prepared and periodically reviewed, including details of the organisation and arrangements for its implementation;
- Satisfy themselves that management responsibility for health and safety is clearly designated;
- Satisfy themselves that effective management of health and safety is an integral part of the College's overall business strategy;
- Monitor the effectiveness of the Health and Safety Policy by receiving appropriate minutes and reports.

3. The Principal and Chief Executive

The Principal and Chief Executive (CE) has overall responsibility for the health, safety and welfare of employees, students and others, and is personally accountable to the Board in the exercise of that duty. They have authority from the Governing body, and operational responsibility to ensure compliance with health and safety legislation and to implement procedures to ensure compliance with this policy. In order to fulfil this duty, the Principal and Chief Executive will:

- Ensure a written policy on health and safety is prepared, reviewed and developed, including details of the organisation and arrangements for its implementation in the activities of the College;
- Ensure that the College meets all statutory Health and Safety requirements;
- Ensure the allocation of sufficient human and financial resources to enable the effective implementation of the Health and Safety Policy and to ensure that the college meets the legislative requirement for

Health and Safety;

- Ensure that Health and Safety is integrated into the management structure and that Health and Safety objectives are an integral part of the overall College Strategic Plan;
- Ensure that Health and Safety duties and responsibilities are clearly delegated to all levels within the organisation and that such duties and responsibilities are appropriately discharged;
- Monitor the performance of ELT to ensure that they have undertaken their Health and Safety Responsibilities.

4. Executive Leadership Team

In addition to any specific duties listed below, ELT will:

- Assist the Principal and Chief Executive in the implementation of the College Health and Safety Policies and procedures;
- Deputise on health and safety matters in the absence of the Principal and Chief Executive;
- Liaise closely with members of the Executive Leadership Team (ELT) and Heads of Campus to ensure that operational managers and staff under their control take their health and safety responsibilities seriously;
- Ensure that risk assessments are completed and periodically reviewed by their Managers for all work / learning activities, along with effective implementation of protective and preventative control measures to ensure legal compliance;
- Monitor that Health & Safety is being effectively managed within all their areas of responsibility;
- Ensure employees are competent through incorporating Health and Safety training needs as part of the appraisal process;
- Ensure that the correct procedures are followed for the reporting, recording, investigation and follow-up of accidents and incidents on the premises including 'near misses';
- Create a Health and Safety culture by stimulating interest and enthusiasm for Health and Safety amongst staff and learners.

5. Group Deputy Principal – Group Operations

the Deputy Principal – Group Operations shares responsibility for health and safety management in the college and is accountable to both the Principal and the Board in the exercise of that duty. In addition to their duties as a member of ELT, the Deputy Principal Group Operations will:

- Establish and maintain management control of health, safety and welfare within the College;
- Ensure that all employees receive appropriate health and safety information and training regarding their duties, and are competent to undertake tasks assigned to them;
- Ensure that the College has access to competent advice and information regarding health and safety;
- Monitor health and safety performance within the college;
- Ensure that employees are consulted on matters affecting their health, safety and welfare; and chair the corporate Health and Safety Committee;
- Ensure that there is an adequate system in place for the undertaking of risk assessments;
- Seek the commitment of employees in achieving continuous improvement in standards of health, safety and welfare in the College;
- Provide appropriate reports to the Board on the management of health and safety in the College;
- Support initiatives aimed at improving standards and raising awareness of health and safety issues.

6. Group Deputy Principal Curriculum and Quality

The Deputy Principal Curriculum and Quality has specific responsibility for the quality of education within the college and through the college educational programmes the preparation of students for work. In addition to their duties as a member of ELT, the Deputy Principal Curriculum and Quality will:

- Ensure that all new learners are given appropriate Health and Safety Induction at the start of their course;
- Ensure that health and safety training needs for academic staff are identified;
- Promote good practice, and embed Health and Safety within the curriculum ensuring compliance with technical and legal standards;
- Ensure that specialist equipment, resources and spaces used to instruct learners are maintained in accordance with legislative requirements and/or manufacturers' instructions as appropriate and records kept;
- Ensure that the overall procedures for the health, safety and welfare of learners are monitored;
- Ensure that safe systems of work are in place and followed for all learning activities where appropriate.

7. Heads of Campus

Through effective leadership, ownership and communication, Heads of Campus will be responsible for managing health and safety performance at their campus including, promoting and maintaining a positive health and safety culture. They will be responsible for ensuring the health, safety and welfare of employees, students and visitors at their campus. In particular they will:

- Ensure that the College operates in accordance with College health and safety policies and procedures and promote a positive safety culture to staff and students;
- Ensure that health and safety forms part of the campus vision and values;
- Annually prepare a College Statement of Safety Organisation that details local health and safety organisation and arrangements;
- Periodically review health and safety performance and implement a plan of action for addressing and continuously improving health and safety within their campus;
- Ensure effective communication through maintaining and chairing an effective Campus Health and Safety Committee, and through the inclusion of health and safety on campus operations / other relevant campus meetings;
- Attend and provide campus reports the Corporate Safety Committee (as invited);
- Ensure risk assessments are undertaken and appropriate control measures are implemented for all courses, activities and areas for which they are responsible;
- Ensure that termly campus health and safety inspections are carried out, recorded and deficiencies actioned;
- Undertake regular supportive health and safety inspections / learning walks of their campus
- Ensure that contractors and visitors are managed in accordance with the safeguarding and contractors' policies & procedures;
- Ensure emergency evacuation systems are administered and adhered to;
- Liaise closely with the Health, Safety & Environment Manager and the site Health and Safety Officer;
- Bring to the attention of Senior Managers / Health, Safety & Environment Manager any defects, uncontrolled or newly identified hazards that present a significant risk to the safety or health of employees, students or others;
- Ensure arrangements are in place for the provision of adequate and appropriate first aid facilities and equipment for the College, including appropriately trained personnel;
- Ensure all accidents, incidents, dangerous occurrences / near misses are reported and investigated.

8. Health, Safety & Environment Manager

The Health, Safety & Environment Manager will:

- Provide Health and Safety support, advice and strategic input to the College on matters of occupational health, safety and welfare;
- Develop and support the integration of the Health and Safety Management System;
- Prepare strategies and action plans for the effective implementation, monitoring, review and audit of the

- management of health and safety within the College;
- Conduct Health and Safety audits to ensure the College complies with its statutory duties and to test the effectiveness of the Health and Safety Management System;
- Deal with day-to-day issues concerning Health and Safety including requests for assistance, guidance, support or information to managers, supervisors, safety representatives, employees, learners, contractors and any associated parties within the College;
- Assist the Principal and Chief Executive / Deputy Principal Group Operations in the implementation of the College Health and Safety Policies and procedures;
- Prepare guidance, procedures and information relating to health and safety;
- Initiate and contribute to, as appropriate, the Health and Safety training needs with Directors, Line Managers and Human Resources for staff within the College;
- Review and update the College Health and Safety Policy and procedures to reflect organisational changes and comply with best practice, technical and legal standards;
- Establish and maintain procedures for reporting, investigating, recording and analysing accidents and incidents;
- Establish systems for the effective communication of health and safety information throughout the College;
- Liaise with trade union and employee safety representatives, the enforcement authority and others as appropriate;
- Bring to the attention of the CE/Principal and/or members of ELT any serious irregularities (legal or otherwise) in the College associated with health and safety;
- Advise on the development and implementation of Risk Control Systems (RCS);
- Provide guidance to Heads of Campus, and other managers in the preparation of local College safety policies;
- Provide reports to the CE/Principal on the management of health and safety within the College.

9. Managers (Incl. Curriculum Area Managers, Support Managers and College Business Managers)

Through effective leadership, ownership and communication, College Managers will be responsible for managing the health and safety performance of their department including, promoting and maintaining a positive health and safety culture. All college managers are responsible for the health, safety and welfare of employees, students and visitors within / affected by their areas of operation, including college businesses and activities (e.g. Concorde Recruitment, Cornwall College Business). Manager will:

- Operate all courses (where relevant) and activities in accordance with relevant health and safety legislation, College safety policies and procedures; Ensuring health and safety is an integral part of all taught courses and activities and a culture positive of health and safety is promoted;
- Periodically review health and safety performance and implement a plan of action for addressing and continuously improving health and safety within their department;
- Ensure risk assessments are undertaken / reviewed and that appropriate control measures are implemented for all courses, activities and areas for which they are responsible;
- Assess hazards arising out of any new or changed programme, activity, equipment, process or layout of premises and take appropriate action before the changes take place;
- Ensure COSHH assessments for substances and processes are carried out in their areas of responsibility;
- Ensure all plant and equipment within their area of responsibility is fit for purpose, regularly examined, tested and maintained in a safe condition and that any defective equipment is effectively disabled, appropriately labelled and if possible physically removed from use;
- Ensure any work equipment for which they are responsible requiring a statutory inspection is brought to the attention of the Head of Estates (see 'Machinery and Equipment' section 3) particularly in the case of any new equipment purchased;

- Ensure employees and students receive appropriate training (including induction) instruction, information and where necessary supervision to enable them to carry out their duties/activities safely and without risks to others;
- Ensure written safe working practices are developed and implemented in respect of any potentially hazardous equipment, process or activity;
- Ensure that, where necessary, appropriate personal protective equipment is supplied, correctly used, stored and maintained;
- Report accidents, incidents (including damage to equipment and property), near misses, fires and occupational ill health in accordance with College procedures;
- Ensure the effective communication of health and safety information to staff, students and others within their areas of responsibility;
- Ensure that contractors and visitors are managed in accordance with the safeguarding and contractors' policies & procedures.

10. Head of Estates

In addition to their duties as a college manager, the Head of Estates will:

- Ensure that all the premises operated by the College, the fabric of the buildings, college grounds and internal / external plant and equipment associated with the buildings are monitored and maintained in order to provide a safe and healthy working environment;
- Ensure compliance with the Construction and Design Management Regulations and associated regulations where necessary;
- Prepare safe systems of work and procedures to ensure maintenance personnel and contractors carry out their activities safely and without risks to others;
- Ensure contractors employed to undertake work on College premises carry out their activities in accordance with health and safety legislation and College safety and safeguarding policies and procedures;
- Ensure all maintenance and repair work carried out by staff is undertaken in accordance with health and safety legislation and College safety policies and procedures;
- Arrange for the inspection and testing and maintain records of statutory inspections of plant and equipment;
- Ensuring that any statutory requirement relating to the internal / external systems associated with the buildings are met and necessary records are kept, this includes Plant and Machinery;
- Ensure that the college meets its statutory obligations regarding inspection and testing of lifts and lifting equipment, pressure vessels and local exhaust ventilation systems;
- Arrange for the inspection, testing and maintenance of fixed and portable electrical equipment and systems;
- Risk assess and implement systems to reduce the likelihood and impact of a fire within college buildings, ensuring emergency lighting is tested monthly, weekly fire alarm tests are undertaken, fire evacuation drills are arranged each term for each building and ensuring that all fire-fighting equipment and emergency systems are adequate and maintained and tested in accordance with the regulations, and records are kept;
- Establish and maintain systems for the management of materials likely to contain asbestos in College property;
- Establish and maintain systems for the effective control of legionella bacteria in the College's hot and cold-water services;
- Oversee and maintain arrangements for controlling Radon in College property;
- Arranging for the removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe.

