Health and Safety Policy

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Health and Safety Policy

Revision Log

Version	Change Summary	Date
Draft	Initial draft issue of BCoT Health & Safety Policy, prepared by THSP	17.02.22
01	Amendments following client review	16.09.22
02	Amendment to Corporate Structure	20.10.22
03	Amendment to Corporate and Curriculum Structure	15.01.24

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Health and Safety Policy Amendment Sheet

Version No:	Date:	Index Ref:	Brief Description of Amendment:
Draft	17.02.22		Initial draft issue of BCoT Health & Safety Policy
01	16.09.22		Amendments following client review
02	20.10.22		Amendment to Corporate Structure
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PART 1
HEALTH and SAFETY POLICY

Introductory Note

This health and safety management system (the policy) is divided into two sections – policy and arrangements.

The **'policy'** section contains the college's policy statement together with the health and safety organisation and the responsibilities allocated to individuals.

The arrangements for putting the aims and goals of the policy statement into practice are contained in more specific form in the **'arrangements'** section, which includes procedural flow diagrams and guidance.

BCoT health and safety policy is to be read in conjunction with the college department specific policies and procedures.

Terminology - throughout this documented safety, health and environmental management system we have allocated key responsibilities/duties to employees of Basingstoke College of Technology (herein known as BCoT). We use the terminology "ensure" this shall be "so far as is reasonably practicable" as stipulated within the Health Safety at Work etc. Act 1974.

Where relevant health and safety and environmental regulations require mandatory compliance the terminology "ensure" shall be absolute.

Where terms such as "recommend" or "preferred" are used within the document, these are the recognised standards or methods to be met to comply with the regulations and duties imposed by the Health and Safety at Work etc. Act.

Compliance Review

Basingstoke College of Technology health and safety policy shall be formally reviewed annually by the Board of Governors and the Executive Management Team. This review shall cover all sections of the policy and shall ensure that:

a) The responsibilities reflect the current staffing of BCoT.
b) The arrangements remain unchanged and applicable to working methods and materials used.

The Executive Management Team and the Health & Safety Coordinator shall make suitable arrangements for audits of compliance and monitoring changes in health and safety legislation to which the company is obligated.

Additionally, the policy shall be reviewed and updated as necessary to reflect such legislative changes, company appointments or working methods, department policies and procedures and/or materials used.

Safety Programme

The health and safety, and environmental policy, shall be subject to an annual review by BCoT Executive Management Team and the Health & Safety Coordinator to ensure that the college is complying with the policy. This review shall check that:

1. All the responsibilities allocated in the policy remain appropriate, are understood and are being performed.
2. The arrangements set up in the policy are being complied with and remain effective.
3. Records, as required in the policy and legislation, are being adequately compiled and retained.
4. All the necessary reports are being prepared and forwarded to the relevant persons within the company and the relevant enforcing authorities.
5. Training needs are identified at all levels as appropriate.
6. Accident, incidents and near miss records are being monitored in order to identify trends.

The results of the review shall be compiled into a report for the College Principal and the Board of Governors and shall include recommendations of the actions to be taken in order to rectify any non-compliance and improve overall health and safety performance.

Health and Safety Policy Statement

In accordance with its duty under Section 2(3) of the Health and Safety at Work etc. Act 1974 and in fulfilling its obligations to both employees and the public who may be affected by its activities; the Board of Governors and the Executive Management Team have produced the following statement of policy in respect of health and safety.

It is our commitment to provide a safe and healthy working environment which is free of work-related injury and ill-health and to this end we will pursue continuing improvements from year to year.

We undertake to discharge our statutory duties by:

- Complying with applicable legal requirements, and with other requirements to which the company subscribes that relate to its Occupational Health & Safety hazards.
- Identifying hazards in the workplace, assessing the risks related to them and implementing appropriate preventative and protective measures, making employee safety and wellbeing central to the workplace.
- Routinely assess the health and safety risks presented to employees, clients, subcontractors, visitors, students and the general public and minimize such risks as far as reasonably practicable.
- Complying with all relevant legislation as a minimum and work towards excellence using best practice.
- Establishing, implementing, and maintaining safe working methods.
- Providing and maintaining safe work equipment.
- Recruiting and appointing personnel who have the skills, abilities, and competence appropriate with their role and level of responsibility.
- Ensuring that tasks assigned to employees are within their skills, knowledge, and ability to achieve.
- Ensuring that technical competence is maintained through refresher training as appropriate in accordance with legal requirements and industry best practice.
- Promoting awareness of health and safety and of good practice through the effective communications of appropriate information, ensuring all persons within the college are made aware of their individual health and safety obligations.
- Identifying opportunities and needs for continual improvement of health and safety management and performance and the prevention of injury and ill health.
- Providing sufficient funds needed to meet these aims and objectives.
- Ensuring that health and safety will not be compromised for other objectives.

This health and safety policy applies' to all personnel of BCoT, who on their part are encouraged to contribute actively towards achieving a work environment that is free of accidents, incidents, and ill health.

Our health and safety policy will be reviewed annually to monitor its effectiveness and suitability and to ensure that it reflects changing needs and circumstances of the college.

This statement is to be read in conjunction with the responsibilities, arrangements and procedures that together form the health and safety policy for BCoT.

Signed: ..... Date: .....
On behalf of Basingstoke College of Technology

Anthony Bravo (College Principal)

Environmental Policy Statement

BCoT recognises that its activities have a significant environmental impact, and this policy acknowledges our responsibility for the protection of the immediate and wider environment. It also commits the College, as part of its strategy, to fostering environmental awareness and to upholding the principles of sustainable development.

The College aims to be at the forefront of sustainable development in Basingstoke & Deane. Through the promotion of sustainable practice and leading by example, the College will make a meaningful difference in the knowledge, understanding and behaviours of our community. This environmental policy applies' to all personnel of BCoT, who on their part are encouraged to contribute actively towards reducing or eliminating the environmental impact of its business activities.

This policy commits BCoT to:

- comply strictly with all relevant environmental legislation, and to apply sound environmental management policies and practices in the running and management of the institution, its buildings and estates
- develop and maintain a College ethos conducive to encouraging environmental awareness and sensitivity towards issues of sustainable development
- promote education for sustainable development across the curriculum, both in our main curriculum and enrichment activities
- be guided by the principle of choosing products which minimise damage to the environment over those which have a detrimental effect; re-use as much as possible and employ refurbished and recycled materials where these are available; prioritise the procurement of goods which make use of sustainably produced materials and which are energy/resource efficient
- minimise waste and seek continued improvements in levels of recycling; avoid pollution and deal effectively with hazardous waste
- achieve reductions in the use of fossil fuels and develop strategies for energy saving and the application of energy efficiency across the College
- apply the highest possible environmental standards of sustainable construction and energy efficiency in building refurbishment/new building
- continue to develop effective strategies designed to discourage motor vehicle use and encourage walking, cycling and the use of public transport amongst college staff and learners
- preserve and maintain the College site so as to maximise its aesthetic value and its biodiversity
- encourage the maximum involvement of learners and staff in positive action for the environment and sustainability
- further our engagement with the wider community in promoting sustainable development through the development of effective links and partnerships, and the organisation/hosting of relevant events
- work with the local and county council, government agencies and voluntary bodies in the application of the policy
- disseminate and publicise the policy effectively.

Our environmental policy will be reviewed annually to monitor its effectiveness and suitability and to ensure that it reflects changing needs and circumstances of the college.

Signed: ..... Date: .....

On behalf of Basingstoke College of Technology
Anthony Bravo (College Principal)

SmokeFree Policy Statement

PURPOSE

Basingstoke College of Technology recognises that the health, safety and welfare of employees, students, sub-contractors and anyone else directly affected by the college's operations are of prime importance. The college has therefore developed and enforces a dedicated smoking policy, conforming to the requirements of the smoke-free legislation.

The Health and Safety at Work Act 1974 places a duty on employers to ensure provision of a safe environment, which is without risk. The Health Act 2006 introduced regulations that prohibit smoking in enclosed and substantially enclosed premises in England from 1 July 2007. This policy (and procedures) has been developed to promote health and protect non-smokers.
This policy applies to employees of both Basingstoke College of Technology and BCoT Professional Services Limited and aims to:

- To restrict smoking on BCoT sites to designated areas
- To protect and improve the health of staff, students and visitors
- To support staff and students who wish to stop smoking

POLICY

Smoking is prohibited within the college's premises, except in two designated outside areas. There is a designated location on each site for smokers to use as shown in Appendix 2. The college provides receptacles for smokers to dispose of cigarette butts and other smoking waste at all outside locations where smoking is allowed.

Although e-cigarettes fall outside the scope of smoke-free legislation, the college prohibits their use. See Appendix 2 for more details.

Staff should take no more than one short smoking break in the morning and one in the afternoon, with a maximum of ten minutes per break. Staff should inform their manager if they wish to take a smoking break and ensure that there is sufficient cover before leaving. There is an expectation that staff will adjust their non-working time to accommodate any smoking breaks within the
working day.

Staff working away from the main campus in Basingstoke should seek guidance on the designated smoking area for their location.

Vehicles: The college does not permit workers to smoke in vehicles that it owns or maintains.
Homeworkers: Homeworkers are not required to refrain from smoking during the course of work that is carried out for the College in their home, unless they invite others into an area of their home for work purposes

PROCEDURE

With effect from 1 September 2006, BCoT was designated as a smoke-free campus. From 1 September 2008 this was amended to provide for the creation of designated smoking areas within the campus.

All BCoT buildings and grounds have been designated as smoke free; this includes all BCoT owned/leased properties, workshops, the section of the Worting Road between the North and South sites and all college vehicles. The policy also extends to any vehicle on a college site.

Cigarettes and tobacco products will not be sold on BCoT premises.

Staff: The policy applies to all staff and visitors to the college without exception.

The college recognises the difficulty that employees who wish to give up smoking may face and is committed to supporting those staff who require advice / information to stop smoking. Support to stop smoking will be provided by the College Nurse. Additional assistance is also available from the NHS Smoking Helpline, other NHS services, GPs and local support groups.

Students: All students are also subject to the conditions of this policy. Students who refused to comply may be subject to disciplinary action.

Visitors and Contractors: The policy applies without exception to all visitors, staff from external agencies, voluntary workers and contractors.

HR Department: All new contracts of employment will contain reference to BCoT's smoking policy.

IMPLEMENTATION

Ultimate responsibility for implementing and monitoring the smoke free policy lies with the Principal. Line managers will be responsible for their respective areas. Any infringement of these rules by an employee may result in appropriate disciplinary action, which will be dealt with in accordance with the college's disciplinary procedure. Employees are also reminded that it is a criminal offence for employees to smoke in smoke-free areas, with a fixed penalty of £50 or prosecution and a fine of up to £200.

Students/visitors who are smoking in smoke-free areas should be reminded of the no-smoking signs and asked to stop. If a student continues to smoke, they should be reminded that it is a disciplinary issue and staff should ask the customer to leave the premises and, where relevant, direct him/her to where he/she can smoke. At the beginning of each academic year all students will be notified/reminded of the smoke free policy.

All staff have a responsibility to ensure that the policy is upheld and to polite challenge those who do not comply.

POLICY ON ELECTRONIC CIGARETTES

The terms "electronic cigarette" or "e-cigarette" are generic names for a variety of products which are actually quite different from cigarettes, even though many are designed to look like them. Some electronic cigarettes contain nicotine, and some do not. Some produce a white odourless vapour, others produce no vapour at all. They do not burn tobacco and, even those that do produce a vapour, do not create smoke, which is a product of combustion.

Although these products, in themselves, are not currently believed to cause either direct harm to the users or indirect harm to non-users in the vicinity, the college policy is that their use will be restricted in exactly the same way as for normal cigarettes which burn nicotine. That is, electronic cigarettes (including any device which is designed to look like normal cigarettes or to be used in a similar way to normal cigarettes) may only be used in the designated smoking shelters on North and South sites.

This decision has been taken despite acknowledging that some people use electronic cigarettes to help them stop smoking and may be using them as part of a supported “quit smoking” attempt. The college recognises that restricting their use to the smoking shelter areas may not be as helpful to these individuals as permitting their unrestricted use but, nevertheless, it is believed that the negative impact of allowing unrestricted use outweighs the possible benefits.

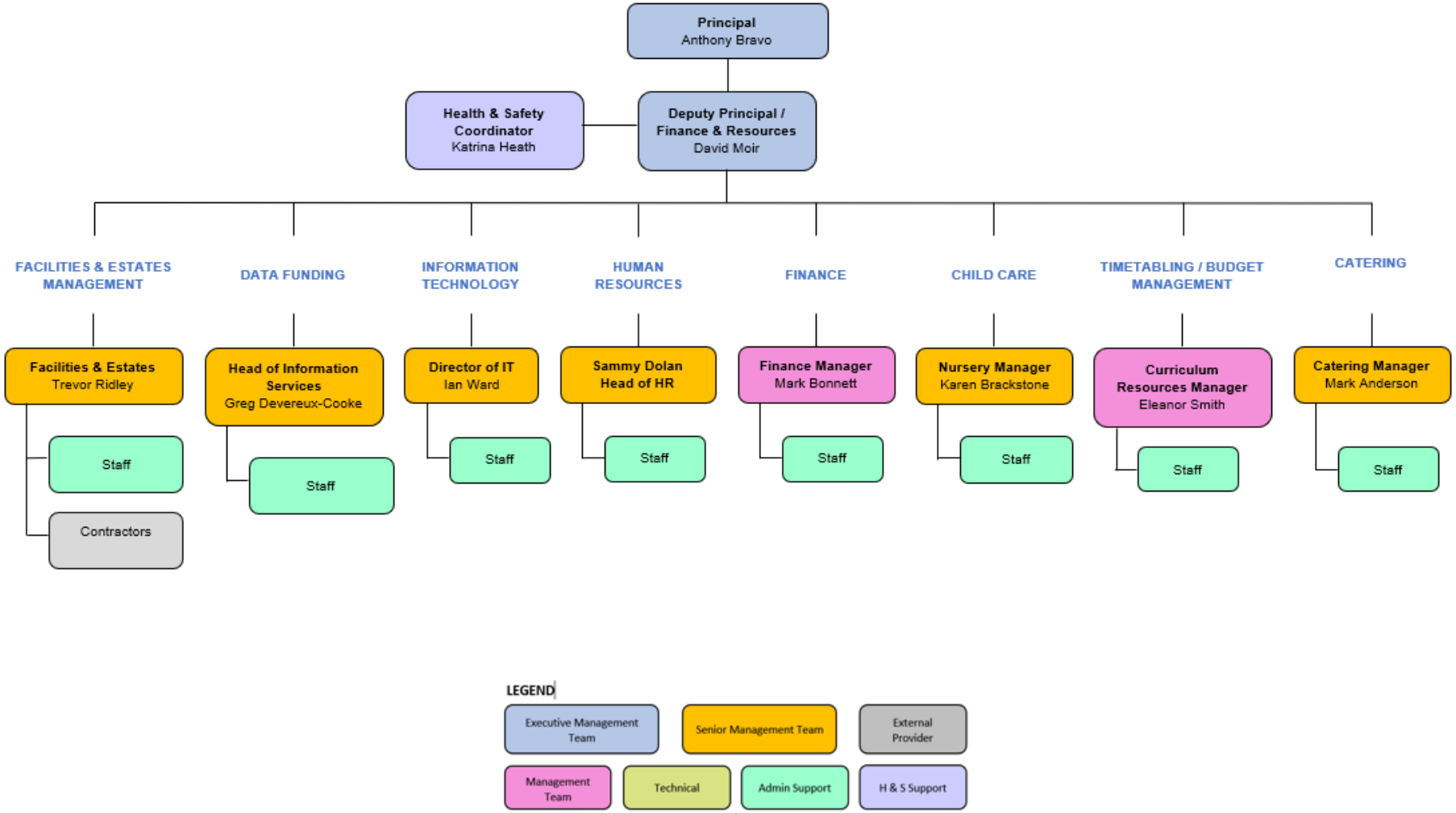
The rationale for this is made up of the following inter-related reasons:

- Supporting compliance with our general non-smoking policy There is a reasonable concern that, if the use of electronic cigarettes is allowed in places covered by our non-smoking policy, this could be confused with actual smoking. This could encourage others to believe that smoking is permitted in those areas and would also make it much more difficult to challenge individuals who were in breach of our non-smoking policy.
- Promoting good role models for young people, the less smoking appears as “normal” behaviour, the less likely is it that young people will start to smoke. The use of electronic cigarettes in areas where real cigarettes are banned could lead to confusing messages being given out.
- Promoting a clean, healthy and professional image for our premises Smoking is not associated with a healthy lifestyle and can be associated with a dirty and unhealthy environment. Even if the devices being used are not actual cigarettes, the image their use projects, is not one of a purposeful, professional organisation which cares for the health and wellbeing of its people.

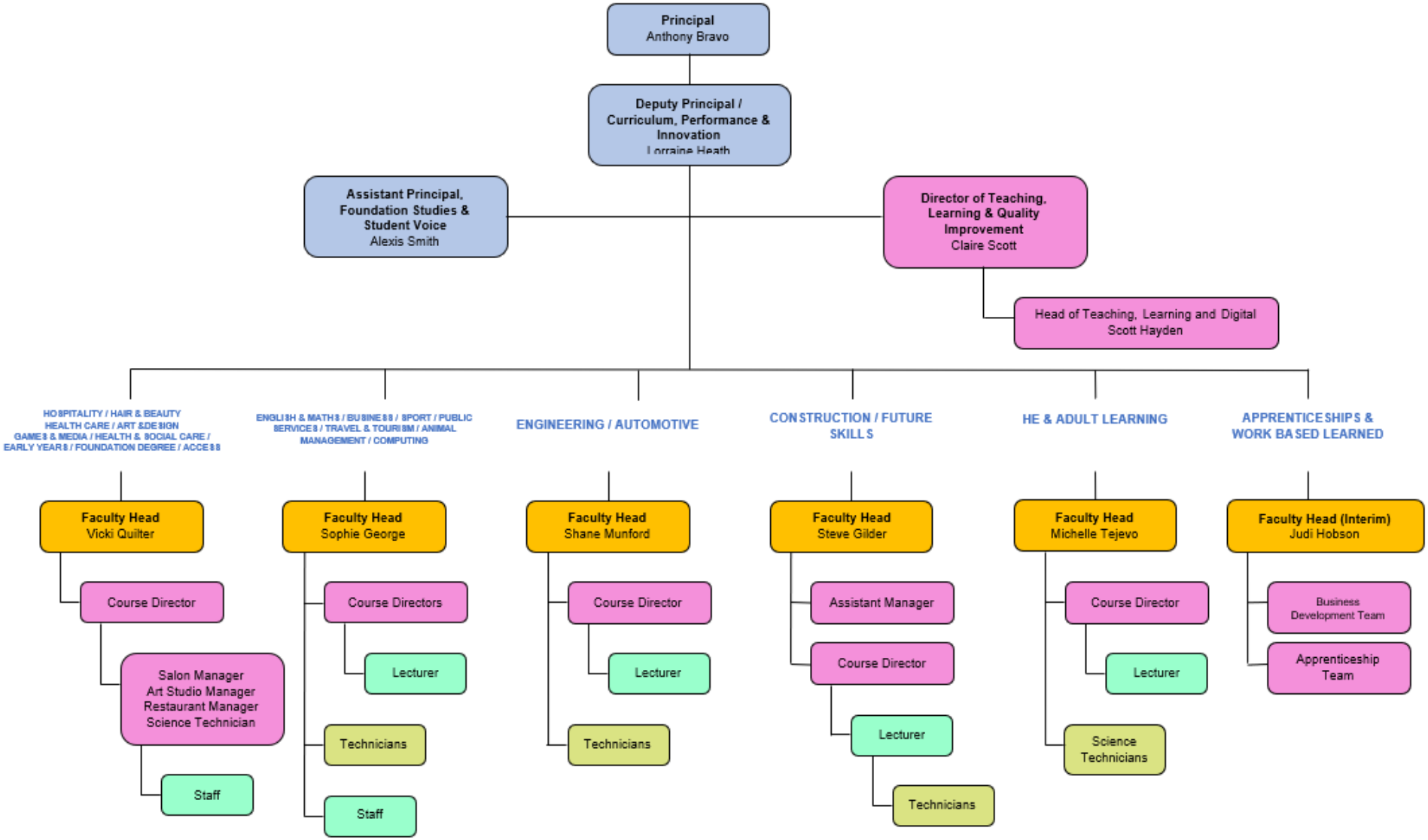
Signed: ..... Date: .....
On behalf of Basingstoke College of Technology

Anthony Bravo (College Principal)

Health and Safety Organogram - Corporate



Health and Safety Organogram - Curriculum



Board of Governors

The **Board of Governor's** health and safety responsibilities are to ensure that:

1. The main requirements of the Health and Safety at Work etc. Act 1974 are understood and applied.
2. All levels of management within the college fully understand the arrangements for the implementation of the health and safety policy, and the policy is effectively implemented, monitored, developed, and communicated to all staff.
3. The necessary alterations are made to the policy to reflect changes in legislation or college development.
4. All levels of management and employees understand their responsibilities for health and safety placed upon them by this policy.
5. Suitable and sufficient resources, funds, people, and equipment are made available to meet the health and safety requirements of the policy and legislative obligations.
6. The board recognises its role in providing health and safety leadership in the company and to engage the active participation of all staff in improving health and safety through continuous improvement.
7. Health and safety aims and objectives are set, and their achievement is measured and reported in the college's annual report.

Principal

The **Principal's** health and safety responsibilities are to ensure that:

1. The main requirements of the Health and Safety at Work etc. Act 1974 are understood and applied
2. The policy is effectively implemented, monitored, developed, and communicated to all staff and that necessary alterations are made to the policy to reflect changes in legislation or company development.
3. All levels of management and employees understand their responsibilities for health and safety placed upon them by this policy.
4. Suitable and sufficient resources, funds, people, and equipment are made available to meet the health and safety obligations of the policy and legislative requirements.
5. The appropriate insurance cover is provided and maintained.
6. Procedures are established, implemented, and maintained to ensure that all equipment is in good condition, adequately maintained and guarded, is suitable for the purpose for which it is used and has any required certificates of inspection or examination.
7. An effective training programme is established to ensure that all levels of employees are trained and competent to carry out their duties.
8. The board and executive management team recognises their role in providing health and safety leadership in the company and to engage the active participation of employees in improving health and safety through continuous improvement.
9. Procedures are established, implemented and monitored to ensure that planning and control measures are provided to establish safe working methods for situations involving potential hazards.
10. Procedures are implemented and maintained to ensure that adequate welfare facilities are provided for employees, students and visitors.
11. Health and safety aims and objectives are set, and their achievement is measured and reported in the company's annual report.

Executive Management Team.

The **Executive Management Teams'** health and safety responsibilities at Senior Management level are to ensure that:

1. The main requirements of the Health and Safety at Work etc. Act 1974 are understood and applied
2. They understand the college's health and safety policy and understand their responsibilities.
3. They actively lead the implementation of the health and safety policy, accepting formally and publicly their collective and individual role in providing health and safety leadership within the college.
4. All management decisions reflect its health and safety intentions as detailed in the health and safety policy statement.
5. Managers recognize their role in engaging the active participation of workers in improving health and safety.
6. Health and safety responsibilities, as detailed in the policy, are properly discharged and understood.
7. They communicate and consult with all staff levels on issues of health and safety and encourage staff to report hazards and raise health and safety concerns.
8. Written instructions are provided through risk assessment and safe systems of work to establish working methods, to explain the sequence of operations, to outline the potential hazards and implementation of suitable risk controls.
9. All health and safety site rules are followed by all.
10. All plant and work equipment within the workplace is maintained in a safe condition, guarded in accordance with the relevant legislation and has the statutory certificates of inspection or examination.
11. Adequate supervision of staff is provided to ensure that they are working safely, including the provision of increased supervision for new employees and students (under the age of 18 years).
12. All reportable injuries, diseases and dangerous occurrences are reported to the relevant enforcing authority.
13. All accidents, incidents, ill health, dangerous occurrences and other issues concerning safety raised by anyone at work are recorded and investigated such that effective controls can be implemented to help prevent recurrence.
14. Health and safety reports are prepared for submission to the Board on the overall performance of health and safety within the college.
15. Safety training requirements are identified for all members of staff under their control to ensure that those members of staff are competent to undertake their work in a safe manner. Full training records are maintained.
16. Health and safety is integrated into the company's management systems
17. Adequate welfare facilities are provided and maintained in a satisfactory condition.
18. They set a good personal example by adhering to established safety rules and guidelines.

Senior Management Team

The **Senior Management Teams'**(Facilities & Estates; Department Heads; Faculty Heads, Nursery Manager, Catering Manager) health and safety responsibilities are to ensure that:

1. They understand the college health and safety policy and understand their responsibilities.
2. They actively lead the implementation of the health and safety policy.
3. Written instructions are provided through risk management and safe systems of work to establish safe working methods, outlining the potential hazards and implementation of suitable risk controls.
4. Risk assessment findings are communicated to the relevant staff.
5. They communicate and consult with staff on issues of health and safety and encourage staff to report hazards and raise health and safety concerns.
6. They address unsafe acts and conditions and direct daily health and safety activities, correcting root causes.
7. They act on all employees' health and safety complaints, concerns and suggestions.
8. All accidents, incidents, ill health, dangerous occurrences, and other issues concerning safety raised by anyone at work are recorded and investigated such that effective controls can be implemented to help prevent recurrence.
9. Persons under their control are competent to carry out their work and operate any equipment in a safe manner.
10. They instruct employees in health and safety rules and regulations; enforce all health and safety rules and regulations.
11. They are responsible and held accountable for their group's health and safety performance.
12. All health and safety site rules are followed by all.
13. Hazardous substances are stored, transported, handled, and used in a safe manner in accordance with manufacturers' instructions, CoSHH assessment and established rules and procedures.
14. In accordance with statutory requirements, all equipment within the workplace is maintained in a safe condition, guarded in accordance with the relevant legislation and has the statutory certificates of inspection or examination.
15. Regular inspections of work areas are undertaken - with appropriate correct action taken to correct any failings or breaches.
16. The Executive Management Team is informed of any safety issues that cannot be resolved.
17. Personal protective equipment is readily available and maintained, and relevant employees are aware of its correct use, storage, and procedures for replacement.
18. Adequate welfare facilities are provided and maintained in a satisfactory condition
19. They set a good personal example by following established health and safety rules/guidelines.
20. They inform their line manager of any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.

Additional responsibilities for **Facilities and Estates:**

1. All electrical equipment is adequately maintained, and that only suitably trained and competent persons carry out electrical work.
2. Plan, manage and monitor all contractors working for the organisation to ensure they are working safely at all times.
3. Ensure statutory obligations are adhered to all times
4. Safe access and egress are provided and maintained in all areas within the college

Management Team

The **Management Teams'** health and safety responsibilities are to ensure that:

1. They recognize the college's health and safety policy and understand their responsibilities outlined within this policy.
2. They actively lead the implementation of the health and safety policy.
3. Written instructions are provided through risk assessment and safe systems of work outlining safe working methods, detailing the sequence of operations, to outline the potential hazards and implementation of suitable risk controls.
4. They communicate and consult with staff on issues of health and safety and encourage them to report hazards and raise health and safety concerns.
5. All accidents, incidents, ill health, dangerous occurrences and other issues concerning safety raised by anyone at work are recorded and investigated such that effective controls can be implemented to help prevent recurrence.
6. Persons under their control are adequately trained and competent to carry out their work and operate any plant or equipment in a safe manner.
7. All college health and safety site rules are followed by all.
8. Any hazardous substances are stored, transported, handled and used in a safe manner in accordance with manufacturers' instructions, relevant CoSHH assessment and established rules and procedures.
9. All plant and work equipment within the workplace is maintained in a safe condition, guarded in accordance with the relevant legislation and has the statutory certificates of inspection or examination in place.
10. Management is informed of any safety issues that cannot be resolved.
11. Personal protective equipment is readily available and maintained, and relevant staff, and students are aware of its correct use, storage and procedures for replacement.
12. They set a good personal example by following established health and safety rules and guidelines
13. They inform their line manager of any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.

Health & Safety Coordinator

The **Health & Safety Coordinators'** health and safety responsibilities are to ensure that:

1. The policy is effectively administered and monitored, and that necessary alterations are made to the policy to reflect changes in legislation or college development.
2. Management are advised of relevant changes in health and safety legislation, codes of practice and recognised industry standards.
3. All reportable injuries, diseases and dangerous occurrences are reported to the relevant enforcing authority.
4. All accidents, incidents, ill health, dangerous occurrences and other issues concerning safety raised by anyone at work are recorded and investigated such that effective controls can be implemented to help prevent recurrence.
5. Contact is co-ordinated with external organisations, such as the emergency services.
6. Regular meetings are held at which issues of health and safety can be discussed, objectives and plans reviewed and actions for continual improvement developed.
7. Health and safety assessment requirements are identified and advised to management.
8. Risk assessments are carried out and written instructions provided to establish safe working methods, regular reviews are conducted, and any changes brought to the attention of staff affected.
9. Regular health and safety site inspections/audits are arranged and carried out to ensure that all staff and working conditions follow all mandatory legislation and site rules.
10. The colleges' fire emergency arrangements are implemented and maintained.
11. Health and safety management is integrated into the company's management systems.

