ASU London

Health and Safety Policy

Parts 1 and 2

Version 2.0

September 2026

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Amendment Record

All amendments to this Health and Safety Policy will be recorded below, along with information on the changes made.			
Date	**Section**	**Details of Amendments**	**Changes Made By:**
March 2024	All	General revision and update	Kevin Clarke
Jan 2026	All	Updated ASU London logo and the organisation and responsibilities diagram	Martin Walsh
August 2026	All	Revision to reflect appointment of new Managing Director and move to new premises	Martin Walsh

Part 1 – Health and Safety Policy Statement

The Board of Trustee Directors of ASU London attaches great importance to the health, safety and welfare of all those who form part of the Institute community, whether they be members of staff, students, visitors or contractors. The Executive Team is committed to eliminating accidents, incidents and work-related ill-health and looks for ways to improve continuously.

All staff at the Institute are aware they have health and safety responsibilities, and all are expected to play an active part in ensuring the highest health and safety standards for students, employees, visitors, customers and contractors are established and maintained. All those engaged to work at the Institute are expected to comply with the requirements detailed in this Policy.

The Policy highlights the need for all staff to be alert to risks and hazards and to seek to minimise these by planning work carefully and responsibly. The development of a safe mind set amongst those who work and study here is at the heart of the Institute's commitment to ensure that the highest standards of health and safety are met at all times.

All employees of the Institute are expected to be constantly aware of the risks inherent in the management, care and education of students and to take all reasonable steps to identify, minimise and manage those risks. Those who are entrusted with positions of supervision, whether on Institute property or elsewhere should ensure students conduct themselves in accordance with all health and safety requirements and encourage them to approach their life at the Institute responsibly, being alert to risks and hazards.

This Health and Safety Policy is based on the requirements laid down in the Health and Safety at Work Act 1974 (HSAW), regulations made under this Act, Approved Codes of Practice and Guidance.

All who work at the Institute should make themselves familiar with the content of all Institute Policies, paying particular attention to their own areas of responsibility and operation.

They are also expected to apply the Policy conscientiously and thoroughly; where the meaning or expectation of any part of this material is unclear to an employee, it is expected that they will seek clarification of that material. Should any member of staff identify an area where improvement could be made, they should without delay contact their Line Manager, or the Chief Operating Officer, who holds responsibility for the coordination and management of health and safety.

Michael Goodwin

Managing Director

Date: 14 September 2026

Part 2 – Organisation and Responsibilities

Introduction

This document confirms the responsibilities for the implementation of the Health and Safety Policy of The Institute. The Trustee Directors of the Institute have collective responsibility for health and safety. The manager with specific responsibility for reporting on health and safety matters is the Chief Operating Officer.

Whilst the overall responsibility for health and safety rests with senior management, it is the responsibility of every employee to play their part in providing and maintaining a safe place of work.

Management of Health and Safety

The Institute has developed a Health and Safety Policy to ensure high health and safety standards are achieved whilst also meeting the educational, community and commercial needs of the Institute. Details of the organisation and responsibilities are contained within this section and cover the following:

- The responsibilities of all staff
- The responsibilities of Institute bodies or committees, including the Board of Trustee Directors, the Executive Team and the Health and Safety Committee
- The responsibility of individuals, including various levels of management

By assessing each item of the Health and Safety Policy on a regular basis and acknowledging the status of each item, the Institute will ensure momentum is maintained and continuous improvement sought.

Ongoing Health and Safety Improvements

The Institute is committed to ongoing improvement and seeks to implement all items raised from annual audits and specific departmental inspections. It also includes the actions arising from key risk assessments, incident investigations and changes to operating procedures.

This plan identifies:

- The recommendations with priorities
- The proposed action and the person assigned to implement the action
- Proposed completion dates.

The plan is updated when recommendations are implemented. It is reviewed regularly by the Executive Team to ensure that recommendations are progressed and to amend the actions and timescales where appropriate.

Organisation

The organisational arrangements for managing health and safety in the Institute are described in the following pages of this document. A flow diagram showing responsibility for health and safety management follows this section.

Responsibilities of All Staff

All Institute employees have a legal duty to look after their own health and safety and that of others who may be affected by their acts or omissions. They also have legal duties to co-operate with the Institute to enable the Institute to comply with any imposed duties and to properly use anything provided in the interests of health, safety and welfare.

All employees have the following specific duties:

- To read and understand the Institute Health and Safety Policy and comply with the prescribed arrangements and objectives
- To take reasonable care of their own safety and the safety of students, visitors and others

- Not to interfere with or misuse, intentionally or recklessly, anything provided in the interests of safety
- To co-operate with Institute management to ensure compliance with health and safety legislation and best practice
- To use any machinery, equipment, substances, vehicles or safety devices in accordance with any training in the use of the equipment and instructions
- To report all accidents and incidents, hazards, dangerous occurrences and damage to plant, equipment etc., which they consider to be a serious and immediate danger to health and safety to the Facilities Manager
- To use the necessary protective clothing and equipment
- To observe and follow all safe working practices
- To be actively involved consulting with employees on a regular basis.

Duties of the Board of Trustee Directors

The Trustee Directors have collective responsibility for the oversight of health and safety within the Institute. They will monitor the effectiveness of the implementation of the Health and Safety Policy and any associated procedures and will direct that it should be revised as and when necessary. The Board of Trustee Directors will also provide strong health and safety leadership and will ensure all decisions reflect the commitment to provide a safe environment for all and will seek the active participation of employees and students in improving health and safety.

The aims of the Board of Trustee Directors are to:

- Prevent accidents and ill-health arising from the Institute's activities, so far as is reasonably practicable
- Ensure compliance with all relevant health and safety legislation
- Ensure a safe environment is provided for all users of the Institute
- Actively promote and be fully involved in continuously improving health and safety.

In particular, the Board of Trustee Directors will ensure, so far as is reasonably practicable that:

- Sufficient and appropriate financial and other necessary resources are made available to meet health, safety and welfare requirements
- The effectiveness of the Institute's risk management is assessed regularly
- Health and safety is duly considered at each Board of Trustee Directors meeting and when making senior management appointments
- Health and safety receives as much attention and strategic importance as any other aspect of the Institute's management
- The Executive Team are aware of their role and responsibilities in the effective management of health and safety and in providing leadership throughout the Institute
- The Executive Team have suitable training and instruction to enable them to take immediate action to prevent breaches in health and safety
- Arrangements are in place to ensure employees are given adequate information, instruction, training and supervision to allow them to carry out their tasks safely.

Health and Safety Committee

The Committee comprises of the following members:

- Chief Operating Officer
- Facilities Manager
- Heads of Department
- External Health and Safety Adviser

The Committee will meet on a regular basis; the duties of the Committee include:

- Overseeing the implementation of the Health and Safety Policy in controlling risks so far as is reasonably practicable

- Assessing and leading the development of the 'Safety Culture' of the organisation, encouraging in particular an understanding of the importance of health and safety and personal responsibility
- Agreeing priorities, including responsibilities, timescales and resources required for the development of Policies and Procedures in order to comply with legislation and the promotion of best practice throughout the organisation
- Directing and co-ordinating developments and revisions to Policies and Procedures
- Identifying matters that should be raised for discussion at Board of Trustee Directors meetings.

Part 2 – Organisation and Responsibilities (Individual Responsibilities)

Trustee Directors Responsible for Reporting on Health and Safety

Responsibility for reporting on Health and Safety is currently a shared responsibility of the Audit and Risk Committee members. Responsibilities include, so far as is reasonably practicable, the following:

- Seeking to ensure that health and safety is given priority and importance by the Board of Trustee Directors in its deliberations
- Consulting with the Managing Director, Chief Operating Officer and Health and Safety Adviser
- Receiving copies of all RIDDOR and major incident and accident reports and monitoring that appropriate action has been taken by the Institute
- Monitoring the Institute's Policies and Procedures to ensure they operate effectively.

Chief Operating Officer

The Chief Operating Officer has been assigned executive responsibility to oversee health and safety management on a day-to-day basis, reporting directly to the Trustee Directors.

The Chief Operating Officer responsibilities include so far as is reasonably practicable:

- To read and understand the Institute's Health and Safety Policy and comply with the prescribed arrangements
- Working closely with the Managing Director to seek to ensure risk reduction is promoted in all areas and disciplines of the Institute
- Chairing the Health and Safety Committee
- Supervising the operation of health and safety practices in key areas, including seeking to ensure that managers understand and accept their responsibilities
- Monitoring the effectiveness of the management system as regards academic, facilities and administrative work
- Ensuring risks are properly managed in order to minimise liabilities to The Institute
- Seeking to ensure that health and safety responsibilities are clearly defined and allocated to the appropriate staff members
- Seeking to ensure in conjunction with the Health and Safety Adviser that the Health and Safety Policy is reviewed and updated on a regular basis, and that the document is available to employees
- Seeking to ensure all employees are adequately trained and experienced to carry out their Health and Safety responsibilities
- Ensuring liabilities are adequately covered by both Public and Employers Liability Insurance.