11. Director of Human Resources and Payroll

In addition to their duties as a college manager, the Director of Human Resources and Payroll will:

- Inform the Health, Safety & Environment Manager of any accidents or ill-health to employees arising out of

or in connection with work, resulting in them being off work or unable to do their normal job for more than 7 days;

- Liaise with the Health, Safety & Environment Manager regarding the compilation of data and creation of statistical reports on occupational ill health and sickness absence within the College;
- Establish and maintain systems for the provision of employee medical health surveillance and appropriate record keeping;
- Liaise with the Health, Safety & Environment Manager regarding policies and procedures for preventing and controlling occupational stress so far as is reasonably practical;
- Liaise with the Health, Safety & Environment Manager in areas where roles overlap, e.g. staff welfare/training.

12. Residential Manager

In addition to their duties as a college manager, the Student Experience Manager (residential) is responsible for the health and safety of residents within college accommodation, they will:

- Ensure that adequate levels of supervision are in place at all time for residents in the accommodation.
- Ensure that residential staff receive appropriate information, instruction and training including on college emergency procedures and how to manage accommodation emergencies outside of normal college hours.
- Ensure that the college accommodation complies with relevant health and safety legislation and meets the National Minimum Care Standards for Further Education Colleges, where the college accommodates residents aged under 18
- Ensure that risk assessments are undertaken and appropriate control measures are implemented
- Ensure that termly health and safety inspections are carried out, recorded and deficiencies actioned.
- Ensure that contractors and visitors are managed in accordance with the safeguarding and contractors' policies & procedures.
- Undertake termly fire evacuation practices and ensure emergency evacuation systems are administered and adhered to;
- Bring to the attention of Senior Managers / Health, Safety & Environment Manager any defects, uncontrolled or newly identified hazards that present a significant risk to the safety or health of residents;
- Ensure adequate first aid arrangements are in place at all times for residents within the accommodation, including appropriately trained personnel;
- Ensure all accidents, incidents, dangerous occurrences / near misses are reported and investigated.
- Ensure that suitable vetting procedures are in place in the event that the college places students in accommodation owned by an external provider.

13. Head of Apprenticeships and External Engagement

Are responsible for managing the work-based learning activities of Cornwall College, where learning takes place outside the College, the College will assess the health & safety suitability of that environment prior to learning being delivered. Cornwall College Business and Work Experience Co-ordinators assist with assessing the health and safety standards of employers offering work-based training, apprenticeships, work trials and work experience to students of the Cornwall College group. In addition to their duties as a college manager, the Head of Apprentices and External Engagement will:

- Approve and manage placement vetting procedures;
- Liaise with external audit bodies;
- Negotiate changes to procedure and practice suggested by audit;
- Advise placement staff on routes of referral for concerns relating to the health and safety standards of placement providers;
- Review management information with regard to outstanding health and safety assessments and instigate remedial action where necessary;
- Ensure placement staff have appropriate health and safety and relevant procedural training before

- undertaking work place assessments;
- Encourage placement staff to seek the support of more experienced colleagues where necessary;
- Support placement staff in refusal of placement where health and safety standards are unacceptable.

14. Farms Director

In addition to their duties as a college manager, the Farms Director will:

- Carry out farm related activities in accordance with relevant health and safety and environmental legislation, College safety policies and procedures;
- Ensure farm activities do not pose risks to the health and safety of employees, students, visitors and members of the public;
- Ensure risks of exposure to zoonoses are controlled and monitored;
- Ensure all farm related machinery, equipment and spaces are maintained in a safe condition in accordance with health and safety legislation and manufacturers' instructions;
- Ensure farm related machinery and equipment is operated correctly and safely in accordance with health and safety legislation and manufacturers' instructions;
- Ensure only authorised and appropriately trained employees operate farm related machinery and equipment;
- Ensure all chemicals are used, stored, transported and disposed of in accordance with COSHH, control of pesticides and environmental regulations;
- Bring to the attention of Senior Managers / Health, Safety & Environment Manager any defects, uncontrolled or newly identified hazards that present a significant risk to the safety or health of employees, students or others;
- Ensure contractors employed to undertake work on College premises carry out their activities in accordance with health and safety legislation and College safety and safeguarding policies and procedures;
- Keep abreast of health and safety legislation and industry standards that relate to agricultural and farm related activities.

15. Campus Health and Safety Officer

The local college Health and Safety Officer will:

- Assist the Head of Health, Safety & Environment Manager in the implementation of the College safety policy and local College safety policies;
- Act as a point of contact regarding local college health and safety issues;
- Provide advice and assistance to employees on local college health and safety matters;
- Attend the local college health and safety committee;
- Carry out periodic safety inspections/audits;
- Assist the Health, Safety & Environment Manager in the provision of health and safety training for employees;
- Receive accident reports for the local college and inform the Health, Safety & Environment Manager of any serious accidents/incidents and assist with accident investigations;
- Liaise with the appropriate person and Head of Health and Safety in monitoring emergency evacuation procedures;

16. Employees

All employees have, in addition to any delegated responsibility for health and safety, statutory duties under the Health and Safety at Work etc. Act. Employees will:

- Share collective responsibility for the health, Safety and Welfare of students at the college;

- Take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions;
- Co-operate fully with the College management in meeting its statutory duties and assist with the implementation the College Health and Safety Policy and associated procedures;
- Not intentionally interfere with or misuse anything provided in the interests of health and safety;
- Familiarise themselves with and conform to the College Health and Safety Policy and procedures;
- Report promptly all accidents, incidents, unsafe conditions and practices to the appropriate line manager;
- Ensure that any persons for whom they are responsible are aware of the College's accident and emergency procedures and that they comply with the College's Health and Safety Policy;
- Ensure the highest standard of housekeeping within their workplace;
- Be expected to personally display good standards of health and safety and promote a culture that is positive to health and safety at all times.

17. Academic (Teaching) Staff

Academic / teaching staff are responsible for the Health and safety of all students / learners under their control whilst involved in organised activities both on site and off site on College trips. In addition to their general duties as an employee, teaching staff will:

- Complete risk assessments before any activities are undertaken
- Demonstrate best practice ensuring compliance with technical and legal standards
- Ensure that safety instructions are given to students before / during any practical classes;
- Ensure that equipment is fit for purpose and safe for use before any activities are undertaken.
- Ensure that students are equipped with adequate PPE where this is required
- Ensure educational visits paperwork is completed and signed before any trips go ahead
- Ensure that adequate arrangements for supervision are in place and that appropriate information, instruction and training is provided.
- Follow the correct procedures for the safe use, handling and storage of potentially hazardous materials and substances
- Complete a register for the class and adhere to the college procedures for reporting student absence and safeguarding.

18. Employee Safety Representatives

It is the responsibility of all college managers to ensure that the health, safety and welfare of employees for whom they are responsible are represented on the local college health and safety committee. The role of employee safety representatives is detailed in *The Health and Safety (Consultation with Employees) Regulations*. Employee safety representatives will also attend the local college health and safety committee so as to:

- Bring to the attention of College management potential hazards and dangerous occurrences or any issue affecting the health and safety of employees;
- Enable consultation on matters relating to health and safety between management and employees;
- Represent employees in consultation with enforcement authority inspectors.

19. Trade Union Health and Safety Representatives

The *Safety Representatives and Safety Committees Regulations (SRSCR)* provide for the appointment of safety representatives by recognised trade unions. The function of trade union safety representatives is detailed in SRSCR. Safety representatives are entitled to:

- Consultation with College management on matters affecting the health, safety and welfare of employees;

- Carry out workplace inspections after giving reasonable notice, in writing to College management;
- Investigate potential hazards and dangerous occurrences at the workplace;
- Investigate complaints by any employee they represent;
- Make representations to management on matters affecting the health, safety and welfare of employees;
- Represent their members in consultation with and receive information from the enforcement authority inspectors;
- Attend safety committee meetings in their capacity as a safety representative in connection with any of the above functions.

20. Students, Visitors and Contractors

Students, visitors and contractors whilst not having any specific role relating to health and safety do have legal duties under the Health and Safety at Work etc. Act. They will:

- Not intentionally interfere with or misuse anything provided in the interests of health and safety;
- Comply with the requirements of the College Health and Safety Policy, procedures or systems of work and any relevant health and safety legislation;
- Conduct themselves in a manner so as not to put their own or any other persons' health or safety at risk.

SECTION 3

GENERAL STATEMENT OF HEALTH AND SAFETY ARRANGEMENTS

1. Introduction

This section of the health and safety policy gives an overview of arrangements, responsibilities and guidance to ensure the effective management of all aspects of health, safety and welfare throughout the College and its activities. Where appropriate related College policies, procedures and guidance have been referred to. Reference has also been made to relevant health and safety legislation and associated guidance.

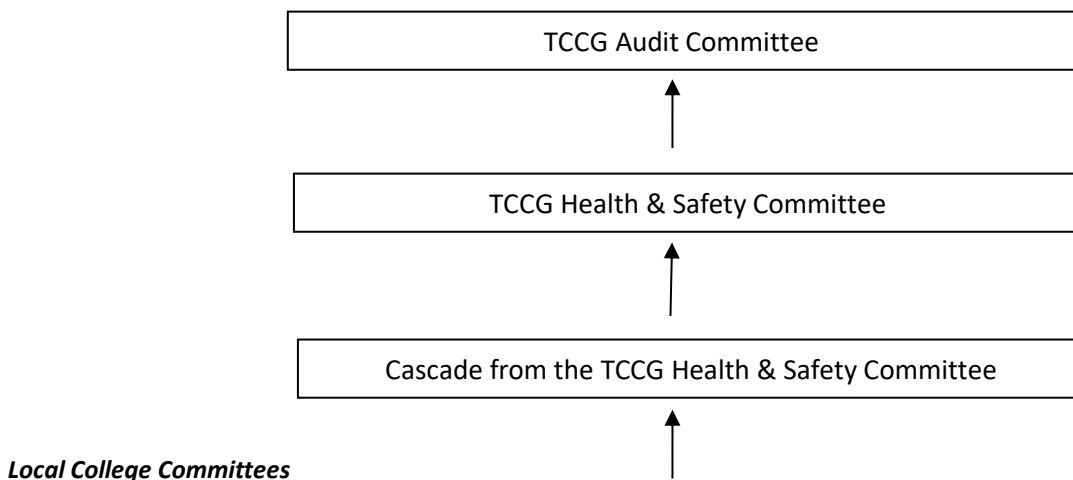
2. Health and Safety Committees

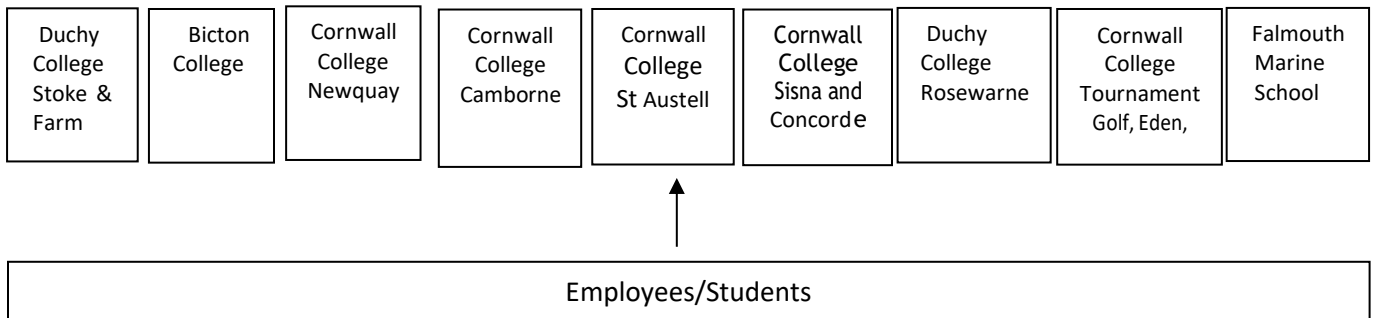
Legislation

The Safety Representatives and Safety Committees Regulations and The Health and Safety (Consultation with Employees) Regulations provide for the setting up of safety committees and consultation with employees on health and safety matters.