Lecturers, Staff, Administrators and Technicians

Lecturers, Staff, Administrators and Technicians health and safety responsibilities at their level are to ensure that they:

1. Understand the college's health and safety policy, their responsibilities, and comply with the requirements.
2. Avoid improvisation, using only the correct equipment for the task.
3. Report all defective equipment and materials, or any obvious safety or health hazards.
4. Use the correct personal protective equipment as provided and as detailed as part of risk assessment.
5. Take reasonable care not to endanger themselves or other persons through their actions or omissions at work. Follow safe working practices.
6. Always follow safe working methods, refrain from horseplay, adhering to the college's health and safety rules and guidelines.
7. Do not misuse or abuse anything provided under a statutory requirement in the interests of health and safety.
8. Co-operate with the organisation on all aspects of health, safety, and welfare.
9. Comply fully with training and information provided to undertake their tasks safely.
10. Do not operate any equipment unless they have been fully trained and instructed in its operation.
11. Report all accidents, incidents, near misses and health & safety concerns to their Line Manager or Health & Safety Coordinator so that they can be recorded, investigated so action can be taken to prevent a recurrence.
12. Inform their line manager of any change to their state of health, either temporary or permanent, or on prescribed medication which might affect their working ability or their suitability to carry out any particular task or tasks.

Additional responsibilities for **Science Technician; Senior Animal Care Technician; Automotive Technician** are to ensure that:

1. Written instructions are provided through risk assessment and safe systems of work outlining safe working methods, detailing the sequence of operations, to outline the potential hazards and implementation of suitable risk controls.
2. The findings of the risk assessment are communicated to the relevant persons.
3. Hazardous substances are stored, transported, handled and used in a safe manner in accordance with manufacturers' instructions, relevant CoSHH assessment and established rules and procedures

Additional responsibilities for the **Automotive Technician** is to ensure that:

1. All plant and work equipment within the workplace is maintained in a safe condition, guarded in accordance with the relevant legislation and has the statutory certificates of inspection or examination in place.
2. Statutory inspections are carried out, with a formal record maintained.

Contractors

The **Contractors'** health and safety responsibilities are to ensure that they:

1. Provide copies of their health and safety policy and any other relevant documentation appertaining to health and safety that may be requested by the organisation.
2. Comply with all the requirements of this organisation's health and safety policy.
3. Undertake work in accordance with the relevant statutory provisions and taking into account the safety of others on the site and the general public.
4. Ensure that all equipment used is safe, complete with the necessary guards and safety devices and in good working order and is accompanied by any necessary certification.
5. Ensure that any injury suffered, or damage caused by their employees is reported immediately to this company's site representative.
6. Follow this company's safety rules and comply with any safety instructions given by our site representative.
7. Ensure that any materials which have health, safety or fire risks are used and stored in accordance with regulations and current recommendations and such information is provided to any other person who may be affected. Assessment of risk associated with any substance or process hazardous to health that will be used must be presented to this organisations representative before work commences.
8. Ensure that workplaces are kept tidy and all debris, waste materials, etc are cleared as work proceeds.
9. Provide written instructions through risk assessment and safe systems of work / method statements to establish safe working methods, detailing the sequence of operations, outlining potential hazards and the implementation of suitable risk controls.
10. Risk assessments, method statements and any other documentation pertinent to their work is submitted in a reasonable time to site management, prior to attending site, allowing for review and comments.
11. Attend safety meetings as requested by the organization; these meetings shall be the principal point for the transfer of information.

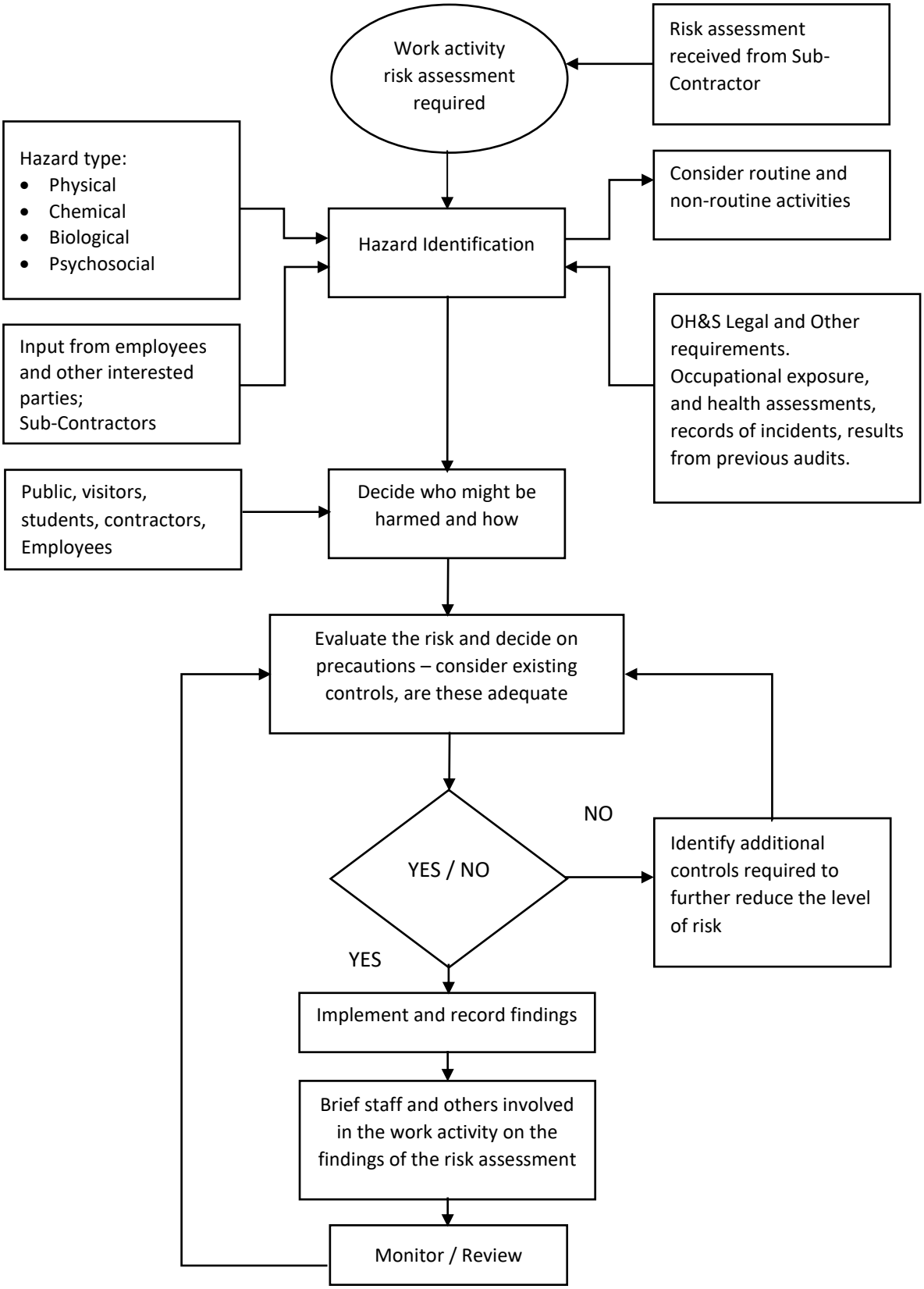
PART 2
HEALTH and SAFETY ARRANGEMENTS

SECTION A

Hazard Identification, Risk Assessment and Determining Controls

Colour Coding	
Within this procedure, actions and responsibilities are colour-coded as set out below to assist individual employees to identify their responsibilities simply and quickly.	
	Senior Management Team
	Management Team
	Technical

Procedure for Hazard Identification and Risk Assessment



Arrangements for Managing Risks Arising from Work Activities

INTRODUCTION

Employers have a duty to assess the risks to the health and safety of their employees at work and of persons not in their employment who may be affected by their work and to eliminate those risks or control them to a level that is acceptable.

This duty is qualified by the legal term "so far as is reasonably practicable", which can be interpreted as meaning that the cost of measures necessary to avert a risk (whether in time, money or trouble) may be assessed against the degree of risk. In other words, an employer does not need to take a measure that is technically impossible or if the time, trouble, or cost of the measure would be grossly disproportionate to the risk.

BCoT will ensure that all hazardous activities will only be undertaken after a suitable and sufficient risk assessment has been compiled, or received, and briefed to all relevant operatives.

ARRANGEMENTS

RESPONSIBILITY	ACTION
Faculty Head; Facilities & Estates; Catering Manager; Nursery Manager	Ensure that risk assessments are received and / or carried out and the control measures are implemented and communicated to the relevant employees or operatives.
Course Director	
Salon Manager; Art Studio Manager	
Science Technician; Senior Animal Care Technician; Automotive Technician	
Faculty Head; Catering Manager	Responsible for ensuring special risk assessments are carried out for works to be undertaken by vulnerable groups, including those under the age of 18 years.
Salon Manager; Art Studio Manager	
Science Technician; Senior Animal Care Technician; Automotive Technician	
Faculty Head; Facilities & Estates; Catering Manager; Nursery Manager	Ensure that a regular review of the effectiveness of control measures introduced through the risk assessment process is carried out. And that all risk assessments are reviewed at least annually or when the work activity changes, whichever is sooner.
Course Director	
Salon Manager; Art Studio Manager;	
Science Technician; Senior Animal Care Technician; Automotive Technician	
Facilities & Estates	Conduct a review of contractor risk assessments, assess for suitability, providing feedback as deemed necessary.

RISK ASSESSMENT

The regulations make the following definitions, which must be clearly understood:

- **hazard** is defined as something with the potential to cause harm. This includes injury and ill health, loss of production and damage to plant, goods, property or the environment
- **Risk** is the likelihood that the harm from a particular hazard is realised

Risk is expressed as: **severity of the hazard x likelihood of occurrence**

This is not complicated but must be done and recorded to ensure that work carried out does not impose an unacceptable risk. This will enable them to identify the measures they need to take to comply with health and safety law.

The purpose and function of risk assessment is to identify the risks to health and safety to any person arising out of, or in connection with, work or the conduct of their undertaking. It should identify how the risks arise and how they impact on those affected. This information is needed to make decisions on how to manage those risks so that the decisions are made in an informed, rational, and structured manner, and the action taken is proportionate.

This can be expressed as follows:

- To identify operations, tasks and processes which may foreseeably cause harm to employees or others, including members of the public (hazard)
- To identify the potential of the hazard being realised and the potential consequences of that realisation (risk)
- To enable a risk assessment to be developed which will assist in eliminating or reducing the exposure of the population to the risk

When an evaluation of the risk has been considered the principles of prevention, control and protection should be applied. The hierarchy of risk control is as follows:

1. Avoid risks if possible
2. Combat risks at source
3. Change the method of work to suit the individual
4. Make use of technological developments
5. Incorporate control measures into procedures within an overall planned structure to reduce risks
6. Give precedence to controls which cover the whole workforce or activity
7. Provide information and training to employees and self-employed persons
8. Confirm that the control measures indicated by the risk assessment have been put in place and are effective

RANKING RISKS

In order to ensure that the greatest risks are addressed first it is necessary to be able to rank those risks.

To do this takes a subjective judgment of both the likelihood of damage occurring (the likelihood) and the potential damage that would occur if the worst were to happen (the severity). By assigning a value to each task's likelihood and severity and multiplying those together a risk value for that task is established.

Likelihood – Probable frequency (taking into account whatever precautions are currently being taken):

Improbable occurrence	1
Remote occurrence	2
Possible occurrence	3
Probable occurrence	4
Likely occurrence	5

Severity of the hazard:

Nil – Trivial Injury(ies)	1
Low – Minor Injury(ies)	2
Medium – Major injury(ies) to one person	3
Major – Major injury(ies) to several people	4
High - Fatality	5

Risk - The expression of the risk is then the sum of multiplying likelihood by severity as in the grid below:

		LIKELIHOOD				
		5	4	3	2	1
SEVERITY	5	High	High	High	Medium	Low
	4	High	High	Medium	Medium	Low
	3	High	Medium	Medium	Low	Low
	2	Medium	Medium	Low	Low	Low
	1	Low	Low	Low	Low	Low

The following issues should be considered in addition to the work activity information:

- Number of personnel exposed
- Frequency and duration of exposure to the hazard
- Failure of services, failure of plant and machinery components and safety devices
- Exposure to the elements
- Protection afforded by personal protective equipment
- Unsafe acts (unintended errors or intentional violations of procedures)

These subjective risk estimations should normally take into account all the people exposed to the hazard. Thus, any given hazard is more serious if it affects a greater number of people. But some of the larger risks may be associated with an occasional task carried out by just one person.

A simple risk-based control plan:

RESIDUAL RISK RATING	ACTION and TIMESCALE
Low (1 – 6)	No action required and no documentary records need to be kept. Monitoring is required to ensure the controls remain the safe.
Medium (8 – 12)	Efforts must be made to reduce the risk, but the cost of prevention should be carefully measured. Risk reduction measures should be implemented within a defined time period. Where the medium risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.
High (15 – 25)	Work should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves works in progress, urgent action should be taken. If it is not possible to reduce the risk, even with unlimited resources, work has to remain prohibited.

THE RISK ASSESSMENT FORM

There is a need to assemble in one place all the pertinent information regarding the risks and hazards of the task being assessed. The risk assessment form is used so that it can act as an aid to making the assessment and create a written record of that assessment process. It is largely self-explanatory.

The person carrying out the assessment should complete the various boxes. Do not go into vast detail. Do not be concerned with the trivial. The whole picture of the real hazards of the task should then be clear and concise. Each hazard will then require a corresponding actual control measure that will realistically reduce the likelihood of that hazard causing harm.

Once each hazard has been controlled and the likelihood reduced then you may assess that the risk is acceptable.

Risk assessment is not an end in itself. It is simply a tool that allows the organisation to evaluate dangers to the workforce and consequently take suitable measures to protect them from these hazards.

Because the workplace is constantly moving it will be necessary to reassess whenever there is a change to any of the significant points of the assessment. This might be a change of personnel, location, equipment, supervision, weather and so on.

YOUNG PERSONS

Special risk assessments need to be carried out on any risks to young persons (under the age of 18 years) before they start work. Existing assessments will be reviewed where young persons are already in employment. The young person's risk assessments will follow the same procedure as that for other risk assessments but will specifically take the following into account:

- The young person's inexperience, lack of perception of danger and immaturity
- Their workplace and workstation
- Any exposures to physical, chemical and/or biological agents
- Any work equipment used
- The work activities and processes to be undertaken
- Any training provided and any risks from specified agents, including ionising radiation, carcinogens, temperature extremes, noise or vibration, and processes

Following the risk assessment, a copy of the form should be forwarded to the guardians of the young person and a detailed briefing on the detail of the risk assessment given to the young person by their manager.

NEW AND EXPECTANT MOTHERS WHO WORK
The Law

Legislation to protect the health and safety of new and expectant mothers at work, include:

- Management of Health and Safety at Work Regulations 1999 (MHSW)
- Workplace (Health, Safety and Welfare) Regulations 1992 (the Workplace Regulations)
- Equality Act 2010

Workers (and anyone else who could potentially be affected by their work) have a right to be protected from harm. A risk assessment is simply a careful examination of the harm which could be caused through any work activity. This helps employers check whether appropriate control measures are in place, or if they need to do more to prevent harm. If any significant risks are identified, then the risk assessment must include an assessment of such risk.

BCoT workplace risk assessment shall already consider any risks to female employees of childbearing age and, in particular, risks to new and expectant mothers (for example, from working conditions, or the use of physical, chemical or biological agents). Any risks identified must be included and managed as part of the general workplace risk assessment.

Where, the company are notified, in writing, that an employee is pregnant, breastfeeding or has given birth within the last six months, BCoT shall check the workplace risk assessment to see if any new risks have arisen. If risks are identified during the pregnancy, in the first six months after birth or while the employee is still breastfeeding, appropriate, sensible action to reduce, remove or control them will be undertaken.

Note: While it is a legal obligation for employers to regularly review general workplace risks, there is actually no legal requirement to conduct a specific, separate risk assessment for new and expectant mothers. However, if you choose to do so, this may help you decide if any additional action needs to be taken.

The steps employers are required to take are shown in the new and expectant mothers flow chart.

A significant risk has been identified. What action needs to be taken?

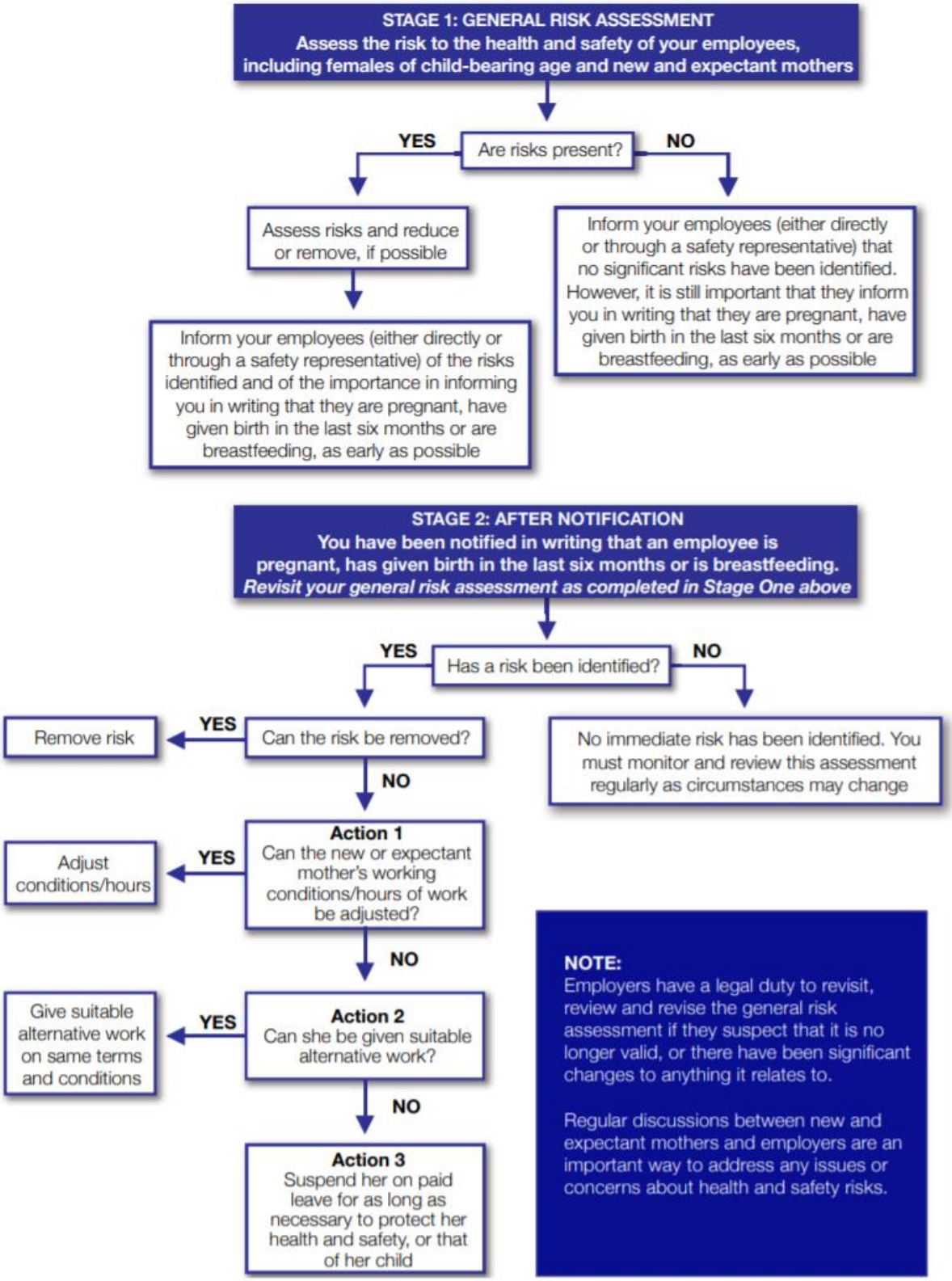
If a significant health and safety risk is identified for a new or expectant mother, which goes beyond the normal level of risk found outside the workplace, you must take the following actions:

- Action 1: Temporarily adjust her working conditions and / or working hours; or if that is not possible
- Action 2: Offer her suitable alternative work (at the same rate of pay) if available; or if that is not possible
- Action 3: Suspend her from work on paid leave for as long as necessary to protect her health and safety, and that of her child

Note: BCoT shall, that where appropriate, suitable alternative work should be offered (on the same terms and conditions) before any suspension from work.

NEW AND EXPECTANT MOTHERS FLOW CHART

Source: http://www.hse.gov.uk



Safe System of Work / Standard Operating Procedure

A safe system of work is simply a written sequence explaining how a task/work will be carried out. They should be simple and straightforward.

A safe system of work illustrates competence of an organisation. It shows the logical sequence of steps to manage a process, so that risks can be identified and addressed, resources can be allocated such as First Aid, Fire, Plant Inspections, Welfare etc. It can serve as an aid to illustrating potential shortcomings in the college's safety management systems, for example training and supervision.

Employers are required to ensure that employees (and others) receive instruction, information, and training in tasks – A safe system of work can act in the partial fulfilment of this requirement. A safe system of work can indicate special precautions that may have to be taken which are not usual to that particular task. It should indicate division of responsibilities.

Where necessary, a detailed safe system of work (site-specific method statement), prepared by the nominated contractor, must be issued to BCoT Facilities and Estates before work is permitted to commence.

The submitted method statement will be reviewed by Facilities & Estates Management, with comments made). Rejected method statements, and reasons, must be addressed by the individual contractor and re-submitted for approval.

Where approved and before works take place all contractor operatives are to read the specific method statement to ensure compliance and understanding of the proposed works (Safe System of Work). A method statement register is then signed and dated by all operative's as acknowledgement.

Noise at Work

INTRODUCTION

Permanent hearing damage can be caused instantly by sudden, extremely loud, explosive noises. However, hearing loss is usually gradual, caused by prolonged exposure to noise.

Some people may develop tinnitus (ringing, whistling, buzzing, or humming in the ears), a distressing condition which can lead to disturbed sleep.

IS THERE A NOISE PROBLEM IN YOUR WORKPLACE?

There is likely to be a noise problem if any of the following apply:

- Noise levels are intrusive for most of the working day
- Employees have to raise their voices to carry out a normal conversation when about 2 metres apart for at least part of the day
- Employees use noisy powered tools or machinery for more than half-an-hour each day
- There are impact noises due to hammering, drop forging, pneumatic impact tools, etc

NOISE ASSESSMENTS

In accordance with the Control of Noise at Work Regulations BCoT shall ensure that the risk to our employees and others from exposure to noise, from our / contractor activities is either eliminated at source or, where this is not reasonably practicable, reduced to as low a level as is reasonably practicable. The levels of exposure averaged over a working day or week, and the maximum noise (peak sound pressure) to which employees are exposed in a working day shall determine the actions we will take as an employer. The values are:

- Lower exposure action values:
  - Daily or weekly exposure of 80dB
  - Peak sound pressure of 135dB

- Upper exposure action values:
  - Daily or weekly exposure of 85dB
  - Peak sound pressure of 137dB

There are also levels of noise exposure which must not be exceeded:

- Exposure limit values:
  - Daily or weekly exposure of 87dB
  - Peak sound pressure of 140dB

Exposure limit values take account of any reduction in exposure provided by hearing protection.

EXPOSURE ASSESSMENT

If it is perceived that there may be a noise problem in our workplace, we will assess the risks and put in place a programme of noise controls, as necessary. Through risk assessment we will aim to:

- Identify where there may be a risk from noise and who is likely to be affected
- Estimate employees' exposure levels for comparison with the exposure action values and limit values (see above)
- Identify what we need to do to comply with the law, e.g. whether noise control measures and/or hearing protection are needed, and, if so, where and what type
- Identify any employees who need to be provided with health surveillance and whether any are at particular risk

Our estimate of employees' exposure shall be based on reliable information, e.g. measurements in our workplaces, information from other workplaces similar to ours (where available), and/or data from suppliers of machinery. It shall specifically take account of:

- The work they do or are likely to do
- The ways in which they do the work
- How it might vary from one day to the next

ASSESSMENT RECORDS AND REVIEW

Risk assessments shall be recorded along with any recommendations in an action plan. The plan shall set out what we have done and what we are going to do, with appropriate timescales, and who will be responsible for ensuring that those actions are carried out.

We shall review contractors, or our risk assessment, if circumstances in the workplace change which might affect noise exposures. BCoT facilities & estates management shall also regularly monitor and review the effectiveness of control measures to reduce our employees' exposure risk.

COMPETENCE TO ASSESS

It is the policy of BCoT to ensure that any risk assessment is carried out by a competent person. We may choose or need to seek advice and/or assistance from other competent sources, in order to fulfil our noise assessment procedures.

ACTIONS AND CONTROL MEASURES

Where assessment shows that our employees' noise exposure level is between the lower and upper exposure action values we shall, as a minimum:

- Provide or ensure suitable hearing protection equipment is available (where requested)
- Provide employees with adequate information, instruction, and training, such that they understand the associated risks and the duties placed on employers and employees by the regulations
- Consider taking additional, reasonably practicable actions to further reduce risks in line with good practice and recognised standards within our industry

Where an assessment shows that exposure level is likely to be at or above the upper exposure action values we shall:

- Provide or ensure employees have suitable hearing protection equipment and enforce the wearing of it to immediately reduce the exposure risk
- Identify if any areas of the workplace need to be designated as “Hearing Protection Zones (HPZs)”
- Demarcate and identify HPZs by means of appropriate safety signage and restrict access where it is practicable to do so
- Implement a suitable health surveillance programme
- Establish and implement a programme of organisational and technical measures to reduce exposure to as low a level as is reasonably practicable, such that in the longer term it may be possible to eliminate or reduce the need for hearing protection equipment and HPZs. These measures may include the:

    - Reduction of noise at source by use of quieter processes or equipment
    - Isolation of the noise at source by use of engineering controls and/or changes to the design or layout of the workplace
    - Reduction of time to which personnel are exposed to noise

EMPLOYEE RESPONSIBILITIES

We shall endeavour to ensure that employees are made fully aware of their responsibilities under the Control of Noise at Work Regulations through our policy of providing adequate information, instruction, and training. In order to help us control their exposure to noise employees must:

- Co-operate with any proposed actions we take in order to protect their hearing
- Use any noise control devices, e.g. noise enclosures, and follow any working methods that are put in place
- Use any hearing protection they are given, wear it properly and make sure they wear it all the time when doing noisy work within HPZs
- Look after their hearing protection, check it remains in good condition and store it in designated areas where appropriate
- Report any problems with their hearing protection or noise control devices to their supervisor straight away
- Let their supervisor or line manager know immediately if they have any kind of ear trouble or hearing problems

HEALTH SURVEILLANCE

Where assessment shows that our employees are, or are likely to be, regularly exposed to noise levels at or above the upper exposure action values, or are at risk for any reason, e.g. they already suffer from hearing loss or are particularly sensitive to damage, we shall provide suitable health surveillance programmes for individuals as required.

HEARING PROTECTION EQUIPMENT

Hearing protection should be issued to employees:

- Where extra protection is needed above that which can be achieved using other noise controls as described above
- As a short-term measure, while other methods of controlling noise are being developed

Hearing protection equipment must:

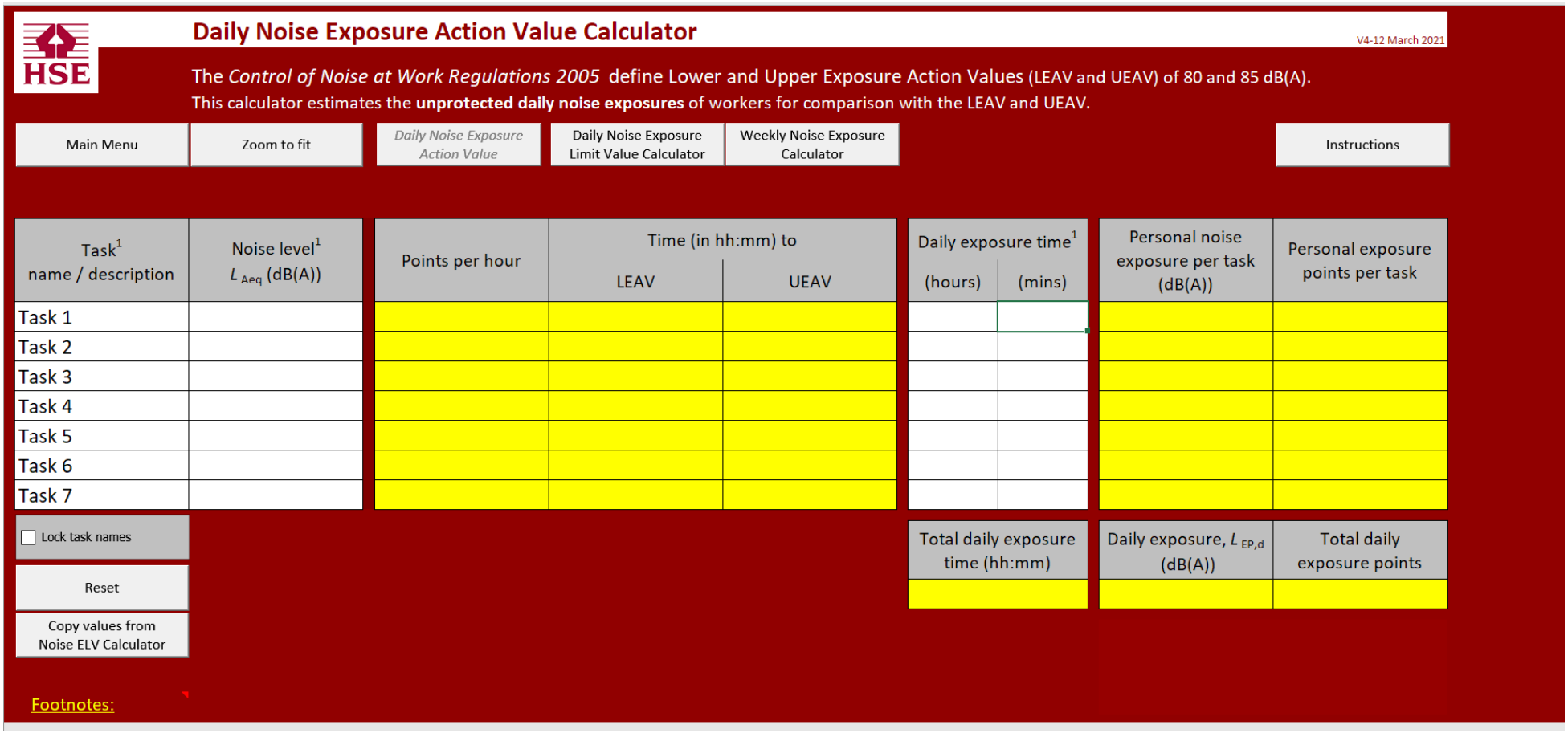
- Give enough protection - aim at least to get below 85dB at the ear
- Be suitable for the working environment, e.g. consider if it will need to be worn with other protective equipment such as hard hats, dust masks and eye protection
- Be comfortable and hygienic

Hearing protection equipment must not:

- Overprotect, i.e. cut out too much noise, as this can cause isolation which may present other hazards. It may also lead to unwillingness by employees to wear it

The HSE noise exposure calculators can help you work out your daily noise exposure, weekly noise exposures, and estimate the performance of hearing protection:

Source: http://www.hse.gov.uk/noise/calculator.htm



Daily Noise Exposure Action Value Calculator

V4-12 March 2021

The *Control of Noise at Work Regulations 2005* define Lower and Upper Exposure Action Values (LEAV and UEAV) of 80 and 85 dB(A).
This calculator estimates the **unprotected daily noise exposures** of workers for comparison with the LEAV and UEAV.