Managing Director

The Managing Director is appointed by the Board of Trustee Directors as having oversight for health and safety in all academic and co-curricular elements of the Institute and will work closely with the Chief Operating Officer to seek to ensure the successful day-to-day management of health and safety.

The Managing Director's responsibilities include so far as is reasonably practicable:

- To read and understand the Institute's Health and Safety Policy and comply with the prescribed arrangements
- Promoting a proactive and continuing interest in health and safety matters throughout the Institute
- Providing positive and visible leadership to establish a strong health and safety culture throughout the organisation
- Seeking to ensure the co-operation of all staff at all levels as regards working to this Policy

- Seeking to ensure that any changes in curriculum and also changes in systems of work on the pastoral side are considered for health and safety implications.

Executive Team

The Executive Team consists of the Managing Director, Chief Academic Officer, Executive Director Enrolment Management and Chief Operating Officer.

The Executive Team is responsible for:

- Ensuring the Institute's strategic direction is established and efficiently communicated to staff
- Ensuring measures are in place to monitor the health and safety performance within the organisation and to formally report to Trustee Directors regarding health and safety matters
- Ensuring the key risks to the organisation are identified, assessed and managed effectively and reviewed frequently
- To read and understand the Institute's Health and Safety Policy and comply with the prescribed arrangements
- Promoting a proactive and continuing interest in health and safety matters throughout the Institute and ensuring a good example is set in managing health and safety matters
- Providing positive and visible leadership to establish a strong health and safety culture throughout the organisation
- Ensuring compliance with all necessary legislative requirements and promoting best practice wherever reasonably practicable
- Regularly consulting with the external Health and Safety Consultant.

Academic Heads of Department

Academic Heads of Department are responsible to the Chief Operating Officer for the implementation of the Institute's Health and Safety Policy relating to academic activities within each Building, which includes:

- To read and understand the Institute's Health and Safety Policy and comply with the prescribed arrangements
- Being an active member of the Health and Safety Committee
- Monitoring the effectiveness of the Health and Safety Policy in relation to academic activities and reporting to the Managing Director as appropriate
- Seeking to ensure the co-operation of all teaching staff at all levels as regards working to the management system
- Completing termly reviews of health and safety in each Building
- Seeking to ensure that all teaching and technical staff understand their responsibilities and are given both the time and the encouragement to implement them
- Seeking to ensure that all activities, and any procedural changes thereto, are carried out safely using the processes in the management system, especially including the pro-active use of risk assessments.
- Ensuring that procedural changes in academic, pastoral and co-curricular activities are considered for their health, safety implications.

Facilities Manager

The health and safety responsibilities of the Facilities Manager role include:

- To read and understand the Institute's Health and Safety Policy and comply with the prescribed arrangements.
- Actively promoting hazard awareness and safe working practices
- Undertaking and reviewing risk assessments (e.g. safe systems of work) for all work activities, including areas such as: use of machines and work equipment, COSHH, Noise, Hand Arm Vibration, Manual Handling, Working at Height

- Leading regular discussion within the Chief Operating Officer regarding potential health and safety issues and resolving or reporting matters as appropriate.

Technician Staff

The health and safety responsibilities of the technician staff include:

- To read and understand the Institute's Health and Safety Policy and comply with the prescribed arrangements.
- Actively promoting hazard awareness and safe working practices
- Ensuring all equipment used in the Institute is safe, without defects and regularly maintained and serviced in line with the manufacturer's recommendations
- Seek to ensure that health and safety rules and procedures are, where appropriate, observed by staff and students e.g.: use of guards and other safety equipment, wearing of protective clothing, safe handling of hazardous substances including observing COSHH Assessments
- Undertaking and reviewing risk assessments (e.g. safe systems of work) for all work activities, including areas such as: use of machines and work equipment, COSHH, Noise, Hand Arm Vibration, Manual Handling, Working at Height
- Seek to ensure that any unsafe practices are identified, and appropriate remedial action is taken
- Recommend any necessary improvements or changes to seek to eliminate hazards and to seek to identify and eliminate potential accidents
- Continually stimulate a knowledge, interest and awareness of health and safety by discussions with colleagues and students.
- Leading regular discussion with the Facilities Manager regarding potential health and safety issues and resolving or reporting matters as appropriate.

Other Service Managers

This section refers to the managers of functions not specified above.

Their health and safety responsibilities include:

- To read and understand the Institute's Health and Safety Policy and comply with the prescribed arrangements
- Actively promoting hazard awareness and safe working practices within their departments and teams
- Undertaking and reviewing risk assessments and designing appropriate risk control systems (e.g. Safe Systems of Work) for all work activities
- Providing information, instruction and training to staff, seeking to ensure, in particular, that they understand their responsibilities for health and safety
- Supervising the activities of staff seeking to ensure they are complying with Institute policies and safe working practices and monitoring the operation of control measures within the department
- Leading regular discussion amongst their team regarding potential health and safety issues and resolving or reporting matters as appropriate.

Academic Staff

Teaching Staff will be responsible for ensuring that all agreed and necessary health and safety measures are observed and applied. In addition to their normal supervisory role they will have specific duties to:

- Read and understand the Institute's Health and Safety Policy and comply with the prescribed arrangements
- Inform, instruct and train students as necessary in the identification and avoidance of hazards and the safe performance of their work
- Seek to ensure that health and safety rules and procedures are, where appropriate, observed e.g.: use of guards and other safety equipment, wearing of protective clothing, safe handling of hazardous substances including observing COSHH Assessments

- Seek to ensure that any unsafe practices are identified and appropriate remedial action is taken
- Recommend any necessary improvements or changes to seek to eliminate hazards and to seek to identify and eliminate potential accidents
- Continually stimulate a knowledge, interest and awareness of health and safety by discussions with colleagues and students.

External Health and Safety Advisor

Health and safety advisers act in a purely advisory capacity, communicating directly with the Chief Operating Officer. Responsibilities include the following:

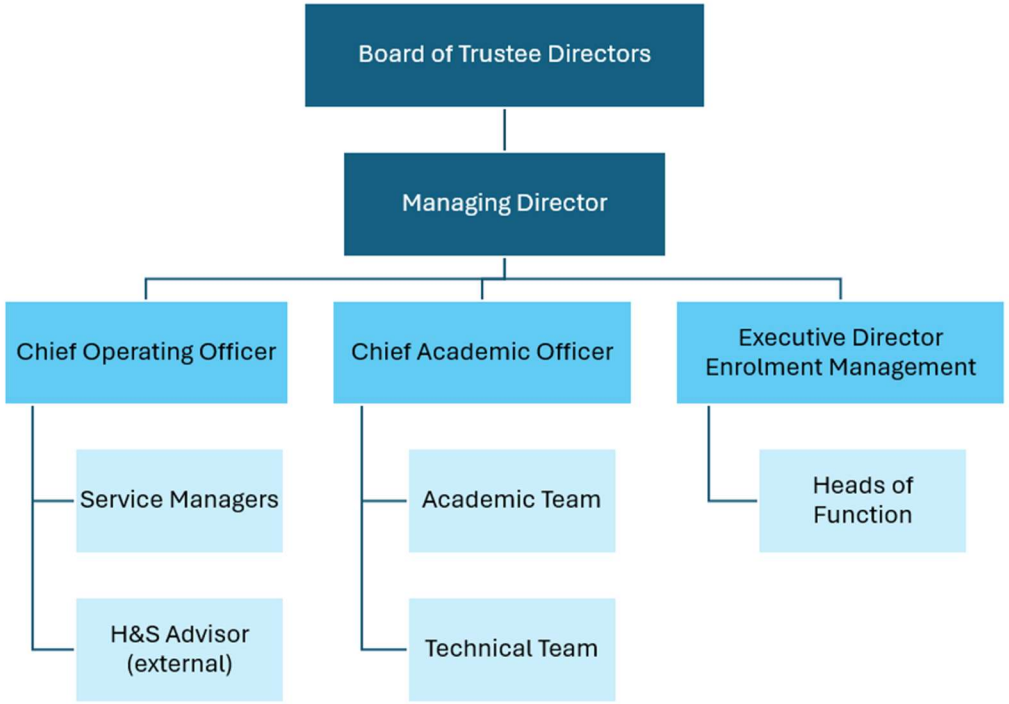
- Carrying out a regular health and safety inspections reporting the results to the Chief Operating Officer who will present to the Board of Trustee Directors Meeting
- Providing competent health and safety advice where requested
- Ensuring the Institute is updated with any changes in health and safety legislation
- Investigating incidents when requested.