Arrangements/Responsibilities

The arrangement of College health and safety committees is shown below:





Employees working in other college businesses (e.g. Concorde Recruitment, Business to Business) operating off campus will mirror the above structure or be consulted directly on health and safety via their line managers.

The Cornwall College Group Health and Safety Committee comprise:

- **Deputy Principal Group Operations (Chair)**
- Deputy Principal Curriculum and Quality
- Vice Principal Quality of Education (land Based)
- Heads of Campus
- Health, Safety & Environment Manager
- Head of Estates
- Lead H & S Trade Union representative
- Human Resources representative

The Local College Health and Safety Committees comprise:

- Chair (Head of Campus)
- Health, Safety & Environment Manager
- Head of Estates/Local Site Services Manager
- Campus Health and Safety Officers
- Key operational Department/Unit employee representatives
- Trade Union representative(s)
- Student representative

The role of Safety Committees

In order to comply with the law, the Group must consult with its employees, as well as using the committee as a forum to provide and disseminate information. Consultation in this context means *providing employees with information about health and safety issues and then listening and taking account of their views before any decision is taken.*

The main role of TCCG safety Committee is to ensure, on behalf of the Board that the local systems are effective and to make any changes necessary.

The Group has a statutory duty to consult with its employees, either through representatives or directly on the following:

- *The introduction of any measure that will affect the health and safety of its employees;*
- *The persons nominated to provide health and safety assistance/advice, and assist in emergency procedures;*
- *Any health and safety training or information the Group is required to provide employees under other statutes;*
- *The health and safety consequences of the planning and introduction of new technologies into the workplace;*

The Group has a statutory duty to provide the following information:

- *Sufficient information to enable safety representatives to participate fully in the consultation and carry out their function;*
- *Enough information to allow employees to understand what the likely risks and hazards arising from their work, or changes to their work may be;*
 - *Details of injuries, diseases and dangerous occurrences that have been reported;*
 - *The measures in place, or that will be introduced to eliminate the above;*
 - *What employees ought to do when encountering hazards;*

Functions of safety representatives at committees:

The *Safety Committees and Safety Representatives Regulations* and the *Health and Safety (Consultation with Employees) Regulations* specify the functions of safety representatives. The main function of safety representatives at safety committee meetings is:

To bring to the attention of college management potential hazards and dangerous occurrences, which have not been dealt with by normal processes.

To raise with college management any issue affecting the health and safety of employees;

To represent employees in consultation with HSE inspectors.

The goal of the health and safety committees should be:

To keep under review measures taken to ensure the health and safety at work of employee, and to promote co-operation between college management and its employees in instigating, developing and carrying out measures to ensure the health and safety at work of employees and others.

The Cornwall College Group Health and Safety Committee will: -

- Meet at least tri-annually before the local, college committees where ever possible;
- Develop and implement corporate health and safety strategies;
- Review achievement of targets and key performance indicators;
- Review and formulate policy for Board approval;
- Determine key operational procedures;
- Monitor operation of the local college health and safety committees and consider key issues arising from minutes of their meetings (including monitoring relevant statistics/audits);
- Oversee provision of training.

The Health, Safety & **Environment** Manager will cascade relevant information for the corporate health and safety committee to campus safety officers and other relevant staff.

Local College Committees with a site-based emphasis will: -

- Meet at least tri-annually where ever possible;

- Monitor the operation of college policies and procedures relating to health and safety;
- Review reportable accident/incident information and statistics and suggest preventative measures;
- Consider any new measures or technologies that could affect health and safety;
- Keep a watch on the effectiveness of the safety content of employee training;
- Receive internal safety reports/audits and reports from the enforcement authority;
- Assist in the development of procedures and safe systems of work;
- Address and suggest measures to control hazards or dangerous occurrences identified by safety representatives;
- Monitor the adequacy of safety and health communication and publicity in the workplace;
- Suggest programmes for improving health and safety in the workplace.

Under most normal circumstances issues will be resolved by local managers so as not to overload the work of the safety committees.

Committee secretaries should ensure:

- The time, date and location of meetings are agreed and widely publicised well in advance;
- Any papers and the agenda are received by members at least one week in advance;
- Accurate minutes of meetings are recorded;
- Minutes are widely publicised for all employees to read.

3. Risk Assessment

Legislation

The Management of Health and Safety at Work Regulations require employers to assess the health and safety risks involved in all work activities in order that unacceptable levels of risk may be eliminated, or reduced to an acceptable level.

Arrangements/Responsibilities

College managers / designated staff are required to ensure risk assessments have been completed and appropriate control measures implemented within their areas of responsibility. Assessments should be reviewed at least annually or when circumstances within the scope of the assessment change.

Guidelines on how to complete risk assessments have been prepared in the document '**A Guide to Health and Safety Risk Assessment**' and include a risk assessment form to aid the assessment process. This guidance can be viewed and downloaded from the College health and safety intranet pages. College Managers & designated staff can delegate the task of carrying out risk assessments to a competent person within their area of responsibility.

Risk assessments should be recorded on the College risk assessment database which can be accessed from the College intranet home page. Line managers will be notified automatically by e-mail when a risk assessment requires their approval. Approved risk assessments can be viewed by all employees on the risk assessment database. Risk assessors and line managers must ensure risk assessments are reviewed in accordance with the review date set.

A number of other regulations require specific risk assessments to be carried out such as "The Health and Safety (Display Screen Equipment) Regulations", "The Manual Handling Operations", "The Control of Substances Hazardous to Health Regulations". Details of these are provided below.

Other high hazard activities may require a permit to work, such as hot works, working in confined spaces, high risk work at height, work with high voltage electricity or working in trenches. Such work will require a Permit to

Work issued by a competent college employee.

Guidance

Cornwall College guide to Risk Assessment

Cornwall College Risk Assessment Database User Manual
Cornwall College Risk Assessment Procedure

Cornwall College Permit to Work procedure

4. Control of Substances Hazardous to Health (COSHH)

Legislation

The Control of Substances Hazardous to Health Regulations (COSHH) requires the employer to control exposure to hazardous substances and so prevent ill health to employees and others. The regulations cover any substance or micro-organism that is hazardous to health and is used or generated by a work activity. For example:

- **Chemical substances:** used directly in work activities which are usually purchased from a supplier (e.g. adhesives, paints, cleaning agents, pesticides);
- **By-products:** substances generated or given off during work activities (e.g. fumes from welding, wood dust, brick or cement dust, dust from grain);
- **Biological agents:** such as bacteria and viruses contracted from people or animals, either by direct contact or indirectly via contaminated water, bedding, body fluids, or during experiments with micro-organisms.

Arrangements/Responsibilities

College managers / designated staff are required to ensure COSHH assessments are carried out and appropriate controls are implemented within their areas of responsibility.

Where a COSHH risk assessment identifies a significant risk that requires respiratory protective equipment as a control measure face fit testing should be carried out.

It is the responsibility of the Health, Safety & Environment Manager to advise on the need for employees to receive medical health surveillance as identified under COSHH. The Head of Human Resources will arrange and keep records of medical health surveillance.

Guidelines on COSHH and how to carry out assessments have been prepared in the College document '*Guidelines on Assessing and Controlling Health Risks from Work with Hazardous Substances*' and includes COSHH assessment forms on which assessments should be recorded. Records of COSHH assessments should be kept by college managers / designated staff and be available for inspection when required. Completed COSHH assessments must be recorded on the index of risk assessments form (RA1).

Guidance

Cornwall College guide to COSHH assessments

HSE reclassification of welding fume as a carcinogen

5. Manual Handling

Legislation

The Manual Handling Operations Regulations apply where there are risks to employees from the manual handling of loads. Manual handling operations are defined as "**any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or by bodily force**".

Arrangements/Responsibilities

College managers / designated staff are responsible for ensuring that where the possibility of risks to the health and safety of employees or students from manual handling activities exist the following hierarchy of control measures is applied:

- Avoid hazardous manual handling operations so far as is reasonably practicable – this may be achieved by redesigning the task to avoid moving the load or by automating or mechanising the process;
- Make a suitable and sufficient assessment of any hazardous manual handling operations that cannot be avoided and;
- Reduce the risk of injury from those operations so far as is reasonably practicable. Considerations should be given to the provision of mechanical assistance (trolleys, sack trucks) or where this is not possible, improvements made to the task, the load and working environment.

College managers / designated staff are responsible for arranging manual handling training as appropriate to their areas of operation. Corporate health and safety training will be arranged periodically by the College Health, Safety & Environment Manager. Records of manual handling assessments should be kept by college managers / designated staff and be available for inspection when required.

Guidance

Manual Handling Assessment Checklist

Guidance to the Manual Handling Operations Regulations; available from HSE books or via the Health, Safety & Environment Manager.

Manual Handling on line training package

6 Display Screen Equipment

Legislation

The Health and Safety (Display Screen Equipment) Regulations. These regulations relate to the use of display screen equipment (DSE). **DSE** is defined as any alphanumeric or graphic display screen (computers, laptops etc.).

The College as the employer is required to make an assessment of the health and safety risks to its employees who are classified as **users** and self-employed persons classified as **operators** of display screen equipment. Having made such an assessment, the employer is then required to reduce the risks so far as is reasonably practicable.

- A **USER** is defined as “an employee who habitually uses DSE as a significant part of their normal work”;
- An **OPERATOR** is defined as a self-employed person whose use of the client employer’s DSE equipment is such that they would be a user if employed;

Arrangements/Responsibilities

The College provides a package of on-line workstation training and assessment that all ‘users’ and ‘operators’ are required to complete upon appointment and undertake annually. Any adverse findings identified in the assessment must be reported to the relevant line manager for resolution, or to the Health, Safety & Environment Manager where the issues cannot be resolved locally. An on-going process of monitoring DSE assessments is undertaken by College Health and Safety Officers. Paper based assessments are available for users and operators who cannot access the on-line training and assessment package via the College intranet.

The ergonomic principles set out in these regulations will be applied to all employees and students using DSE in addition to those classified as users or operators.

The College will provide eyesight tests for employees who are Users of DSE and if required, a basic corrective appliance for DSE work. Requests for eyesight tests should be made to the relevant college managers / designated staff who are responsible for assessing such applications.