Main Menu | Zoom to fit | *Daily Noise Exposure Action Value* | Daily Noise Exposure Limit Value Calculator | Weekly Noise Exposure Calculator | Instructions

Task[1] name / description	Noise level[1] L_{Aeq} (dB(A))	Points per hour	Time (in hh:mm) to LEAV	Time (in hh:mm) to UEAV	Daily exposure time[1] (hours)	Daily exposure time[1] (mins)	Personal noise exposure per task (dB(A))	Personal exposure points per task
Task 1								
Task 2								
Task 3								
Task 4								
Task 5								
Task 6								
Task 7								

Lock task names

Reset

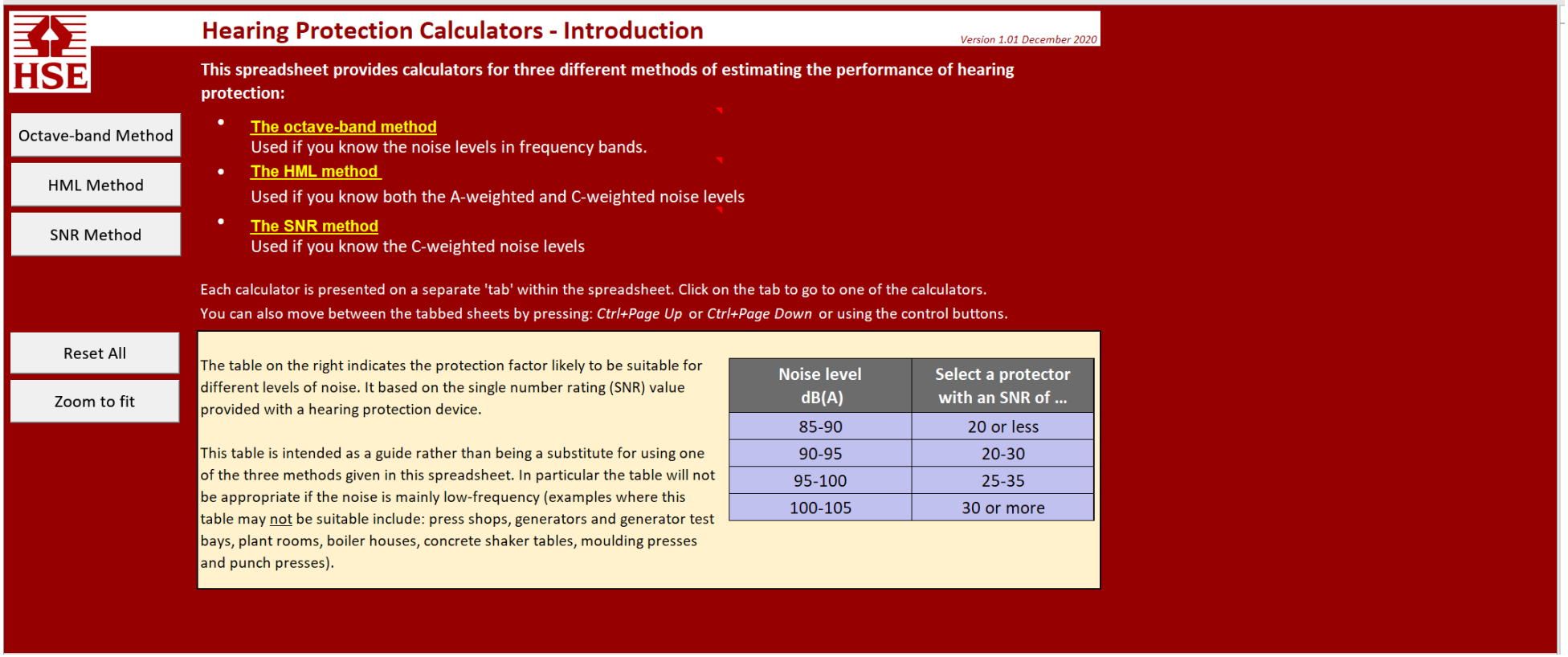
Copy values from Noise ELV Calculator

Total daily exposure time (hh:mm)	Daily exposure, $L_{EP,d}$ (dB(A))	Total daily exposure points

Footnotes:

(Example for daily noise calculation).

The table below gives an indication of the protection factor that is likely to be suitable for different noise levels. It is based on the single number rating (SNR) value provided with a hearing protection device. The information is intended as a guide rather than a substitute.



HSE

Hearing Protection Calculators - Introduction

Version 1.01 December 2020

This spreadsheet provides calculators for three different methods of estimating the performance of hearing protection:

- **The octave-band method**
  Used if you know the noise levels in frequency bands.
- **The HML method**
  Used if you know both the A-weighted and C-weighted noise levels
- **The SNR method**
  Used if you know the C-weighted noise levels

Each calculator is presented on a separate 'tab' within the spreadsheet. Click on the tab to go to one of the calculators.
You can also move between the tabbed sheets by pressing: *Ctrl+Page Up* or *Ctrl+Page Down* or using the control buttons.

Octave-band Method

HML Method

SNR Method

Reset All

Zoom to fit

The table on the right indicates the protection factor likely to be suitable for different levels of noise. It based on the single number rating (SNR) value provided with a hearing protection device.

This table is intended as a guide rather than being a substitute for using one of the three methods given in this spreadsheet. In particular the table will not be appropriate if the noise is mainly low-frequency (examples where this table may not be suitable include: press shops, generators and generator test bays, plant rooms, boiler houses, concrete shaker tables, moulding presses and punch presses).

Noise level dB(A)	Select a protector with an SNR of ...
85-90	20 or less
90-95	20-30
95-100	25-35
100-105	30 or more

Hand Arm Vibration

INTRODUCTION

The Control of Vibration at Work Regulations require employers to take action to prevent their employees from developing adverse health conditions caused by exposure to vibration at work.

HAND-ARM VIBRATION

Most likely to affect those who use hand-held or hand-guided power tools and those workers holding materials that vibrate when fed into machines. Regular and frequent exposure can have permanent and disabling health effects often referred to as hand-arm vibration syndrome (HAVS). HAVS conditions include:

- Impaired blood circulation and blanching of affected fingers and parts of the hand, generally known as vibration white finger (VWF)
- Neurological and muscular damage leading to numbness and tingling in the fingers and hands, reduced grip strength and dexterity, and reduced sensitivity, both to touch and to temperature
- Other kinds of damage leading to pain and stiffness in the hands and joints of the wrists, elbows and shoulders

The main symptoms of HAVS are:

- Tingling and/or numbness in the fingers
- Loss of sensation and manual dexterity
- Finger blanching
- Aching digits and limbs

There is no treatment or recovery from the sensory symptoms (numbness, etc). However, vascular symptoms (blanching, etc.) can exhibit some long-term improvements for mild cases in younger people after removal from exposure.

DUTIES ON THE EMPLOYER

BCoT recognises that, in accordance with the Control of Vibration at Work Regulations, it has a duty to protect employees, and any other person who may be affected by that work, against risks to their health and safety arising from exposure to vibration at work.

The following procedures shall be carried out in respect of the above:

- Assessment of the vibration risk to persons affected
- Where the daily exposure action value (EAV) is likely to be exceeded:
  - A programme of controls to eliminate or reduce exposure to as low a level as is reasonably practicable shall be introduced
  - Health surveillance shall be provided to those employees who continue to be regularly exposed to levels above the action value
- Where the daily exposure limit value (ELV) is likely to be exceeded immediate action shall be taken to reduce their exposure below the limit value
- Provide information and training on health risks and controls to employees at risk
- Records of risk assessment and control actions shall be kept for future reference
- Health records for employees under health surveillance shall also be kept
- Regular reviews and updates of risk assessments shall be undertaken

EMPLOYEES' ROLE IN CONTROLLING THE RISKS

Employees and Contractors should:

- Ensure work tools are in good condition, adequately maintained and free from defect.
- Ensure that cutting tools are kept sharp
- Report defects to supervisors and request an immediate suitable replacement
- Refer to the task method statement to ensure that the right tool for the job is being used. "Making do" with the wrong tools can result in increased vibration levels
- Keep warm at work, especially the hands. Wear warm gloves and extra clothing if working in cold conditions
- Not smoke, or at least cut down, just before and while at work. Smoking adversely affects blood circulation
- Exercise and massage hands and fingers during work breaks to improve the blood flow
- Store tools correctly so that their handles are not very cold when next used
- Refer to the operating instructions for tools to ensure that no more force than necessary is imposed when operating tools
- Avoid gripping or forcing tools harder than necessary
- Reduce continuous exposure time by doing other tasks between sessions of using vibrating tools
- Not ignore symptoms - if there is a suspicion that fingers or hands could be affected by vibration, this should be reported to a supervisor who will arrange for a medical examination to be carried out

EXPOSURE ACTION VALUE

The exposure action value (EAV) is a daily amount of vibration above which employers are required to take action to control exposure:

- Hand-arm vibration EAV is a daily exposure of 2.5m/s^2 *A*(8)

EXPOSURE LIMIT VALUE

The exposure limit value (ELV) is the maximum amount of vibration an employee may be exposed to in a single day:

- Hand-arm vibration the ELV is a daily exposure of 5m/s^2 *A*(8)

Note: *A*(8) is the exposure adjusted over a standard reference period of 8 hours.

ESTIMATING HAND-ARM VIBRATION EXPOSURE

The damage caused by vibration depends on its frequency. Low frequency motion from 5-20Hz is potentially more damaging than higher frequency motion. Vibration at frequencies below 2Hz and above 1500Hz is not thought to cause damage. Therefore, a "weighting" system has been developed which adjusts vibration levels according to the frequency, taking more account of the more harmful frequencies and less account of the less harmful frequencies. Measurements of personal vibration exposure should therefore be taken and expressed as weighted values.

The following table indicates the vibration magnitudes and durations required for exposures to reach hand-arm vibration EAV and ELV of 2.5m/s^2 and 5m/s^2 respectively.

Average tool vibration (m/s^2)	1.8	2.5	3.5	5	7	10
Time to reach EAV (hours)	16	8	4	2	1	0.5
Time to reach ELV (hours)	>24	>24	16	8	4	2

Alternatively, daily exposure can be estimated by using the "exposure points" system in the following table. Multiply the points assigned to the tool vibration by the number of hours of daily "trigger time" for the tool(s) and then compare the total with the EAV and ELV points.

Average tool vibration (m/s^2)	3	4	5	6	7	10	12	15
Points per hour (approximate)	20	30	50	70	100	200	300	450

100 Points per day = Hand-arm vibration EAV.
400 Points per day = Hand-arm vibration ELV.

HEALTH SURVEILLANCE

Where there is significant risk of exposure to vibration, this shall be assessed by the use of an initial screening questionnaire, backed up by a basic medical examination by suitably qualified medical personnel.

Those employees (sub-contractors) in jobs which have been identified as involving significant risk of exposure to vibration should be examined annually by suitably qualified medical personnel. In order to ensure that symptoms are effectively identified, examinations are to be carried out during the colder months - between October and April.

PERSONAL PROTECTIVE EQUIPMENT

Various types of gloves are available, but they are not usually effective in reducing the amount of vibration reaching an operator's hands. They will usually provide little or no protection against hand-arm vibration at the most damaging frequencies and poorly selected gloves might even increase the vibration transmitted to the wearer's hands. However, gloves are useful for their ability to keep hands warm and provide physical protection; they will be provided as required.

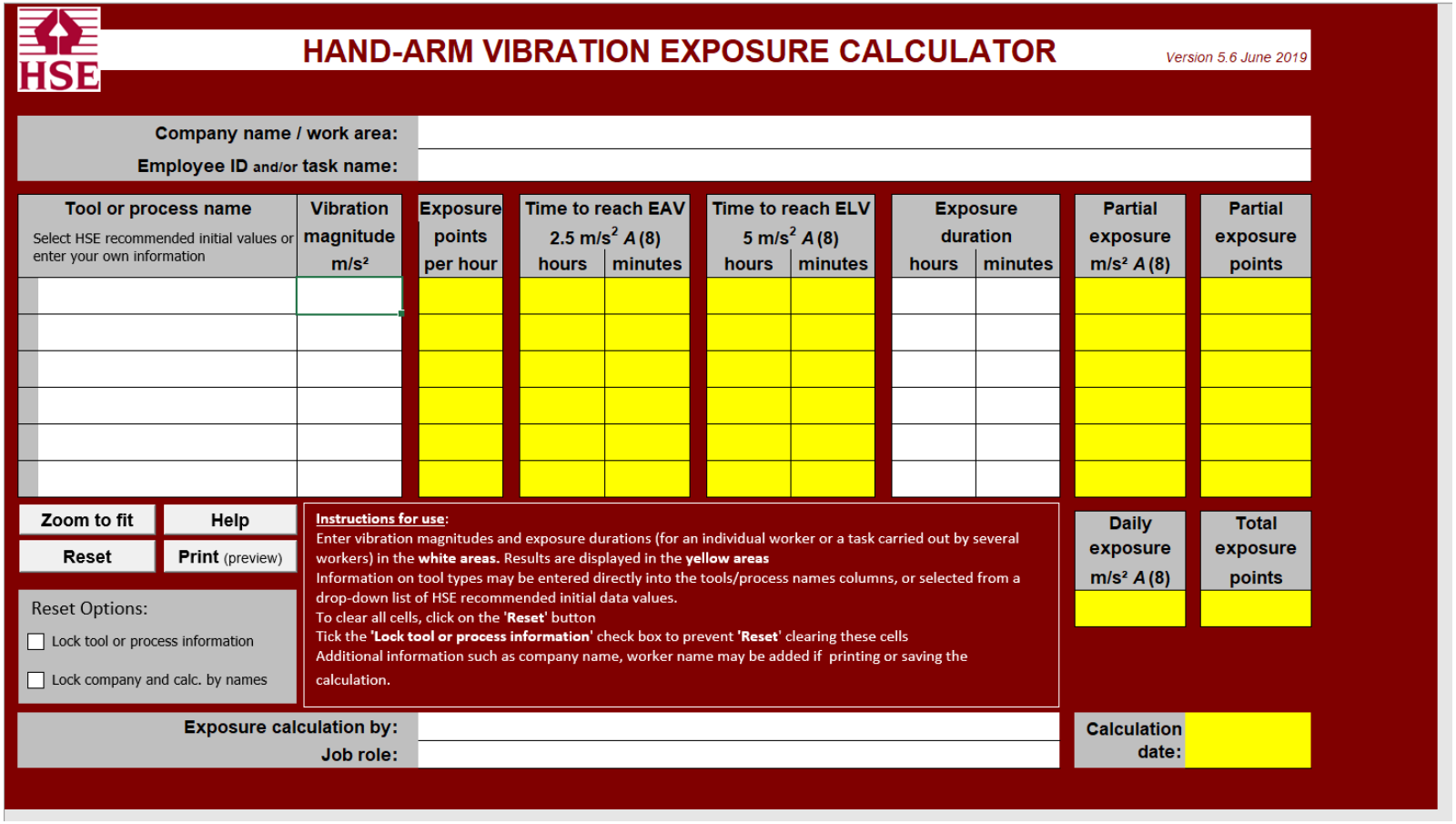
EQUIPMENT MAINTENANCE

BCoT considers it essential to ensure that all vibration-generating equipment is regularly inspected and serviced, by competent persons, in order to minimise vibration levels. Measurements may need to be made to check that vibration levels are not increasing to an unacceptable level. Suitable records (primarily by Contractors) shall be kept of the maintenance and of the vibration measurements where possible.

Where equipment is hired from external suppliers, evidence of inspection, testing and servicing shall be obtained from the supplier before the equipment is accepted for use.

As part of the package which supports the Control of Vibration at Work Regulations 2005 the HSE we have produced a calculator (and guidance) to assist in calculating exposures for hand-arm vibration.

Source: http://www.hse.gov.uk/vibration/hav/vibrationcalc.htm



HSE

HAND-ARM VIBRATION EXPOSURE CALCULATOR

Version 5.6 June 2019

Company name / work area:

Employee ID and/or task name:

Tool or process name Select HSE recommended initial values or enter your own information	Vibration magnitude m/s²	Exposure points per hour	Time to reach EAV 2.5 m/s² A (8) hours	Time to reach EAV 2.5 m/s² A (8) minutes	Time to reach ELV 5 m/s² A (8) hours	Time to reach ELV 5 m/s² A (8) minutes	Exposure duration hours	Exposure duration minutes	Partial exposure m/s² A (8)	Partial exposure points

Zoom to fit | Help

Reset | Print (preview)

Reset Options:

☐ Lock tool or process information

☐ Lock company and calc. by names

Instructions for use:
Enter vibration magnitudes and exposure durations (for an individual worker or a task carried out by several workers) in the **white areas.** Results are displayed in the **yellow areas**
Information on tool types may be entered directly into the tools/process names columns, or selected from a drop-down list of HSE recommended initial data values.
To clear all cells, click on the '**Reset**' button
Tick the '**Lock tool or process information**' check box to prevent '**Reset**' clearing these cells
Additional information such as company name, worker name may be added if printing or saving the calculation.

Daily exposure m/s² A (8)	Total exposure points

Exposure calculation by:

Job role:

Calculation date:

Display Screen Equipment

The introduction of VDUs and other display screen equipment has been associated with a range of symptoms relating to the visual system and working posture, e.g. fatigue and stress, upper limb pains and discomfort, etc. The workstation assessment form attached seeks to identify any potential problems relating to a person's workstation before harm to health and safety is realised.

The provision of good ergonomic and environmental conditions must be considered in the planning of the workstation for VDUs.

Posture and good practice:

- Since each user is an individual size and shape, they must personally participate in the organisation of their workstation
- To find the best working position sit on your chair, then sit rigidly upright and then relax a little. Now adjust your chair to support your back in this position
- Use a footrest if that helps
- Adjust the height of the chair such that when your fingers are resting comfortably on the keyboard's "home keys" the elbow is at an angle of approximately 90 degrees
- It is often more comfortable to have 100mm of workbench in front of the keyboard to rest the hands upon
- Arrange the VDU in such a manner that you do not face a window or have a window as a background and so that light sources do not reflect glare into your eyes
- Adjust the screen height such that the top row of the characters on the screen is level with or just below your eye level
- When copy typing use a copy holder or some other device which allows you to look from copy to screen without excessive head or neck movement. If the copy and screen are the same distance from your eyes, then your eyes will not have to constantly change focus
- Leave sufficient space to gain access to the VDU for any maintenance that may be needed
- Cables must be kept tidy at all times and not cause an obstruction to the operator or others who may have cause to enter the work area

WORK PATTERNS

VDUs should not be used continually. It is not the length of break taken away from the VDU that is important but the frequency. Break up work patterns with other tasks so that you get a regular rest from the VDU.

RADIATIONError! Bookmark not defined.

There is no medical evidence of any risk to unborn children from the radiation emitted by VDUs.

EYE AND EYESIGHT TESTS

According to the guidance to the regulations, there is no reliable evidence that work with display screen equipment causes any permanent damage to the eyes or eyesight, but it may make users with pre-existing vision defects more aware of them. This (and/or poor working conditions) may give some users temporary visual fatigue or headaches. It is recognised that uncorrected vision defects can make work at display screens more tiring or stressful than it should be and that correcting defects can improve comfort, job satisfaction and performance.

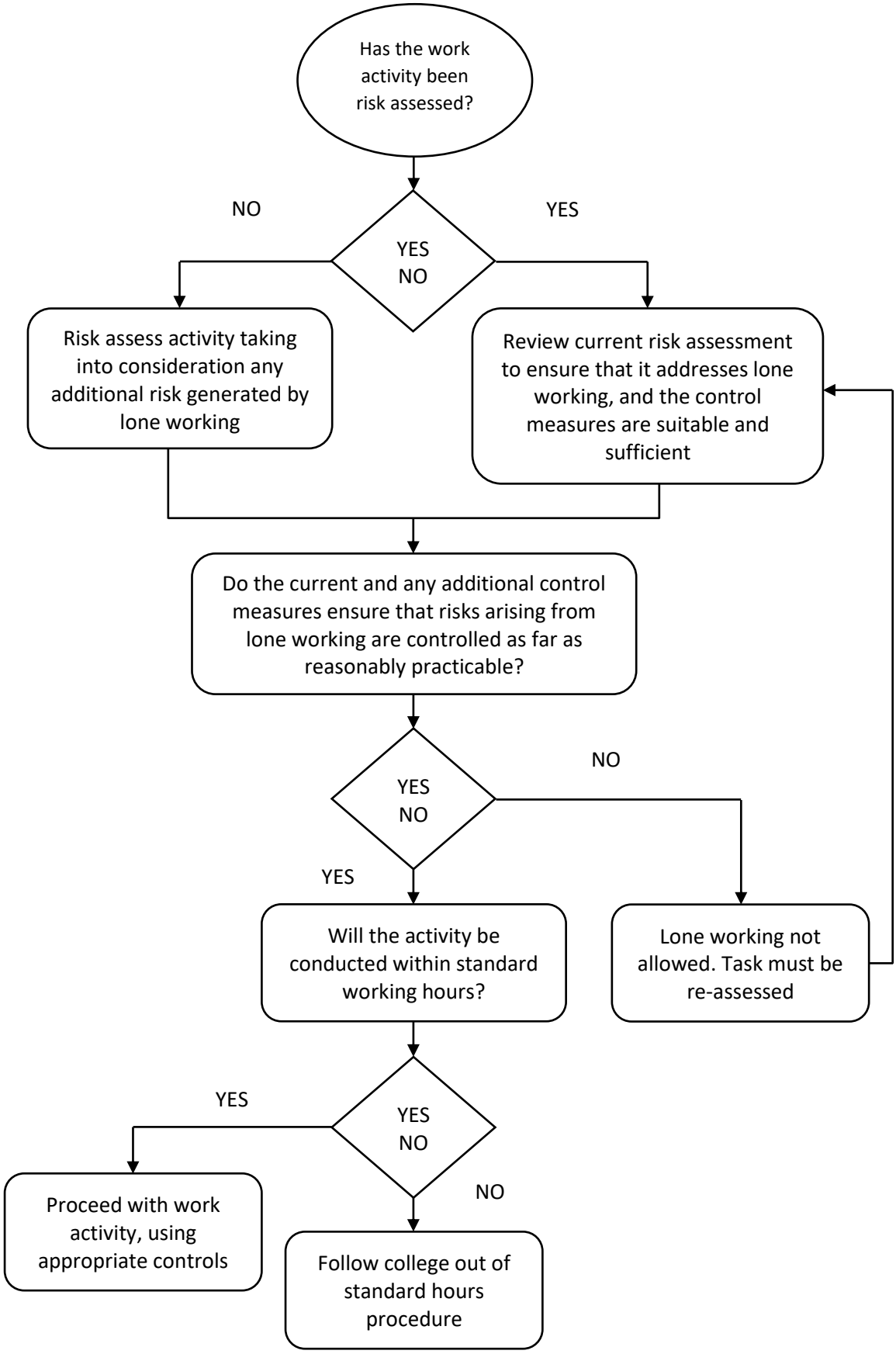
In accordance with the Health and Safety (Display Screen Equipment) Regulations and the Health and Safety (Miscellaneous Amendments) Regulations BCoT will arrange for sight testing for users, or those who are to become users, of display screen equipment as defined in the regulations who request such testing. For a person who is to become a user, testing should be carried out before that person becomes a user. This organisation will also ensure that, at regular intervals, further sight testing for users is arranged as soon as is practicable after any such request.

PROVISION OF TRAINING

In meeting the requirements of the Health and Safety (Display Screen Equipment) Regulations and the Health and Safety (Miscellaneous Amendments) Regulations BCoT will ensure that new employees / employees are provided with adequate health and safety training in the use of a workstation before they are required to start work in such an undertaking or where the duties of existing employees are changing in such a way that will make them become users of display screen equipment.

Lone Working

Procedure for Lone Working



Arrangements for Lone Working

INTRODUCTION

Working alone is not in itself against the law, and it will often be safe to do so. However, the law requires employers and others to think about and deal with any health and safety risks before people should be allowed to work alone.

As an employer BCoT understand that we have a responsibility for the health, safety and welfare at work of all our employees and those affected by our work activities.

Lone workers are those who work by themselves without close or direct supervision in both fixed establishments or, as mobile workers working away from fixed bases.

ARRANGEMENTS

RESPONSIBILITY	ACTION
Faculty Head; Facilities & Estates; Catering Manager; Nursery Manager	Shall ensure a risk assessment is undertaken to decide on the right level of supervision, and enforcement where lone working is required and when necessary working to be prohibited, for example high risk activities, where at least one other person must be present.
Course Director	
Salon Manager; Art Studio Manager	
Science Technician; Senior Animal Care Technician; Automotive Technician	
Faculty Head; Facilities & Estates; Catering Manager; Nursery Manager	Shall ensure that any employee with a pre-existing medical condition, will be taken into account when authorising lone working. Where workers require specific training in relation to lone working then this will be given.
Course Director	
Salon Manager; Art Studio Manager	
Science Technician; Senior Animal Care Technician; Automotive Technician	

Where lone working is undertaken outside of core hours, the Out of Core hours procedure will be followed.

Where applicable, additional supervision/monitoring will be provided, which may include:

- Supervisors periodically visiting and observing people working alone
- Regular contact between the lone worker and supervisor either using mobile phones, telephones, radios, or emails
- Automatic warning devices which operate if specific signals are not received periodically from the lone worker
- Other devices designed to raise the alarm in an emergency, these can be operated manually or automatically by the absence of activity
- Checks to ensure a lone worker has returned to their base or home once a task has been completed

The level of supervision/monitoring and arrangements emergency arrangements will be dependent on the findings of the risk assessment.

RISK TO LONE WORKERS

Lone workers should not be put at more risk than other employees. To achieve this, extra risk control measures may be necessary.

Precautions should take account of normal work, foreseeable emergencies and how the worker can summon help. e.g. fire, equipment failure, illness, and accidents. Employers should identify situations where people work alone and ask questions such as:

- Does the workplace present a special risk to the lone worker?
- What might go wrong and how serious might it be?
- Is there a safe way in and out for the lone worker?
- Can any equipment, machinery or goods or objects used, be safely handled by one person?
- Is the lone worker going to come across circumstances in which they will attempt to do something that requires two people?
- Are there any hazardous substances being used that may pose a risk to the lone worker?
- Is more than one person needed to operate essential controls for the safe running of equipment or workplace transport?
- Is there a risk of violence?
- Are there any other reasons why the individual may be more vulnerable than others?
- If the lone worker's first language is not English, are suitable arrangements in place to ensure clear communication?
- What instructions/training to I need to provide?
- What level of supervision is required?
- How do I check the lone worker is ok?
- What first aid arrangements do I need?

Examples of high-risk activities where at least one other person may need to be present and Lone working prohibited

- Working in a high-risk workplace, where a supervisor may need to be present, along with someone dedicated to the rescue role
- People working at or near exposed live electricity conductors
- Other electrical work where at least two people are sometimes required

After considering these things and putting into place such precautions as you can, you must assess whether it is safe or unsafe for a particular worker to work alone.

LONE WORKERS OUT OF STANDARD WORKING HOURS

It is recognised that the level of risk to an individual associated with work activities can increase during periods outside of Core Hours, when workplaces are empty, and external staff may not be easily contactable.

Where there are additional risks arising that cannot be controlled to an acceptable level, lone working or working out of core hours should not be permitted.

HOME WORKERS

BCoT have the same responsibility for the safety and health of employees who work from home as for any other employees. This means providing supervision, education and training, as well as implementing enough control measures to protect the homeworker. You should accept liability for accident or injury of a homeworker as for any other employee.

Driving Vehicles on Company Business

INTRODUCTION

It has been estimated that up to a third of all road traffic accidents involve somebody who is at work at the time. Some employers believe, incorrectly, that provided they comply with certain road traffic law requirements, e.g. company vehicles have a valid MOT certificate, and that drivers hold a valid licence, this is enough to ensure the safety of their employees and others, when they are on the road. However, health and safety law applies to on-the road work activities as to all work activities, and the risks should be effectively managed within a health and safety management system.