Part 2 – Organisation and Responsibilities (Statutory Requirements)

Visits By Enforcing Authorities

The Health and Safety at Work Act is enforced by inspectors appointed by the Health and Safety Executive (HSE) who have the discretion to visit the Institute at any time to confirm that the regulations are being properly applied. It is Institute policy that all members of staff co-operate fully with Enforcing Authority Inspectors, affording them such information as is necessary for them to carry out their duties.

Part 2 – Organisation and Responsibilities (Diagram)



ASU London

Health and Safety Policy

Part 3 – Arrangements for Managing Health and Safety

Version 2.0

September 2026

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Introduction

This part of the Health and Safety Policy confirms the general arrangements for the management of health and safety on a day-to-day basis. It also provides guidance to those responsible for formulating specific instructions in Classrooms, Departments or other areas of the Institute. The following sections provide the information required to enable all staff to successfully implement the required health and safety standards in their respective workplace.

Information and Instruction

Information relating to health and safety matters will be provided in all workplaces. This will include:

- Health and Safety Policy Statement
- Health and Safety Law Poster
- Employer's Liability Insurance Certificate
- Fire safety instructions
- Names of Fire Wardens and First Aiders
- Any other safety instructions relevant to that workplace.

Where a specific issue needs to be raised to all or certain members of staff, a Policy, Procedure or other written instruction will be prepared to confirm the Institute's position on a matter as well as to highlight clearly any action required by those affected.

Training and Competence

All members of staff receive appropriate health and safety training to allow them to carry out their responsibilities safely and without risk. Well-trained and competent personnel who undertake work activities decrease the likelihood of accidents and injury. Training will include the following:

- Induction Training – Each new member of staff will be given formal training to highlight the key risks associated with Institute operations and the need to work in a safe manner as well as general arrangements for dealing with emergencies, fire and security.
- Refresher Training – Additional refresher training will be given to all staff on at least an annual basis, which will reiterate the health and safety standards required and update as necessary. This type of training also includes updates due to employees who may be exposed to new or increased risks or through changes in responsibilities, the introduction of new equipment or new work methods.
- Task / Operation Specific Training – Where specific training is required in a certain task or operation, this will be arranged by the Chief Operating Officer. Training of this nature can be brief, in the form of a briefing on a given subject, or more in depth where hazards are more complex.
- Statutory Training – In certain disciplines, the Institute must comply with legislative requirements for training, including first aid. This will often involve members of staff attending external courses to obtain initial, refresher or other specialist training.

Supervision

Whilst information, instruction and training are essential to ensure staff are able to deal with the risks they face in their working environment, management and supervisory staff must primarily ensure that all employees under their control have the appropriate training and experience levels to undertake their allocated tasks.

Consultation with Employees

The Institute is committed to involving all employees in risk management.

In particular, the Institute will consult with staff on:

- any changes at the workplace that may substantially affect their health and safety, for example, changes in systems of work or the introduction of new technology

- the arrangements for competent advice on health and safety matters
- the information to be given to employees about risks to health and safety and preventative measures
- the planning and organising of health and safety training

The Institute consults directly with staff on health and safety matters. All members of staff can raise issues through their Head of Department or Line Manager and all matters raised are recorded, as are all relevant actions.

Asbestos

Responsibilities

The Institute acknowledges its responsibilities to ensure the location, type, quantity and condition of all asbestos containing materials (ACMs) are known in order to ensure safe management within all buildings.

Procedures

The Institute buildings do not have areas that were constructed or refurbished during the periods when ACMs were used commonly.

Emergencies

In the event that asbestos materials are discovered or accidentally disturbed in surrounding grounds for example, work in the area will cease immediately and arrangements made to make the area safe, before additional surveying, sampling and cleaning works are carried out.

Training

All operatives who could reasonably be affected by ACMs as part of their daily activities will receive annual refresher training to ensure familiarity with correct procedures. All training records will be retained by the People Team.

Students

Purpose and Scope

This section sets out the health and safety expectations, rights, and responsibilities of all ASU London enrolled students. It applies to all activities that take place within the City St George's Campus premises, during off-site activities, and in any context where students are deemed to be under the responsibilities of ASU London.

All students are expected to cooperate fully with this policy.

Student Responsibilities

All students have a duty to take reasonable care of their own health and safety, and the safety of others who may be affected by their actions. Students are required to:

- Follow all health and safety instructions given by staff, security personnel, or emergency services
- Not interfere with, damage, or misuse any safety equipment, signage, or fire protection systems
- Report any hazards, accidents, near-misses, or unsafe conditions to a member of staff immediately
- Refrain from any behaviour that could endanger themselves or others on campus
- Wear any required personal protective equipment (PPE) when directed to do so in specialist areas (e.g. makerspaces)
- Remain within designated campus areas unless prior authorisation has been given

Emergency Procedures

Fire Evacuation

- Upon hearing the fire alarm, all students must evacuate immediately via the nearest signed emergency exit
- Students must not use lifts during an evacuation
- Students must proceed to their designated assembly point and register with their tutor or a member of staff
- No student should re-enter the building until formally instructed to do so by the Fire Marshal or emergency services

First Aid and Medical Emergencies

- First Aid is available on each floor in Franklin Building and in the Makerspaces and at the Student Services Hub in Tait Building
- In the event of a medical emergency, students should contact a member of staff or call the campus emergency line immediately
- Students with known medical conditions (e.g. severe allergies, epilepsy, diabetes) are advised to register these with ASU London staff at the start of each academic year
- Students are permitted to carry prescribed medication on their person

Lockdown Procedure

- In the event of a lockdown alert all students must follow staff directions quickly and quietly
- Students must silence mobile devices and refrain from accessing social media or sharing information externally until the all-clear is given

- Students should not attempt to leave the building during a lockdown.

Campus Security

- All students must carry and present their valid ID card at all times whilst on campus
- Tailgating through access-controlled doors is strictly prohibited
- Visitors must not be admitted through secure doors or brought onto campus without prior approval from Reception or, at Tait, from the Technical Team.
- Any suspicious behaviour, unrecognised individuals, or security concerns must be reported to Reception or City St George's Security staff immediately

Specialist Areas and Equipment

Students working in the Makerspaces must:

- Complete and pass any relevant induction or safety assessment before using the space or equipment
- Follow all posted safety notices and follow the instructions of the supervising member of staff
- Never use equipment they have not been trained and authorised to use
- Report any damaged or faulty equipment to the supervisor before use

Wellbeing and Mental Health

ASU London recognises that the mental health and emotional wellbeing of students is integral to their safety and development. Students are encouraged to:

- Speak to their personal tutor, student support officer, or a member of the Student's Union if they are experiencing difficulties
- Access ASU London's wellbeing resources, counselling services, and mental health first aiders
- Report concerns about a peer to a member of staff in confidence

Bullying, harassment, discrimination, or any behaviour that creates an unsafe or hostile environment for fellow students will be treated as a serious disciplinary matter.

London Campus Considerations

Given the urban nature of the campus, the following additional guidance also applies:

- Students should be aware of their surroundings when travelling to and from campus, particularly during evening sessions
- ASU London recommends students plan routes using well-lit, busy roads and public transport where possible
- Students experiencing difficulties or feeling unsafe at any time should contact a member of staff or City St George's security
- Students should not congregate in areas immediately outside the campus that may cause obstruction or nuisance to the public or neighbouring businesses

Incident Reporting

All accidents, incidents, and near-misses involving students must be:

- Reported to a member of staff at the earliest opportunity

- Investigated proportionately, with findings fed back into risk assessment reviews

Students will not be penalised for reporting a genuine health and safety concern in good faith.

Bullying

The Institute has a written anti-bullying policy which should be referred to.

Policy

It is the policy of the Institute that all persons will be valued and respected. We are committed to providing a safe environment for all out students, staff and visitors in which to work and learn.

Monitoring

Monitoring of the policy will be part of the overall monitoring procedure of the institute and is therefore the responsibility of the Acting Managing Director and Executive Team. All members of staff have a personal responsibility to examine their own practice and attitudes.

Control of Contractors

Responsibilities

The Institute recognises that when contractors are engaged to work on Institute premises, there is a clear obligation to plan, monitor and control work for the safety of everyone who could be affected by their activities. The contracting organisation also holds similar responsibilities, and it is Institute policy to work together with contractors to ensure that the workplace remains safe and without risk to health.