Employees may use the optician/optometrist of their choice and having been assessed as a **User** will be reimbursed to the value of the test and if necessary a contribution made towards the cost of corrective eyewear if required for DSE work. Employees must produce valid receipts for the cost of the test and evidence confirming the need for corrective eyewear. Claims for eyesight tests and corrective appliances should be sent to the finance team for authorisation.

Guidance

Workstation Safety Plus On-Line Training Package, DSE Eye Test Refunds Procedure IF33

7. Accident Reporting and Investigation

Legislation

The College has a legal duty to report certain accidents, incidents and diseases to the Health and Safety Executive (HSE) as required by the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations*.

The College is also required to keep a written record of accidents as required by the *Social Security (Claims and Payments) Regulations*.

Arrangements/Responsibilities

Accidents or 'near misses' (an incident that did not result in an injury or damage to property) should be recorded on the College incident form and a copy sent to the appropriate campus support officer who will copy in the local campus Health and Safety Officer. A further copy of every accident / incident must be forwarded to the Camborne Campus Support Office

The Human Resources Department is responsible for informing the Health, Safety & Environment Manager as soon as they are aware that an employee is absent from work or unable to do their normal duties for more than 7 days due to an accident, incident or ill-health attributed to work.

The Health, Safety & Environment Manager is responsible for reporting Fatalities, specified injuries, certain occupational diseases, over 7-day injuries, and dangerous occurrences (as defined under RIDDOR) to the HSE.

Accidents to persons not at work (which includes students) resulting in the injured person being taken from the site of the accident to hospital may also be reportable to the HSE, regardless of the length of stay at hospital or whether any treatment is administered.

Therefore, it is vital that any serious injury is reported to the Health, Safety & Environment Manager or local college Health and Safety Officer immediately (Tel: 01209 616216, ext.3216). A completed College incident form should be sent to the Health, Safety & Environment Manager as soon as possible and at least within 3 days of the accident occurring.

Employees should refer to the guidance [Accident Reporting Procedure](#) for further information.

College managers / designated staff are responsible for ensuring accidents within their areas of responsibility are reported in accordance with College procedures. They are responsible for investigating accidents and occupational ill-health (in consultation with the Human Resources / Health, Safety & Environment Manager where appropriate) within their areas of responsibility and may be requested to provide a report to the Health, Safety & Environment Manager and appropriate Head of Campus. They are also responsible for reviewing accident records in order to identify trends or problems that may require action. The Health, Safety &

Environment Manager is also responsible for investigating accidents where this is deemed necessary.

Guidance

Cornwall College Incident Report Form

8. Electricity and Electrical Equipment

Legislation

The Electricity at Work Regulations requires the employer to provide and maintain electrical equipment and systems in a safe condition.

The main hazards associated with electricity are:

- Contact with live parts causing shock and burns;
- Faults which could cause fires;
- Fire or explosion where electricity could be the source of ignition of a potentially flammable or explosive atmosphere.

Arrangements/Responsibilities

In order that the College may satisfy its legal duties the Head of Estates is responsible for ensuring electrical systems and equipment are correctly installed, regularly inspected and maintained.

Arrangements for testing and maintenance are:

- Heating plant and associated equipment serviced annually;
- 5 yearly testing of fixed electrical installation;
- Annual testing of kitchen equipment;
- Annual testing of workshop equipment;
- Routine testing of portable appliances;
- Annual testing of fire alarm/emergency lighting;
- Annual testing of stage lighting.

The Head of Estates keeps records of electrical testing and maintenance.

A competent person should check all electrical systems and equipment before it is put into use. College managers / designated staff are responsible for assessing risks and implementing appropriate control measures within their areas of responsibility including hazards associated with electrical systems or equipment.

Should the safety of any electrical system or equipment be in doubt or be identified as being faulty, it should be isolated, removed from use and measures taken to ensure it cannot be used. Only competent persons should undertake repairs to electrical systems or equipment and faults must be reported to local college maintenance office by completing a maintenance request card or using the log a job system.

It is prohibited to use privately owned electrical equipment that has not been tested for work activities on College premises.

Guidance

ACOP to the Electricity at Work Regulations; available from HSE books or via the Head of Health and Safety.

9. MACHINERY AND EQUIPMENT

Legislation

The Provision and Use of Work Equipment Regulations (PUWER) imposes duties on the employer in respect of

equipment provided for use at work.

The Regulations require risks to people's health and safety, from equipment they use at work, to be prevented or controlled. In addition to the requirements of PUWER, lifting equipment is also subject to the requirements of the Lifting Operations and Lifting Equipment Regulations (LOLER).

Woodworking machinery is also subject to the requirements of PUWER but due to the more hazardous nature of this type of equipment is specifically covered by an Approved Code of Practice (ACOP). Pressure systems (air receivers, autoclaves etc.) are covered by the *Pressure Safety Systems Regulations*.

Generally, any equipment which is used by an employee at work is covered, for example hammers, knives, ladders, drilling machines, circular saws, photocopiers, lifting equipment (including lifts), motor/agricultural vehicles and agricultural/horticultural machinery.

Examples of uses of equipment which are covered by the Regulations include starting or stopping the equipment, repairing, modifying, maintaining, servicing, cleaning and transporting.

Arrangements/Responsibilities

College managers / designated staff are responsible for ensuring that all work equipment within their areas of responsibility complies with the requirements of PUWER and associated regulations, and more specifically must ensure that work equipment is:

- Suitable for the intended use, and for the purpose and conditions in which it is used;
- Maintained in a safe condition for use so that employees, students and others health and safety is not put at risk;
- Inspected to ensure that it is, and continues to be safe for use. Any inspection should be carried out by a competent person (this could be an employee if they have the necessary competence to perform the task) and records kept;

They must also ensure that risks created by the use of the equipment are eliminated where possible or controlled by taking appropriate 'hardware' and 'software' measures:

Hardware measures include:

- Suitable guarding;
- Protection devices;
- Marking and warning devices;
- System control devices (such as emergency stop controls);
- Personal protective equipment;

Software measures include:

- Safe systems of work (written procedures);
- Providing adequate information, instruction and training;
- Providing adequate supervision.

Some work equipment requires a statutory inspection, a specialist engineer would normally carry out such an inspection. Work equipment requiring a statutory inspection includes:

- Air receivers (including associated pipework) where appropriate;
- Hot water boilers (including associated pipework) where appropriate;

- Hot water calorifiers;
- Sterilisers;
- Autoclaves;
- Lifts and lifting equipment (vehicle and passenger lifts, lifting tackle)
- Runway tracks and trolleys
- Manual blocks and cranes;
- Jacking beams;
- Pallet trucks and jacks;
- Local exhaust ventilation plant and fume cupboards;
- Gas appliances.

It is the responsibility of the Head of Estates to oversee arrangements for carrying out statutory inspections, ensuring appropriate remedial works or repairs is made and retaining appropriate records. Records of inspections should also be held by college managers / designated staff for work equipment for which they are responsible.

It is the responsibility of college managers / designated staff to ensure any work equipment for which they are responsible requiring a statutory inspection is brought to the attention of the Head of Estates. If there is any uncertainty advice should be sought from the Head of Estates or Health, Safety & Environment Manager.

Guidance

ACOP to the Provision and Use of Work Equipment Regulations; available from HSE books or via the Head of Health and Safety.

10. PERSONAL PROTECTIVE EQUIPMENT

Legislation

The Personal Protective Equipment at Work Regulations imposes duties on the employer relating to the provision, suitability and use of personal protective equipment (PPE).

Personal protective equipment is defined as '*all equipment (including clothing affording protection against the weather) which is intended to be worn or held by a person at work and which protects them against one or more risks to their health and safety*'. Examples include, eye protection, safety boots, gloves, helmets, aprons, etc.

Suitable PPE shall be provided, free of charge to all employees who may be exposed to risks to their health and safety that cannot be controlled by other means and **SHOULD ONLY BE USED AS A LAST RESORT**.

Arrangements/Responsibilities

College managers / designated staff are responsible for the provision and use of PPE within their areas of responsibility and in this regard must ensure:

- **PPE is used only as a last resort** because other precautions cannot adequately control the risk of injury or ill-health;
- PPE is supplied and used by employees, students and other persons where appropriate, wherever there are risks to health and safety that cannot be adequately controlled in other ways;
- An assessment is made as to the suitability of the PPE to be provided in controlling the risks of injury or ill-health. For example, the assessment must consider the type and standard of ear defenders or eye protection needed;
- PPE is UK Conformity assessed and carries the UKCA mark or meets the European Product Directive and is

- marked accordingly (CE);
- PPE is maintained to ensure it continues to provide the degree of protection for which it was designed. Maintenance includes cleaning, disinfecting, examination, replacement, repair and testing. Manufacturers guidelines should also be observed when maintaining PPE;
 - PPE is stored appropriately to protect it from contamination, loss or damage;
 - Suitable information, instruction and training is provided to persons to ensure PPE is used effectively;
 - PPE is used in accordance with instructions issued by management and the manufacturer and adequate levels of training and supervision are provided to ensure it is used and used properly;
 - Arrangements for reporting the loss of PPE are established;

Guidance

Further information is available in 'Personal Protective Equipment at Work, Guidance on Regulations' available from HSE books or via the Head of Health and Safety.

11. Health and Safety Training

Legislation

The Health and Safety at Work etc. Act; The Management of Health and Safety at Work Regulations and associated regulations require the employer to provide employees with appropriate information, instruction, training and supervision.

Arrangements/Responsibilities

- The College Human Resources department is responsible for arranging induction training for new employees. An induction pack will be issued to each new employee, this pack contains a health and safety induction checklist which must be completed by the new employee and an appropriate colleague;
- College managers / designated staff are responsible for ensuring local induction training and job specific training is provided to all new members of staff;
- The College provides 6 on-line training packages that employees are required to complete upon appointment and subsequently refresh periodically, these are:
 1. Workstation Safety Plus (if considered a DSE user as defined in the regulations);
 2. Fire Safety Plus;
 3. Health and Safety Essentials.
 4. Fire Marshall Plus (if involved in fire marshalling duties);
 5. Asbestos Awareness (if involved in building maintenance / alterations including IT technicians);
 6. Effective Risk Assessment (if involved in assessing or approving H & S risk assessments)
- The Health, Safety & Environment Manager provides a range of in-house Health and Safety training. This is administered and advertised through the Employee Self Service system where practicable.
- Staff can make requests for specific health and safety and first aid training by submitting a Staff Development Request form to the Head of Health and Safety.

Guidance

College Intranet Health and Safety and Employee Self Service Pages.

12. FIRE SAFETY

Legislation

The Regulatory Reform (Fire Safety) Order requires the employer to make an assessment (fire safety risk assessment) of the fire safety measures necessary for their premises and apply appropriate control measures.

Arrangements/Responsibilities

Employees will receive general and local induction training in fire and emergency procedures. Employees should be familiar with the nearest exit routes, assembly points and location of fire alarm call points and extinguishers. Notices detailing the action to take in the event of an emergency are displayed throughout the College buildings.

On hearing the alarm all persons should evacuate the building without delay and report to the assembly point.