Benefits of managing work related road safety. The true costs of accidents to organisations are nearly always higher than just the costs of repairs and insurance claims. The consequences of an accident on the self-employed and small businesses are likely to be proportionately greater than on a larger business with greater resources. The benefits to you from managing work-related road safety can be considerable, no matter the size of your business.

- It allows you to exercise better control over costs, such as wear and tear and fuel, insurance premiums and legal fees and claims from employees and third parties
- It also allows you to make informed decisions about matters such as driver training and vehicle purchase, and helps you identify where health and safety improvements can be made
- Case studies and research have shown that benefits from managing work-related road safety and reducing crashes include:
    - Fewer days lost due to injury
    - Reduced risk of work-related ill health
    - Reduced stress and improved morale
    - Less need for investigation and paperwork
    - Less lost time due to work rescheduling
    - Fewer vehicles off the road for repair
    - Reduced running costs through better driving standards
    - Fewer missed orders and business opportunities so reduced risk of losing the goodwill of customers
    - Less chance of key employees being banned from driving, e.g. as a result of points on their licences

Assessing risks on the road Risk assessments for any work-related driving activity should follow the same principles as risk assessments for any other work activity. Failure to properly manage work-related road safety could be even more likely to endanger other people than a failure to properly manage risks in the workplace.

Step 1 - Look for hazards that may result in harm when driving on public roads. Remember to ask your employees, or their representatives, what they think as they will have first-hand experience of what happens in practice. You need the views of those who drive extensively, but also get the views of those who only use the roads occasionally. The range of hazards will be wide and the main areas to think about are the driver, the vehicle and the journey.

Step 2 - Decide who might be harmed. In almost all cases this will be the driver, but it might also include passengers, other road users and/or pedestrians. You should also consider whether there are any groups who may be particularly at risk, such as young or newly qualified drivers and those driving long distances.

Step 3 - Evaluate the risk and decide whether existing precautions are adequate or more should be done. You need to consider how likely it is that each hazard will cause harm. This will determine whether or not you need to do more to reduce the risk. It is likely that some risks will remain even after all precautions are taken. What you have to decide for each significant hazard is whether the remaining risk is acceptable.

When carrying out the risk assessment you first should establish whether you can eliminate the hazard. If not, the following should be considered when deciding on how to control the risk: -

- Consider whether your policy on the allocation of company cars actively encourages employees to drive rather than consider alternative means of transport
- Consider an alternative to driving, e.g. going at least part of the way by train
- Try to avoid situations where employees feel under pressure, e.g. avoid making unrealistic claims about delivery schedules and attendance which may encourage drivers to drive too fast for the conditions or exceed speed limits
- Organise maintenance work to reduce the risk of vehicle failure. Ensure that maintenance schedules are in place and that vehicles are regularly checked by a competent person
- Ensure that drivers and passengers are adequately protected in the event of an incident, e.g. ensure that seatbelts are correctly fitted, work properly and are used
- Ensure that company policy covers the important aspects of the Highway Code, such as not exceeding speed limits

Step 4 - Record your findings. Employers with five or more employees are required to record the significant findings of their risk assessment. If you have fewer than five employees you do not have to write anything down, though it is useful to keep a written record. You must also tell your employees about what you have done. Your risk assessment must be suitable and sufficient. You need to be able to show that:

- A proper check was made
- You consulted those who might be affected
- You dealt with all the obvious hazards

Step 5 - Review your assessment and revise it if necessary. You will need to monitor and review your assessment to ensure that the risks to those who drive, and others, are suitably controlled. For this to be effective you need to have a system for gathering, recording and analysing information about road incidents involving your staff.

You should also record details of driver and vehicle history. You may also need to review your assessment to take account of changing circumstances, e.g. the introduction of new routes, new equipment or a change in vehicle specification. Such a review should seek the views of employees and safety representatives where appointed.

RESPONSIBILITY

There should be top-level commitment to work-related road safety within the organisation and responsibility should be clearly defined. The responsible person should have sufficient authority to exert influence and employees should understand what is expected of them. It is a legal requirement to understand/adhere to all traffic regulations that are in force. It is therefore your employees' responsibility to be familiar and comply with all aspects of the traffic regulations, including a good understanding of the Highway Code.

EMPLOYERS

Staff and/or their safety representatives should be fully consulted about the organisation's policies on safe driving, including driver assessment and training, and this should be reviewed periodically in joint health and safety committee meetings.

All staff, including managers, should understand that the organisation expects everyone to drive within the law, safely and responsibly on work journeys and appropriate help and training will be provided to enable everyone to play their part.

All managers should be trained to manage work related road safety as part of their health and safety responsibilities. They should lead by personal example and follow the organisation's policy. As part of recruitment, training and staff appraisal, ensure that drivers, and their line managers, are reminded about the:

- Increased accident risk of accidents resulting from poor driving
- Potential impact on driving of poor health, fatigue and distractions
- Organisation's policy on driver assessment and training
- Help to become available for staff that would benefit from further training

Staff also need to be aware of the:

- Legal, financial and other effects on the business after a road traffic accident
- Organisation's policy on work related road safety
- Need to co-operate in carrying out the policy, to report any problems and to participate in investigations

The Driver

Drivers should be competent and capable of doing their work in a way that is safe for them and other people. At-work drivers should be aware of company policy on work-related road safety and understand what is expected of them.

Training

- Ensure that your drivers are properly trained
- Evaluate whether those that drive at work require additional training to carry out their duties safely
- Provide induction training for drivers
- Arrange for drivers to be trained giving priority to those at highest risk, e.g. those with high annual mileage, poor accident records, or young drivers
- Ensure that drivers know how to carry out routine safety checks such as those on lights, tyres and wheel fixings
- Ensure that drivers know what actions to take to ensure their own safety following the breakdown of their vehicle
- Provide a handbook for drivers giving advice and information on road safety
- Ensure that drivers are aware of the dangers of fatigue
- Ensure that drivers know what they should do if they start to feel sleepy

AUTHORISATION TO DRIVE FOR WORK PURPOSES

COMPANY VEHICLES

Only authorised drivers with a current full driving licence are permitted to drive a company owned vehicle, providing that they have authorisation from a departmental manager and have completed the Driver Check procedure. Any vehicle defects should be reported to the Senior Facilities Manager.

Non-employees should only drive company vehicles if they have obtained written permission from the company.

Employees are required to inform their line-manager, People Team and Facilities of any changes in circumstances, e.g. penalty points, plus use of any prescription medication that affects their ability to drive safely.

POOL VEHICLES

Only authorised drivers with a current full driving licence are permitted to drive a pool vehicle, providing that they have the appropriate authorisation from their departmental manager and have completed the Driver Check procedure. Non-employees should only drive pool cars if they have obtained written permission from the company.

EMPLOYEES' VEHICLES

The organisation should ensure that employees are legally entitled to drive their vehicles for work purposes (i.e. that their insurance permits business use) and that their vehicles conform to legal requirements (Road Tax, MOT, general road-worthiness).

CARRIAGE OF PASSENGERS

Passengers should not be carried for hire or reward.

SERVICING

Manufacturers' recommended servicing intervals should be adhered to and arranged by the driver at the recommended lease company service station.

HIRE CARS

Hire cars should conform to the company's minimum safety requirements. In addition:

- Employees using hire cars must have a current full driving licence
- Employees using hire cars must be authorised to drive by a departmental manager and have completed the Driver Check procedure
- Hire cars may only be used during the agreed hire period. Use of the hire car outside the hire period will mean the car is being driven without insurance cover
- Employees must always remember to undertake appropriate pre-journey checks. These include checks on the features fitted and the safety kit. A cockpit check should also be completed. If deficiencies cannot be rectified, the leasing company must be contacted for an alternative car
- Any vehicle hired in the UK is insured fully comprehensively for company and authorised social and domestic use

ADDITIONAL SAFETY KIT FOR OVERSEAS DRIVING

An additional safety kit may also be provided, as required. It should include a minimum of:

- A warning triangle
- High visibility jackets (to be kept in the passenger compartment)
- Spare bulbs
- A multi-torch.

These are the minimum requirements that need to be carried in the vehicle when driving outside the UK.

FITNESS AND HEALTH

Drivers should be sufficiently fit and healthy to drive safely and not put themselves or others at risk. Staff that drive at work should be reminded that they must be able to satisfy the eyesight requirements set out in the Highway Code Drivers who need glasses or contact lenses to drive must wear them at all times when driving.

PRESCRIBED/OVER THE COUNTER MEDICATION

Some medication can affect your ability to drive - employees should check the instructions within the literature or take medical advice and notify the employer of any restrictions immediately. The employer must comply with medical advice implementing appropriate restrictions. If medication is impairing the driver's ability to drive or making them feel drowsy and unwell, they must not drive and should contact their line manager and/or Peoples Team immediately.

DRUGS AND ALCOHOL POLICY

No vehicle should be driven when the driver's ability may be affected due to alcohol, drugs or medication. Employees must comply with company drug and alcohol restrictions as set out in the organisation's employment policy (this may be more stringent than legislative requirements).

Drivers must not consume alcohol (above the legal limit - please ensure you follow guidelines provided by law), or take illegal drugs then drive a vehicle. Measures to prevent any person driving for work under the influence of alcohol or illegal drugs could include random testing.

Disciplinary action should be taken against individuals refusing or failing the test. The organisation shall encourage individuals who have a problem with either alcohol or drug abuse to contact a Peoples Team representative or designated individual. An individual with known problems should never drive a vehicle

PREGNANT DRIVERS AT WORK

Pregnancy is not a form of ill health and should never be regarded as such. However, the Management of Health and Safety at Work Regulations require employers to conduct a risk assessment of the work to be carried out by a member of staff who is pregnant. Some women can experience health problems during pregnancy. A sympathetic approach is needed, and at some point, changes to work patterns are unavoidable. Employers should provide an environment that allows pregnant women to communicate their needs without fear of prejudice.

It is important that women who are pregnant wear their seat belt correctly. Pregnancy does not automatically exempt women from the requirement to wear a seatbelt. A doctor may issue a 'Certificate of Exemption' if there is a medical reason for not using a seatbelt. The diagonal strap should be between the breasts, over the breastbone, resting on the shoulder, not the neck. The lap belt should be placed on the thighs, fitting beneath the abdomen and over the pelvis, not the bump. The belt should be worn as tightly as possible. Pregnant women should never wear lap-only belts.

As the pregnancy progresses, the driver's position in relation to the airbag should be considered. The driver should sit as far back as possible from the airbag, while ensuring that she can still easily reach and operate all the controls.

DRIVERS WITH DISABILITIES

Employers have legal duties to ensure that employees with disabilities are not subject to unfair discrimination and that reasonable adjustments are made if necessary, to enable them to work safely. A full and proper Risk Assessment must be carried out to identify additional risks faced by those with disabilities and to enable their needs to be met. Some common issues affecting driving include reduced physical capacity (such as ability to operate controls, turn the head), deafness and severe musculoskeletal disorders.

ESTABLISH HOW TO GET ACCESS TO HELP

It is important that line managers and staff know where to obtain assistance for any health concerns. The first port of call should be the organisation's Peoples Team Department. Companies that do not have an Occupational Health Department should ensure they have established a system for obtaining this service through an Occupational Health specialist, perhaps at a local hospital or GP clinic. Specialist advice can also be obtained from the NHS, which is designed to assist small to medium sized businesses with occupational health, www.nhshealthatwork.co.uk.

Employers can use this scheme to ensure their staff receive professional occupational health advice. Health referrals must relate to the requirements of the job. Disabled workers should not be referred simply because they are disabled, but because their health is being affected by their job. The assessor should also have a clear framework on which to base their judgements.

THE VEHICLE

Suitability:

- Ensure that vehicles are fit for the purpose for which they are used
- Investigate which vehicles are best for driving and public health and safety when purchasing new or replacement vehicles
- Ensure that privately owned vehicles are not used for work purposes unless they are insured for business use and, where the vehicle is over three years old, they have a valid MOT certificate.

Condition:

- Ensure that vehicles are maintained in a safe and fit condition
- Ensure that adequate maintenance arrangements are in place
- Ensure that maintenance and repairs are carried out to an acceptable standard
- Ensure that planned/preventative maintenance is carried out in accordance with manufacturers' recommendations. Remember an MOT certificate only checks for basic defects and does not guarantee the safety of a vehicle
- Ensure that drivers know how to carry out basic safety checks

HOUSEKEEPING

Drivers should be encouraged to keep the vehicle clean and tidy at all times. Drivers should ensure that no loose items are placed on the front seat - they could fall off under heavy braking. Drivers should limit equipment and materials to prevent restrictions of view and reduce driver distractions.

MOBILE TELEPHONES

Using a hand-held mobile telephone while driving a motor vehicle is illegal. Drivers caught using a mobile phone in this way will be issued with a fixed penalty fine and will receive an endorsement on their driving licence.

REMEMBER, YOU CAN STILL BE PROSECUTED FOR USING A HANDS-FREE DEVICE IF YOU ARE DEEMED NOT TO BE IN CONTROL OF YOUR VEHICLE.

Employers who require staff to use mobile phones while driving for work could be prosecuted if an investigation determined that such use of the phone contributed to an accident. It could also result in a claim through the civil courts.

WHAT EMPLOYERS SHOULD DO

- Consult staff about the organisation's policies on mobile phones and driving. Make sure this is reviewed periodically in joint health and safety meetings
- Expect safe driving. Ensure all staff, including managers and directors, understand that everyone who drives for work must drive safely for their own and others' benefit. All managers should lead by personal example and follow the organisation's policy
- Raise awareness as a part of recruitment, training and staff appraisal, ensuring that drivers and their line managers are reminded about:
    - The law about mobile phones and driving
    - The dangers of hand-held and hands-free phones
    - The need to use voice mail messaging when driving - or allow passenger to take the call
    - The importance of line managers not expecting staff to make or receive calls while driving
- Staff not being contacted by phone whilst driving on company business
- Provide Training. Interview staff that have been identified as using a phone while driving, or been involved in a crash, to establish the details and to identify what lessons can be learned. The approach should be positive and helpful, rather than punitive, although it should be made clear that further incidents will lead to disciplinary action. Consider whether driver training would help.

USAGE OF OTHER TECHNOLOGICAL DEVICES WHILE DRIVING

The law requires that drivers are, at all times, in full control of the vehicle and that they are driving with due care and attention. There is a danger of drivers being distracted due to in vehicle systems or other hand-held devices. It is therefore recommended that PDAs, satellite navigation systems, congestion warning systems, or in-cab technology (PCs, multi-media etc.) should not be operated by the driver while the vehicle is moving.

RULES OF THE ROAD

Observation of the Highway Code Staff should be reminded of the following key points from the Highway Code:

- Do not exceed speed limits and ensure that speeds are appropriate for the driving conditions
- Obey traffic signs and signals
- Give way to drivers who have the right of way or priority
- Never drive under the influence of alcohol or drugs.
- Always wear your seat belt
- Drive sensibly and defensively
- Ensure mirrors and seat are correctly positioned before you start
- Avoid “tailgating” - observe the “2-Second” rule
- Don’t dazzle others - dip your headlights
- Look well ahead and anticipate what may happen

CONFRONTATION - ‘ROAD RAGE’

Drivers and passengers must avoid road rage and any such aggressive confrontation with other drivers. Any complaints regarding road rage made by a member of the public should be investigated by the organisation.

If a problem is encountered with another driver/vehicle, employees should take the registration number and report to their line manager, who in turn may request them to file a report with the police.

SECTION B

Construction, Design and Management

Colour Coding	
Within this procedure, actions and responsibilities are colour-coded as set out below to assist individual employees to identify their responsibilities simply and quickly.	
	Senior Management Team

Arrangements for Managing Health and Safety in Construction

BCoT may, during the course of its activities, assume roles and responsibilities under the Construction (Design and Management) Regulations (CDM). In so doing, BCoT shall comply with its duties under the requirements of these regulations insofar as they relate to our work activities and our relations with other duty holders during the course of the works.

BCoT assumed roles under CDM are:

CLIENT.

RESPONSIBILITY	ACTION
Facilities & Estates	Shall ensure that procedures are implemented and monitored in compliance with the Construction (Design and Management) Regulations.

Arrangements for Managing Health and Safety in Temporary Works

BCoT shall ensure in the course of its construction (maintenance) activities, the designated individual undertakes temporary works are in accordance with BS5975 (Code of Practice for Temporary Works).

In so doing, BCoT shall ensure the designated individual comply with its duties under the requirements of the Code of Practice insofar as they relate to our work activities and our relations with other duty holders during the course of the works.

RESPONSIBILITY	ACTION
Facilities & Estates	Shall be appointed as the Designated Individual and ensure that procedures are implemented and monitored in compliance with the Code of Practice.

INTRODUCTION

The Construction (Design and Management) Regulations (CDM) aims to focus attention on planning and management of health, safety and welfare throughout all construction projects (and includes new build, demolition, refurbishment, extensions, conversions, repair and maintenance). The term 'project' includes all planning, design, management or other work until the end of the construction project.

CDM is divided into five parts, consisting of 39 Regulations, 5 Schedules and 6 Appendices. **With the exception of Part 4, the Regulations apply to construction projects as a whole, from concept to completion**.

Contents

Part 1 deals with matters of interpretation and application.

Part 2 covers the Client's general management duties.

Part 3 sets out general duties, duties of Designers and requirements for designs prepared outside of Great Britain, duties of the Principal Designer, Construction Phase Plan and Health and Safety File, duties of the Principal Contractor, duties of Contractors.

Part 4 covers general requirements for all construction sites, setting out a number of provisions that only relate to work carried out on the construction site.

Part 5 covers enforcement in respect of fire, transitional and saving provisions, revocation and amendments, review arrangements, schedules and appendices.

The Definition of Construction work under CDM is the carrying out of any building, civil engineering or engineering construction work and includes:

- The construction, alteration, conversion, fitting-out, commissioning, renovation, repair, upkeep, redecoration or other maintenance (including cleaning which involves the use of water or an abrasive at high pressure or the use of corrosive or toxic substances), decommissioning, demolition or dismantling of a structure.
- The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion.
- The assembly on site of prefabricated elements to form a structure or the disassembly on site of prefabricated elements which, immediately before such disassembly, formed a structure.
- The removal of a structure or of any product or waste resulting from demolition or dismantling of a structure or from disassembly of prefabricated elements which, immediately before such disassembly, formed such a structure.
- The installation, commissioning, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure.

THE CLIENT – ALL PROJECTS

CDM 2015 defines a client as anyone for whom a construction project is carried out. A commercial client is an organisation or individual for whom a construction (including refurbishment) project is carried out in connection with a business, whether the business operates for profit or not.

As a client, BCoT, has overall responsibility for the successful management of the project work and, where relevant, is supported by the principal designer and principal contractor in different phases of a construction project. For the successful delivery of a project, good working relationships between the duty holders are essential from the start.

- The client (BCoT) ensures that the construction project is set up so that it is carried out from start to finish
  in a way that adequately controls the risks to the health and safety of those who may be affected.
- The principal designer manages health and safety in the pre-construction phase of a project. The role extends to the construction phase through the principal designer's duties to liaise with the principal contractor and ongoing design work.
- The principal contractor manages the construction phase of a project. This involves liaising with the client and principal designer throughout the project, including during the pre-construction phase.

BCoT shall make suitable arrangements to ensure that, throughout the project works, adequate consideration is given to the health, safety and welfare of all those affected and involved in the construction work.

BCoT will ensure arrangements are appropriate to the nature of the work and enable other duty holders to carry out their work without risk to themselves or anyone else who may be affected.
These management arrangements shall:

- Include requirements for how the project is to be run, taking into account any risks to the public, and other users of the workplace.
- Explain, where applicable, how BCoT will select and appoint designers and contractors to ensure they have the necessary capabilities for the work they are required to do.
- Allocate sufficient time and resources to each stage of the project, from concept through to completion ensure suitable welfare facilities are in place before works start.

Where contractors are used to undertake project / maintenance works, BCoT will ensure that those appointed are able to demonstrate that they can deliver the works in a way that secures health and safety. This means that they should:

- Have the necessary capabilities and resources
- Have the right blend of skills, knowledge, training and experience
- Understand their roles and responsibilities when carrying out the work

CLIENT BRIEF

A client brief explains to others what your project is about and your requirements before, during and after the build (works). As the client, you will have requirements and expectations that will assist those constructing or using the structure or building. Sharing these at an early stage can help shape how each duty holder approaches, plans and accommodates your requirements.

The client brief may take the form of verbal discussions, or it could be a written document drafted. The brief should:

- Describe the main function and operational requirements of the building or structure.
- Outline your motivation for initiating the project / works.
- Give your expectations during project works.
- Establish a single point of contact for any queries or discussions during the project / works.
- Set a realistic timeframe for the project / works.

Whilst the initial client brief sets out your general requirements and expectations for the project, it is also important that it outlines your health and safety expectations.

As the client, you must provide relevant information which you may already have, or that can be obtained by sensible enquiries, for example any surveys (e.g. asbestos) or the results of other investigations. It is important to pass on all relevant information at the earliest opportunity as it will help the others, such as contractors. It will also inform them of any risks that may have an impact on their works.

CONSTRUCTION PHASE PLANS / SAFETY PLANS

BCoT shall ensure that a construction phase plan / safety plan for the project is prepared before the construction works begin. The plan should outline the health and safety arrangements, site rules and specific measures concerning any work involving and particular risks. For single contractor projects, it is the contractor who is responsible for ensuring that the plan is drawn up.

A construction phase plan should:

- Be relevant to the project / works
- Have sufficient detail to clearly set out the arrangements needed to manage the works
- Be proportionate to the scale and complexity of the work and the risks involved

ADEQUATE CONSULTATION

BCoT shall consult with appointees to find out how much time they will need for planning and preparation before work is expected to start in order that both parties can agree a suitable time period and inform them how much time has been allowed for planning and preparation before the work starts

NOTIFICATION

The Executive must be notified by the Client (BCoT) as soon as is practicable before a construction project begins, where the construction work on a construction site is scheduled to:

- Last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project. Or
- Exceed 500 person days, e.g. 50 people working for over 10 days

All days on which construction work takes place count towards the period of construction work. Holidays and weekends do not count if no construction work takes place on these days.

If the construction project is not notifiable at first, but there are subsequent changes to its scope so that it fits the criteria for notification, the Client must notify the work to the relevant enforcing authority as soon as possible. The Client must ensure that an up to date copy of the notice is displayed.

SELECTION OF PROJECT TEAM

Having the right people with the right skills, knowledge and experience is essential to any project. Duty-holders must take reasonable steps to satisfy themselves that appointees are able to demonstrate that they can deliver the project in a way that secures health and safety.

They should have:

- The necessary capabilities and resources
- The right blend of skills, knowledge and experience
- An understanding of their roles and responsibilities when carrying out the work

Specific enquiries will be undertaken about the appointee's basic health and safety knowledge. Recognised methods include:

- Evidence from previous construction work (suitable for small jobs)
- Questions based on Public Available Specification (PAS) 91 as part of a prequalification process
- Membership of independent third party accreditation schemes, including those schemes who are members of the umbrella body Safety Schemes in Procurement (SSIP)

RESOURCES

The timely allocation of sufficient resources to any project / works is essential. A failure to allocate sufficient resources is likely to have an adverse impact on health and safety during the project and could well result in an increase in accident rates, delays and possibly poor execution of the work. As a client you should establish the following:

- Sufficient time should be allowed between appointing the Contractors and the commencement of works
- Allow sufficient time for planning and preparation, surveys, construction phase / safety plans, design drawings, setting up the site, as all take time to put in place
- Ensure adequate arrangements are in place for the provision of welfare facilities before work commences
- Make sure that a detailed project programme has been drawn up using realistic timescales for all project phases

CO-OPERATION AND CO-ORDINATION

All duty holders should take a positive approach toward and encourage good co-operation and co-ordination between all parties. A "team spirit" approach toward a project will encourage parties to engage more easily and will go some way in making co-ordination issues easier to foresee. BCoT shall take a positive lead in encouraging co-operation and co-ordination between Contractors from the outset of the works.

Timely communication, good co-operation and co-ordination of site activities will ensure that information about risks and precautions are shared. Tools such as meetings, site inductions, method statement and risk assessment briefings, poster campaigns, toolbox talks, etc. can be utilised to communicate, co-ordinate and encourage co-operation. It is also important that accurate and detailed records are maintained, i.e. minutes of meetings, registers to record toolbox talks, site inductions, etc. These arrangements must be monitored and reviewed to ensure their effectiveness.

For low-risk projects involving more than one Contractor a low-key approach will be sufficient. In a higher risk project, a more rigorous approach to co-ordination, co-operation and planning will be required.

INFORMATION

Provision of clear information is a vital part of any CDM project. All dutyholders have a responsibility for providing information or instructions to other dutyholders.

Information flow should assist in the project planning, design, construction stages and assist the end users; it must be provided in good time, and to the people who need it.

GENERAL REQUIREMENTS FOR ALL CONSTRUCTION SITES

Part 4 of the CDM Regulations sets out a number of provisions that only relate to work carried out on construction sites. Contractors **must** comply with these provisions so far as they affect the Contractor or any worker under their control or relate to matters under the Contractor's control.

Contractors

CONTRACTORS

All Contractors, including utilities, specialist contractors, contractors nominated by the Client, have a part to play in ensuring that the site is a safe and healthy place to work. The key to this is the proper co-ordination of the work, underpinned by good communication and co-operation between all those involved, ensuring works are carried out without risks to health and safety.

Anyone who directly engages construction workers or manages construction work is a Contractor under CDM Regulations. This includes an individual, a sole trader, a self-employed worker, or a business that carries out, manages or controls construction work as part of their business. The duties of a Contractor apply whether the workers under our control are employees, self-employed or agency workers.

CONTRACTOR RESPONSIBILITIES

Contractors are required to manage health and safety of work under their control. The term manage means contractors must plan, manage, monitor and co-ordinate their work so that health and safety risks are controlled. The effort they devote to carrying out their duties should be in proportion to the size and complexity of the work and the range and nature of the health and safety risks involved.

Contractors have a responsibility to ensure their workers and any contractors (including self-employed sub-contractors) they employ, manage and control health and safety risks. To do this you they need to:

- Address the client's requirements, when planning their work, for example this may be information about utility services
- Ensure those carrying out the work have the right skills, knowledge, training, experience and supervision
- Ensure those carrying out the work have the right plant, tools, equipment, materials and personal protective equipment
- Pass on relevant information and instructions to workers. This could be done by briefing workers and, for higher risk tasks, using a safety method statement which outlines the planned method, sequence and control measures
- Ensure that their workers comply with the site rules
- If required, co-ordinate their work with those of other contractors
- Ensure their workers receive a site induction
- Allow workers sufficient time to prepare and carry out the work
- Inform the client of any intention to sub-contract elements of their work

DOCUMENTATION (Construction phase / safety plan)

Where there is only a single contractor on the project / works, the contractor is responsible for drawing up a plan which describes how health and safety will be managed during the work. The plan should be:

- Proportionate to the size and nature of the work, and the risks involved
- Workable and realistic
- Sufficiently developed to allow work to start on site

PROVIDING INFORMATION AND INSTRUCTIONS

Contractors shall provide their employees and workers under our control, the information they need to carry out their work without risk to health and safety, this includes:

- A suitable site induction
- The procedures to be followed in the event of serious and imminent danger to health and safety. The emergency procedures will take into account the name of the person to whom such instances shall be reported, who has the authority to take whatever prompt action is needed, and existing provisions relating to emergency procedures, emergency routes, exits, fire detection and firefighting
- Information on the hazards present on the site that are relevant to their works, the risks associated with those hazards and the control measures put in place

ROLES SUMMARIZED

CDM duty holders* – who are they?	**Summary of role/main duties**
Clients	
Organisations or individuals for whom a construction project is carried out.	Make suitable arrangements for managing a project. This includes making sure that: • other duty holders are appointed. • sufficient time and resources are allocated. Clients must also make sure that: • relevant information is prepared and provided to other duty holders. • the principal designer and principal contractor carry out their duties (where relevant). • welfare facilities are provided.
Contractors	
Those who do the actual construction work. They can be either an individual or a company.	Plan, manage and monitor construction work under their control so that it is carried out without risks to health and safety. For projects involving more than one contractor, co-ordinate their activities with others in the project team For single-contractor projects, prepare a construction phase plan.
Workers	
The people who work for or under the control of contractors.	They must: • be consulted about matters which affect their health, safety and welfare • take care of their own health and safety and that of others who may be affected by their actions • report anything they see which is likely to endanger either their own or others' health and safety • co-operate with their employer, fellow workers, contractors and other duty holders.

Temporary Works

Temporary works is an “engineered solution” used to support or protect either an existing structure or the permanent works during construction, or to support an item of plant or equipment, or the vertical sides or side-slopes of an excavation during construction operations on site or to provide access (typically supports, Anchors and ties for hoists, Mast Climbing Work Platforms / cradles).

The temporary works may be removed or left in place after the completion of the permanent works but in the latter case would not necessarily contribute to the strength of the permanent works.

Work on site should be the subject of careful direction, supervision and checks to ensure that the temporary works structure is constructed safely in accordance with the agreed design with materials of agreed quality, and that only when all checks have proved satisfactory is the structure first loaded, and then dismantled in accordance with an agreed procedure.

Communication tends to be one of the major problem areas of temporary works because of the multiplicity of actions normally required when temporary works is being constructed and put into service.

Such activities may be widely separated in time and place, and it is therefore essential that lines of communication and responsibility are explicit. To facilitate progress, a methodical approach should be adopted, and it is recommended that comprehensive records are maintained.