Some contract work may fall within the definition of 'construction work' (as defined under the Construction (Design and Management) Regulations 2015 (CDM)) and as a client the Institute recognises the responsibilities under these regulations for:

- Appointing a Principal Designer and Principal Contractor
- verifying the competence of all external contractors
- ensuring suitable management arrangements for the project including the provision of welfare facilities for use by contractors / staff
- allowing sufficient time and resources for all stages of the project
- providing pre-construction information to designers and contractors.

Procedures

When planning work to be undertaken by contractors, a single person is appointed to take overall responsibility for planning and coordinating the work. This individual will normally be the Facilities Manager who will undertake a thorough evaluation of the work required. All work carried out by contractors is monitored periodically to:

- review progress
- check quality of workmanship
- check that the workers on site are those expected and who have signed in
- identify any problems or unanticipated risks at an early stage
- check that work is restricted to the areas anticipated and not creating additional risks by spreading beyond the agreed area or involving unauthorised work
- check that method statements are being followed, that the contractors are complying with site rules and that they are generally working in a safe manner.

Competence Assessment

Contractors are selected based on technical competence, experience and suitability for the work to be done. In particular, our assessment process involves a review of requested information from the contractor including:

- track record of experience in similar contracts
- membership of reputable trade bodies or approved contractor schemes
- legally required registrations (e.g. Gas Safe Register)
- health and safety policies and practices
- recent health and safety performance (number of accidents, etc.)
- qualifications, training and skills of their staff and manager
- selection procedures for sub-contractors
- example safety method statements and risk assessments for similar work
- supervision arrangements
- arrangements for consulting their workforce.
- references from previous clients.
- details of all contractors are retained, along with an approved list to ensure all staff are aware of those who are suitable to be appointed.

Disabilities and Impairments

Introduction

The Institute welcomes students and staff from all sectors of society and endeavours to accommodate the needs of each individual, so far as is reasonably practicable. The law requires that responsible bodies anticipate the requirements of staff, visitors or students with disabilities and to make reasonable adjustments to the workplace and to management arrangements to ensure their well-being.

An assessment will be made in each individual case to establish whether reasonable adjustments and working practices can be made to accommodate safe and practical use of the facilities.

This Policy sets out the Institute's commitment to disabled students, staff and visitors and provides a framework to ensure the Institute offers a supportive environment for all members of the Institute community.

Responsibilities

On an ongoing basis the Institute is committed to identifying the impact of disabilities on the structural, organisational and physical barriers that often hinder disabled people from achieving equality and inclusion within the workplace. The Facilities Manager is responsible for ongoing assessment of any areas where access improvements can be made, where reasonably practicable and all new projects are designed in compliance with current legislation to ensure adequate disabled access is incorporated within new buildings.

The Institute ensures that the needs of disabled staff are taken into account within risk assessments for general activities. Where necessary an individual risk assessment for the work of the particular employee will be undertaken, taking into account abilities and disabilities. The risk assessment covers not only the risks to the individual but also any additional risks which may be created if the individual is unable to assist in anticipated emergency situations such as a fire or evacuation.

Should an employee become disabled during employment, either permanently or temporarily, an assessment will be made to establish the effects of their impairment and to confirm any reasonable adjustments that may be required.

Procedures

The Institute is subject to regular review of the access arrangements, in order to identify and confirm any areas where improvements can be made. This audit also highlights and records where circumstances may have changed during the period, for instance, due to deterioration, change of use or refurbishment. The audit results form the basis of an Action Plan for improvement, which includes targets for improvement over a defined period and is subject to regular review.

When required, the Institute will prepare a Personal Emergency Evacuation Plan (PEEP) to cover areas where mobility may be potentially difficult in the event of an emergency without assistance.

Where the Institute employs persons with disabilities, or where existing employees become disabled, reasonable steps will be taken to ensure that the workplace is adapted for their needs including arrangements to ensure their health, safety and welfare.

In the case of temporary disability such as a broken limb, it may be necessary to exclude the individual from a workplace if adaptations are not reasonably practicable in the short timescales involved. When individuals have been issued with a fit note by a doctor, they are not permitted to work unless either the date to which they have been signed as unfit to work has been reached or, if the fit note indicates they may be fit to work subject to conditions, that those conditions have been assessed and relevant changes have been made to meet them, if

necessary using occupational health advice. Relevant risk assessments will be reviewed regularly or when there is a change in the person's health condition.

Display Screen Equipment

Responsibilities

The Institute acknowledges its responsibilities to ensure all staff have sufficient space and a workstation that is not detrimental to health, as well as a generally safe environment.

Procedures

Suitable furniture is provided on-site for staff including adjustable chairs at computer workstations. Sufficient space is provided for the needs of each user including the provision of storage space away from the desk where necessary.

Office environments have been designed for the comfort of display screen users taking into account the need to control nuisance noise, temperature, humidity and lighting and taking into account the age and nature of the buildings.

All DSE users are able to take regular breaks away from desks.

All DSE users should carry out their own workstation assessments. Workstation assessments may also be conducted by the Facilities Manager or other skilled member of staff to identify any particular improvements required to individual workstations. The outcome of assessments is shared with each user.

Mobile equipment is also used by members of staff who do not have a permanent workstation or who need to work in several locations.

Workstation assessments are reviewed regularly or whenever there has been a change to the workstation. Records of workstation assessments are retained for at least five years and master copies are retained by the Facilities Team.

Eye and eyesight examinations are provided by the Institute on request and where needed solely for the use of the equipment, the cost of a basic pair of spectacles is also reimbursed.

Employees who are designated users are provided with training in the hazards of display screen use. This training is provided on a regular basis and employees are encouraged to promptly report any problems including health concerns to ensure a reassessment of the workstation is carried out and any corrective action identified. If the matter is not easily resolved, assistance will be obtained from an occupational health specialist.

Drugs

Introduction

A drug is a substance which affects the way in which the body functions either physically, emotionally or mentally. By definition, therefore, a drug includes legally available substances such as alcohol, tobacco, caffeine, and solvents, over the counter and prescribed medicines such as tranquillisers or painkillers as well as illegal drugs such as heroin, ecstasy and cannabis.

Incidents

Drug related incidents involving staff will be dealt with by the staff disciplinary process where appropriate. The Institute reserves the right to request a drug test is required. Excluded from this are non-excessive consumption of alcohol during institute staff celebrations (e.g. leaving events) and drugs for medicinal purposes.

Incident Management

The Acting Managing Director is responsible for the management of drug related incidents.

Educational Visits

Responsibilities

The Institute as an employer will ensure that appropriate safety measures are in place and that all staff involved in the preparation and management of an educational visit are competent to do so.

The Trip Organiser (i.e. the relevant Year Group Lead) will assist staff involved with planning tours, and keeps records of all previous visits. All new staff have a session on planning Institute visits as part of their induction training.

The Trip Organiser has overall responsibility for the supervision and conduct of the visit and continues to monitor the arrangements to ensure the on-going health and safety of the group. The Trip Organiser is responsible for seeking approval and advice from the Chief Operating Officer, assessing the risk levels of the trip and making the necessary safety arrangements.

Planning and Coordination

A careful and methodical analysis of the trip will be carried out by competent staff in good time before the trip and external parties will be engaged to give specific advice on particular risks and activities, as appropriate.

Specific risk assessments are prepared for all aspects of the excursion, and all are approved prior to the trip being authorised by the Head of Department.

In the event of an incident during a trip that may jeopardise the normal running, contact will immediately be made with the Institute and consideration given to whether the Major Incident Management procedures are initiated. The Managing Director and Chief Operating Officer would consider a number of potential support options including sending a delegation to assist with an incident, providing telephone support or making arrangements to assist the trip to return or continue under revised arrangements, with the goal of ensuring the health, safety and welfare of all involved.

Electrical Safety

Responsibilities

The Institute acknowledges its responsibilities to ensure risks from electrical work, both in fixed and portable equipment, are assessed and reduced to the lowest practicable level.

Procedures

The Institute has undertaken risk assessments of all work activities and adopted safe systems of work based on regulatory compliance and best practice. All work on electrical equipment and installations is carried out by qualified electricians. Other staff are clearly instructed that they are not permitted to undertake any electrical repairs.

Electrical standards are applied as set out within the Electricity at Work Regulations 1989 and for new works, the standards applied follow current requirements of BS7671 (the IEE Regulations for Electrical Installations and the current Building Regulations).

It is the Institute's policy that live working is prohibited although voltage detection testing is permitted where essential by qualified and experienced staff with appropriate controls and suitable equipment.

The Institute's installations, including all educational and domestic premises, will be tested and inspected at least every five years by a competent electrician and improvements implemented as necessary for safety.