On discovering a fire, the following actions should be taken:

- Sound the alarm;
- Call the fire-brigade by dialling 999 (9 for an outside line);
- Ensure the evacuation of your area of responsibility;
- If you have had training, feel confident and it is safe to do so tackle the fire using the appliances provided;
- If the fire is not immediately extinguished, isolate the fire by closing windows and doors where possible;
- Leave the building by the nearest exit and do not leave the College without reporting to the appropriate assembly point, do not obstruct access roads;
- Do not re-enter the building until told to do so by an authorised person.

The County Fire and Rescue Service carries out inspections periodically throughout the College. Reports of these inspections, including recommendations, are issued to the Health, Safety & Environment Manager and the Head of Estates who, in turn, take the necessary action to comply with statutory requirements/recommendations.

The Health, Safety & Environment Manager is responsible for ensuring fire risk assessments are carried out and appropriate control measures implemented. The Head of Health and Safety will hold records of fire risk assessments.

Heads of College are responsible for ensuring regular fire drills are carried out and monitored, firefighting equipment is regularly inspected and maintained and appropriate notices and signs are displayed on their College. Further details of these arrangements are contained in local college health and safety statements.

Fire drills are carried out in all areas of the College where feasible, at least once each academic term. Fire drills, maintenance and testing of firefighting equipment and signage of escape routes are organised by the following persons:

- | | | |
|---------------------------------|---|-----------------------|
| ➤ Cornwall College Camborne | - | Site Services Manager |
| ➤ Falmouth Marine School | - | Site Services Manager |
| ➤ Duchy College Rosewarne | - | Site Services Manager |
| ➤ Cornwall College Newquay | - | Site Services Manager |
| ➤ Duchy College Stoke Climsland | - | Site Services Manager |
| ➤ Cornwall College St Austell | - | Site Services Manager |

- Bicton College - Site Services Manager
- All other sites - A responsible person is designated

Fire Drills, maintenance and testing of firefighting equipment and signage of escape routes for any other College sites or premises will be arranged by the appropriate college managers / designated staff.

College managers / designated staff are responsible for monitoring fire safety precautions within their areas of responsibility. Such monitoring includes:

- Escape routes are clear of obstructions and properly sign posted;
- Fire doors are kept closed except when people are passing through them;
- Exits are unlocked whenever people are present;
- Exits are kept clear of obstructions externally;
- Employees, students and visitors are informed of evacuation procedures and escape routes;
- Firefighting equipment has been tested, maintained and is functional;
- Maintaining and updating fire risk assessments.

College managers / designated staff are responsible for ensuring disabled employees, students and visitors can be evacuated, this includes persons with impaired vision or hearing.

A **NO SMOKING** policy is in operation on all College premises. Further detail is included in the College fire safety policy.

13. Bomb Threat or Suspect Package/Device

Legislation

Health and Safety at Work etc. Act, Management of Health and Safety at Work Regulations.

Arrangements/Responsibilities

Procedures and arrangements for responding to bomb threats are contained in each local college Project Argus Procedures and the Business Continuity Plan. However, In the unlikely event that a bomb threat is received or an employee discovers a suspect package/device on College property the guidelines described below should be followed. The majority of bomb threats are hoaxes; however, all such incidents should be treated as a real threat until identified as otherwise by the emergency services.

1) Telephone Calls Relating to Suspect Devices/Packages

Should any personnel receive a telephone call relating to a suspect device or package (bomb) they should **REMAIN CALM** and follow the guidance given below.

If you are switchboard staff you should have immediate access to the bomb threat proforma.

1. Switch on any recording apparatus available;
2. Allow the caller to complete the message without interruption;
3. Confine any responses to one or two words where possible;
4. Whilst the caller is delivering the message make accurate notes of the details, **including any**

code word mentioned;

5. Endeavour to identify the caller's sex and approximate age;
6. Note any conditions affecting speech, such as evidence of drunkenness, laughter, anger, excitement or incoherence;
7. Bear in mind peculiarities of speech, such as accent, mispronunciation of words, speech impediment, tone and pitch of voice;
8. Listen for any background noises such as traffic, music, other persons talking and machinery.

2) Further information

When the caller has delivered the message, endeavour to ascertain the answers to the following key questions if these have not already been given: -

1. Exact location of the bomb?
2. What time it will explode?
3. When it was placed?
4. Why it was placed?

3) What action to take

Upon receipt of such a phone call the following steps should be taken:

1. Where possible evacuate the building or area at risk by activating the fire alarm;
2. Inform the Police;
3. Contact the Head of Campus or in their absence another senior manager.

Do not leave your telephone, make any further calls or communicate the message to any other member of staff.

4) Complete so far as possible the forms contained in appendix 5

5) Discovery of Suspect Device/Package

Should a suspect package or device be discovered on site the following actions should be taken:

1. Dependant on availability the Head of Campus or a senior member of staff should be informed or if unavailable the Police should be contacted:
2. The senior member of staff responsible will assess the situation and advise on the appropriate course of action, including calling the Police.

Guidance

Bomb threat guidance

14. First Aid

Legislation

The Health and Safety (First Aid) Regulations require the employer to ensure adequate first aid provision has been made for employees who are injured or become ill at work.

Arrangements/Responsibilities

Heads of Campus are responsible for ensuring an assessment of first aid needs is made so adequate provision

can be made for that College, details of which are contained in the Campus Health and Safety Statement.

First aid training is arranged through the Health and Safety Department. Staff wishing to train as first aiders should seek approval from their line manager and can book onto a first aid course through ESS. The Health, Safety & Environment Manager is responsible for keeping records of and monitoring First Aid training.

First aiders who are rostered as duty first aiders for the campus they are based at are entitled to an extra two days of leave (pro rata) provided being a first aider is not a requirement of their role. They will usually be support staff, stewards etc, be named on a rota for specific time windows, not usually be managers or teaching staff due to availability requirement, be contactable and have the ability to drop what they are doing and respond to an emergency.

College managers / designated staff are responsible for ensuring adequate numbers of appropriately stocked first aid boxes are available and appropriate first aid signage and information is displayed within their areas of responsibility. A list of first aiders is held on the College intranet, accessible from the intranet home page.

Guidance

First aid assessment needs checklist

15. Contractors

Legislation

Health and Safety at Work etc. Act, Construction and Design Management Regulations and associated health and safety regulations.

Arrangements/Responsibilities

As part of the Cornwall College's safety policy contractors are required at all times to comply with the appropriate legislation and codes of practice for all matters relating to Health and Safety and must ensure their actions or omissions do not put themselves or others at risk. They will also comply with all aspects of the College Health and Safety Policy, College Contractors Management Policy, Colleges Contractors Code of Practice, Site Induction Rules and Permit to Work system.

All contractors attending college campuses must be advised that they are required to sign in at a nominated campus office, normally Site Services departments or receptions.

TCCG Estates department organise and oversee all major projects and refurbishments and are responsible for ensuring compliance with CDM regulations and any other statutory health and safety requirement associated with the project, including contractor selection and management, issuing permits to work and monitoring of contractor safety.

Site Services departments are responsible for day to day contractor management not associated with major projects as described above. Site Services departments are responsible for issuing contractor passes and permits to work where required and for monitoring of contractor activity and safety whilst on campus.

16. Outdoor Pursuits and Educational Visits

Legislation

Health and Safety at Work etc. Act and associated regulations.

Arrangements/Responsibilities

In order to ensure the safety of staff and students undertaking adventurous activities and educational visits the College has prepared an offsite activities procedure.

Staff organising off-site activities are required to undertake a risk assessment and ensure appropriate control measures are in place before the activity takes place.

Off-site activities and educational visits are categorised by using the off-site activities form. Authorisation levels are then followed and in the case of high-risk activities the Off-Site Activities form(see appendix 7)

In normal circumstances requests for authorisation of high-risk activities must be received at least 1 week before the activity takes place.

Only appropriately qualified and experienced employees are permitted to organise and supervise highrisk activities as defined in the procedure.

Information regarding qualifications for undertaking high risk activities can be obtained from the Health, Safety & Environment Manager

College managers / designated staff are responsible for ensuring the off-site activities procedure is operated within their areas of responsibility.

Guidance

Cornwall College Off Site and Educational Visits Procedure

17. Radon Gas Monitoring and Mitigation

Legislation

Ionising Radiation Regulations

Arrangements/Responsibilities

The Estates Department is responsible for Radon gas monitoring and assessment across all areas of the College and the maintenance of mitigation systems. Buildings with mitigation systems will be monitored; buildings where such systems are not required will be monitored every 5 years. Results of monitoring and details of mitigation systems will be held in the Head of Estates' Office.

Guidance

Ionising Radiations Regulations; available from HSE books or via the Head of Health and Safety.

18. Control of Legionella

Legislation

Control of Substances Hazardous to Health

Arrangements/Responsibilities

The Health, Safety & Environment Manager and Head of Estates are responsible for advising on legionella risk management systems and remedial works as required. The Estates department will tender for works to be carried out by appropriate contractors and set out a contract task schedule and monitor adherence to the task schedule by contractors.

Site Services and Maintenance departments are responsible for ensuring legionella risks are minimised through a system of on-going monitoring, testing and cleaning of hot and cold-watersystems in accordance

with instructions issued by TCCG Estates Department.

Records of control measures and testing will be kept and maintained by Estates.

Periodic auditing of legionella monitoring and testing systems will be undertaken by the Health and Safety Department.

Guidance

The Control of Legionella Bacteria in Water Systems - ACOP, available from HSE books or via the Head of Health and Safety.

19. Minibus Driving

Legislation

The Motor Vehicles (Driving Licenses) Regulations, Health and Safety at Work etc. Act, The Management of Health and Safety at Work Regulations and associated regulations, The Provision and Use of Work Equipment Regulations.

Arrangements/Responsibilities

This policy applies to all minibuses, whether college owned or hired. The Head of Health and Safety and Heads of Campus are responsible for ensuring arrangements exist for appropriate minibus driver training, further details of which are contained in each campus Health and Safety Statement.

The Group operates an 'approved driver scheme'. To be an approved driver the following applies:

Driver Requirements

- All drivers must be at least 25 years of age;
- All drivers must have held a car (category B) driver's license for at least 2 years;
- All drivers must complete the Group minibus driver training programme (MIDAS scheme) and have completed both theory and practical tests (including the use of accessible minibuses where necessary). Drivers are required to attend refresher training every 4 years;
- Staff employed solely as minibus drivers must hold a PCV license;

- Incidental drivers (those not employed solely to drive minibuses) for example teachers

Drivers who passed their category B (car) driving test before 1 January 1997

In this case drivers can drive a minibus that is not being used for hire or reward as these licences automatically include category D1 (101) (not for hire or reward) entitlement*.

College staff with such a licence can drive a minibus carrying up to 16 passengers with no maximum weight restriction on the vehicle.

Drivers with a D1 + E (101) (not for hire or reward) entitlement can tow a trailer over 750kg.