Organisations which typically could have an involvement in temporary works include clients, management contractors, contractors, sub-contractors and suppliers. These Organisations have duties under the Construction (Design and Management) Regulations and are expected to provide and receive relevant information.

It is expected that the designated individual would generally be the senior person in the organisation with responsibility for the management of temporary works, such as the Operations Director.

The procedure should include measures to ensure that responsibilities are properly allocated and for controlling the communication of requirements and actions.

The key items are:

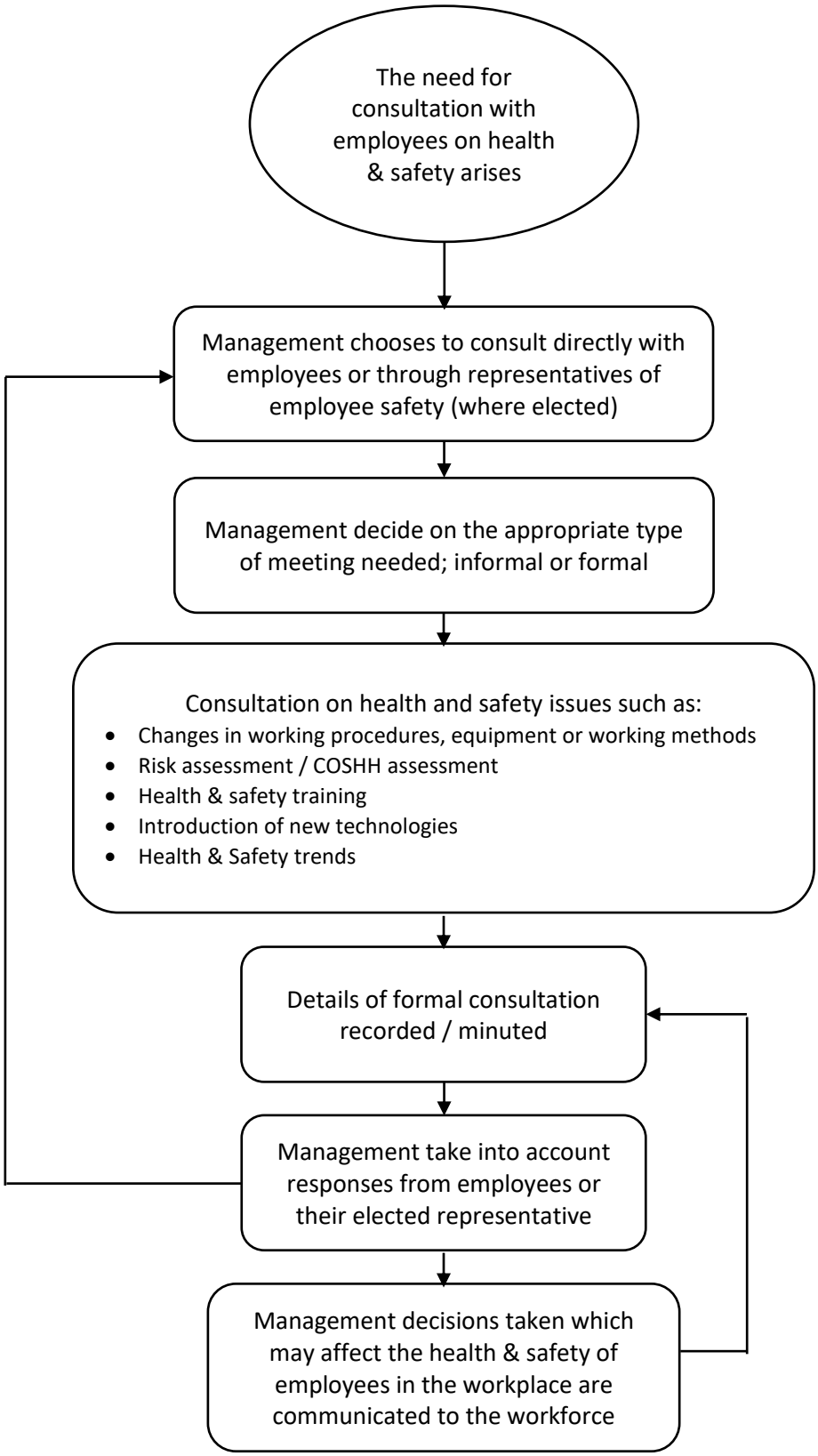
- Responsibility for each of the actions set down in this code should be specifically allocated
- These responsibilities should be clearly defined
- All instructions should be clear and complete
- Documented records of responsibilities allocated, instructions given, and actions taken should be maintained

SECTION C

Communication and Consultation with Employees

Colour Coding	
Within this procedure, actions and responsibilities are colour-coded as set out below to assist individual employees to identify their responsibilities simply and quickly.	
	Senior Management Team
	Management Team
	Technical

Procedure for Communication / Consultation with Employees



Arrangements for Communication / Consultation with Employees

INTRODUCTION

Workforce involvement with issues that affect health and safety at work is beneficial to both the employer and employee. A culture of consultation and involvement enhances a business's effectiveness in a number of direct and indirect ways. Directly, it can assist in preventing accidents and absences due to work-related ill health - with a resultant positive impact on workplace productivity. Talking to, and listening to, employees can improve performance and raise standards by motivating staff.

Employee involvement promotes a collective approach to problem-solving, risk assessment, risk management and risk mitigation and prevents the perception that particular problems are 'owned' by individual sections of the workforce or are solely the responsibility of management. It is key to developing a strong culture of health and safety in any workplace.

Employee involvement includes consultation with employees, but goes much further, as it requires the establishment of trust, respect and cooperation between all parties. It represents a partnership between managers and workers for identifying and managing health and safety risks. Employee involvement may include staff directly, or their representatives, or a combination of both.

ARRANGEMENTS

RESPONSIBILITY	ACTION
Faculty Head; Facilities & Estates, Catering Manager; Nursery Manager	Will consult directly with individual employees, groups of employees, Students or where relevant Contractors on issues that affect their health & safety at work.
Course Directors; Salon Manager Art Studio Manager	
Technicians	

LEGAL REQUIREMENTS.

Employers are obliged to consult workers on health and safety matters under two main pieces of legislation:

- The Health and Safety (Consultation with Employees) Regulations (HSCER).
- The Safety Representatives and Safety Committees Regulations (SRSCR)

HSCER 1996 applies where there are no trade unions recognised for collective-bargaining purposes or where there are employees who are not represented by such recognised trade unions. SRSCR 1977 applies where there are trade unions recognised for collective-bargaining purposes.

INFORMATION

Employers' Duties

In respect of health and safety, employers are required to disclose to representatives (Safety Representatives or Representatives of Employee Safety) information necessary for them to carry out their functions (see below), including information relating to the:

- Introduction of any measure at the workplace that may substantially affect employee health and safety, for example, changes in systems of work
- Employer's arrangements for appointing competent people to help him or her comply with health and safety requirements and evacuation procedures

- Information employers must give to employees about risks to health and safety and preventative measures
- Planning and organising of health and safety training
- health and safety consequences of introducing new technology

Representatives of Employee Safety

In the absence of a recognised trade union or unions, and for employees not represented by a recognised trade union, HSCER 1996 requires that:

- An employer either directly consults employees, or
- Arranges for the election of a 'Representatives of Employee Safety' (RoES) by the workforce for the purposes of consultation

The role of the RoES is to take up with the employer concerns about potential hazards and dangerous events in the workplace that may affect the workers they represent. They may also raise with the employer general matters affecting health and safety, plus represent their co-workers when consulted by health and safety inspectors.

Safety Representatives

Safety Representatives are appointed, rather than elected, by recognised trade unions. Under Section 2(6) of The Health and Safety at Work etc Act 1974, employers are required to consult with safety representatives.

Both Safety Representatives are entitled to receive time off with pay during working hours to attend training and to discharge their functions. The employer is also required to provide representatives with the facilities and assistance necessary to carry out their functions. The employer is obliged to provide training for RoES, but Safety Representatives have the right to paid time off to attend training which is usually provided by their trade union.

A Safety Representative has a specific legal right to investigate accidents (subject to it being safe to do so and the interests of employees represented are involved) which are recordable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013). This means that the legal right applies to over three-day employee injuries, not just over seven-day reportable injuries.

Safety Committees

Safety committees are established under Section 2(7) of The Health and Safety at Work etc Act 1974. Their general objectives and functions often include:

- Promotion of co-operation between employers and their employees
- Advising the employer on adequacy of policies, safe systems of work, and safety rules
- Evaluating the effectiveness of health and safety training
- Studying health and safety statistics
- Reviewing audit reports and inspectors' reports
- Forming liaison links with the enforcing authority

The objectives of the committee should be agreed through discussion and based on the objectives of The Health and Safety at Work etc Act 1974. There are no standard rules on the frequency of safety committee meetings; this will be dictated by the size of workplace, nature of risks and volume of business.

The HSE suggests that, to ensure all relevant issues are covered at meetings, the committee should agree some 'standing items' for the agenda and allow for other items to be added as necessary. Potential standing items include:

- Statistics on accident records, ill health and sickness absence
- Accident investigations and subsequent action
- Findings from inspections of the workplace by enforcing authorities, management or employee health and safety representatives
- Risk assessments • health and safety training
- Emergency procedures
- Changes in the workplace affecting the health, safety and welfare of employees

Training

For health and safety representatives to be able to perform their functions, they need to be equipped with appropriate skills and knowledge, so the HSE requires you to plan for their training. It is helpful for all new health and safety representatives to have training that will cover:

- The role of the representative - including how to communicate in committee meetings, ask colleagues for views, approach employers to raise issues, and liaise effectively with health and safety inspectors
- Health and safety legislation
- How to identify and minimise hazards and dangerous occurrences
- Health and safety issues of new technology
- How to carry out a workplace inspection and accident investigation (not required, but recommended for, non-union elected representatives)

AVAILABILITY OF HEALTH AND SAFETY DOCUMENTATION AT THE WORKPLACE

It is an organisation requirement that all necessary health and safety documentation be in place and made available to our employees prior to any works commencing. This will include, as the case may be, the organisation health and safety policy, relevant method statements, plans of work, safe systems of work and risk assessments, as well as any other health and safety documentation which it is reasonable for organisation management to obtain for those works and which have a bearing on health and safety issues for that place of work.

GENERAL COMMUNICATION MEDIA

Health and safety information may also be transmitted by management to employees by way of memos, notice boards on organisation or site premises, minutes of meetings, site safety booklets and other media where deemed appropriate. It will be the responsibility of senior management (Health & Safety Manager), or their representative, to decide how to transmit health and safety information to the organisation's employees.

KEY TERMS

Safety Representative: a person appointed by a recognised trade union to represent those employees for which the union is recognised by management in the workplace, for the purposes of consultation on matters of health and safety and exercising other functions outlined in the 1977 Regulations.

Representative of Employee Safety: a person elected to represent fellow employees for the purposes of consultation with the employer in matters of health and safety. The responsibilities associated with this position are set out in the 1996 Regulations.

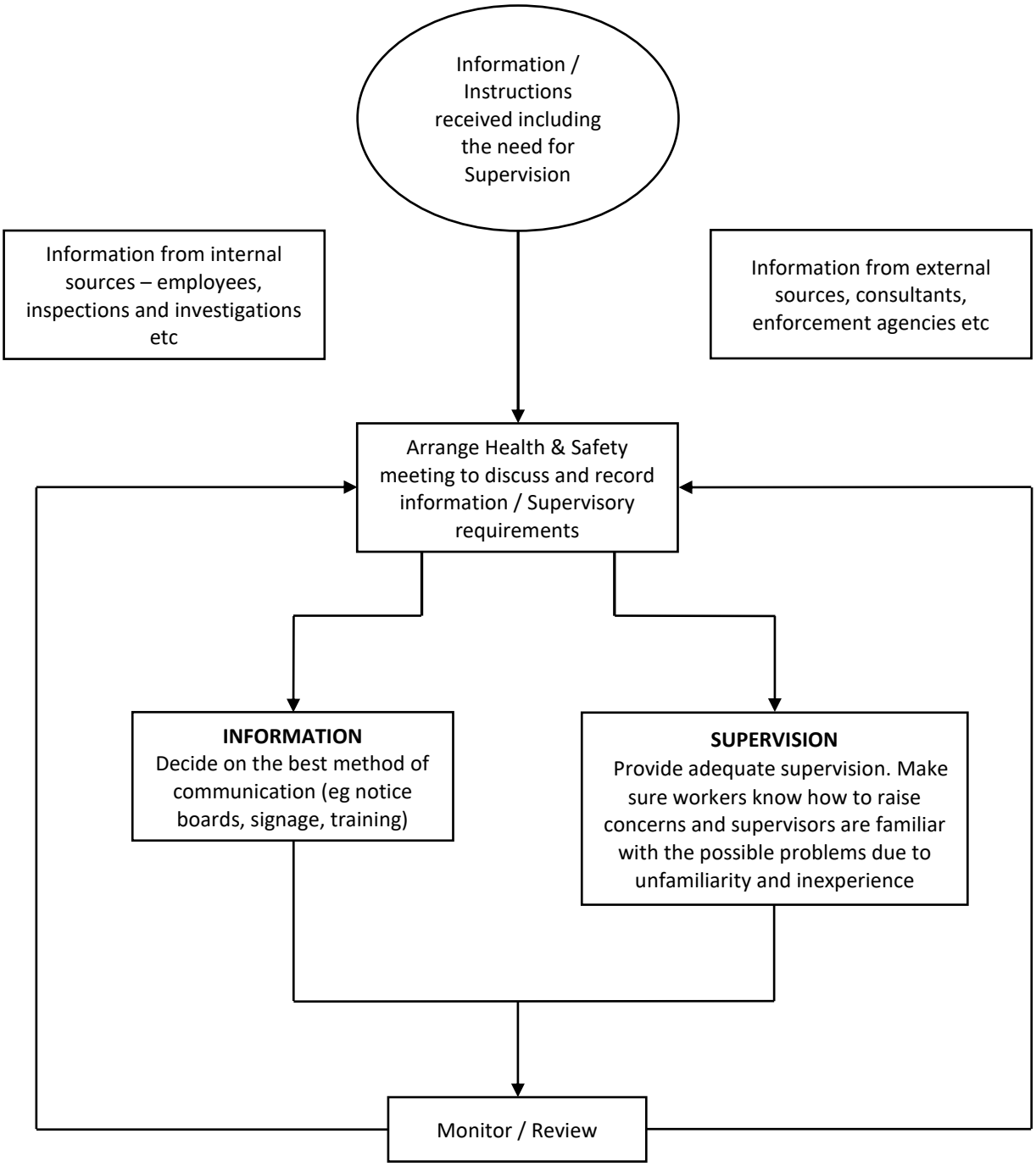
Safety Committee: a committee that promotes health and safety in the workplace, with members representing employees and management from all sections of an organisation.

SECTION D

Information, Instruction & Supervision

Colour Coding	
Within this procedure, actions and responsibilities are colour-coded as set out below to assist individual employees to identify their responsibilities simply and quickly.	
	Senior Management
	Management
	Technical
	Health & Safety Coordinator

Procedure for Providing Information, Instruction and Supervision



Arrangements for Providing Information, Instruction and Supervision

INTRODUCTION

Section 2 of The Health and Safety at Work etc Act 1974 places a duty on employers to ensure, so far as is reasonably practicable, the health, safety and welfare at work of their employees.

BCoT shall take into account any special needs of workers. The needs of more vulnerable persons (including students) shall also be considered within our arrangements for the use, handling etc of articles and substances, provision of access and egress, safe working environment, information, instruction and training and so on.

Regulation 3 of The Management of Health and Safety at Work Regulations 1999 (MHSWR), which sets out the legal requirement for risk assessment, states that the record of the assessment should specifically include any group of employees identified as being especially at risk.

ARRANGEMENTS

RESPONSIBILITY	ACTION
Faculty Heads: Facilities & Estates Course Director Technicians	Shall ensure that adequate supervision of trainee workers / new starters / students, and appropriate information and instruction is provided. Day-to-day supervision shall be organised by the relevant workplace manager.
Faculty Heads Course Director	Shall ensure that adequate supervision of vulnerable groups is provided. Day-to-day supervision shall be organised by the relevant workplace manager.
Faculty Heads Course Director Health & Safety Coordinator	Responsible for ensuring that any of our employees working at locations under the control of others or external to the college, are provided with relevant health and safety information.

NEW STARTERS, TEMPORARY WORKERS AND OTHERS UNFAMILIAR WITH THE WORKPLACE

The HSE has found, from an analysis of accident statistics, that people are at a particular increase risk of injury in the first six months of a job. It believes that the extra risk is attributed to:

- Lack of experience of working in a new industry or workplace
- Lack of familiarity with the job and the work environment
- Reluctance to raise concerns (or not knowing how to)
- Eagerness to impress workmates and managers

This means workers new to a site:

- May not recognise hazards as a potential source of danger
- May not understand ‘obvious’ rules for use of equipment
- May be unfamiliar with site layout - especially where site hazards may change from day to day
- May ignore warning signs and rules or cut corners

To protect new starters / vulnerable groups, ensuring adequate supervision is provided, BCoT shall undertake the following six steps:

1. **Capability**: before the worker begins in the role, managers shall assess their capabilities, e.g. literacy, numeracy, general health and fitness, relevant experience, grasp of English.
2. **Induction:** provide an induction. Plan it carefully. Don't overcomplicate. Make sure that hazard information is put across by showing on site pictures, etc.
3. **Control measures:** risk control measures are being properly used and maintained, involve other workers in discussions about how best to protect new starters, emphasise accident and near-miss reporting, make any necessary arrangements for health surveillance, pass on emergency procedures and provide PPE.
4. **Information:** provide relevant information, instruction and training about the risks that new workers may be exposed to and the precautions they will need to take to avoid those risks.
5. **Supervision:** provide adequate supervision. Make sure workers know how to raise concerns and supervisors are familiar with the possible problems due to unfamiliarity and inexperience.
6. **Check understanding:** Has the new employee understood the information, instruction and training? Do observations show that they are acting on it? Ensure workers know how to raise any concerns about their health and safety

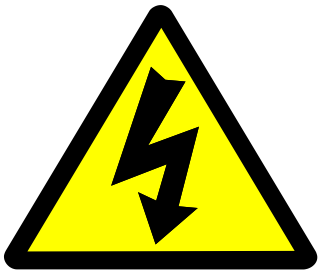
INFORMATION, INSTRUCTIONS (SAFETY SIGNAGE)

The Health and Safety (Safety Signs and Signals) Regulations require employers to ensure that safety signs are provided (or are in place) and maintained in circumstances where there is a significant risk to health and safety that has not been removed or controlled by other methods. This is only appropriate where use of a sign can further reduce the risk. The other methods may include engineering controls or safe systems of work and may be required under other relevant legislation. Safety signs are not a substitute for those other methods of control.

In determining when and where to use safety signs BCoT shall take into account the results of the risk assessment made under the Management of Health and Safety at Work Regulations 1999 (the Management Regulations). This assessment should identify hazards, the risks associated with those hazards, and the control measures to be taken. When those control measures have been put in place there may be a significant 'residual' risk such that employees must be warned of any further measures necessary. Safety signs should be used if they will help to further reduce this residual risk. If the risk is not significant there may be no need to provide a sign.

The Regulations make it clear that safety signs are not a substitute for other means of controlling risks to employees; safety signs are to warn of any remaining significant risk or to instruct employees of the measures they should take in relation to these risks.

It is important that BCoT ensure that their employees and students are aware of and understand the meaning of safety signs and signals either seen or heard during their work, including providing training where necessary. Although most safety signs are self-explanatory, employees (particularly new, young or inexperienced ones / students) may be unfamiliar with the meaning of some of the less commonly used signs. It is therefore important that the meaning of any sign is clearly explained, and that employees are aware of the consequences of not following the warning or instruction given by the sign.

TYPE OF SIGN	SHAPE	SYMBOL/COLOUR	SIGNAGE
Prohibitory: (e.g. "NO SMOKING")	Round	Black pictogram on white background, red edging and diagonal line	
Warning: (e.g. "ELECTRICAL RISK")	Triangular	Black pictogram on yellow background with black edging	
Mandatory: (e.g. "EAR PROTECTION MUST BE WORN")	Round	White pictogram on blue background	
Emergency escape or first aid:	Rectangular or square	White pictogram on green background	
Fire fighting: (e.g. "EMERGENCY FIRE HOSE")	Rectangular or square	White pictogram on red background	

SMOKEFREE WORKPLACES

The **"smokefree"** law applies to virtually all "enclosed" and "substantially-enclosed" public places and workplaces, including both permanent and temporary structures. Premises are considered enclosed if they have a ceiling or roof and (except for doors, windows or passageways) are wholly enclosed either on a permanent or temporary basis.

Premises are considered substantially enclosed, if they have a ceiling or roof but have an opening in the walls which is less than half the total area of the walls.

SMOKEFREE VEHICLES

Work vehicles must be smokefree if they are used in the course of paid or voluntary work by more than one person, regardless of whether they are in the vehicle at the same time.

SMOKEFREE HOME WORKING

Any part of a private dwelling used **solely** for work purposes must be smokefree if:

- It is used by more than one person who does not live at the dwelling
- Members of the public attend to deliver or to receive goods and/or services

SMOKEFREE SIGNAGE

"No smoking" signs need to be displayed in a prominent position at every entrance to smokefree premises. Signs must meet the following minimum requirements:

- At least one must be a minimum of A5 in area (210mm x 148mm) and display the words **"No Smoking - It is against the law to smoke in these premises"**
- Each must display the international no smoking symbol at least 70mm in diameter

Smokefree vehicles need to display a "no smoking" sign in each compartment of the vehicle in which people can be carried. It must show the international no smoking symbol.

SMOKEFREE LAW ENFORCEMENT

Failure to comply with the smokefree law is a criminal offence. Local councils are responsible for enforcing the smokefree law in England and have the legal power to enter premises or board vehicles to determine if anyone is breaking the law.

Employers who control or manage smokefree premises and vehicles have a legal responsibility to prevent people from smoking in them and to ensure that the required "no smoking" signs are in place. Employers should ensure that their employees are aware of the law and that they now work in a smokefree environment.

Notwithstanding the requirements of the smokefree law, employers retain a general duty of care under the Health and Safety at Work Act to protect their employees from the effects of second-hand smoke where exposure to it may be considered unavoidable in their workplace.

For further information on the smokefree law visit the Department of Health website: www.smokefreeengland.co.uk.

WORKPLACE DOCUMENTATION Error! Bookmark not defined.

Notices

The following notices will be displayed in a prominent position in the workplace:

- Health and Safety law placard
- A copy of your employer's liability insurance
- Copy of the organisation's health and safety policy statement

Prescribed Registers

- Weekly record of inspection as required by the Health and Safety Legislation for example work at height
- Record of inspection and/or thorough examination as required by The Provision and Use of Work Equipment Regulations (PUWER) or The Lifting Operations and Lifting Equipment Regulations (LOLER) for all other equipment; Pressure Regulations; Control of Substances Hazardous to Health (CoSHH).
- Accident book - record of injuries incurred

Documents

Assessments required:

- Risk assessment
- COSHH risk assessment

Where appropriate

- Noise assessment
- Manual handling risk assessment
- Specialist
- Health and Safety Management Plans
- Safe System of Work (Method Statements from Contractors)
- Specialist, e.g. asbestos, RPE

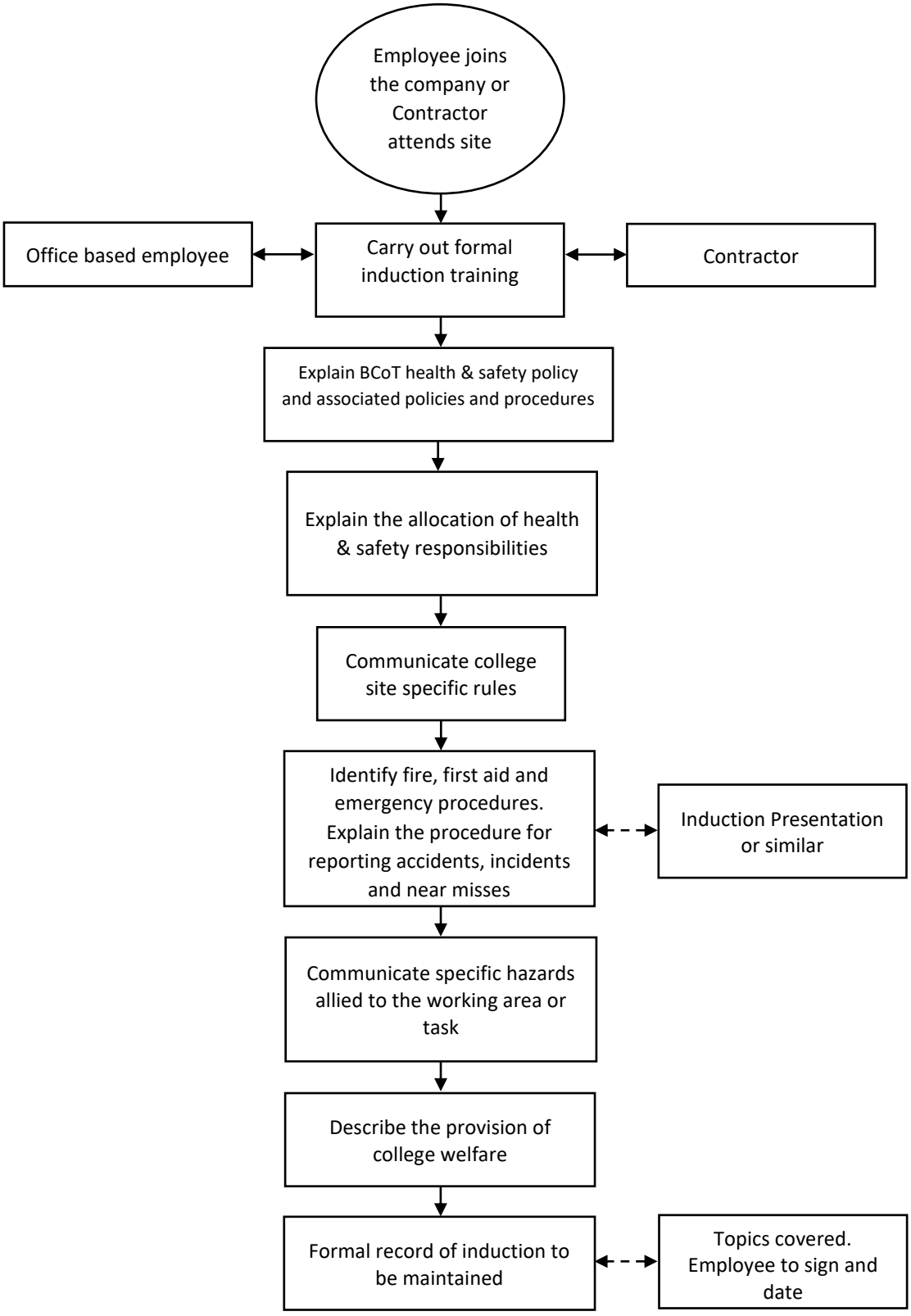
Evidence/certificates of competence (including training) for any equipment used/tasks carried out.

SECTION E

Induction Training

Colour Coding Within this procedure, actions and responsibilities are colour-coded as set out below to assist individual employees to identify their responsibilities simply and quickly.	
	Senior Management Team

Procedure for Induction Training



Arrangements for Induction Training

INTRODUCTION

You are **legally required** to provide workers with any health and safety information they need to carry out their job safely.

BCoT shall ensure all new members of staff, students and visitors receive health and safety induction training as part of their general induction into the college. This shall take place as soon as possible after they start, ideally upon arrival. The objective of the training is to ensure that new members of staff (and others) are familiar with all fundamental aspects of health and safety which relate to their employment, time on the premises and the contribution that they can make to a safe working environment.

BCoT expects attending Contractors to undergo site / task specific induction training (provided by BCoT Facilities & Estates) prior to works starting, in order that we may address and communicate the health and safety hazards associated with that particular area of works.

ARRANGEMENTS

RESPONSIBILITY	ACTION
Facilities & Estates	Shall ensure Contractors undergo site / project specific induction training, with such records of this training recorded, together with any certification.
Faculty Heads Head of HR	Will ensure that all new employees, students & visitors receive suitable induction training to ensure an adequate knowledge of BCoT activities and systems, including quality, health and safety and environmental aspects of their works.
Facilities & Estates Faculty Heads Head of HR	Shall maintain formal records of inductions into the college.

SCOPE OF TRAINING

Topics to be covered as part of the induction process:

- Providing a tour of the department and staff facilities
- Introducing each department team member
- Explaining the workings of the department along with the departmental systems, policies and procedures
- The individual's reporting lines, job title, duties, and responsibilities

- The organisation's health and safety policy including:
    - The organisation's commitment to health and safety in the workplace
    - Legislative background to the health and safety policy
    - The general statement of policy and its importance
    - How to get access to the health and safety policy
    - The organisational structure for managing health and safety
    - The employee consultation process on health and safety issues
    - Management and staff responsibilities and rules
    - Arrangements and procedures
    - Fire safety and emergency evacuation procedures, raising the alarm, escape routes and assembly points
    - How the accident and incident reporting system works
    - First aid arrangements
    - Disciplinary procedures following breach of staff rules

- Prohibited and hazardous areas, and smoking arrangements
- Where to find individuals with special health and safety functions, e.g. health and safety advisers/co-ordinators, first aiders, fire wardens and safety and employee representatives.
- Details of any traffic controls and restrictions
- Location of specific safety issues
- Job-specific safety issues and access to relevant risk assessments, work procedures, control measures, etc
- Details of any further training to be provided
- The organisation's "smokefree" policy

It can be helpful for any individuals with health and safety responsibilities to be present during induction training.