Electrical Work

Any electrical works requiring wiring or the changing of light fittings and plug sockets must be overseen and signed off by a competent person (certificated to BS7671 (sixteenth or seventeenth edition)).

No electrical alterations to any property can be made without authorisation from the Facilities Team and in order to protect staff from injury from electricity, all high-risk contract work will be subject to the Facilities Manager issuing a permit to work.

Portable Electrical Appliances and Apparatus

It is Institute policy that all portable electrical appliances and apparatus, regardless of operating voltage, should be subject to at least a visual inspection before use.

All items in the Institute are subject to regular checks as arranged by the Facilities Manager and visual checks.

Items found to require repair or disposal must be handed over to the Facilities Manager so that the necessary action can be taken.

Portable Appliance Testing will be carried out annually, or more frequently if deemed necessary.

Testing of Residual Current Detectors (RCDs)

The Facilities Manager is responsible for maintaining all RCDs fitted to Institute installations and for instigating regular tests. Any remedial actions necessary following the monthly tests should be completed as a matter of urgency by a competent person as previously described.

Emergency / Crisis Management

The Institute has no specific hazards nearby and is well connected to the emergency services. The most senior member of staff present will follow the incident plan allowing delegation of tasks. They will also permit the recording of decisions accurately for examination after the incident. All staff are required to familiarise themselves with the plan.

See separate policy for more information.

Fire Safety

Responsibilities

The Institute takes the risk of fire very seriously. It is Institute policy to comply with the Regulatory Reform (Fire Safety) Order 2005 (the Order) and other associated guidance. The Institute will take reasonable steps to reduce the risk of a fire occurring and so far as is reasonably practicable, make sure that everyone can escape safely to a place of safety in the event of a fire.

Procedures

The primary goal of the Institute's fire safety strategy is to ensure the safety of student, staff and visitors. In case of fire, the first priority is always to:

1. raise the alarm; and
2. evacuate safely

If staff are in any doubt, they should concentrate on evacuation and the fire service message of 'get out, stay out and call the fire brigade out' rather than attempting to tackle a fire.

Good management of fire safety is essential to ensure that the risk of fire is minimal at all times. However, in the event of a fire occurring, arrangements will be implemented to ensure it can be controlled or contained quickly, effectively and safely. If a fire grows beyond the size that can be contained, everyone in the premises must able to escape to a place of total safety easily and quickly.

Fire Risk Assessment

Fire risk assessments are carried out by an external fire specialist.

If there is reason to suspect that a fire risk assessment is no longer valid or there has been a significant change in the premises that has affected fire precautions, the fire risk assessment will be reviewed and, if necessary, revised. In the absence of other circumstances prompting a review, fire risk assessments will in any event be reviewed annually.

All employees are required to closely co-operate with all instructions given to ensure the workplace is safe from fire and its effects and to avoid doing anything that will place themselves or others at risk. All fire hazards should be reported immediately, especially in the event of a change in circumstances that may increase the risk of a fire, even for a short period of time.

A good example should also be set by all staff as this will contribute to students behaving in a safe manner.

Staff are instructed that they should only attempt firefighting actions if they have been trained and are confident to do so safely and it is appropriate in the circumstances they face, or if it is absolutely necessary to facilitate the escape of themselves or others. Whether a member of staff attempts to fight a fire is left to their own judgement of the actual situation. Staff who have not been trained are not expected to attempt to fight a fire.

In all cases, STAFF MUST NOT PLACE THEMSELVES OR OTHERS AT RISK.

Emergency Plan

A fire and emergency plan has been prepared for each independent building, detailing the action to be taken in the event of an emergency and the location of the Assembly Point. All such information is published within each building.

In the event of an emergency occurring which would prevent re-entry into the building or result in an evacuation of several buildings, all staff and students will assemble at the Assembly Point for their building. The arrangements for dealing with a major incident would then be initiated.

Information, Instruction and Training

All staff are given information and instruction as soon as possible after they are appointed and regularly thereafter about the action to be taken in the event of a fire. Appropriate information is also provided to the employers of other people working in the Institute, such as contractors as well as to students.

Adequate fire safety training is provided to staff to enable them to act correctly in the event of a fire.

First Aid (Including Illnesses)

Responsibilities

The Institute will ensure that there is always an adequate provision of appropriate first aid and that where individuals have been injured there are suitable mechanisms in place to provide remedial treatment. As such a risk assessment has been undertaken.

In Institute

The first point of contact when a First Aid Appointed Person is required is the institute office. Information on first aid items and First Aiders is to be displayed in staff rooms and reception. The Institute has a number of First Aiders and First Aid boxes around the premises

Off Site

The leader on any trip must assess the need for a first aider and take a first aid kit

Other

First Aiders should not give first aid treatment for which they have not been trained – if in doubt emergency support is to be called.

See separate policy for more information.

Gas Safety

Responsibilities and Procedures

In line with Gas Safety (Installation and Use) Regulations 1988, we will ensure the safe maintenance of gas fittings/flues through annual servicing and safety checks by a GasSafe registered operative. Records of such checks will be kept and provided to any tenants.

As a second line of defence, carbon monoxide detectors (British Standard with audible alarm) will be used as required.

Incident Reporting

In case of suspected gas or carbon monoxide leak call National Grid emergency service line on 0800 11 1 999, turn off the supply if safe to do so and evacuate if required. There IS/IS NOT Liquefied Petroleum Gas on site.

Hazardous Substances

Responsibilities

The Institute acknowledges its responsibilities under statutory requirements to ensure all substances that could potentially cause harm are suitably assessed, controlled or eliminated. Institute activities involve the use of some potentially hazardous and dangerous substances including cleaning substances, paints, lubricants, glues, sealants and chemicals, for maintenance purposes and in educational capacities.

Procedures

All products in use which contain hazardous or dangerous substances are listed on an inventory and a current safety data sheet is obtained from the supplier. Heads of Department undertake risk assessments of the use of each substance and exposure to any hazardous by-products and are responsible for applying the recommended risk control measures.

When storing hazardous and dangerous substances only compatible substances are stored together. Where required, substances are stored in fully labelled containers which include hazard warning labels where appropriate. All containers including aerosols are stored in a cool dry place, away from the sun and any flammable liquids are stored separately in a specially designed fire-resistant flammables store.

Substances are locked away so far as is practicable so that they are only accessible to authorised persons who have been trained in their safe use. Employees and students are particularly reminded of the need for good personal hygiene and the prohibition of eating, drinking or smoking, when using such substances. Employees and students are also provided with any necessary personal protective equipment and instructions for its use, maintenance, storage and replacement.

Substances that become surplus to requirements are disposed of via licensed waste contractors. Spillage and emergency procedures are determined as part of the risk assessment process.

Records of risk assessments for hazardous and dangerous substances are held by the Facilities Manager and records of training are held by the People Team.

Training

All members of staff who are regularly exposed to substances with the potential to cause harm will receive training to ensure they are familiar with the safe systems of work for these substances.

Heating

Responsibilities and Procedures

Recommended minimum room temperatures are 18C for classrooms and 15C in halls. There must be adequate ventilation and windows should open safely and have shading provided where necessary.

Where temporary electrical heaters are used e.g. in an emergency heating failure situation, they must be in good working order and electrical overload must be guarded against. Sufficient clear space around the heater must be maintained. Gas/oil heaters may not be used on the premises.

Incident Reporting and Investigation

All employees, contractors and visitors are required to report accidents resulting in injury to any person to their Head of Department or Line Manager. Near miss incidents, where an incident had the potential to cause harm, injury or damage should also be reported. The goal of all incident management is to allow investigation into the circumstances which may result in measures being taken to prevent a recurrence.

The following incidents must be recorded:

- All accidents involving injuries
- All incidents which, although not involving injury, could have resulted in injury
- All near-misses

All reportable incidents will be investigated by the Chief Operating Officer (or a duly appointed independent health and Safety Adviser if this is deemed more appropriate). The purpose of the investigation will be to ensure that protective and preventive measures are reviewed and procedures amended or improved as required.

Senior management are required to report serious injuries, incidents or diseases occurring at or as a result of activities at the workplace, as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). The Chief Operating Officer will ensure all necessary accident notifications are made when required.

If the follow-up form indicates that actions are necessary to prevent a re-occurrence, then immediate arrangements will be made to initiate the necessary corrective action. This may be a physical change to buildings or facilities, or it could be a change of procedures.

The Chair of the Health and Safety Committee will review accident reports, statistics and investigations at each meeting, drawing the Committee's attention to any specific issues requiring action or discussion.

Inspection and Audit

All areas and departments of the Institute will be subject to regular inspection to ensure hazards are detected and recorded and to confirm that compliance levels are acceptable.