**** Drivers who have renewed their licence (e.g. when a photo licence is issued) should check that this entitlement has been retained***

Drivers who passed their category B driving test on or after 1 January 1997

In this case drivers may drive a minibus that is not being used for hire and reward if the following conditions are met:

- they are over 21 (**Note that the Cornwall College minimum age is 25 for minibus drivers**) and have held a category B licence for at least 2 years;
- the minibus is used by a non-commercial body for social purposes. Colleges are considered non-commercial bodies.
- they receive no payment other than the recovery of out of pocket expenses (e.g. fuel and parking costs);
- they provide the service on a voluntary basis;
- **the gross vehicle weight of the minibus is not more than 3.5 tonnes (or 4.25 tonnes if including any specialist equipment to carry disabled passengers);**
- they do not tow a trailer

Cornwall college has a number of lightweight Peugeot minibuses in the college fleet.

- A PCV license is required when driving minibuses in other European countries.
- Where drivers hold the PCV category on their license (not the DI entitlement) the MIDAS training must be completed 4 years after passing their PCV.

Authorisation Requirements

- Group vehicles cannot be used on or off college property without prior authorisation and booking;
- All drivers must submit their driver's license at least annually (but always upon request) to their campus support office or college person responsible for the vehicle for inspection. After abolishment of the paper driving licence counterpart on 8 June 2015 this is now done electronically. Instructions will be issued to drivers on how to do this as appropriate (further details are available in the Vehicle Administration Procedure on the Intranet under Insurance);
- All drivers must notify their local transport office or college person responsible for the vehicle of any offences, and any pending prosecutions;
- All drivers must inform their local transport office or college person responsible for the vehicle of any medical condition that could affect their ability to drive safely.
- It is the responsibility of the driver to make simple pre-journey vehicle safety checks, e.g. lights, brakes, mirrors, tyres (which would have been covered during the MIDAS and/or PCV training). A short checklist is required to be completed and signed by all drivers before driving the vehicle. A weekly more detailed checklist is to be carried out on each minibus by a competent staff member nominated by the Head of Campus.
- No college minibus is permitted to be fitted with a roof-rack and drivers must not use any minibus with one fitted.

Information and Guidance

Cornwall College Health and Safety Policy, section 3.28: Driving for Work;

RoSPA – Driving for Work Safe Journey Planner;

<https://www.rospa.com/rospaweb/docs/advice-services/road-safety/drivers/safer-journey-planner.pdf>

20. Work Based Learning Health and Safety Vetting

Legislation

Health and Safety at Work etc. Act, The Management of Health and Safety at Work Regulations and associated regulations.

Arrangements/Responsibilities

The College has a responsibility to ensure, so far as is reasonably practicable, the health, safety and welfare of its students whilst undertaking work-based training (i.e. Foundation and Advanced Modern Apprenticeships) or work experience that is a required and necessary part of their programme and is authorised by the College.

The College cannot accept responsibility for the welfare of students who undertake activities that do not meet the above criteria, or for students who accept placements overseas where it is not reasonably practicable for the College to make an assessment of the suitability of the placement with regard to health and safety.

In these cases, students undertake such placements at their own risk. However, tutors should follow the steps outlined in the Work Placements Procedure, (appendix 8) for students undertaking work experience overseas.

Further Education / Higher Education / Apprenticeships / Work Trials or any other Programmes requiring work experience / placement.

A procedure has been developed to help ensure those undertaking work-based learning or work experience with employers do so in a safe, healthy and supportive environment. Tutors must comply with this procedure and any relevant associated guidance.

Competent placement personnel will undertake health and safety assessments of placement providers/employers and authorise work-based training and work experience placements.

Guidance

Work Placements Procedure

21. Reporting of Services and Building Maintenance Defects

Legislation

Health and safety at Work etc. Act, The Management of Health and Safety at Work Regulations, The Workplace (Health, Safety and Welfare) Regulations and other associated regulations.

Arrangements/Responsibilities

The Head of Estates is responsible for organising repairs to College buildings and services and for ensuring such repairs are made without compromising the health and safety of College employees, students and visitors.

Should staff identify a need for repairs to buildings, services etc. they should complete an on-line maintenance request and select the relevant Campus Site Services Office. In the event that the defect has health and safety implications the health and safety box should be ticked.

In the event of an emergency the local college Estates Office should be contacted immediately by telephone.

22. Control of Materials Containing or Suspected of Containing Asbestos

Legislation

The Control of Asbestos Regulations.

Arrangements/Responsibilities

The College will endeavour to comply with all approved Codes of Practice and Guidance issued by the Health and Safety Executive in respect of the exposure of its employees and others to asbestos arising from the activities or undertakings of the College. The College will do everything reasonably practicable to protect all such persons from risk to health from exposure to asbestos. Although it is recognised that there is no commitment to remove asbestos in existing buildings where it does not constitute an unreasonable risk, the long-term aim is to make the College's buildings free from asbestos.

To apply this policy:

- No additional, new or second-hand suspected or confirmed **asbestos-containing materials** will be used or brought onto a Cornwall College owned or occupied site.
- Where existing installations include **asbestos-containing material** which is sound, in good condition, not releasing dust, and not subject to abrasion or damage the material will be left undisturbed, noted in the Asbestos Register and re-inspected at regular intervals to ensure that the condition of the material has not changed.
- Where existing installations include **asbestos-containing material** which is damaged, deteriorating or inadequately sealed, it will either be removed and replaced by suitable material
- not containing asbestos or resealed or encapsulated, noted in the Asbestos Register and re-inspected at regular intervals to ensure that the condition of the material has not changed. Any Asbestos materials removed must be taken to an approved, licensed site for disposal.
- Some items of equipment may contain asbestos based material (e.g. kilns) and should be handled appropriately, particularly when such equipment is being disposed of. In such instances advice should be sought from the Health, Safety & Environment Manager or Head of Estates.
- An Asbestos Register has been compiled by Group Estates into which asbestos-containing materials, installations and locations have been recorded.
- The Asbestos Register will be regularly updated and the Policy and Procedures reviewed annually.
- Information contained in the Asbestos Register will be made available to Heads of College, Site Services Managers and Supervisors. A schedule for each property is available in the form of a traffic light chart on the intranet. Asbestos registers are held by Group Estates.
- Until such time as a property has been subjected to an asbestos survey and the details entered in the Asbestos Register, great care must be taken when carrying out works upon the property. If it is suspected that any work may disturb a material containing asbestos then appropriate procedures contained within this document must be applied. No works of a major nature must be undertaken without first carrying out an asbestos survey prior to preparation of contract documentation.
- Only appropriately licensed contractors will be appointed to carry out work on and/or remove asbestos containing materials, as specified by the Asbestos at Work Regulations.
- Should any employee, student or visitor become aware of damage to material containing or suspected of containing asbestos it should be brought to the immediate attention of the Head of Estates so the appropriate action can be taken.

It would not be practicable or reasonable for minor works to be pre-surveyed for asbestos due to the vast numbers of jobs requested. The following precautions should, however, be observed: -

- Persons, including College employees carrying out these works must consult the asbestos register and receive instructions on asbestos awareness, recognition and procedures for reporting its discovery. This training will be repeated periodically for College employees.
- If unexpected potential asbestos containing materials are discovered during the works they must not be disturbed but the incident reported to TCCG Estates who will arrange for an asbestos inspection and priority assessment.
- If the material has been inadvertently disturbed then the incident will be reported immediately to TCCG Estates who will, in consultation with the Health, Safety & Environment Manager, take the appropriate

actions to contain and minimise any risk of exposure.

- Site Services Managers and Supervisors must ensure that the Asbestos Register and asbestos policy is readily available and brought to the attention of all Contractors prior to the commencement of any building related work.
- TCCG Estates Office must be notified immediately of any damage to suspected asbestos-containing materials.
- TCCG Estates Office must always be notified if you intend to carry out work within your delegated responsibility, which affects asbestos-containing material. This is essential in order to maintain the Asbestos Register and supply technical advice if necessary.

Guidance

Asbestos Register (held by Site Services and Estates Departments).

23. Health and Safety Monitoring and Audit

Legislation

The Health and Safety at Work etc. Act, The Management of Health and Safety at Work Regulations.

Arrangements/Responsibilities

The Health, Safety & Environment Manager is responsible for arranging periodic audits of the College's health and safety management systems and where necessary drawing up plans for corrective action.

College managers / designated staff are required to devise and implement systems for 'active' and 're-active' monitoring of the effectiveness of measures for managing health and safety within their areas of responsibility.

Active Monitoring includes:

- Inspections;
- Audits;
- Surveys;
- Direct observation of activities;
- Examination of health and safety documentation;
- Health surveillance.

Reactive monitoring includes:

- Accident and occupational ill-health investigations;
- Accident and occupational ill-health statistics;
- Other losses such as damage to property/equipment;
- Incidents (including those with the potential to cause injury, ill-health or loss);
- Identification/reporting of hazards;

Documentation relating to health and safety monitoring (inspection reports, accident investigation etc.) should be held by the senior line manager and be available for inspection upon request.

24. Use of Mobile Phones Whilst Driving on College Business

Legislation

The Road Vehicles (Construction and Use) (Amendment) (No 4) Regulations.

The use of hand-held mobile phones whilst driving is an offence under the above legislation. Breaching this legislation may result in a fixed fine, or a higher fine upon conviction, plus 6 penalty points on the driver's

licence.

The offence occurs if a person holds the phone at any point during the course of making or receiving a call, sending or receiving text, picture or video messages or using the phone to access the internet, whilst driving. This offence also applies to any persons supervising a learner driver.

Employers will also be in breach of this legislation if found guilty of causing or permitting their employees to use hand held mobile phones whilst driving during the course of their work.

The legislation does not ban the use of 'hands free' systems when making or receiving mobile phone calls when driving. However, a driver can also be prosecuted for using a hands-free device if they are found not in proper control of the vehicle when using the device.

'Driving' in this context also includes times when the vehicle is stationary in a traffic jam or at traffic lights.

In the event of a genuine emergency it is permitted to call the emergency services by dialling 999 or 112 whilst driving, if it would be unsafe or impractical to stop.

Arrangements/Responsibilities

Cornwall College employees must comply with the above legislation whilst driving any vehicle on College business, regardless of whether the mobile phone they are using is issued by the College or privately owned. This includes College driving instructors and College minibus driver trainers when supervising other drivers.

Before they start their journey, Cornwall College employees driving vehicles without hands free systems must either turn the mobile phone off or set the phone to 'divert all calls' or give the phone to a passenger to operate. Mobile phones should only be used once the vehicle is stationary and the engine turned off.

Although it is not an offence to use a 'hands free' system to make and receive calls whilst driving, research indicates operating a hands-free system can still distract the vehicle driver and may contribute to accidents.

25. No Smoking Policy

Legislation

Health and Safety at Work Act, Health Act.

Arrangements/Responsibilities

The Health, Safety & Environment Manager is responsible for ensuring a Corporate No Smoking policy is developed and implemented in accordance with the above legislation.

Site Services and Maintenance departments are responsible for ensuring appropriate 'No Smoking' notices are displayed, in accordance with the Health Act on College campuses and in College vehicles.

Heads of College are responsible for ensuring and monitoring compliance with the corporate policy and developing and implementing any additional requirements on individual campuses to address any specific campus issues.

All employees, students and visitors to Cornwall College are responsible for complying with the College's corporate policy and any campus specific policies with regard to smoking.

Policy

Smoking or being in possession of lit cigarettes, cigars, pipes or use of electronic cigarettes is not permitted

inside any premises occupied or utilised by Cornwall College employees, students and visitors, or in vehicles owned by Cornwall College.