REFERENCES

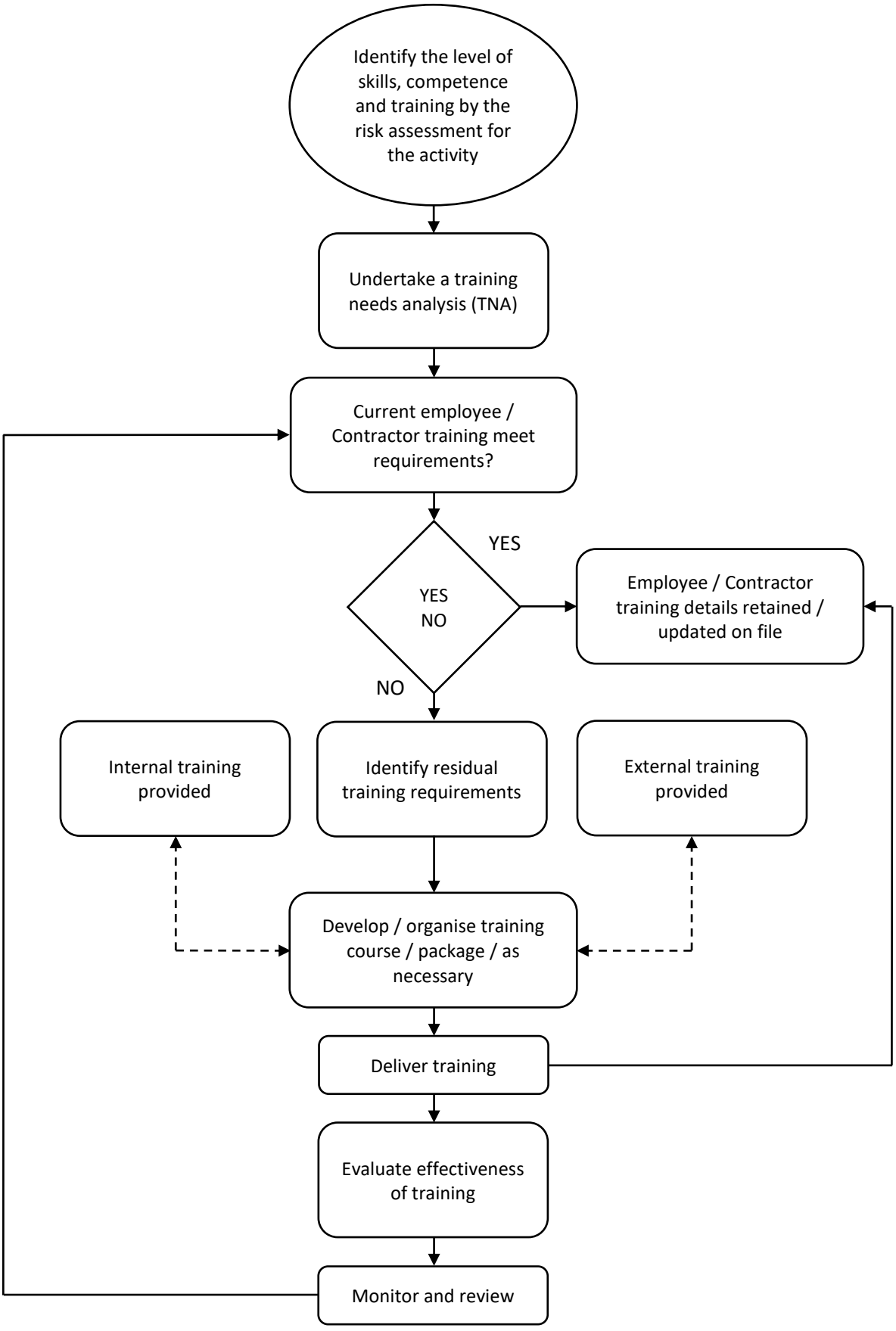
BCoT Health and safety management system, policies, and procedures
Fire notices
First aid notices
Location and job-specific requirements
Guidance relevant to the individual's work
Relevant specific risk assessments

SECTION F

Training and Competency

Colour Coding	
Within this procedure, actions and responsibilities are colour-coded as set out below to assist individual employees to identify their responsibilities simply and quickly.	
	Senior Management

Procedure for Training (and Competency)



Arrangements for Training (and Competency)

INTRODUCTION

Training and competence are vital components in the prevention of Health & Safety related problems within the workplace. Employees cannot be expected to carry out tasks safely or assume Occupational Health & Safety (OH&S) responsibility if they haven't been adequately trained and are not competent. Training needs associated with OH&S risks and must be identified. Records of training and these competencies must be maintained.

ARRANGEMENTS

RESPONSIBILITY	ACTION
Faculty Heads Facilities & Estates	Responsible for ensuring that their direct employees receive appropriate training and instruction.
Faculty Heads Facilities & Estates	Will ensure that all members of staff receive training on health and safety to assist them in undertaking their tasks safely and efficiently.
Faculty Heads Facilities & Estates	Will identify, arrange and monitor training provided either in-house or by external providers.
Head of HR	Responsible for maintaining up to date training records for employees. Records are stored on BCoT data base.

LEGAL REQUIREMENTS

Employers have a general duty to provide information, instruction and training to all their employees (see Section 2(2)(c) of the Health and Safety at Work etc Act 1974). This requirement is subject to the 'so far as is reasonably practicable' proviso, so an employer is able to consider the costs and benefits of training in relation to the risks involved.

Detailed legal requirements to provide general health and safety training are contained in the Management of Health and Safety at Work Regulations 1999 (MHSW), in Regulation 13(2) where the requirement is for the provision of adequate health and safety training whenever it is needed, such as on:

- First starting with the employer
- Employee(s) being transferred
- The taking up of new responsibilities
- The introduction of new work equipment or a change of the current work equipment
- The introduction of new technology into the work of the employees
- The introduction of new systems of work or processes or a significant change to those already in existence

Training must be kept up to date. Employers shall provide refresher training if necessary. Skills decline if they are not used regularly. Pay particular attention to people who deputise for others on occasions – as they may need more frequent refresher training than those who do the work regularly.

The Management Regulations specify that health and safety training should take place within working hours.

Under Regulation 14 of the MHSW Regulations, employees also have duties to act in accordance with any training or instruction provided by the employer. Further to that, the employee must also inform the employer, or any other employee of that employer, of shortcomings or dangers which a person with that level of training should be aware of. In addition to the general requirement, there are specific duties under numerous regulations to ensure training is provided. For example (but not limited to); Construction (Design and Management) Regulations; Control of Asbestos Regulations; Control of Vibration at Work Regulations; Control of Noise at Work Regulations; Provision and Use of Work Equipment Regulations.

COMPETENCE OF INDIVIDUALS AND THE ORGANISATION.

Employers (BCoT and Contractors) must take account of employees' capabilities, level of training, knowledge and experience when allocating work. Competence is developed by instruction and training or may have been acquired through experience or 'brought in' through specialist contractors - for example, lift engineers, electricians, heating engineers, scaffolders or fire detection companies.

BCoT senior management are identified in the health and safety policy with overall responsibility for training. Individual Senior Managers / Department Managers are accountable for training within their own areas of responsibility, i.e. for ensuring that staff attend training in accordance with the organisation's training programme. The organisations management will liaise with the health and safety manager regarding training needs.

TRAINING NEEDS / TRAINING NEEDS ANALYSIS (TNA).

Training needs analysis is a process that a business goes through in order to determine all the training that needs to be completed in a certain period to allow their team to complete their job as effectively as possible, as well as progress and grow. While several different approaches can be used to identify the training needs of an organisation, McGhee and Thayer's Three-Level Analysis is the most commonly used. The model provides a systematic means of conducting a TNA at three levels:

- Organisational
- Operational (or task), and
- Individual (or person)

Health and safety training needs can be determined by various means:

- Legislation - many pieces of legislation, or the Approved Code of Practices (ACOPs) supporting them, either have specific requirements for instruction and training or include recommendations for their provision.
- HSE, Local Government, or industry related guidance may recommend particular training provision in certain circumstances.
- Risk assessments, job safety analysis, or other forms of training needs analysis will very often indicate that, as part of procedural risk controls, training is necessary to suitably control a particular risk.

- New starters will require induction training to ensure that they are aware of any risks and associated controls, and any other health and safety requirements that are particular to the organisation.
- Employees changing jobs, or taking on new responsibilities, will require training in their new tasks and responsibilities, particularly those with health and safety responsibilities such as Fire Wardens or First Aiders; job descriptions can also provide training-needs information.
- The introduction of new plant or equipment.
- A change in technology, materials or working practices is likely to trigger the need for more training.
- Analysis of accident or incident reports can reveal a root cause of lack of suitable training which could then be rectified by providing relevant training.
- Safety monitoring, such as inspections and audits, can often reveal training needs.
- Consultation with the workforce - particularly through safety representatives and safety committees - can often reveal training needs that are not otherwise obvious.
- Enforcement action - as a result of a visit or an inspection by an officer from an enforcement agency; the advice or enforcement action may suggest or require training to be provided in certain areas.
- Personal development / appraisals highlight training for individuals.
- The need to ensure that the information provided in the training is current will require refresher training at suitable intervals.

It should not be forgotten that executive management (Board Members / Principal) also need health and safety awareness training in relation to their strategic responsibilities and legal requirements.

RECRUITMENT

The skill and health and safety competence level of each job and task shall be defined, especially where safety-critical work is involved (for example, in construction refurbishment and maintenance workers). Training and competence are initially assessed at the recruitment or project tender stage by choosing the right person or sub-contractor for the task. However, competence needs to be ensured throughout the period of employment or construction project.

HEALTH AND SAFETY TRAINING AND INSTRUCTION FOR SPECIFIC REQUIREMENTS

As an employer, BCoT shall ensure that, when we allocate work to employees, the demands of the work do not exceed their individual capabilities; this will include physical and mental abilities and the level of skill, training and experience. Risk assessments should determine the appropriate level of training for different tasks.

The type of training will vary according to the health and safety issues to be covered, the tasks involved and the person/people receiving the training. Often, the best form of training will be ‘on the job’, allowing the trainee to learn good practice at the place where they work. This may not always be practicable, and it may be necessary to supplement this type of training with some classroom activities. Particular consideration should be given to the needs of young workers (and students).

Training should take place during working hours, be repeated periodically and, where appropriate, should be adapted to take account of new/altered risks to health and safety.

Training shall always be delivered by a person who is competent to do so. For on-the-job training, this may well be an experienced worker or supervisor. For other issues, input from a health and safety officer, manager or consultant may be required. Outside trainers may also be required, particularly for some specialist areas, e.g. Abrasive Wheels training. Some training may be appropriately provided by e-learning or other self-directed learning.

Employees have a legal duty to co-operate with their employer in health and safety training, and to apply the skills and knowledge they have acquired.

Arrangements should be in place to ensure competent cover for staff absences, particularly those with health-and safety-critical responsibilities.

JOB-SPECIFIC TRAINING

Risk assessments shall identify where work tasks require specific training. These should address defined safe systems of work, and any specific areas of risk or aspects requiring special skills, e.g. manual handling, equipment operation, PPE, etc.

Specialist training should be provided or be arranged by the organisations 'competent person' in the specific area. Many training requirements are unlikely to be met by existing resources. These principally include first aid training, which has to be provided by a competent specialist provider or individual. Where Contractors are used, copies of current (valid) training and competencies will be received and reviewed prior to works.

Further training should be considered when:

- Employees transfer or take on new responsibilities
- There is a change in the work equipment or systems of work in use

REFRESHER OR TRAINING UPDATE

It will be necessary to repeat training periodically in order to avoid complacency and a decline in skills. Competency will reduce if skills are not used regularly (e.g. emergency procedures). Special attention should be given to employees who occasionally deputise for others; because their skills may only rarely be used, they are likely to require more frequent refresher training.

Where skills are used regularly, it may not be necessary to repeat entire training programmes and it may be more relevant to concentrate refresher training on key areas where employees are likely to develop bad practices through habit or complacency.

Information from routine health and safety checks, accident, incident and near-miss investigations and personal performance monitoring can help to establish suitable periods for re-training and the key areas where attention is required. Management should be involved in any incident investigation.

TOOLBOX TALKS

Good communication is essential for health and safety. It is vitally important that managers (facilities & Estates) engage and consult with employees, as it is an effective way of identifying hazards and controlling risks.

Toolbox talks are one way of delivering advice on matters of health, safety and environmental to your employees, as well as engaging in discussions to obtain feedback, thus helping to maintain and improve standards.

FORMAL HEALTH AND SAFETY TRAINING AND QUALIFICATIONS

These fall into two broad categories – those aiming to provide general health and safety knowledge and skills, and specialist courses and qualifications for health and safety managers who are likely to operate in higher-risk environments or work as full-time practitioners.

For those aiming for a full-time health and safety role, various routes to qualification are available either via NEBOSH or NVQs. For managers seeking recognised certification in general areas of health and safety knowledge, courses such as:

- IOSH Managing Safely or CITB Site Managers Safety Training Scheme (SMSTS); Site Supervisors Safety Training Scheme (SSSTS)
- The NEBOSH General Certificate in Occupational Safety and Health / NEBOSH National Certificate in Construction Health and Safety

NATIONAL VOCATIONAL TRAINING

Associated with the National Vocational Qualification (NVQ and, in Scotland, SVQ) scheme, the 'approved standards in health and safety for people at work' are offered at three levels (levels 3, 4 and 5). Level 5 offers an alternative route to Chartered Membership of the Institution of Occupational Safety and Health. NVQ training is based in the workplace with assessment in practical competence and knowledge.

OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEMS (OH&S MS)

Standards relating to OH&S management systems – such as BS ISO 45001:2018 – stress the importance of worker training as a means to better address risks in future. Clause 8 of ISO 45001 for example requires an organization to provide the mechanisms, time, training and resources for consultation and participation of workers.

KEY ACTIONS

The key actions for health and safety training will include:

- Determining the health and safety training needs of the organisation and the priorities. Tackling top priorities first and discussing and agreeing the priorities with colleagues
- Deciding who needs training. Remember to meet the training needs of all the workforce, including migrant workers who might not have good English, those with poor literacy skills or those with disabilities, such as of sight or hearing
- Choosing training methods, including numbers of trainees, the amount of time required and the period over which the training will extend
- Determining the most effective way to deliver training, including preparation; tailoring training to the organisation; resources needed; choosing a venue and techniques for getting people involved
- Checking, in both the short and long term, that training is working, including evaluation forms and end-of course assessments
- Ensuring that comprehensive training records are kept including details of the date, content, trainer, attendees and the results from any end-of-course assessments. Monitor training records so that refresher training can be given when needed

KEY TERMS

Information: the provision of facts, usually one way (ie without the opportunity for discussion or clarification) and often by non-verbal means such as signs, posters, written procedures.

Instruction: the provision of teaching about subjects relating to the work, often by verbal means but occasionally by printed or computerised 'distance learning' materials and often with some degree of supervision.

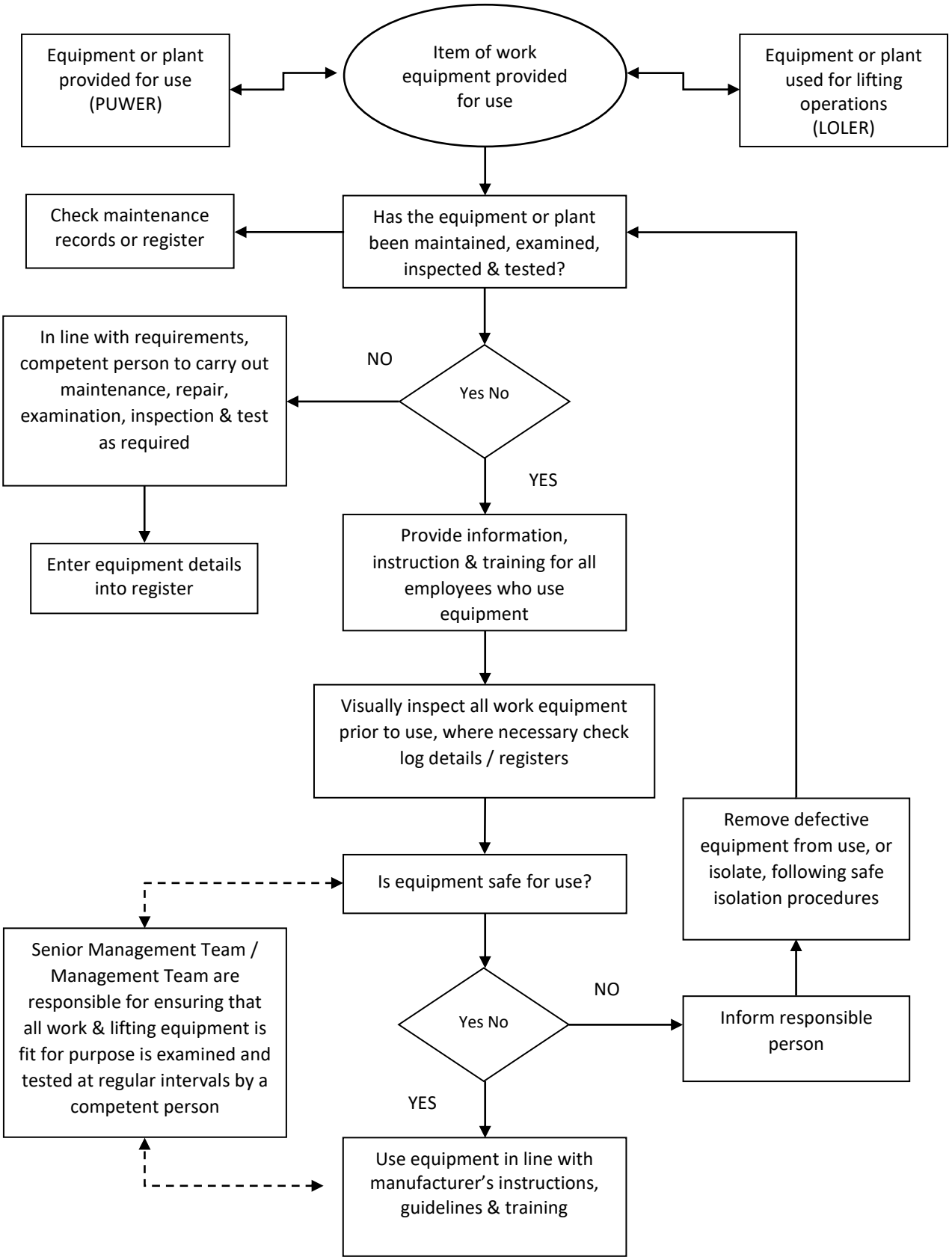
Training: can be considered as a systematic form of instruction where it is a continuing programme of planning and implementation of means of improving the workers' knowledge, skills, perception and attitude relating to their work, with a view to developing their abilities to carry out their current and potential future tasks safely, effectively and efficiently.

SECTION G

Provision and Use of Work Equipment

Colour Coding Within this procedure, actions and responsibilities are colour-coded as set out below to assist individual employees to identify their responsibilities simply and quickly.	
	Senior Management Team
	Management Team

Procedure for Safe Equipment and Plant



Arrangements for Safe Equipment and Plant

INTRODUCTION

Work equipment has the potential to cause injury or illness to workers if it is not used properly or if it is not kept in good condition. The Provision and Use of Work Equipment Regulations 1998 (PUWER) require risks to employee's health and safety from equipment that they use at work, to be prevented or controlled.

The Provision and Use of Work Equipment Regulations (PUWER) apply to all items of **"work equipment"** provided for **"use"** or **"used"**, either by employees or the self-employed.

The following definitions are relevant:

- **Work equipment** can cover almost any equipment which is used by an employee at work. circular saws and drilling machines, hand tools such as screwdrivers and knives, lifting equipment such as lifting slings, and other equipment such as ladders and water pressure cleaners. It also includes office equipment such as duplicators and binders.
- **Use** includes its cleaning, repair, modification, maintenance and servicing.

ARRANGEMENTS

RESPONSIBILITY	ACTION
Faculty Heads Facilities & Estates Course Directors	Responsible for ensuring new plant and equipment is suitable for the intended use and meets the safety requirements as laid down in the Provision and Use of Work Equipment Regulations and Lifting Operations and Lifting Equipment regulations before it is purchased.
Faculty Heads Facilities & Estates Course Directors	Responsible for appointing competent persons to check, inspect and examine all site plant / equipment in accordance with the requirements of relevant legislation and industry best practice.
Faculty Heads Facilities & Estates Course Directors	Responsible for ensuring that effective procedures for the maintenance of equipment and plant are drawn up and implemented (including testing of portable appliances, i.e. PAT).
Facilities & Estates	To ensure faulty plant and equipment is logged with remedial action implemented.

GENERAL REQUIREMENTS AND DUTIES

The Regulations require risks to people's health and safety, from equipment that they use at work, to be prevented or controlled. In general terms, the Regulations require that equipment provided for use at work is:

- Suitable for the intended use
- Safe for use, maintained in a safe condition and, in certain circumstances, inspected to ensure this remains the case
- Used only by people who have received adequate information, instruction and training
- Accompanied by suitable safety measures, eg protective devices, markings, and/or warnings.

Care and attention must be taken in the selection of work equipment. A risk assessment should be undertaken, and the most appropriate work equipment chosen for maximum protection in terms of health and safety. All new machinery should be CE marked, provided with an EC Declaration of Conformity and be provided with instructions in English.

The persons responsible for ensuring compliance with the Regulations include employers (BCoT), the self-employed and others (Contractors) who have control of work equipment. While employees do not have specific duties under the Regulations, they do have general duties under the Health and Safety at Work etc Act 1974. It should be noted that certain self-employed persons are exempt from compliance with most health and safety legislation. The legal requirements are contained in the Deregulation Act and in the Health and Safety at Work etc Act 1974 (General duties of Self-Employed Persons) (Prescribed Undertakings) Regulations 2015.

BCoT Faculty Heads, Course Directors and Facilities and Estates, and their nominated Contractors shall ensure that:

- All work equipment selected is suitable for the task, taking into account the task, location, and conditions of use, etc
- Clear instructions are available, preferably in writing
- Work equipment is maintained in efficient working order and good repair by competent staff or contractors
- Work equipment is stable and adequately lit
- Work equipment is able to be isolated from its power source
- Effective communication with other owners of equipment
- Work equipment is maintained in a safe working condition / working order with records of maintenance kept

BCoT Facilities & Estates Management and their nominated Contractors shall provide:

- Information, instruction and training to employees and managers on the safe use and maintenance of equipment and who is authorised to use it
- A planned preventative maintenance programme
- Suitable guarding to prevent access to dangerous parts, or, to stop dangerous parts before a person can reach them
- Relevant markings and warnings
- Safe systems of work and isolation procedures, particularly for maintenance activities
- Visible and identifiable control devices which are in a safe place and easily accessible
- A written agreement, or internal procedures for the maintenance of hired equipment

(Note: The extent of maintenance required may vary with the complexity of the equipment but even the simplest equipment shall be subject to a daily visual check by the user for defects before use. Complex equipment, whilst subject to a pre-user check, is likely to require routine maintenance and planned preventative maintenance, which shall be carried out in accordance with manufacturers' recommendations).

SELECTING WORK EQUIPMENT

Selecting suitable work equipment for particular tasks, processes and work conditions makes it possible to eliminate many risks to health and safety. Accidents often occur because people have 'made do' with an unsuitable piece of work equipment which may have been modified or repaired with the incorrect parts. Preventing these accidents is possible by planning ahead to ensure the correct equipment is available.

Work equipment should be used in such a way as to reduce risks to users and others.

Where work equipment is hired in, BCoT Facilities & Estates Management and their nominated Contractor shall ensure that it will only be used by persons with suitable training. Although hire companies will usually provide a briefing of key safety rules and written instructions, this is not a substitute for effective training. It should also be ensured that the equipment is supplied with all of the required guards, and other additional safety equipment required, and supporting documents (record of inspections, examinations etc).

STANDARD / GUARDING

All new equipment / tools should carry the CE logo / UKCA mark (UK Conformity Assessed) , safe (safety checks must be made), provided with an EC Declaration of Conformity (CE) and or Declaration of Conformity, and be provided with instructions in English.

Regulation 11 of PUWER refers to the protection of dangerous parts of machinery. It requires that access is prevented to dangerous parts (or rotating stock-bars), or that measures are employed to stop the movement of the part before any person enters a danger zone.

A hierarchy of protection should be applied as follows:

Fixed guards, requiring use of a special tool to remove them, should be used wherever possible. Interlocked guards and other guards are the second choice, followed by other protection appliances, such as jigs and pushsticks. The provision of information, instruction, training and supervision should supplement the other measures, but will rarely be sufficient on its own.

Machine guarding must be:

- Suitable for purpose
- Of good construction, adequate strength and sound material
- Maintained in an efficient state and working order and in good repair
- Not give rise to increased risk to safety
- Not easily bypassed or disabled
- Situated a sufficient distance from the danger zone
- Positioned so as not to restrict the view of the operating cycle where necessary
- Take account of maintenance requirements whilst providing maximum protection for maintenance

In meeting the requirements of PUWER Regulation 12 (Protection against specific hazards), BCoT Faculty Heads, Course Director and Facilities & Estates shall ensure that persons are not exposed to certain specified hazards or, if that is not reasonably practicable, that the risk to health and safety is adequately controlled. The hazards in question include:

- Any article or substance falling or being ejected from work equipment
- Rupture or disintegration of work equipment
- Work equipment catching fire or overheating
- Unintended or premature discharge of any article or of any gas, dust (wood), liquid, vapour, etc
- Unintended or premature explosion of any work equipment or associated articles or substances

BCoT shall ensure that suitable measures used to prevent exposure should, so far as is reasonably practicable, be measures other than the provision of PPE or information/training.

Regulation 13 of PUWER (high or low temperatures) specifies that protection should also be given to prevent burns, sears, or scalds from high or low temperatures associated with machinery or its product.

Regulations 14 to 18 of PUWER (controls for starting; stop controls; emergency stop controls; controls and control systems). There must be controls for starting the equipment, restarting after a stoppage, controlling changes in condition as required, stopping the equipment and emergency stopping. Every employer must also ensure, where appropriate, that work equipment is provided with suitable means to isolate it from sources of energy. The means of isolation must be clearly identifiable and readily accessible. Reconnection of energy sources to work equipment must not cause any risk to health or safety. (Regulation 19).

Work equipment must incorporate markings, warnings and warning devices where necessary for health and safety. (Regulations 23 and 24 (Markings and Warnings)).

WORK CONDITIONS

BCoT Facility & Estates Management or their Contractors must ensure that work equipment, or any part of work equipment, is stabilised by clamping or otherwise as necessary for health and safety purposes.

The company shall also ensure the availability of suitable and sufficient lighting, which takes account of the task to be carried out, to be provided at any place where a person uses work equipment. Lighting should be provided for maintenance activities as well as for normal operation. The lighting of the working area requires particular care to ensure excellent visibility of hazards and workpieces.

MAINTAINING WORK EQUIPMENT

Regulation 5 (maintenance) states that work equipment must be maintained in an efficient state, working order and in a good state of repair. PUWER guidance describes the need to consider the frequency of maintenance required based on intensity of use, operating environment, variety of operations and risk to health and safety from malfunction or failure. Reference should be made to the manufacturer's instructions when devising maintenance schedules.

A register or maintenance log may be required or be considered appropriate for some items of equipment or potentially hazardous equipment. All maintenance records are to be kept up to date.

Regulation 6 (inspection) sets out inspection requirements for work equipment, i.e. such inspections must be undertaken. The inspection requirements relate to 'significant risks' identified (e.g. through the risk assessment process) which could arise from general use, deterioration or from exceptional events.

The purpose of the inspection is to identify defects before they result in unacceptable risk. The term 'inspection' may include functional tests, e.g. the correct operation of an interlocked guard.

Those who determine the maintenance and inspection requirements for work equipment, and those carrying it out, must be suitably competent.

Inspection records will be maintained, using BCoT designated plant inspection or through Contractors own forms.

RESTRICTION TO AUTHORISED PERSONS

In meeting the requirements of Regulation 7 of PUWER BCoT senior management team shall ensure that where the use of work equipment involves a specific risk to health and safety, use of the equipment and any repair or maintenance of the equipment is restricted to suitably trained and authorised persons.

INFORMATION, INSTRUCTION AND TRAINING

Regulation 8 of PUWER (Information and Instructions) requires the provision of information and instruction to users of work equipment, and to those who supervise them, as well as to those maintaining equipment. The information and instruction should include:

- The condition in which, and methods by which, the work equipment may be used
- Foreseeable abnormal situations and the action to be taken
- Past experience drawn from using work equipment

Information can be in writing or verbal, where this is considered sufficient, and must be comprehensible to those concerned. Written information may include manufacturer's information, warning labels, instruction placards and instruction manuals. However, it is necessary to consider whether the information can be easily comprehended by the intended user It may be necessary to simplify instruction into plain English or to translate it into other languages.

In accordance with the requirements of Regulation 9 of PUWER BCoT will ensure and confirm that all persons who use work equipment, and employees who supervise or manage the use of work equipment, have received, and demonstrated adequate training for the purposes of health and safety. This includes training in the methods which may be adopted when using the work equipment, any risks which such use may entail and precautions to be taken.

KEY TERMS

Work equipment - means any machinery, appliance, apparatus or tool and any assembly of components which, in order to achieve a common end, are arranged and controlled so that they function as a whole.