Inspections are carried out according to an agreed format in order to ensure any required actions are captured accurately. The reports are then circulated to the relevant Department Head, Acting Managing Director and Chief Operating Officer.

Outstanding actions from recent inspections are discussed at the Health and Safety Committee Meetings (held at least termly). The analysis of any trends that may be apparent are also discussed in order for progress to be monitored and any future policy changes discussed and agreed.

The External Health and Safety Adviser will also undertake a compliance review of the Institute on an annual basis and will report progress directly to the Chief Operating Officer.

Legionella (Water Safety)

Responsibilities

The Institute acknowledges its responsibilities to ensure water systems are managed suitably so as to prevent the growth of legionella bacteria in water systems in accordance with the HSE's 'Approved Code of Practice (L8) – Legionnaires Disease: The Control of Legionella Bacteria in Water Systems'.

Procedures

The arrangements for managing the risks associated with Legionella bacteria include:

- assessment of Legionnaires' disease risk and preparation of a scheme for preventing or controlling the risk, conducted by a competent contractor.
- appointment of the Facilities Manager as 'responsible person' with authority and responsibility for day-to-day implementation of the universal precautions and testing specified in the HSE's ACoP and any particular precautions specified in the risk assessment. An external specialist has been engaged to carry out physical testing under this arrangement.
- the maintenance of records of all applicable maintenance and testing together with a copy of the risk assessment and details of the competent person who conducted it.

In the event of difficulties in implementing the risk control programme, or test results falling outside of the required limits, the external consultant reports this immediately to the Facilities Manager and additional resources, water treatment contractors or plumbing specialists are employed as necessary to resolve the causes.

Trained plumbers carry out all plumbing alterations in order to ensure compliance with water regulations and byelaws.

Lettings

Requests for lettings must be approved by the Facilities Manager. The institute must ensure that:

- The means of access and egress are safe for the use of hirers, and that all plant and equipment made available to and used by the hirers is safe. If the Facilities Team knows of any hazard associated with the above, they should take action to make hirers aware of it;
- Fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness;
- Hirers of the building are briefed about the location of first aid equipment, fire escape routes, fire alarms and firefighting equipment. Notices regarding emergency procedures are provided to all hirers;
- Hirers using any equipment or facility provided by the Institute are familiar with its safe use and, if necessary, briefed accordingly;

Arrangements are made for checking the security and condition of the premises and equipment used by the hirer or his staff.

Lifting Equipment

Responsibilities

The Institute acknowledges the responsibilities to ensure all lifting equipment is duly assessed and adequately maintained in accordance with statutory requirements. The Institute's activities involve the use of lifting equipment including passenger lifts.

Procedures

All lifting equipment including lifting accessories is identified on a schedule which is used to ensure that each item has received the maintenance and inspection required.

Equipment is clearly marked with its 'safe working load' (SWL). As appropriate, equipment is also signed to indicate its prohibition for the carriage of persons or, where applicable is marked to indicate the maximum number of persons which it is designed to carry.

Equipment is subject to a maintenance regime in accordance with good practice and taking into account manufacturers' instructions. Equipment is also subject to periodic Thorough Examination and Testing to a schedule meeting the requirements of the Lifting Operations and Lifting Equipment Regulations (LOLER) and an inspection report is issued. Pre-use inspections are carried out by operators of lifting equipment and the results recorded. Defective equipment is taken out of service whilst awaiting repair or replacement.

Lifting equipment is only used by persons that have had suitable and sufficient information and training on their safe operation and use and any precautions or safeguards required. Operators must also be trained and competent and authorised to use the equipment.

Equipment

Passenger lifts under our control are subject to a maintenance contract with a specialist contractor and receive a thorough examination and test by a competent person at least every 6 months. Improvements identified through inspections are undertaken and any defects repaired as required.

The Institute monitors to ensure, so far as is reasonably practicable, that our lift maintenance contractors operate safe systems of work for the protection of building users including the use of barriers at lift landings when the doors are open to the shaft, warning signs when lifts are out of use and the protection of tools and equipment from unauthorised access.

The Institute also requires external contractors to operate safe systems of work for their own protection and periodic monitoring takes place to check that they appear to be working safely including use of props or other safety devices when working beneath the lift car and work at height controls when working above.

Lift cars clearly display safe working loads and the maximum number of passengers.

Lift cars are also equipped with emergency lighting and with a passenger alarm/emergency telephone. Lift release procedures would be initiated by an external contractor on an emergency call out contract.

Training

Where specialised training is required to operate equipment involved in lifting operations, records of training will be held by the People Team.

Lone Working

Responsibilities

The Institute acknowledges its responsibilities to ensure the health, safety and welfare of all those who need to work alone as part of their activities.

The Health and Safety Executive (HSE) defines lone workers as 'those who work by themselves without close or direct supervision.'

Procedures

The Institute has undertaken risk assessments of these lone working activities and put in place risk control measures including:

- Manager awareness and monitoring – ensuring all members of staff who work alone inform their manager and a means of contact is established
- Working in teams / groups
- Security messages – for those who may need to discreetly raise the alarm

The Institute will continue to inform staff when tasks may not be undertaken as a lone worker. Several areas of the Institute are isolated and lone working could result from working in areas where contact is not immediately easy.

Should any member of staff feel uncomfortable about a situation they find themselves in, they must immediately leave and return to a place of safety and / or raise the alarm. Such action has the support of management.

Management of Infections / Communicable Diseases

Responsibilities

The Institute has a responsibility to act in accordance with the government, local health authorities and known medical advice in the event of an infectious disease, virus or illness affecting any member of the Institute community.

The Institute acknowledges these responsibilities to ensure the health, safety and welfare of all those who may be affected by such conditions and illnesses.

Procedures

The Institute has undertaken risk assessments of known illnesses that could affect the institute community in an adverse way due to the symptoms caused by the illness or the likelihood of contagion. The susceptibility of students who may have underlying health conditions who attend the institute is also a consideration in these assessments.

To ensure the institute does not contribute to the spread of a communicable illness or disease, the Management Team will quickly appoint staff to investigate and collate information relating to the incident in order to ensure all current, known information is assessed and considered.

The consideration of this information as well as the ongoing advice from governmental authorities will allow for assessment of the potential affects of the outbreak both within the Institute and the wider community. Advice will also be sought from peers and specialists wherever required.

Written risk assessments and plans will be prepared to ensure the specific risks associated are duly considered, including the following as a minimum:

- Site layout and logistics
- Age groups
- Specific health issues
- Ability to understand instructions
- Likely ability to administer testing
- PPE requirements

Where it is felt that Institute activities cannot continue in person, blended learning provisions will be made available so far as is reasonably practicable.

Communication of all risks and precautions will be made to staff and students on a frequent basis to ensure a clear understanding of the situation, what needs to be done to improve and the precautions needed.

Training

All staff will receive regular training and instruction regarding the precautions taken and will be given ample opportunity to question and challenge arrangements to ensure they are as effective as is possible.

Management of Major Incidents

The Institute has prepared a detailed Major Incident Management Plan for dealing with major incidents and emergencies. There are several events or incidents that may require the Institute to instigate the procedures. In the event of a major incident being suspected, the Acting Managing Director (or other appointed Deputy) will take responsibility for initiating the Major Incident Management procedures.

Examples of major incidents that could initiate these procedures include:

- Fire on Institute premises
- Serious accident, illness or medical incident to staff or student(s)
- Power outage
- Flooding
- Serious adverse weather
- Road traffic accident (near the Institute)
- Road Traffic accident on a trip or institute excursion
- Public allegations of historic or current abuse or malpractice

Flexible plans are in place to deal with a range of situations which are likely to vary in magnitude, duration or complexity, Specialist assistance can also be sought in the event of an unusual incident, e.g. chemical spill, environmental incident, etc.

The Management Plan procedures involve a number of key members of staff who are drilled regularly to ensure ongoing familiarity in dealing with an emergency situation.

Manual Handling

Responsibilities

The Institute will, so far as reasonably practicable, ensure arrangements are made to reduce the risk to employees' health caused by manual handling.

Procedures

Equipment is provided where possible to minimise or simplify handling of heavier objects and Heads of Department or Line Managers will ensure that two persons are available where the risk assessment identifies the need.

Where reasonably practicable, loads are labelled with their weight and if necessary, centre of gravity. Where it is not reasonably practicable to mark the weight of individual loads we provide information to staff on the range of weights for certain types of load they are likely to encounter.

Specific manual handling risk assessments are undertaken to identify tasks which present a risk of injury and the precautions required to reduce the risk to the lowest level reasonably practicable. Recommendations arising from the assessments are implemented by managers, employees are instructed in the outcome and copies of the assessments are provided to relevant employees.