Smoking/vaping is not permitted immediately outside the entrances or open windows of any such premises. Where provided, designated smoking shelters should be used.

Employees who wish to smoke/vape during the working day may be permitted reasonable breaks, in agreement with their line manager, provided these do not prevent them from satisfactorily carrying out their responsibilities and work duties.

Smoking/vaping is not permitted in any part of student halls of residence, including bedrooms.

Residential accommodation provided for use by employees who live 'on-campus' does not constitute a workplace and is not subject to the above legislation.

Employees or students who do not comply with this policy may be subject to disciplinary action. Persons who do not comply with laws relating to smoke free premises may also be liable to a fixed penalty fine and possible criminal prosecution.

26. Management of Violence and Aggression

Legislation

The Further and Higher Education Act

Education and Inspections Act

Introduction

Incidents of violence, aggression in Cornwall College are extremely rare, particularly towards staff. Most potentially aggressive and violent situations are diffused before they escalate. However, the following guidance has been prepared with staff safety in mind in the event a violent situation should arise.

The purpose of this policy is to provide clear advice to Cornwall College employees in how to respond to threats of violence or aggressive behaviour. This includes any form of physical or verbal abuse and criminal damage to College or personal property whilst at work.

The Health and Safety Executive defines violence as 'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'.

Law relating to violence and aggression and searching for weapons

Section 85(c) of the Further and Higher Education Act gives statutory powers to staff working at educational institutions. These powers allow the use of reasonable force to prevent a student from:

- Committing a criminal offence;
- Causing personal injury or damage to the property of any person;
- Prejudicing the maintenance of good order and discipline at the institution or among any of its students, whether during a teaching session or otherwise.

These powers apply whilst students are on college premises, or whilst off-campus under the lawful control of college staff (i.e. whilst on an educational trip). These powers also apply to school pupils (i.e. 14 – 16) who are under the lawful control of college staff. The powers do not apply to members of the public, college employees or other persons who are not students of the college.

However, there is no legal requirement to use these powers, it is for individual educational institutions to determine their own policy with regard to the management of violence and aggression.

Common law permits the use of reasonable force in certain circumstances, these are:

- In self-defence;

- To save a life (your own or another person's);
- To effect a lawful arrest;
- To prevent a crime being committed;
- Stopping or preventing a Breach of the Peace.

However, **there is no legal definition of 'reasonable force'**. It is therefore not possible to set out comprehensively when it is reasonable to use force, or the degree of force that may be used. It will always depend on the circumstances of the incident.

The use of force can only be justified as reasonable if the circumstances of the particular incident warrant it. Therefore, physical force could not be justified to prevent a student from committing a trivial misdemeanour, or in a situation that clearly could be resolved without force.

The degree of force employed must be proportionate to the circumstances of the incident and the seriousness of the behaviour or the consequences it is intended to prevent. Any force used should always be the minimum needed to achieve the desired result.

Whether it is reasonable to use force, and the degree of force that could be employed, might also depend upon the age, understanding, any special educational needs and sex of the persons involved.

The Management of Health and Safety at Work Regulations requires employers to assess significant hazards arising from work and apply appropriate controls. Risk assessments should, where appropriate, include the need to protect employees from exposure to reasonably foreseeable violence. This requirement would apply in particular to a college student with a known history of violence, or to college staff who could foreseeably be exposed to violence (i.e. security staff).

College Policy

The College policy with regard to acts of violence and abuse is clear. Acts of violence or aggressive behaviour, any form of physical or verbal abuse and criminal damage to College or personal property will not be tolerated. The College has procedures in place for responding to unreasonable behaviour by both staff and students; these are listed at the end of this document. This policy also applies to visitors and unauthorised persons on College premises.

Any persons responsible for violent acts, serious verbal abuse or malicious damage to College or personal property will be reported to the police. Acts of violence or serious verbal abuse should also be reported in accordance with the College incident reporting procedure.

It is the policy of the college NOT to encourage the use of the legal powers described in sections 2a and 2b above, unless in extreme cases, as a last resort. **Therefore, staff are advised not to use physical force unless for self-defence, or to protect another person from serious physical harm, or to save a life and that force is used as a last resort after other techniques have been tried.**

Staff are advised not to intervene physically in circumstances where property (College or personal) is being maliciously damaged, but to call the police and notify management immediately.

Where a member of staff has used reasonable force appropriately, the College would support their actions. If a learner chose to complain or take legal action against a member of staff in relation to the use of reasonable force, where it had proved necessary to protect themselves or prevent harm to others, the College would support the member of staff.

Members of staff should also be aware if force was used against a student that was not considered necessary and/or reasonable this may be viewed as a disciplinary offence.

Incident Reporting

Acts of work-related violence and aggression should be reported immediately to the staff member's line manager and the Head of Health and Safety. A College incident report form should also be completed and sent to the Head of Health and Safety. Under certain circumstances incidents of violence may also be reportable to the Health and Safety Executive. The College Head of Health and Safety will make such reports

as necessary.

Relevant College Procedures

- Staff Disciplinary Procedure;
- Student Disciplinary Procedure;
- Incident Reporting Procedure;
- Screening and Searching Students for Weapons (Policy and staff guidance).

Staff Guidance - Responding to Violence and Aggression

It is the policy of Cornwall College **NOT** to use physical force to control or restrain students. The use of physical force should only be considered as a last resort in such circumstances as described below.

In the event a violent or aggressive situation arises staff are advised to:

- Consider your own safety and try to create and maintain an escape route;
- Consider the safety of others in the vicinity and if possible assist in moving other persons out of the area;
- If you are subject to physical and/or verbal threats, in the first instance try to calm the aggressor down by using de-escalation techniques (primarily good listening and being understanding);
- If you are subject to a violent attack try to escape without the use of physical force against the aggressor;
- If the use of force is necessary only use it to protect yourself and to facilitate your escape;
- Use any systems provided for your protection in the event of violence or aggression attack such as panic or personal alarms or an agreed local procedure;
- If you witness an attack upon another person report it immediately to your Head of Campus and the police. Staff are not encouraged to intervene physically unless as a last resort to protect against serious physical harm, but may seek to calm the situation verbally whilst maintaining a safe distance and an escape route;
- Consider if a first aider or a paramedic is required following a violent attack;
- If you witness malicious damage to College or personal property you should notify your Head of Campus and the police immediately. You should not intervene using physical force;
- If you have reason to believe you may be subject to a physical attack, serious verbal abuse or intimidation resulting from work, off college premises or in the vicinity of the college please notify your Head of Campus so appropriate steps can be taken to ensure your safety;
- All incidents involving physical and/or serious verbal abuse must be reported immediately to management and an incident report completed;
- Staff who witness acts of violence or malicious damage may be required to provide a statement to the police;
- Where appropriate, following investigation the student may be subject to disciplinary action in accordance with the student disciplinary procedure;
- Staff affected by a violent or aggressive act may seek help from the college's confidential telephone counselling service or they can seek further advice and support from the Human Resources Department.

27. Screening and Searching Students for Weapons

Legislation

*The Further and Higher Education Act
Education and Inspections Act*

Introduction

Incidents involving the carrying or use of weapons in Cornwall College are extremely rare. However, the

following guidance has been prepared with staff safety in mind in the event they know or suspect a student to be carrying a weapon.

The purpose of this policy is to provide clear advice to Cornwall College employees in how to respond to situations where a student is known or suspected of carrying a weapon.

Law relating to screening and/or searching students for weapons

- **Section 85(b) of the Further and Higher Education Act** gives statutory powers to staff working in Further Education Institutions to search students for weapons, where there are reasonable grounds for suspicion and without the consent of the student.
- These powers also apply to school pupils receiving some of their compulsory education at an FE institution;
- The powers to search can be used on College premises or anywhere else where College staff have lawful control of students, such as on a College educational visit off-campus;
- Only staff authorised by the CEO/Principal can undertake searches of students;
- Searches must be conducted in accordance with the conditions specified in the statutory power.
- The powers do not permit searches of College employees or visitors that are not students of Cornwall College;
- There is no legal requirement to use the statutory power; it is for individual educational institutions to determine their own policy with regard to screening and searching students for weapons.

College Policy

The carrying and use of any type of weapon or any article intended to be used as a weapon on college premises or during any college activity is prohibited and will not be tolerated.

It is **NOT** the policy of Cornwall College to use statutory powers to screen or search its students for weapons and under no circumstances should college staff attempt to do so.

The College has procedures in place for responding to unreasonable behaviour by students, these are listed at the end of this document. This policy also applies to College employees, visitors and unauthorised persons on College premises.

Any persons known to be carrying a weapon with intent to use it will be reported to the police immediately. Any person suspected of carrying a weapon may also be reported to the police depending on the circumstances and the person in question.

In exceptional circumstances a student may be given authorisation to bring a weapon, of which they are in legal possession, onto College premises, where justifiable for educational purposes (see point 4 of the staff guidance below for further detail).

College staff should refer to the staff guidance at the end of this document for further information.

Incident Reporting

Any incidents where a person is known to be carrying a weapon or suspected of carrying a weapon should be reported to an appropriate senior manager and the Health, Safety & Environment Manager immediately. A college incident report form should also be completed and sent to the College Head of Health and Safety.

Relevant College Procedures

- Responding to violence and aggression (staff policy and guidance);
- Student Disciplinary Procedure;
- Incident Reporting Procedure.

Responding to Students Carrying or Suspected of Carrying Weapons

IT IS NOT THE POLICY OF CORNWALL COLLEGE TO USE STATUTORY POWERS TO SCREEN OR SEARCH STUDENTS FOR WEAPONS. UNDER NO CIRCUMSTANCES SHOULD COLLEGE STAFF ATTEMPT TO DO SO.

This guidance applies to students of Cornwall College only. Any person who is not a student of Cornwall College, suspected or known to be carrying a weapon should be reported to the police and the Head of Campus or other appropriate senior manager immediately.

What weapons are not permitted on College Premises?

Anything defined as an offensive weapon is not permitted on College premises (unless for an educational purpose see point 5 below). For the purposes of this guidance an offensive weapon is defined as:

- A knife or any article which has a blade or is sharply pointed, including:
- any knife with a blade in excess of three inches;
- any knife which is not readily foldable at all times (such as a locking knife);
- Any article made to injure a person such as a gun or a crossbow;
- Any article adapted to injure a person, such as a bottle, broken deliberately for use as a weapon
- Any article **intended** to be used as a weapon by the possessor, such as a baseball bat or broken bottle.

A normal folding pocket or pen knife is not considered an offensive weapon, as long as the blade does not exceed three inches.

What if I know or suspect a student is in possession of a weapon?

- Under no circumstances should a member of staff attempt to search or remove a weapon from a student, even if the student offers to be searched.
- If staff are concerned the student may pose a threat they should inform the police immediately and notify the Head of Campus or another senior manager;
- The Head of Campus or other senior manager should ensure the police have been notified and provide them with all relevant details, including any personal details of the person(s) involved, if known to the College;
- The Head of Campus or other senior manager must ensure police instructions are adhered to;
- If possible other students and staff should be moved from the area;
- In the case of students aged under 18 or a student over 18 but in with special educational needs the parents or guardians and if relevant the school should be notified immediately.