Personal Protective Equipment (PPE) - is legally defined as 'all equipment (including clothing affording protection against the weather) which is intended to be worn or held by a person at work and which protects him against one or more risks to his health or safety'.

Ergonomics – design which takes account of operating positions, repetition, forces exerted, the dimensions of the human body and other human factors to ensure maximum compatibility in the man/machine interface.

Competent Person – a person with the necessary knowledge and experience (and in the case of statutory examination, independence) to undertake the functions required of them. They should be able to demonstrate that they have practical and theoretical knowledge and actual experience of the relevant systems/equipment.

Danger Zone – any zone in or around machinery in which a person is exposed to a risk to health and safety from contact with a dangerous part of machinery.

Lifting Operations and Lifting Equipment (LOLER)

INTRODUCTION

BCoT activities involve the use of lifting equipment including, vehicle lifts, hoists. The health and safety arrangements for our lifting equipment and lifting operations are covered in this section

The Lifting Operations and Lifting Equipment Regulations (LOLER) apply to all types of lifting operations and lifting equipment, including lifting gear. Lifting equipment is defined as work equipment so in addition to complying with LOLER it must also comply with PUWER, the Provision and Use of Work Equipment Regulations.

BCoT recognises that, as an employer, it has a duty to our employees, students and other persons working for us to ensure that equipment provided or used complies with the regulations.

Lifting equipment is commonly used in work situations where manual handling of loads, or people, is necessary. All equipment used at work for lifting or lowering loads is regulated by the Lifting Operations and Lifting Equipment Regulations 1998.

LOLER applies to the selection, use and operation of all lifting equipment, whether new, leased or second-hand or belonging to employees and used at work. Some examples of lifting equipment covered by LOLER include forklift trucks, passenger lifts, high lift pallet trucks and tail-lifts on vans. LOLER does not, however, cover pallet trucks, escalators, travelators or domestic equipment such as stairlifts in people's private homes, unless they are being used by a person at work, such as a care assistant.

Accessories for lifting, commonly known as lifting gear, include chains, ropes, slings and components kept for attaching loads to machinery for lifting, e.g. hooks, eyebolts, lifting beams or frames, etc.

LOLER expands on the general duties in terms of health and safety under The Health and Safety at Work etc Act 1974, The Management of Health and Safety at Work Regulations 1999 and The Provision and Use of Work Equipment Regulations 1998. It applies across the UK and applies to employers, the self-employed, employees who manage or supervise the use of lifting equipment, and anyone who supplies or has control of lifting equipment.

THE MAIN REQUIREMENTS UNDER LOLER

- All lifts and lifting equipment must be maintained in a safe condition by competent staff, this is normally undertaken in accordance with the manufacturer's instructions
- All lifting equipment must be marked with the maximum weight it can be safely used to lift – that is, the Safe Working Load (SWL)
- Equipment that isn't to be used for carrying people should be clearly marked as such
- Equipment for carrying people should be marked with the maximum number of people it can safely carry
- Lifting equipment that could be subject to deterioration through contact with wet, abrasive or corrosive environments must be identified as additional maintenance and inspections may be required
- A competent person must be appointed to carry out the required thorough examination and testing of lifting equipment (normally an insurance company

- Lifting equipment must be thoroughly examined by a competent person:

    - Before being used for the first time unless it is supplied with an EC declaration of conformity
    - Dated within the last year or six months (person lifting / lifting accessories) and the equipment was not assembled on site
    - Regularly whilst in service if the equipment is exposed to conditions causing deterioration that is likely to result in dangerous conditions
    - In exceptional circumstances, e.g. after it has not been used for a long period, if it's been used for a different purpose, if it has been overloaded and always if it has failed or been damaged

- An inspection frequency must be devised for all lifting equipment. Different types of lifting equipment will have differing inspection frequencies, normally not more than six months for equipment lifting people and lifting tackle and not more than12 months for other lifting equipment
- Records must be kept for lifting equipment of inspections and examinations
- Regular routine maintenance of lifting equipment must be carried out and any defects noted, reported to the responsible person and rectified. Where necessary defective equipment should be taken out of use until it is repaired
- Appropriate information, instruction and training should be provided to staff involved in lifting operations and/or the use of lifting equipment
- All lifting equipment must be stored correctly and securely to protect it from damage
- All lifting activities must be properly planned, supervised and carried out in a safe manner
- The detail needed in planning will depend upon how complex the lifting operation is, and the equipment to be used
- Routine lifts will only need to be planned once, provided equipment, load and conditions remain the same
- More complex lifts may need a special plan

Where provided or in use, all lifting equipment including lifting accessories shall be identified on a schedule / register which is used to ensure that each item has received the maintenance, inspection and thorough examination required. The schedule of equipment and records of maintenance and inspection are held by individual sub-contractors and submitted to BCoT Facilities & Estates Management.

Suitable storage is provided for lifting accessories to prevent accidental damage or corrosion.

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. A competent person must undertake all thorough examinations and inspections. The level of competence will depend upon the type of equipment and the level of thorough inspection or examination required.

Following each thorough examination, the person carrying out the thorough examination must make out a report signed by themselves (or someone on their behalf) in the register provided for the purpose, which shall remain with the equipment to which it refers. If the equipment is hired or leased a copy of the report shall be provided to the person from whom the equipment has been hired or leased.

Reports of thorough examinations and inspections shall be kept available for inspection at the place where the lifting equipment is being used and shall be readily available to the Health and Safety Executive or local authority inspectors if required by them.

No lifting equipment shall be used, unless accompanied by physical evidence that the last thorough examination has been carried out.

Facilities & Estates Management shall keep reports / records of thorough examinations:

- In the case of all other thorough examinations - either until the next report is made or for 2 years, whichever is the longer

The following information is to be contained in a report of a thorough examination:

- The name and address of the employer for whom the thorough examination was made
- The address of the premises at which the thorough examination was made
- Particulars sufficient to identify the equipment including, where known, its date of manufacture.
- The date of the last thorough examination
- The safe working load of the lifting equipment or, where its safe working load depends on the configuration of the lifting equipment, its safe working load for the last configuration in which it was examined
- In relation to the first thorough examination of equipment after installation or after assembly at a new site or in a new location:
    - That it is such a thorough examination
    - If such is the case, that it has been installed correctly and would be safe to operate
- In relation to a thorough examination of equipment other than a thorough examination to which paragraph 6 relates, whether it is a thorough examination:
    - Within an interval of 6 months under Regulation 9(3)(a)(i)
    - Within an interval of 12 months under Regulation 9(3)(a)(ii)
    - In accordance with an examination scheme under Regulation 9(3)(a)(iii)
    - After the occurrence of exceptional circumstances under Regulation 9(3)(a)(iv)
- In relation to every thorough examination of equipment:
    - Identification of any part found to have a defect, which is or could become a danger to persons and a description of the defect
    - Particulars of any repair, renewal or alteration required to correct a defect found to be a danger to persons
- In the case of a defect which is not yet but could become a danger to persons:
    - The time by which it could become such a danger
    - Particulars of any repair, renewal or alteration required to correct it
- The latest date by which the next thorough examination must be carried out
- Where the thorough examination included testing, particulars or any test
- The date of the thorough examination
- The name, address and qualifications of the person making the report; that they are self-employed or, if employed, the name and address of their employer
- The name and address of a person signing or authenticating the report on behalf of its author.
- The date of the report

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.

TRAINING

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 formally authorised to use the equipment.

Records (certifications) of training and authorisation for the use of lifting equipment are held by Facilities & Estates Management. Typical training, as appropriate would include:

- 1a Static vertical
- 1b, 1b+ Static Boom
- 3a, 3a+ - Mobile vertical
- 3b, 3b+ Mobile boom
- PAV – Push around vertical

(Recognised IPAF or equivalent).

Portable Electrical Equipment

LEGAL REQUIREMENTS

Legal duties are placed on manufacturers and suppliers for safe design of the equipment, and there are general duties designed for employers to ensure it remains in a safe condition. The legislation for the maintenance of electrical equipment is The Electricity at Work Regulations 1989 (EAWR). It applies to all work activities, employers, self-employed and employees.

The Regulations impose a number of requirements in relation to the safety and maintenance of electrical equipment, including portable equipment, and arrangements for its safe use. The Regulations are not prescriptive at a technical level but set out objectives to be met; this allows the dutyholder to assess what measures are to be taken appropriate to the circumstances in order to ensure safety.

The Electrical Equipment (Safety) Regulations 1994 are principally aimed at manufacturers and importers and apply to electrical equipment designed for use with AC voltages between 50 and 1,000 volts, and DC voltages between 75 and 1,500 volts. The Regulations implemented the 'Low Voltage Directive (2006/95/EC)', which was replaced by Directive 2014/35, and apply across both work-related and consumer electrical equipment. These Regulations also implement the EC requirements regarding CE marking of equipment. All portable hand-held electrical tools (other than those that are battery operated with voltages below those outlined above) come within the scope of these Regulations.

The Memorandum of Guidance on the Electricity at Work Regulations 1989 provides more detail on how to comply with the Regulations, and states 'as may be necessary to prevent danger, all systems shall be maintained so as to prevent, so far as is reasonably practicable, such danger'. It applies to all fixed, portable and transportable equipment.

The Memorandum also gives further information on the meaning of reasonably practicable and provides more technical detail for more complex equipment and environments.

The Provision and Use of Work Equipment Regulations 1998 also apply to portable electrical equipment used for work and contain requirements in relation to appropriate selection and maintenance of equipment, and training of employees in the use of work equipment. The Dangerous Substances and Explosive Atmospheres Regulations 2002 are applicable to the use of portable electrical equipment that can be exposed to a potentially explosive atmosphere or an explosible dust.

CONTROLLING THE RISK FROM PORTABLE ELECTRIC TOOLS

There is a need to control the risk when using portable electric tools. Examples of risk include:

- External use of an electric, pressure water cleaner, powered by a 240V mains supply, with the cable trailing on the ground where it can be damaged, and where water is present. Damage to the cable or other parts is likely to result in the operator receiving an electric shock, which could be fatal.

- Similar risks result when other electrical equipment, such as drills and portable grinders, are used in harsh and wet environments, e.g. on a construction site, where there is a high probability of mechanical damage to the equipment and any trailing cables.

- Lower risks result from floor cleaners or kettles, generally used in more benign environments such as offices and hotels, that can be subject to intensive use and wear. This can eventually lead to faults, which can also result in a shock, burns or fire.

RISK ASSESSMENT OF WORK INVOLVING PORTABLE ELECTRICAL EQUIPMENT

Hazards presented by portable equipment should be assessed using the normal risk assessment techniques. If the hazards cannot be eliminated or avoided, the risks should be managed through effective control measures.

USE OF THE EQUIPMENT

It is appropriate to distinguish between 'portable' and 'fixed' equipment because the connections to portable equipment, i.e. the plug and flexible cable and its terminations, are more vulnerable to damage and wear or harsh treatment than equipment that is permanently fixed. A fixed piece of equipment is provided with significant protection against damage by its location inside a building; the connections are not subject to strain and the equipment cannot be easily damaged by being dropped. Generally, the environment in which fixed equipment is located is known and unlikely to change, unlike portable equipment, which can be used at any location.

Equipment held by hand presents a greater degree of risk because, should it develop a dangerous fault, the person holding it will almost certainly receive an electric shock. Furthermore, the effect of the electric shock may cause them to be unable to let go of the equipment. In addition to the risk of shock, there may be other serious injuries caused, for example, by the person dropping the equipment or falling from a height.

The risk of electric shock from portable tools can be greatly reduced by operating them from a reduced voltage supply such as 110-volt centre tapped earth supply, widely used on construction sites or for equipment used outdoors. Another safeguard for portable tools is to ensure that they are supplied via a residual current device (RCD) with a rated trip current no greater than 30 milliamps. These are available either as part of a plug or extension lead or in the supply to socket outlets. An RCD is capable of detecting current flowing to earth (even when flowing through a person) and rapidly isolating the supply, thus reducing the risk of fatal electric shock (electrocution).

All new electrical installations designed since 1 January 2019 should have any ordinary sockets for general use protected in this way under the requirements of BS7671 2018 Requirements for Electrical Installations - commonly referred to as the IET Wiring Regulations 18th Edition.

DESIGN AND CONSTRUCTION OF PORTABLE ELECTRICAL EQUIPMENT

CLASS 1 - Some electrical equipment relies on metallic parts of the equipment being earthed (Class I type). If this earth connection is broken, and there is also an insulation failure on the equipment, it is likely that the exterior of the equipment will become live, with a potentially fatal result.

CLASS 2 - Is constructed with high-integrity insulation and does not have, or need, an earth connection in order to maintain electrical safety. The live components are all guarded by substantial insulation. It is generally recognised that Class 2 equipment is inherently safer than Class 1 equipment for portable tools. Most portable electrical tools are generally of Class 2 standard. Other portable equipment such as most kettles, plug-in microwave ovens and many pieces of catering equipment will be of Class 1 construction.

MAINTENANCE OF PORTABLE ELECTRICAL EQUIPMENT

This is one of the key control measures that can reduce the risk of an electrical accident very significantly. Cost-effective maintenance is achieved by a combination of actions applied at three levels: BCoT senior management team shall ensure the following are completed:

1. Checks by the user.

The user should look critically at the equipment and, after a minimum of basic training, visually check for signs that the equipment is not in a sound condition,

- There is damage to the cable sheath (apart from light scuffing)
- The plug is damaged; the case is cracked, or the pins are bent
- There are inadequate joints, including taped joints in the cable
- The outer sheath is not effectively secured where it enters the plug or the equipment
- The equipment has been subjected to unsuitable conditions, e.g. wet or excessively contaminated
- There is damage to the external casing of the equipment or there are some loose parts or screws
- There is evidence of overheating (burn marks or discoloration)

These checks also apply to extension leads, plugs and sockets. The user should undertake checks when the equipment is taken into use and during use. Faults should be reported to management and the equipment taken out of use immediately. The equipment must not be used until rectified by a competent person. (The equipment could be labelled as faulty, and the plug removed).

2. Visual inspection by a person appointed to do this.

This is the most important part of the maintenance system and should be carried out by a competent person. Most faults can be picked up by such inspections. This will include the previous checks but on a formal and systematic manner. Additional checks should include the removal of the plug cover to check that:

- It contains the correct fuse
- The cord grip is effective
- The cable terminations are secure and correct, including an earth if required
- There is no sign of internal damage or overheating
- There is no sign of liquid or foreign matter.

The inspections should be carried out at regular intervals. The period between inspections can vary considerably depending on the type of equipment, the conditions of use and on the environment.

Faulty equipment should be taken out of service until repaired and tested if necessary.

3. Combined inspection and tests by a competent person or by a contractor.

Testing, together with visual inspection, can detect faults such as loss of earth integrity, e.g. broken earth wire within a cable, or deterioration of insulation integrity or contamination of internal and external surfaces. Periodic inspection and testing are the only reliable ways of detecting such faults.

This combined stage should be carried out by someone with a wider degree of competence than that required for inspection, as the results require interpretation and electrical knowledge.

Persons carrying out testing of portable electrical equipment should be trained for the work. There are two levels of competency.

1. The first is where a person, not skilled in electrical work, uses a 'pass/fail' type of portable appliance tester (PAT), where no interpretation of readings is necessary. The person would, need to know how to use the PAT correctly. Providing the test procedures are properly followed, and acceptance criteria are defined, this routine can be straightforward.

2. The second is where a person with certain electrical skills uses a more sophisticated instrument which gives actual readings that require interpretation. This person would need to be competent through technical knowledge or experience related to the type of work.

3. Those undertaking any repairs of equipment need to be competent to do so having regard to the equipment; this will require electrical skills and, depending on the equipment and the repair, additional training.

MAINTENANCE AND TEST RECORDS FOR PORTABLE ELECTRICAL EQUIPMENT

Although there is no requirement in the EAWR to keep a maintenance log, the EAWR Memorandum and HSE guidance in maintaining portable electrical equipment refer to the benefits of recording test results. Such a record is a useful tool for monitoring and reviewing the effectiveness of the system and demonstrates that the scheme exists. It can be used as an inventory of portable equipment and a check on the use of unauthorised equipment brought in by employees.

FREQUENCY OF INSPECTION AND OF COMBINED INSPECTION AND TESTING

This is a matter of judgement based on assessment of risk. Maintaining Portable and Transportable Electrical Equipment (HSG107) provides detailed guidance should the reader have difficulty in initially deciding how often to carry out inspection and combined inspection and testing, particularly if no maintenance system exists. Alternatively, guidance should be sought from a competent person with the experience to make the judgement; manufacturers, suppliers or trade organisations might assist. The IET Code of Practice for In-service Inspection and Testing of Electrical Equipment also provides guidance on recommended frequencies of inspection and test regimes to follow.

Guidance on inspection intervals for construction and office-based equipment can be found in the following tables.

Construction Site Based Equipment

Type of Equipment	User Checks	Formal Visual Inspection	Combined Inspection &Test
Hire Equipment	N/A	Before issue/after return	Before issue
Construction 110V	Weekly	Monthly	Before first use on site then 3 monthly
Construction 230V	Daily/every shift	Weekly	Before first use on site then monthly
Construction Fixed RCDs	Daily/every shift	Weekly	Before first use on site, then 3-monthly (portable RCDs – monthly)
Construction site office equipment	Monthly	6 monthly	Yes, before first use on site then yearly

Office Based Equipment

Type of Equipment	User Checks	Formal Visual Inspection	Combined Inspection &Test
Hire Equipment	N/A	Before issue/after return	Before issue
Battery operated equipment (less than 40 V)	No	No	No
Extra low voltage (less than 50 V ac), telephone equipment, low-voltage desklights	No	No	No
Light Industrial	Yes	Before initial use then 6 monthly	6 – 12 Months
Heavy Industrial High risk of equipment damage	Daily	Weekly	6 – 12 Months
Office information technology e.g. desktop computers, photocopiers, fax machines	No	2 – 4 Years	None if double insulated, otherwise up to 5 years
Double insulated equipment **NOT** hand held e.g. fans, table lamps	No	2 – 4 Years	No
Hand held, double insulated (Class II) equipment e.g. some floor cleaners, kitchen equipment & irons	Yes	6 Months – 1 Year	No
Earthed (Class I) equipment e.g. electric kettles, some floor cleaners	Yes	6 Months – 1 Year	1 – 2 Years
Cables, leads and plugs connected to Class I equipment, extension leads and battery charging equipment	Yes	Yes, 6 months – 4 years depending on type of equipment it is connected to	Yes, 1–5 years depending on the equipment it is connected to

Pressure Systems

If pressure equipment fails in use, it can seriously injure or kill people nearby and cause serious damage to property. As an employer, BCoT have a duty to provide a safe workplace and safe work equipment. Designers, manufacturers, suppliers, installers, users, and owners also have duties. The main regulations covering pressure equipment and pressure systems are the Pressure Equipment Regulations 1999 and the Pressure Systems Safety Regulations 2000.

Examples of pressure systems and equipment are:

- Boilers and steam heating systems
- Pressurised process plant and piping
- Pressure cookers, autoclaves and retorts
- Heat exchangers and refrigeration plant
- Valves, steam traps and filters
- Pipework and hoses; and
- Pressure gauges and level indicators

Principal causes of incidents are:

- Poor equipment and/or system design
- Poor maintenance of equipment
- An unsafe system of work
- Operator error, poor training/supervision
- Poor installation; and,
- Inadequate repairs or modifications

The main hazards are:

- Impact from the blast of an explosion or release of compressed liquid or gas
- Impact from parts of equipment that fail or any flying debris
- Contact with the released liquid or gas, such as steam; and
- Fire resulting from the escape of flammable liquids or gases

REDUCE THE RISK OF FAILURE

The level of risk from the failure of pressure systems and equipment depends on a number of factors including:

- The pressure in the system
- The type of liquid or gas and its properties
- The suitability of the equipment and pipework that contains it
- The age and condition of the equipment
- The complexity and control of its operation
- The prevailing conditions (eg a process carried out at high temperature); and
- The skills and knowledge of the people who design, manufacture, install
- Maintain, test and operate the pressure equipment and systems

To reduce the risks, you need to know (and act on) some basic precautions, some of which are contained in the Pressure Systems Safety Regulations 2000 and the Pressure Equipment Regulations 1999.

PROVIDE SAFE AND SUITABLE EQUIPMENT

When installing new equipment, ensure that it is suitable for its intended purpose and that it is installed correctly. This requirement can normally be met by using the appropriate design, construction and installation standards and/or codes of practice.

The pressure system should be designed and manufactured from suitable materials. You should make sure that the vessel, pipes and valves have been made of suitable materials for the liquids or gases they will contain. Ensure the system can be operated safely - without having to climb or struggle through gaps in pipework or structures, for example.

Following a major repair and/or modification, you may need to have the whole system re-examined before allowing the system to come back into use.

KNOW THE OPERATING CONDITIONS

- Know what liquid or gas is being contained, stored or processed (e.g. is it toxic/flammable?)
- Know the process conditions, such as the pressures and temperatures
- Know the safe operating limits of the system and any equipment directly linked to it or affected by it
- Ensure there is a set of operating instructions for all the equipment and for the control of the whole system including emergencies
- Ensure that appropriate employees have access to these instructions and are properly trained in the operation and use of the equipment or system (see the section on training)

FIT SUITABLE PROTECTIVE DEVICES AND ENSURE THEY FUNCTION PROPERLY

Ensure suitable protective devices are fitted to the vessels, or pipework, and these protective devices have been adjusted to the correct settings (e.g. safety valves and any electronic devices which cause shutdown when the pressure, temperature or liquid or gas level exceed permissible limits). Ensure that, once set, protective devices cannot be altered except by an authorised person.

If warning devices are fitted, ensure they are noticeable, either by sight or sound, and these protective devices are kept in good working order at all times. Where fitted, protective devices such as safety valves and bursting discs discharge to a safe place.

CARRY OUT SUITABLE MAINTENANCE

All pressure equipment and systems should be properly maintained. BCoT Facilities & Estates shall ensure there is a maintenance programme for the system as a whole. It should take into account the system and equipment age, its uses and the environment.

Look for tell-tale signs of problems with the system, e.g. if a safety valve repeatedly discharges, this could be an indication that either the system is over pressurising or the safety valve is not working correctly. Look for signs of wear and tear.

BCoT Facilities & Estates shall ensure there is a safe system of work, so that maintenance work is carried out properly, safely and under suitable supervision.

THOROUGH EXAMINATION

Under the Pressure Systems Safety Regulations 2000, a written scheme of examination is required for most pressure systems. Exempted systems are listed in the Regulations. Generally speaking, only very small systems are exempted (vessels less than 250 Bar / Litres in size).

- The written scheme should be drawn up (or certified as suitable) by a competent person. It is the duty of the user of an installed system and the owner of a mobile system to ensure that the scheme has been drawn up. You must not allow your pressure system to be operated (or hired out) until you have a written scheme of examination and ensured that the system has been examined.
- The written scheme of examination must cover all protective devices. It must also include every pressure vessel and those parts of pipelines and pipework which, if they fail, may give rise to danger.
- The written scheme must specify the nature and frequency of examinations and include any special measures that may be needed to prepare a system for a safe examination.
- The pressure system must be examined in accordance with the written scheme by a competent person.
- For fired (heated) pressure systems, such as steam boilers, the written scheme should include an examination of the system when it is cold and stripped down and when it is running under normal conditions.

The competent person undertaking an examination of a pressure system in accordance with the written scheme of examination takes the responsibility for all aspects of the examination. For example, on systems where ancillary examination techniques (eg non-destructive testing) are undertaken, the competent person must assume responsibility for the results of these tests and their interpretation even though the tests may have been carried out by someone else.

You must assure yourself that the competent person has the necessary knowledge, experience and independence to undertake the functions required of them. The competent person carrying out examinations under a written scheme does not necessarily need to be the same one who prepares or certifies the scheme as suitable.

A competent person may be:

- A company's own in-house inspection department
- An individual person (e.g., a self-employed person)
- An organisation providing independent inspection services

Remember, an examination undertaken in accordance with a written scheme of examination is like an MOT for your car. It is a statutory examination that is designed to ensure that your pressure system is 'roadworthy'. It is not a substitute for regular and routine maintenance.

TRAINING

BCoT, shall ensure everybody using, installing, maintaining, repairing, inspecting and testing pressure equipment has the necessary skills and knowledge to carry out their job safely. Where necessary, suitable training shall be provided. This includes students, all new maintenance employees, who should have initial training and be supervised closely.

Working at Height

The Work at Height Regulations 2005 were instated to help prevent death and serious injury when working at height. These working at height regulations apply to everyone who controls work at height and must be followed so that all health and safety standards are complied with. Employers and those in control of any work at height activity must make sure work is properly planned, supervised and carried out by competent people. This includes using the right type of equipment for working at height.

Low-risk, relatively straightforward tasks will require less effort when it comes to planning. Employers and those in control must first assess the risks through risk assessment.

Take a sensible, pragmatic approach when considering precautions for work at height. Factors to weigh up include the height of the task; the duration and frequency; and the condition of the surface being worked on. There will also be certain low-risk situations where common sense tells you no particular precautions are necessary.

DEFINITION OF TERMS

The following are definitions of some of the terms used in the Work at Height Regulations:

"**Access and egress**" includes ascent and descent.

"**Fragile surface**" means a surface which would be liable to fail if any reasonably foreseeable loading were to be applied to it.

"**Personal fall protection system**" means a fall prevention, work restraint, work positioning, fall arrest or rescue system, other than a system in which the only safeguards are collective safeguards. The term includes rope access and positioning techniques.

"**Work at height"** means work in any place where a person could fall a distance liable to cause personal injury, including a place at or below ground level, and obtaining access to or egress from such a place while at work, except by a staircase in a permanent workplace.

"**Working platform**" means any platform used as a place of work or as a means of access to or egress from a place of work and includes any scaffold, suspended scaffold, cradle, mobile platform, trestle, gangway, run, gantry and stairway which is so used.

PLANNING AND HIERARCHY OF CONTROL MEASURES

Helping to regulate work at height are the Hierarchy of Control Measures, which consists of eight levels.

Level 1: Avoiding Work at Height:
BCoT responsible person, shall whenever possible, avoid work at height, with any construction activities carried out from the ground through the use of extension tools. Stepladders / ladders are to be avoided, so as to conduct works at ground level.

Level 2: Preventing Falls Through the Existing Workplace:
When work at height is unavoidable, it is preferable to prevent issues from happening rather than minimising their consequences. BCoT responsible person shall utilise existing spaces that are already conducive for fall prevention, so as to ensure there is no risk of falling.

Level 3: Preventing Falls Through Collective Equipment:
Collective fall protection equipment, for example, is equipment to be used when a safe workplace is unavailable for work at height. Collective equipment, such as guarding, is utilised for fall prevention to ensure all workers are safe from injury or fall.

Level 4: Preventing Falls through PPE:
Where levels 1 to 3 cannot be achieved, BCoT responsible person will prevent falls by advocating the use of personal protective equipment. Personal Protective Equipment, or PPE, involves the use of equipment such as safety harnesses to prevent a fall. This level pertains to the restriction of movement so as to ensure workers are safe and don't fall.

Level 5: Minimising Distance Through Collective Equipment:
In situations in which prevention isn't possible, the hierarchy of control introduces measures to minimise any potential consequence of a fall. BCoT responsible person will ensure suitable equipment such as safety netting is utilised under the working area in order to reduce the distance workers can fall from.

Level 6: Minimising Distance Through PPE:
With personal protective equipment (level 4), BCoT employees (sub-contractors) shall aim to ensure that the potential fall distance is minimised. Fall arrest harnesses are commonly used in situations in which it is appropriate, as they are less effective at heights of 4m or less.

Level 7: Minimising Consequences Through Collective Equipment:
Safety netting, for example, is utilised in order to reduce the impact of a fall and not to reduce the distance of a fall. As the prevention of work at height is the most important in the hierarchy due to being safer, these methods of minimising consequences through collective equipment aren't as advised.

Level 8: Minimising Consequences Through Instruction and Training:
The last level in the hierarchy, the mitigation of fall consequences through training and instruction involves ensuring all BCoT employees are aware of all risks before commencing work. Employees need to be educated on how to properly assemble any equipment and to know all safety guidelines for working at height.

FRAGILE SURFACES

You must ensure that no one working under your control goes onto or near a fragile surface unless that is the only reasonably practicable way for the worker to carry out the work safely, having regard to the demands of the task, equipment or working environment.

If anyone does work on or near a fragile surface, you must:

- Ensure, as far as it is reasonably practicable, that suitable platforms, coverings, guardrails and the like are provided and used to minimise the risk
- If any risk of a fall remains, do all that is reasonably practicable to minimise the distance and effect of a fall

If anyone working under BCoT control may go onto or near a fragile surface we will do all that is reasonably practicable to make them aware of the danger, preferably by prominent warning notices fixed at the approaches to the danger zone.

FALLING OBJECTS

Suitable and sufficient steps must be taken to prevent, so far as is reasonably practicable, materials or objects from falling and causing injury to any person. If it is not reasonably practicable to prevent materials falling precautions must be taken to prevent people being struck. Materials or objects must not be thrown from a height if they could injure someone.

DANGER AREAS

Where a workplace contains an area in which there is a risk of any person at work being injured by falling a distance or being struck by a falling object (including members of the public) the workplace is, so far as is reasonably practicable, to be equipped with devices preventing unauthorised persons from entering that area and that area must be clearly indicated.

INSPECTION OF WORK EQUIPMENT

In addition to any pre-use operator checks, equipment provided for work at height requires regular formal inspection to ensure that it is safe to use.