Safety footwear and suitable gloves are supplied to all staff who require them and Service Managers will ensure that it is used. When specifying protective clothing or uniform, the need to allow unrestricted movement for manual handling activities has been taken into account.

Training

Where the Institute has specified the use of equipment or safe systems of work to reduce manual handling risks, staff are trained in the safe system of work. Records of training are retained by the People Team.

New and expectant mothers, those with health conditions which place them at additional injury risk, and workers below the age of 18, are generally prohibited from carrying out manual handling activities. Where an individual in these categories has duties which would ordinarily involve manual handling, their Head of Department or Line Manager is responsible for ensuring that they are not permitted to continue with these duties until the risks have been assessed.

For staff who are not expected to carry out significant lifting and therefore do not receive detailed manual handling training, we make it clear during induction training that they are not permitted to undertake these types of activities.

Records of manual handling assessments are retained for at least five years.

Manual handling assessments are reviewed at least annually or more often if there have been changes in the matters to which they relate.

New and Expectant Mothers

The Institute recognises the possibility of additional risks specific to staff members' conditions. Those members of staff who become pregnant should notify, in confidence, their Line Manager in order that their work and environment may be appropriately assessed for additional risk. Risk Assessment forms for expectant mothers are available via the Chief Operating Officer and will be treated as confidential and a copy retained and reviewed monthly as conditions change.

Noise and Vibration

Responsibilities

The Institute acknowledges the duties placed upon it to reduce the exposure to noise and vibration to their employees.

The Institute will make a suitable and sufficient risk assessment and introduce control measures to, in the first instance, eliminate noise and vibration at source or, where this is not reasonably practicable, reduce the vibration to as low a level as reasonably practicable.

Procedures

The Institute will ensure where practicable that noise and vibration levels will be maintained below the Lower Exposure Action / Daily Exposure Limits will undertake a suitable and sufficient risk assessment for all activities where there is a risk of employees being exposed above these levels.

The Institute will ensure all employees, contractors, students and visitors obey any instructions and warning notices with regard to wearing of hearing protection in designated areas and will ensure plant and equipment is selected and maintained to minimise noise and vibration levels. All employees and students will be instructed in the use of all equipment that may produce noise and vibration to excessive levels.

Suitable PPE will be provided where this will reduce exposure but only as a last resort.

Occupational Health and Wellbeing

Responsibilities

The Institute acknowledges its responsibilities under statutory requirements to ensure the occupational health and wellbeing of staff is regularly assessed and monitored. It is appreciated that the workplace can be the cause of stress, anxiety, physical injury and the goal of the Institute is to minimise the likelihood and impact of such instances.

Procedures

All Staff will be able to regularly consult with their Line Manager, the Chief Operating Officer or the People Team to discuss any health and wellbeing concerns that may be apparent. Where any health concerns are identified that may have a short or long term impact on the way an individual works, this will be investigated in order to identify the control measures needed to minimise risk to health and wellbeing.

Training

All members of staff who are regularly exposed to substances with the potential to cause harm will receive training to ensure they are familiar with the safe systems of work for these substances. The institute will make provisions for consulting and assessing wellbeing issues raised in order to ensure adequate measures are taken to improve the situation wherever possible.

Additional resources may be recommended or sought by the institute in order to provide specialist assistance and care where it is felt this is required and in conjunction with the member of staff.

Pest Control

A preventative monitoring contract is in place, with control boxes in key areas. Any suspected signs of pest infestation must be reported to the Facilities Team. If there is any suspected contact with pest control materials, medical attention must be sought.

Personal Protective Equipment (PPE)

Responsibilities

The Institute acknowledges its responsibilities to provide personal protective equipment (PPE) without charge to its employees and students. The Institute also recognises that the use of PPE as a risk control measure is a last resort as it protects only the user and is at risk of not being worn correctly.

Procedures

Institute employees and students are supplied, without charge, any PPE identified as a required risk control measure within risk assessments. An assessment is made to ensure PPE is suitable, i.e. it reduces the identified risk as intended, is CE marked, is a good fit, is suitable for the individual using it, is compatible with other PPE, and that suitable storage is provided to prevent damage and that instructions are provided in its correct inspection, use, cleaning, storage and maintenance.

Employees and students who are required to use or wear PPE are provided with training on the circumstances in which it is used, the hazards against it will give protection, the importance of correct use, how to wear it to obtain the right protection and any limitations of the equipment. The training also includes how to inspect, clean, maintain and store the equipment and how to report defects and obtain replacements. Training records are retained by the People Team.

Employees are expected to comply with the requirements to wear PPE and to ensure it is used as designed and not misused in any way.

PPE is checked regularly by Line Managers and Heads of Department and replacements are available on request in between inspections.

Radon

This guidance is applicable to all those on institute premises who may be potentially exposed to radon. Radon is a naturally occurring clear, odourless gas that escapes from rock beneath the earth's surface and can seep out of the ground and build up in houses and indoor workplaces.

The risk from radon in affected areas should be reviewed when significant building / new building works are undertaken.

Risk Assessment and Control

Management and supervisory staff are required to carry out risk assessments of work activities which pose a significant risk to health and safety to ensure hazards are eliminated or reduced so far as is reasonably practicable, by implementing appropriate control measures and safe systems of work.

All those required to undertake risk assessments will be suitably trained and competent.

Risk assessments will identify the range of hazards associated with the work activities, together with any necessary remedial action. The findings of risk assessments will be recorded and where necessary, will be used to develop method statements to ensure safe systems of work. A copy of the risk assessment will be available at the workplace and the findings will be brought to the attention of all employees and students affected by it. Institute Management will ensure those undertaking the activity understand what they have to do and the control measures to be implemented. These briefings will be recorded for future reference.

Various types of risk assessment are undertaken on a regular basis, including:

- General Workplace Assessments
- Fire Risk Assessments – carried out by external specialists
- Trip and Excursion Risk Assessments – carried out by Trip Activity Leaders detailing the risks associated with each trip of excursion
- Work Placement and Experience Assessments

Risk controls will be undertaken using the hierarchy of controls, namely:

- Elimination of risks altogether
- Substitution of hazardous equipment or tasks
- Engineering Controls to reduce potential exposure to hazards
- Providing Warnings, Signage and Barriers to prevent access to hazards
- Personal Protective Equipment to reduce the risk of injury, as a last resort.

All risk assessments will be monitored and reviewed at least annually but will be specifically reviewed after an incident, when working practices or equipment change or when best practice or legislative requirements are amended.

Safety Signs

Responsibilities

The Institute acknowledges its responsibilities to assess areas where signage is required and to install signage that benefits users of the area and complies with all statutory requirements.

Procedures

Statutory health and safety notices are displayed around the Institute including no smoking signs, Health and Safety Law posters and the current Employer's Liability Compulsory Insurance certificate.

Signage is displayed to indicate fire escape routes, fire actions, fire extinguisher locations, first aid details and traffic safety instructions. Safety signs are also displayed where a risk assessment indicates that there are residual risks which cannot be adequately controlled by other means and are used to give warnings, prohibit certain actions and communicate mandatory safety rules.

Signs comply with the colour and pictogram requirements of the Health and Safety (Safety Signs and Signals) Regulations.

Signage is checked regularly by means of workplace inspections to each building.

Audible signals including fire alarms and intruder alarms are tested regularly to ensure that they are clearly audible in relevant areas and that staff are familiar with the sound.

Security

Responsibilities

The Institute acknowledges its responsibilities to assess areas regularly and to identify the measures needed to protect the security of staff and students when on site. The responsibility to assess will take into account many factors that could be subject to regular change, including:

- Known or perceived threats to the institute
- Known or perceived threats to the education sector
- Incidents that highlight vulnerabilities in the security systems and infrastructure
- The need and ability to improve risk levels

In all cases, the assessment will take into account the level of risk and the potential cost, time and trouble required to offset the risk. The Institute will take advice to ensure all reasonable steps are being taken, in line with current legislation, known risk levels and common practices within the sector.

Procedures

The arrangements defined will take into account the individual nature of the Institute, the premises and grounds.

Staff are encouraged to check and challenge anyone who is not known to the Institute to verify they have authority to be on site. All staff and visitors are required to wear ID and lanyards at all times.

As the site cannot be fully secured, emphasis is placed on ensuring the centre of the site is as secure as possible and that buildings are fully secure, using door access control measures.

Gates to the entrances are secured out of hours to prevent unauthorized vehicular access. Reception is staffed daily, with access to CCTV to monitor site activity throughout the day as part of their daily roles.