If staff do not consider the student to pose a threat, or think the suspicion may be groundless, or believe the student to be in innocent possession of the weapon; they may take the following steps, subject to the overriding principal of not putting themselves or others in danger:

- The Head of Campus or Curriculum Area Manager (or another appropriate senior manager) and wherever possible the student's Personal Tutor should be informed immediately;
- A verbal statement and confirmation should be obtained from the witness who alerted staff to the suspicion. This must be undertaken quickly to ensure there is no delay in taking action;
- The student should be invited to attend a meeting in private, with the Head of Campus or Curriculum Area Manager (or another appropriate senior manager) and wherever possible the student's Personal Tutor;
- The purpose of the meeting should be explained and the student asked if they have a weapon in their possession or hidden somewhere on College property;
- The student should be invited to surrender the weapon to staff, **staff must not attempt to search**
- the student's or the student's property themselves;
- If the student claims they do not have a weapon in their possession, they should be invited to demonstrate this by emptying their pockets, bags and if relevant their locker;

If the student is uncooperative, alternative options are:

- Call the police;
- If the student is under 18 contact the parents/guardians or school's liaison contact, and ask them to attend immediately;
- Request the student leaves the campus and make arrangements to interview the student and investigate

the incident as soon as possible.

If an illegal weapon is surrendered (e.g. a knife with a blade 3 inches or more or a gun) the student must be informed that the police will need to be notified;

The police should be contacted and the weapon handed over to them along with any additional information they require;

If the weapon is not illegal (i.e. a folding penknife with a blade less than 3 inches in length or a baseball bat) the student should be informed that if they are under 18 the parents or guardians will be given 5 working days to come and collect it. Staff will need use their knowledge of a student with special educational needs as to the most appropriate course of action with regard to returning the weapon. If the student is over 18 and not in receipt of special educational needs the article may be returned to them at the end of the day;

If the weapon is an article adapted to cause harm (a bottle broken for this purpose) it should be destroyed;

In all cases the incident should be investigated and any appropriate disciplinary action considered. In the cases of students under 18 the parents or guardians, and if relevant the school should all be informed and invited to meet with staff to discuss the incident as a matter of urgency.

What if no weapon is found in the student's possession?

- The witnesses should be interviewed to ascertain why the suspicion was reported;
- If the investigation reveals the suspicion was a hoax appropriate student disciplinary action should be considered;
- The outcome of the investigation should be explained to the student who was suspected or accused of carrying a weapon and any appropriate apologies made, including parents or guardians where appropriate.

What if a student wishes to bring a weapon onto College premises for educational purposes?

- **Illegal weapons are not permitted on College premises;**
- Wherever possible bringing any weapon onto College premises should be avoided (e.g. can the student do the work at home?);
- Where this is not possible the Devon and Cornwall police must be consulted regarding the request to ensure the student would be in legal possession of the weapon and advise on any necessary controls or restrictions;
- The Head of Campus must agree to the request and give written authorisation (including any particular requirements or controls) to the student, or the parents/guardians if the student is under 18;
- The weapon remains the responsibility of the student at all times and must not be handed over to another student;
- The weapon must only be handled within the appropriate classroom or teaching environment. It must not be handled or demonstrated in any other part of the College;
- Where appropriate and where appropriate facilities exist, the weapon may be handed over to a relevant member of staff for safe keeping until the end of the day;
- All necessary precautions must be taken to prevent injuries during the handling and storage of the weapon whilst it is on College premises, including any necessary risk assessments;
- The student should be advised that the carrying of a weapon may not be permitted in public places or on public transport.

28. Driving for Work

Legislation

Road Traffic Act

Health and Safety at Work Act

Background

This document is designed to cover employees driving either own, leased or hired vehicles on College related business and is the result of legislation which places a responsibility on employers to ensure that employees are driving vehicles that are both legally on the road and road-worthy.

This policy applies to all employees irrespective of whether they drive their own or college provided vehicles.

Introduction

This section sets out Cornwall College's policy on driving for work and describes the procedures that employees should follow in order to minimise occupational road risk. This document forms part of the College's corporate Health and Safety Policy.

Driving for work or driving on college business includes inter-campus travel for meetings, training etc. It also includes journeys to non-college premises for the purposes of work.

Driving for work or driving on College business in the context of this policy does not include commuting to an employee's normal fixed place of work, although the same safety principles can be applied.

Policy

As part of its health and safety policy Cornwall College is committed to reducing risks which its employees may be exposed to when driving on College business. It is important that all our staff play their part by risk assessing travel plans. Where driving is the most appropriate travel option staff must ensure that this policy is followed whether they use a lease vehicle, their own vehicle or a hire vehicle.

Any person driving on Cornwall College business must:

- hold a full current driving licence, which permits them to drive the vehicle they are using;
- ensure the vehicle they drive is appropriately insured for business use (where staff drive on college business infrequently they should consult their vehicle insurer for advice on the type of cover required);
- ensure any vehicle driven on College business has a current MoT (where required) vehicle exciseduty and is maintained and serviced so as to be roadworthy and safe.

The College will conduct random sampling of drivers' insurance vehicle related documents for employees who drive on College business.

- Employees who hire vehicles are required to show their license to the college representative making the booking on their behalf, prior to each hire agreement;
- All new or leased/hired vehicles owned/paid for by Cornwall College are insured for staff use; however, there are other conditions that may need to be complied with dependent upon the type of vehicle to be used. The Insurance Department must be contacted for details.
- Employees who fail to produce appropriate documents will not be paid for mileage claimed until the documentation is produced or be permitted to drive on College business and may be subject to disciplinary action.

Under no circumstances does the College require or authorise its employees to drive in excess of statutory speed limits or at unsafe speeds whilst on College business.

A driver who receives endorsements for persistent offences or one endorsement for a seriously dangerous offence (9 points or more) may have their permission to drive on College business withdrawn.

Reducing Occupational Road Risk

Wherever practical driving should be avoided, for example, by using video conferencing, conference calls or by using public transport.

Where driving is unavoidable safety will be improved by:

- Ensuring that the vehicle is fit for purpose;
- Ensuring the journey has been planned to minimise occupational road risks;
- Practising safe, defensive driving techniques.

Line Managers' Responsibilities

It is the responsibility of line managers to ensure that staff understand their responsibilities as set out in this policy. They must:

- **Ensure that the risks involved when staff drive or travel in vehicles are appropriately assessed and minimised as far as is practicable**
- Support random sampling and checking of driver and vehicle related documentation;
- Challenge unsafe attitudes and behaviours and encourage staff to drive safely, leading by personal example;
- Take account of any health or personal concerns that could impair an employee's ability to drive safely whilst on College business;
- Review motoring convictions reported to them by staff and assess the impact this may have on the ability of the employee to fulfil their duties.

Employees' Responsibilities

All College employees who drive on Cornwall College business must:

- Plan their journey and allow sufficient time so as to arrive at their destination on time;
- Report any road traffic accident resulting in injury to themselves or any other person that occurred whilst driving on College business. A College incident report form must be completed and the College's incident reporting procedure complied with;
- Report any personal health impairments that would impair their ability to drive safely to Human Resources and their line manager (all information provided will be treated confidentially). Where necessary reasonable adjustments to the employee's role will be made to take account of new or developing medical conditions.
- Ensure, that the vehicle they are driving has an MoT (where required), is properly maintained and serviced and is insured for business use;
- Present their licence, MOT (where required) and documentary evidence of insurance for inspection as requested;
- Report all motoring convictions to their line manager.

Mobile phones

College employees are not permitted to use hand-held or unsecured mobile phones whilst driving. Employees are advised to turn off mobile phones whilst driving unless the vehicle is fitted with a hands-free system. Employees should refer to the College Mobile Phone and Driving Policy for further details.

Alcohol and other substances

College employees are not permitted, under any circumstances, to drive on college business having consumed alcohol or recreational drugs. To do so will result in disciplinary action. If drugs, including medication, are being taken for therapeutic purposes (whether obtained on prescription or otherwise) employees must check to ensure that they do not impair their ability to drive safely.

Fatigue

College employees must not drive on college business while tired. They should not start a journey if over-tired nor drive for an excessive number of hours;

- Journey timings should be planned to enable a break of at least 15 minutes to be taken every 2 hours;
- When driving long distances for work employees and/or their line managers should risk-assess the whole day, considering the amount of time spent working and travel times, traffic and weather conditions;
- Cornwall College recognises that many employees want to return home at night. Staff and line managers, however, must discuss and plan work schedules so that there is not a need to drive when they may be tired.
- If the journey destination likely to take more than 3 hours to reach, an overnight stay must be considered.

Fitness to drive

Employees who are required to drive on College business must be physically and mentally fit to do so safely.

- The law requires that drivers must tell the Licensing Authority without delay about the onset or worsening of any health condition likely to impair their ability to drive safely. Examples are giddiness, fainting, blackouts, epilepsy, diabetes, angina, coronaries, high blood pressure, vision disorders, mental illness, alcoholism, drug taking, and loss of (or loss of use of) a limb.
- College employees who are required to drive on College business drivers must also report these conditions to Human Resources.

Information and Guidance

- Cornwall College Health and Safety Policy section 3.24: Mobile Phone and Driving Policy;
- Cornwall College Health and Safety Policy, section 3.19: Minibus Driving;
- Cornwall College Professional Code of Conduct;
- RoSPA – Driving for Work Safe Journey Planner;
- <https://www.rospa.com/rospaweb/docs/advice-services/road-safety/drivers/safer-journey-planner.pdf>
- RoSPA – Driving for Work, Own Vehicles.
- <http://www.rospa.com/rospaweb/docs/advice-services/road-safety/employers/work-own-vehicles.pdf>
- RoSPA – Driving for Work, Fitness to Drive.
- <https://www.rospa.com/media/documents/road-safety/factsheets/fitness-to-drive-guide.pdf>

29. Lone Working

Legislation

Health and Safety at Work Act

Management of Health and Safety at Work Regulations

Introduction

It is inevitable that at certain times the need for lone working will occur, for example during College holiday periods, at evenings, weekends, when visiting businesses or participating in off-site activities. When a requirement for lone working is identified. The College risk assessment procedure must be used to identify and record risks and the resulting measures implemented to eliminate or minimise these.

Definition

Lone Workers are those who work by themselves without close or direct supervision.

Line Managers' Responsibilities

It is the responsibility of line managers to ensure that staff and others understand their responsibilities as set out in this policy. They must:

- Ensure that the risks involved when staff and others lone work are risk assessed, recorded on the college system and hazards minimised as far as is reasonably practicable.
- Involve those lone working in the risk assessment process.
- Take account of any health or personal concerns that could affect those lone working's ability to work safely alone.
- Provide appropriate communication methods where necessary.
- Provide adequate instruction, training, supervision and resources to enable lone workers to work safely.
- Take account of the most recent HSE guidance.

Employees' and Others Responsibilities

All those who lone work on Cornwall College business / activities must:

- Co-operate with college procedures.
- Advise the college of any short comings in lone working arrangements.

Guidance

The HSE guidance Working Alone is found on the HSE website:

<http://www.hse.gov.uk/pubns/indg73.pdf>

Further advice and guidance may be sought from the local Health and Safety Officer or the Head of Health and Safety.