Severe Weather

Introduction

In the case of severe weather conditions, the decision to close the institute or restrict attendance will be taken by the Managing Director, or their delegate. If the decision is made that the Institute will not open, the Managing Director will use the Institute website and text/email contact system to inform students and staff.

Staff Expectations

All staff are expected to make every effort to attend the Institute on their on-campus working days if it is open, even when there are difficulties in using public or private transport. Staff who cannot reach the Institute should contact their Line Manager at the earliest opportunity.

Facilities Team

It is the responsibility of the Facilities Team to make the premises as safe as is practicable during severe weather e.g. arranging gritting of roads and walkways. The Institute may be unable to clear all walkways etc. so checks should be made first.

Prolonged Closure

In the event of prolonged closure of the institute, the Managing Director will arrange for appropriate checks of the Institute site and heating plant to be made.

Ventilation

The Institute's air conditioning units and the COSHH cupboard are serviced at least annually and recommendations are integrated where reasonably practicable/required.

Violence and Aggression to Staff

Introduction

Violence is 'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work.' (HSE)

Forms of violence include:

- Severe verbal abuse or that which is judged likely to turn into actual violence
- Serious or persistent harassment including racial and sexual
- Self-injurious behaviours
- Abusive phone calls, messages or posts
- Threats with missiles or weapons
- Major physical injuries

Policies and Procedures

The institute recognises the potentially damaging effects of violence and aggression on an individual's work or study performance and the Institute as a whole and are committed to combating it.

The Trustee Directors will not tolerate acts of aggression or violence in any form against the staff by any person(s) whatever reasons are cited for it.

Violence and aggression are specific responses to a perceived situation, and almost always result from fear or from anger. Both effects are reactions to a perceived threat upon one's self or one's interests.

Staff and students have a duty to report potential hazards, risks, situations or problems that they become aware of in the course of their work.

Staff and students who have been victims of violence must complete an incident report form as soon as possible after the event, available from the Facilities Team). Reports will be discussed with the Board of Trustee Directors.

Should members of staff be subjected to violence they will receive full support needed from the institute.

Visitors

Responsibilities

The Institute has a responsibility to ensure the health, safety and welfare of all visitors to the Institute and to provide key information on the risks that may be present during their visit.

General Visitors

For safety and security reasons, all visitors, are required to pre-arrange their visit with the representative from the Institute whom they are visiting wherever possible. All visitors are required to report to Reception to sign in and to be issued with a visitor's badge.

Information on the action to be taken in the event of an emergency is shared; the host will ensure the visitor is familiar with the procedures for each respective building in the event of an emergency or an evacuation.

Visiting Contractors

Contractors are also required to sign in at Reception where they too will be issued with a visitor's badge and health and safety instructions relevant to their work and location.

All visitors should avoid straying into areas they are not authorised to enter or leaving their host.

In the event of an emergency, any visitors will be led to the Emergency Point by their host and accounted for by checking off details against the visitor records held by Reception.

All staff are advised to challenge persons who do not appear to be familiar with the site, especially if no visitor's badge is visible. The Facilities Team should be contacted immediately if any concerns are raised about a person's presence or authority to be on site.

Welfare and Hygiene

Responsibilities

The Institute acknowledges its responsibilities to ensure all staff are provided with a workplace along with all associated necessary facilities in order to comply with the Workplace (Health, Safety and Welfare) Regulations 1992.

Procedures

Well-equipped sanitary and washing facilities are provided in sufficient numbers for the staff and students. Facilities are also provided for staff and students to obtain drinking water, for heating water and heating food. Staff and students are able to rest and eat food in designated areas of the Institute.

The Institute has also considered the needs of new and expectant mothers and will ensure rest rooms and other facilities deemed necessary will be provided when required.

All facilities are inspected on a regular basis to ensure they remain sanitary and in good working order.

All welfare facilities are ventilated, well-lit and designed so as to be easily cleaned. All welfare facilities are cleaned daily.

Work at Height

Responsibilities

The Institute acknowledges its responsibilities defined under various statutory requirements to manage work at height as this remains a key hazard in the workplace. Whilst the Institute aims to avoid work at height, there are many features within the buildings where work at height remains necessary.

Procedures

Where work at height is required, a risk assessment will be carried out in order to identify the risk control measures needed to minimise the risks, so far as reasonably practicable. The risk assessment process takes into consideration the hierarchy of controls as set out within the Work at Height Regulations, the effects of weather conditions and covers the risk of falling objects in addition to the risks of falling. Where applicable, risk control measures include arrangements for rescue.

The hierarchy of controls which will be applied to all work at height are as follows:

1. avoid work at height where it is reasonably practicable to do so;
2. where work at height cannot be avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment;
3. minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated.

The Institute will endeavour to:

- do as much work as possible from the ground;
- ensure workers can get safely to and from where they work at height;
- ensure equipment is suitable, stable and strong enough for the job, maintained and checked regularly.

Equipment

Ladders and step ladders are permitted for work at height where the risk is low, the work is of short duration and the nature of the work also enables three points of contact to be maintained throughout.

Where work involves difficult access or work at height where work cannot be carried out safely from ladders or steps, special access arrangements will be made which may include the use of access equipment or mobile scaffold towers.

All ladders and stepladders used by Institute employees meet BSEN131 standards or British Standard Industrial class, have a maximum static load capacity of at least 150kg and are inspected on at least an annual basis. Steps used for heavy industrial applications will always have a maximum static load capacity of 175kg. All work at height equipment including kick stools, step ladders and ladders, are subject to regular inspections in addition to pre-use inspection by the employee.

Should work be necessary on a flat roof, the access route and the work area will be suitably protected with perimeter edge protection.

Training

All staff who are regularly involved in work at height will receive appropriate training to ensure they remain aware of the hazards associated with work at height and the precautions required. Where specialised equipment is used, training may be carried out by an external, suitably accredited body.

Work Equipment

Responsibilities

It is the intention of the Institute that all machinery, whether static or mobile, academic or maintenance, will be operated, maintained, guarded according to the relevant assessed risks, in accordance with current legislation.

Procedures

All reasonable steps will be taken to secure the health and safety of employees and students who use, operate or maintain plant, machinery and equipment.

Assessment of equipment commences at procurement stage and the Institute will endeavour to procure equipment with the lowest potential hazard to the user or operator. Research will be undertaken by those responsible for procurement to ensure the equipment specified complies with all current legislation and does not expose employees to unnecessary risk, so far as is reasonably practicable.

Equipment

All plant, machinery and equipment provided for use in the workplace will be subject to a system of inspection, service and maintenance as recommended by the manufacturer or competent engineer.

Records of the inspections, service and maintenance including statutory inspections will be maintained in accordance with current legislation. Where deficiencies have been identified, the user is responsible for ensuring that remedial actions are reported and repairs completed within reasonable timescales according to the level of risk.

Isolation measures will be made clear on all machinery and equipment and will be the subject of a specific briefing before use of new equipment. Key control will be of particular importance in isolating machinery, especially where harm could be sustained through unsupervised use.

Training

Training will be given to staff who use equipment where risks are present to ensure familiarity with the required safe systems of work. Records of training will be retained by the People Team.

Work Related Stress

Responsibilities

The Institute is aware that stress can be caused by what may be perceived as excessive pressure on an individual or what may be perceived as unreasonable demand being made on an individual.

The Institute seeks to support all staff in their work, provide a good, positive working environment and professionally challenge staff. It actively seeks to recognise the sources of work-related stress and wishes to work with staff to minimise such occurrences.

Policies and Procedures

The institute aims to provide staff with:

- a good management culture which demonstrates clear leadership
- support in their work and a recognition of their contribution
- a manageable workload in terms of volume, variety and complexity
- good communication channels between management and themselves and also between team members
- appropriate training for their present needs and for future developments
- guidance and support through any developments in working practices
- security in their work
- confidence that help and advice will be available on health related issues.

It is the responsibility of all managers within the institute to assess the risks associated with work related stress. Such risks should be removed or steps taken to reduce them to an absolute minimum.

In practical terms, the Acting Managing Director, Service Managers and Heads of Department will:

- Give constructive feedback to people
- Consult with staff during periods of change
- Ensure staff have trained to enable them to do their job
- Monitor workloads and working hours

Monitoring and Issues Raised

Where issues of stress are identified, the institute will:

- Raise awareness of support mechanisms available
- Put an action plan in place to address any issues identified
- For return-to-work instances, monitor any phased return and allow the individual to provide feedback
- Retain records relating to any identified stress issue the Chief Operating Officer and treat them as confidential

Staff are advised to discuss any stress related concerns with their line manager (or another person if they feel more comfortable) as soon as possible.

Acts of bullying and/or harassment are not acceptable and all such complaints will be formally investigated.