For most equipment, the nature, frequency and extent of any inspection will be determined by a competent person. However, the following specific requirements apply:

- Where the safety of work equipment depends on how it is installed or assembled it must not be used after installation or assembly in any position until it has been inspected in that position by a competent person.
- Where work equipment is exposed to conditions causing deterioration that is liable to result in dangerous situations it must be inspected by a competent person at suitable intervals and each time that exceptional circumstances that are liable to jeopardise the safety of the work equipment have occurred.
- A working platform that is used for access and from which a person could fall 2.0 metres or more must be inspected at least every 7 days (this includes a mobile working platform).
- With the exception of lifting equipment, which is covered by the requirements of the Lifting Operations and Lifting Equipment Regulations, all work equipment that leaves one organisation for use by another organisation must be accompanied by physical evidence that the last required inspection has been carried out.

Any person who carries out an inspection under Regulation 12 of the Work at Height Regulations shall prepare a report/register before the end of the working period during which the statutory inspection is completed. A copy of this inspection report must be provided to BCoT facilities & estates management within 24 hours.

Work at height inspections shall be completed using the appropriate BCoT forms / register:

A copy of inspections shall also be held within the college throughout the duration of the work and, after the work at that site is complete, at the relevant BCoT department for at least 3 months after the work was completed.

The report must be made available, at reasonable times, for inspection by Her Majesty's Inspector of Health and Safety.

The report must incorporate the following particulars:

- The name and address of the person on whose behalf the inspection was carried out
- The location of the work equipment inspected
- A description of the work equipment inspected
- The date and time of the inspection
- Details of any matter identified that could give rise to a risk to the health and safety of any person
- Details of any action taken as a result of any matter identified
- Details of any further action considered necessary
- The name and position of the person making the report

INSPECTION OF PLACES OF WORK AT HEIGHT

So far as is reasonably practicable, in order to identify any obvious defects a competent person must check the surface conditions and every parapet, permanent rail or other fall protection measure of every place of work at height on each occasion before work starts. These checks do not have to be recorded.

WORK AT HEIGHT EQUIPMENT

Mobile Towers (Work mate; Delta deck)

A mobile tower is one way to prevent a fall when working at height. The type of tower selected must be suitable for the work and erected and dismantled by people who have been trained and are competent to do so. Those using tower scaffolds should also be trained in the potential dangers and precautions required during use.

The incidents that occur are mainly caused by:

- Dangerous methods of erection or dismantling – where a safe system is not being followed
- Defects in the erected scaffold – where the tower structure is incorrectly assembled or where a platform guardrail is missing
- Misuse of the scaffold – where a ladder is used on a tower causing it to overturn or when a person falls while the tower is being moved

Erection and dismantling - The manufacturer, supplier or hirer has a duty to provide an instruction manual explaining the erection sequence, including any bracing requirements.

Towers should be erected following a safe method of work, either using:

- Advance guard rail system – where temporary guard rail units are locked in place from the level below and moved up to the platform level. They are in place before the operator accesses the platform to fit the permanent guard rails.

- ‘Through-the-trap’ (3T) – involves the operator taking up a working position in the trap door of the platform, from where they can add or remove the components which act as the guard rails on the level above the platform. It is designed to ensure that the operator does not stand on an unguarded platform.

Stability - To maintain tower stability you must make sure:

- The tower is resting on firm, level ground with the locked castors or base plates properly supported. Never use bricks or building blocks to take the weight of any part of the tower.
- Stabilisers or outriggers are installed when required by the instruction manual; and
- That a tower is never erected to a height above that recommended by the manufacturer.

Precautions and inspection - Tower scaffolds must comply with the standard of required for all types of scaffolds, e.g. double guardrails, toeboards, bracing and access ladder. When the tower is purchased or hired it should arrive with all the necessary components to prevent falls and ensure stability.

Towers rely on all parts being in place to ensure adequate strength. They can collapse if sections are left out.

All towers must be inspected following assembly and then at suitable regular intervals by a competent person. In addition, if the tower is used for construction work and a person could fall 2 metres or more from the working platform, then it must be inspected following assembly and then every 7 days. Stop work if the inspection shows it is not safe to continue and put right any faults. The result of an inspection should be recorded and kept until the next inspection is recorded.

Using and moving - Make sure everyone involved is aware of, and follows, these simple rules:

USING

Never use a tower:

- in strong winds
- as a support for ladders, trestles or other access equipment
- with broken or missing parts; or
- with incompatible components.

MOVING

When moving a tower, you should **always**:

- reduce the height to a maximum of 4m
- check that there are no power lines or other obstructions overhead
- check that the ground is firm, level and free from potholes; and
- push or pull using manual effort from the base only

Never move a tower while people or materials are on the tower, or in windy conditions.

PODIUM STEPS

Podium steps are designed to be a safer alternative to step ladders and offer a stable working platform.

Podium steps must be erected on a firm level base, in accordance with the manufacturer's instructions / guidance, by a competent person. Use the checklist supplied and ensure that all the necessary components have been supplied and are in good condition. Check safe working load for the working platform.

Prior to assembly, ensure there are no overhead obstacles, and be aware of power cables. Steps must only be assembled to the height specified for interior or exterior use in the manufacturer's assembly guide.

Once erected, check the podium steps to ensure all components (guard, handrails and toeboards) are in place, hooks and locking mechanisms fit and operate correctly.

Access must be via the steps and serrated rungs where provided. Climbing up the outside of the podium steps is not permitted.

Podiums are provided with swivel castors. Each castor is fitted with a brake. The brakes must all be 'on' when the steps are in use. This means that men and materials must not be on the platform when the podium steps are moved. Move the podium steps by pushing horizontally near the base. Make sure the route is clear at both ground level and up to the height of the steps before starting to push.

Extra care is essential if outriggers are in use. Outriggers are only to provide extra stability to the podium steps. Only raise outriggers by the minimum amount possible when moving the steps. If in doubt about stability, get assistance to steady the frame whilst moving the steps.

Do NOT overload the steps – one man and hand tools. Do NOT store materials on the steps.

Always work with the guard rail gate fully closed in the locked position. Never work with the gate open, there is a high risk of falling from height.

Ladders must NOT be leant against podium steps or stood on the platform to gain extra height. Never stand on the frame to gain extra height.

When working on podium steps, pushing or pulling work actions such as pipe wrenching or cable pulling needs to be undertaken with due thought as to where you are to avoid the risk of overturning. Work end on if possible and NEVER overreach when working.

Do not use another contractor's podium steps. It may not be correctly erected; it may be damaged or incomplete, etc. Use only podium steps provided by your company and erected by a competent person. Do NOT loan the podium to other contractors.

Podium steps must be inspected following assembly and then every 7 days. Stop work if the inspection shows it is not safe to continue and put right any faults. The result of an inspection should be recorded and kept until the next inspection is recorded.

STEPLADDERS / LADDERS

Ladders and stepladders are not banned under health and safety law. In fact, they can be a sensible and practical option for low-risk, short-duration tasks, although they may not automatically be your first choice. Make sure you use the right type of ladder and you know how to use it safely.

The law says that ladders can be used for work at height when a risk assessment has shown that using equipment offering a higher level of fall protection is not justified because of the low risk and short duration of use; or there are existing workplace features which cannot be altered.

Short duration is not the deciding factor in establishing whether use of a ladder is acceptable or not, you should have first considered the risk. As a guide, if your task would require staying up a leaning ladder or stepladder for more than 30 minutes at a time, it is recommended that you consider alternative equipment.

You should only use ladders in situations where they can be used safely, e.g. where the ladder will be level and stable, and where it is reasonably practicable to do so, the ladder can be secured.

To use a Stepladder / ladder you need to be competent, i.e. have had instruction and understand how to use the equipment safely. Appropriate training can help. If you are being trained, you should work under the supervision of somebody who can perform the task competently. Training can often take place on the job.

Check your ladder before you use it.

- Check the stiles – make sure they are not bent or damaged, as the ladder could buckle or collapse
- Check the feet – if they are missing, worn or damaged the ladder could slip. Also check ladder feet when moving from soft/dirty ground (e.g. dug soil, loose sand/ stone, a dirty workshop) to a smooth, solid surface (e.g. paving slabs), to make sure the foot material and not the dirt (e.g. soil, chippings or embedded stones) is making contact with the ground
- Check the rungs – if they are bent, worn, missing or loose the ladder could fail
- Check any locking mechanisms – if they are bent or the fixings are worn or damaged the ladder could collapse. Ensure any locking bars are engaged
- Check the stepladder platform – if it is split or buckled the ladder could become unstable or collapse
- Check the steps or treads on stepladders – if they are contaminated, they could be slippery; if the fixings are loose on steps, they could collapse.

If you spot any of the above defects, don't use the ladder and notify your employer.

LADDER SAFETY

- Only carry light materials and tools – read the manufacturers' labels on the ladder and assess the risks
- Don't overreach – make sure your belt buckle (navel) stays within the stiles
- Make sure it is long enough or high enough for the task
- Don't overload it – consider workers' weight and the equipment or materials they are carrying before working at height. Check the pictogram or label on the ladder for information
- Make sure the ladder angle is at 75° – you should use the 1 in 4 rule (ie 1 unit out for every 4 units up)
- Always grip the ladder and face the ladder rungs while climbing or descending – don't slide down the stiles
- Don't try to move or extend ladders while standing on the rungs

- Don't work off the top three rungs and try to make sure the ladder extends at least 1 m (three rungs) above where you are working
- Don't stand ladders on moveable objects, such as pallets, bricks, lift trucks, tower scaffolds, excavator buckets, vans, or mobile elevating work platforms
- Avoid holding items when climbing (consider using a tool belt)
- Don't work within 6 m horizontally of any overhead power line, unless it has been made dead or it is protected with insulation. Use a non-conductive ladder (e.g. fibreglass or timber) for any electrical work
- Maintain three points of contact when climbing (this means a hand and two feet) and wherever possible at the work position
- Where you cannot maintain a handhold, other than for a brief period (e.g. to hold a nail while starting to knock it in, starting a screw etc), you will need to take other measures to prevent a fall or reduce the consequences if one happened
- For a leaning ladder, you should secure it (e.g. by tying the ladder to prevent it from slipping either outwards or sideways) and have a strong upper resting point, i.e. do not rest a ladder against weak upper surfaces (e.g. glazing or plastic gutters)
- You could also use an effective stability device

STEPLADDERS

When using a stepladder to carry out a task:

- Check all four stepladder feet are in contact with the ground and the steps are level
- Only carry light materials and tools
- Don't overreach
- Don't stand and work on the top three steps (including a step forming the very top of the stepladder) unless there is a suitable handhold
- Ensure any locking devices are engaged
- Try to position the stepladder to face the work activity and not side on. However, there are occasions when a risk assessment may show it is safer to work side on, eg in a retail stock room when you can't engage the stepladder locks to work face on because of space restraints in narrow aisles, but you can fully lock it to work side on
- Try to avoid work that imposes a side loading, such as side-on drilling through solid materials (e.g. bricks or concrete)
- Where side-on loadings cannot be avoided, you should prevent the steps from tipping over, e.g. by tying the steps. Otherwise, use a more suitable type of access equipment
- Maintain three points of contact at the working position. This means two feet and one hand, or when both hands need to be free for a brief period, two feet and the body supported by the stepladder.

Employers need to make sure that any ladder or stepladder is both suitable for the work task and in a safe condition before use. As a guide, only use ladders or stepladders that:

- Have no visible defects. They should have a pre-use check each working day
- Have an up-to-date record of the detailed visual inspections carried out regularly by a competent person. These should be done in accordance with the manufacturer's instructions. Ladders that are part of a scaffold system still have to be inspected every seven days as part of the scaffold inspection requirements
- Are suitable for the intended use, ie are strong and robust enough for the job. HSE recommends *EN131 Professional (effective 1st January 2018)
- Have been maintained and stored in accordance with the manufacturer's instructions.

Note: EN131 Professional replaces EN131 Class 1.

A detailed visual inspection is similar to 'pre-use' checks', in that it is used to spot defects. It can be done in-house by a competent person (pre-use checks should be part of a user's training) and detailed visual inspections should be recorded.

ROOF WORK

As a high-risk activity, it is important that any roof work operation is pre-planned. Precautions must be taken either to prevent a person from falling or, if that is not reasonably practicable, to mitigate the consequences of a fall. The law says you must organise and plan all roof work so it is carried out safely.

Roof work includes not only the original construction of the structure but also maintenance such as replacing sheets, tiles, chimney repairs and gutter cleaning.

ASSESSING ALL WORK AT HEIGHT

All work on roofs is highly dangerous, even if a job only takes a few minutes. Proper precautions are needed to control the risk. Those carrying out the work must be trained, competent and instructed in use of the precautions required. A 'method statement' is the common way to help manage work on roofs and communicate the precautions to those involved. On construction project sites, contractors should work closely with site management and the client and agree arrangements for managing the work.

Key issues are:

- Safe access to roofs
- Roof edges and openings
- Fragile surfaces

WHAT YOU NEED TO KNOW

Everyone involved in managing or carrying out work on roofs should be aware of the following facts:

- High risk: almost one in five deaths in construction work involve roof work. Some are specialist roofers, but many are just repairing and cleaning roofs
- Main causes: the main causes of death and injury are falling from roof edges or openings, through fragile roofs and through fragile rooflights
- Equipment and people: many accidents could be avoided if the most suitable equipment was used and those doing the work were given adequate information, instruction, training and supervision

SAFE ACCESS

Safe access to a roof requires careful planning, particularly where work progresses along the roof. Typical methods to access roofs are:

- General access scaffolds. In addition to providing access and a working platform around the edge of a roof, scaffolding may also be used to prevent falls of persons and materials from the edge of a roof and provide a storage area for materials. Scaffolds must only be erected by a qualified scaffolder
- Stair towers
- Fixed or mobile scaffold towers. The height of a tower's working platform in relation to the width at the base is critical - as tower structures perform in different ways. For this purpose, you should refer to the supplier's assembly instructions. Towers must only be erected by trained persons or under the supervision of a trained person
- Mobile access equipment. Mobile work platforms may be useful where the expense and risks involved in erecting scaffolding might not be warranted. All personnel using this equipment must be qualified or deemed competent by their employer

- Ladders; and
- Roof access hatches

ROOF EDGES AND OPENINGS

Falls from roof edges occur on both commercial and domestic projects and on new build and refurbishment jobs. Many deaths occur each year involving smaller builders working on the roof of domestic dwellings.

- Sloping roofs: sloping roofs require scaffolding to prevent people or materials falling from the edge. You must also fit edge protection to the eaves of any roof and on terraced properties to the rear as well as the front. Where work is of short duration (tasks measured in minutes), properly secured ladders to access the roof and proper roof ladders may be used.
- Flat roofs: falls from flat roof edges can be prevented by simple edge protection arrangements – a secure double guardrail and toeboard around the edge. Toe boards, at least 150mm high, and a main guardrail, at least 950mm above roof level, are required where a person could fall a distance liable to cause personal injury. Additionally, either an intermediate guardrail or other rigid barrier must be fitted so that there is no unprotected gap of more than 470mm in height in the means of protection against a fall.

On a large roof, where work does not have to be carried out at or near the edge, a simple barrier, consisting of crossed scaffold tubes supporting a tubing guardrail, may be used to limit the extent of the working area. Such barriers should be positioned at least 2 metres from the edge and work should be closely supervised to ensure that persons do not go outside the designated area.

FRAGILE SURFACES

Always follow a safe system of work using a platform beneath the roof where possible. Work on or near fragile roof surfaces requires a combination of stagings, guard rails, fall restraint, fall arrest and safety nets slung beneath and close to the roof.

- Fragile roofs: all roofs should be treated as fragile until a competent person has confirmed they are not. Do not trust any sheeted roof, whatever the material, to bear the weight of a person. This includes the roof ridge and purlins.
- Fragile rooflights are a particular hazard. Some are difficult to see in certain light conditions and others may be hidden by paint. You must provide protection in these areas, either by using barriers or covers that are secured and labelled with a warning

NON-FRAGILE SLOPING ROOFS

On sloping roofs, unless suitable precautions are taken, there are dangers of persons falling from the perimeter edge; either whilst working there, or due to slipping down the roof and falling through the roof at the working edge. Protection can be provided by:

- Barriers and platforms. - Barriers must be high enough and strong enough to stop a person who is rolling or sliding down the roof slope. Platforms must be so positioned that they will stop a fall from the roof. The need for a barrier at the gable end must also be considered.
- Roof ladders and crawling boards. - On most sloping roofs suitable roof ladders or crawling boards are essential. For minor maintenance work or inspection, where work is of short duration and edge protection is not provided, roof ladders should always be used. It will be necessary to use roof ladders or crawling boards where:
    - Roof rafters or truss rafters are spread at greater centres than 420mm, or the spacing of the tile battens is such that a person could fall between them
    - The strength of the battens is insufficient to carry a person's weight
    - The projection of the battens is insufficient

Roof ladders or crawling boards should be purpose-made for the job and should not be made up from odd timber on site. They should be strong enough to support persons when spanning across the supports for the roof covering and be secured or so positioned as to prevent movement. The anchorage at the top of the ladder should not rely on the ridge capping, which may break away from the ridge or, in the case of half-round ridge tiles, prevent an anchor board from getting a good grip. The anchorage should, wherever possible, bear on the opposite slope by means of a properly designed and manufactured ridge iron or be secured by other means such as a rope. Eaves gutters of the half-round or ogee type, normally used on houses, should never be used as a footing or to support a roof ladder as they are not strong enough.

- Battens. As an alternative to roof ladders; timber battens, used for slated and tiled roofs, can provide a reasonably secure foothold if they are in good condition and are fixed to rafters which are not more than 420mm apart. The battens should be at least of the quality specified in BS 4471 Part 2 and should be not less than 19mm thick by 32mm wide. The age and possible strength loss of battens exposed during re-roofing work should be investigated. The security of foothold afforded by battens also depends on their projection above felting or rafters.

- Working platforms. In some cases, a working platform situated on the roof and fitted with guardrails and toe boards may be used as an alternative to a barrier or platform at the roof edge. This applies particularly where the steepness of the slope or the type of surface could give rise to an insecure foothold. Proprietary systems are available to provide working platforms for chimney work, etc.

SAFETY HARNESSES AND NETS

The aim must always be to provide a safe place of work but, in roof work, this may not always be practical. In such cases the use of safety harnesses may be appropriate, provided suitable anchorage points capable of withstanding any anticipated shock loads are available. Inertia controlled reels, which allow greater freedom of movement without excessive slackness in the rope, are available, as are devices designed to absorb the shock imposed by a fall. Similarly, safety nets can provide a potential solution to many of the problems and should be the method adopted whenever practicable. The advice of manufacturers should be sought on the suitability of any particular net for the purpose for which it is to be used.

LIFTING APPLIANCES

Where a small lifting appliance, is mounted near the edge of a roof, suitable guardrails and toe boards must be provided to protect those using the appliance. Ideally, this protection should be kept in place when materials are being raised or lowered but, if it has to be removed, any person who needs to approach the edge, e.g. for signalling, or to assist in moving the load, should wear a safety harness attached to a suitable anchorage.

WEATHER CONDITIONS

The effects of adverse weather conditions must be anticipated, and suitable precautions taken. Rain, ice or snow can obviously increase the risk of slipping and a roof should be inspected for such hazards each day, before work is permitted to start. Windy conditions can also be dangerous, particularly when carrying sheeting or roofing felt.

STORAGE OF MATERIALS

If materials need to be stored at a high level, they should be stored on a firm, level surface, capable of carrying the load.

Care should be taken not to overload the storage platform, which should be fitted with physical safeguards such as guardrails, toe boards, brickguards or other similar precautions. It may also be necessary to lay sheeting or boarding to prevent material falling through gaps in the platform.

Priority must be given to preventing materials or tools falling in the first place. After all steps have been taken to achieve this, action must be taken to prevent people being struck by any materials which do fall. This is particularly important where members of the public pass close to or below roof work.

Birdcage scaffolds and debris netting can both be used to retain falling materials. Whatever system is chosen, it should be capable of retaining whatever is likely to fall. If material is stacked on a scaffold platform above the height of the toe board, proprietary brickguards will be needed to prevent material falling onto other workers or the public below. Where the public pass below or near to the scaffold then scaffold fans, tunnels or similar arrangements may be required.

Safety nets overlaid with an appropriate fine mesh debris cover can also protect those who have to work or pass below. Consideration should be given to the type of materials likely to fall, e.g. fixings or tools, when selecting the overlay material. Safety nets have the additional advantage that materials are contained by the net and do not bounce.

Where it is not possible to eliminate the risk of materials falling or being ejected, the area below roof workers should be fenced off or at least demarcated. Only authorised people should enter and, even then, their access should be controlled to avoid times when there is a risk of them being struck.

DISPOSAL OF WASTE MATERIALS

The practice of throwing materials from the roof or scaffold is strictly prohibited. Waste materials such as old slates, tiles, etc. should never be thrown from the roof or scaffold. They should be lowered in skips or baskets, designed for the purpose, which will not spill material if snagged. Alternatively, enclosed debris chutes can be used. Chutes should be closed off to prevent their use when the skip below has been removed. Skips should be covered where necessary to protect the public from dust and flying materials.

PROTECTION OF THE PUBLIC

Members of the public must be protected from the hazard of any falling material during roof work operations. This may entail the provision of any or all of the systems described above. Barriers at ground level may also be necessary and particularly stringent precautions should be taken where children are at risk.

TRAINING FOR ROOF WORKERS

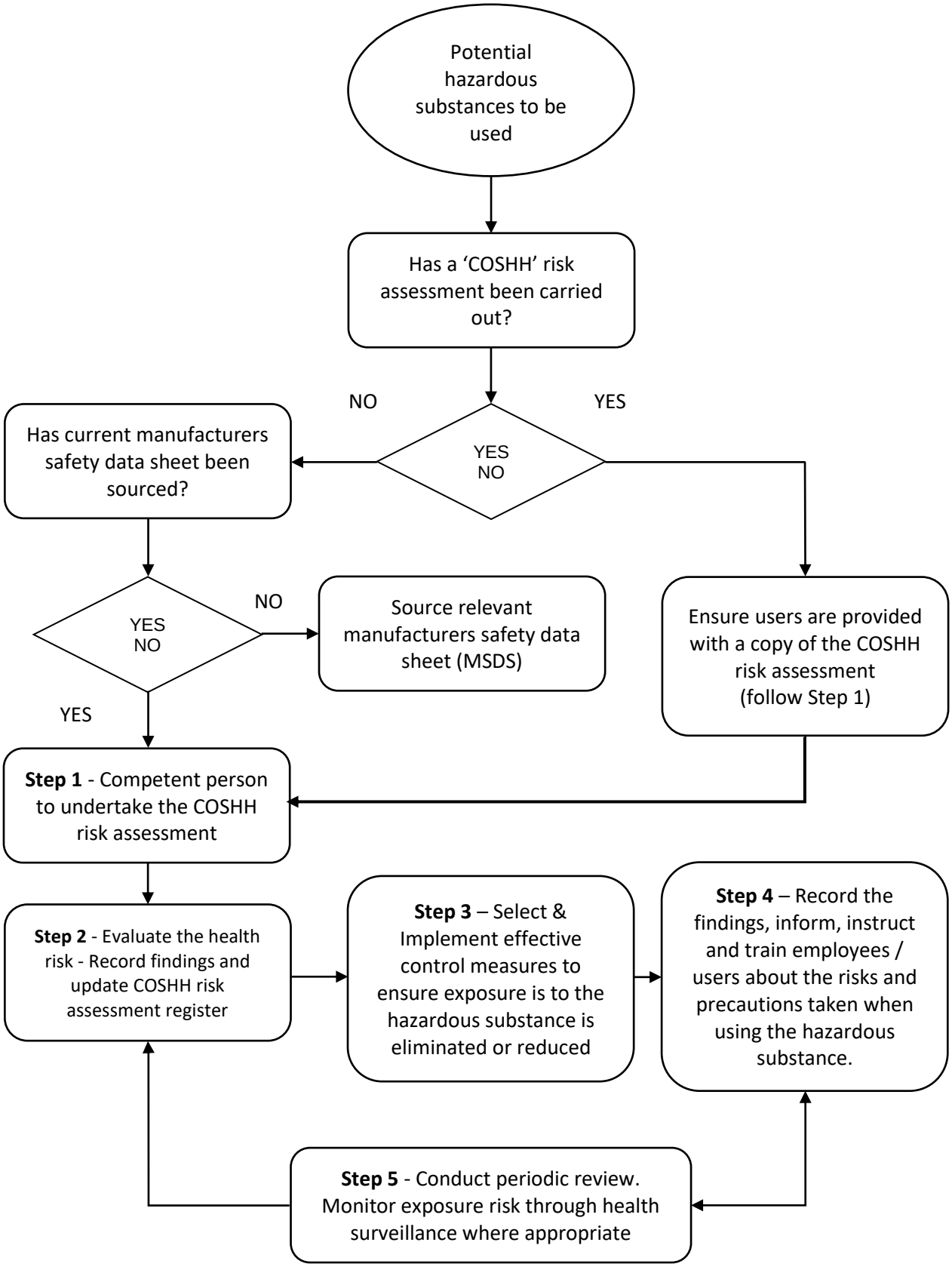
Employers need to be sure of their employees' abilities before setting them to work and provide necessary training where it is required. They will need training on the risks they will encounter (such as recognising fragile materials) and safe systems of work to control them. They may also need training in setting up and using equipment they are required to use.

SECTION H

Control of Substances Hazardous to Health

Colour Coding	
Within this procedure, actions and responsibilities are colour-coded as set out below to assist individual employees to identify their responsibilities simply and quickly.	
	Senior Management Team
	Management Team
	Technical

Procedure for Safe Handling & Use of Substances Hazardous to Health



Arrangements for Safe Handling & Use of Substances Hazardous to Health

INTRODUCTION

A substance can cause harm when it is able to enter the body and reach an organ where it can affect it. This can be by skin contact, by passing through the skin into the bloodstream, inhalation as a gas, vapour or dust, by ingestion or injection. The Control of Substances Hazardous to Health Regulations 2002 (as amended) (COSHH) is the key piece of legislation requiring employers to prevent harmful exposure to substances. Employers must assess any work involving a hazardous substance before commencement and implement adequate controls to minimise or eliminate risk. This is particularly vital for the most hazardous categories of materials, i.e.:

- Carcinogens (cancer causing materials).
- Asthmagens (substances which are sensitizing when inhaled resulting in occupational asthma).
- Substances which can cause damage to the unborn child or damage to genetic material.

ARRANGEMENTS

RESPONSIBILITY	ACTION
Faculty Head; Facilities & Estates; Catering Manager	Are responsible for identifying all substances that require a COSHH / DSEAR assessment and for checking that new substances can be used safely before they are purchased.
Course Director; Salon Manager; Art Studio Manager	
Science Technician; Senior Animal Care Technician; Automotive Technician.	
Faculty Head; Facilities & Estates; Catering Manager	Are responsible for undertaking COSHH / DSEAR assessments, or they may, at their discretion, delegate this responsibility to another competent employee.
Course Director; Salon Manager; Art Studio Manager	
Science Technician; Senior Animal Care Technician; Automotive Technician	
Faculty Head; Facilities & Estates; Catering Manager	Will be responsible for ensuring that all actions identified in the COSHH / DSEAR assessments are implemented, that all relevant employees / users are informed about the significant findings, and that assessments will be reviewed every year or when the work activity changes, whichever is sooner.
Course Director; Salon Manager; Art Studio Manager	
Faculty Head; Facilities & Estates; Catering Manager	Will ensure that when storing hazardous and dangerous substances, the storage area is suitable and that only compatible substances are stored together. 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 direct sunlight and ignition sources and any flammable liquids are stored separately in a specially designed fire-resistant flammables store.
Course Director; Salon Manager; Art Studio Manager	

Catering Manager	Ensure 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.
Course Director; Salon Manager; Art Studio Manager	
Science Technician; Senior Animal Care Technician; Automotive Technician	
Facilities & Estates	Will ensure hazardous substances brought to site, and used by Contractors, are accompanied by a suitable and sufficient COSHH risk assessment – before use.

This section provides a logical, step-by-step approach by BCoT, to the carrying out of the assessment and the evaluation of the risks to health caused by exposure to hazardous substances. The objective of the assessment is to ensure that the correct decisions are made on the control of hazardous substances in the workplace.

HAZARDOUS SUBSTANCE

The purpose of a COSHH assessment is to enable the employer (BCoT) to make a valid decision about the measures necessary to prevent or adequately control the exposure of their employees to substances hazardous to health arising from the work. It also demonstrates that they have considered all the steps which need to be taken to achieve and maintain adequate control of exposure where prevention is not reasonably practicable.

Examples of hazardous substances include pure chemicals, chemical preparations, toxic wastes and biological materials. The types of health effect which are associated with hazardous substances include asthma, skin irritation and dermatitis, infection, cancer, loss of consciousness, and many other more subtle consequences.

Many of these health effects are immediate or short-term (acute - for example, poisoning by cyanide, or corrosive burns with acid) but some are delayed or developed over long periods of time (chronic - for example, chemicals that induce cancers). Because of the potentially serious adverse health effects that can be caused by exposure to hazardous substances, it is essential to have a risk-management strategy in place to eliminate or control exposure.

Substances (including chemicals) may be hazardous in various forms. If they enter the body, they can then cause harm, for example:

- Dusty or fume-laden air can cause lung diseases, e.g. in hot works (soldering), or woodworkers
- Metalworking fluids can grow bacteria and fungi which cause dermatitis and asthma
- Flowers, bulbs, fruit and vegetables can cause dermatitis
- Wet working, e.g. cleaning, can cause dermatitis
- Benzene in oils and fuels can cause leukaemia
- Exposure to certain sensitising agents can cause asthma.

Many other products or substances used at work can be harmful, such as paint, ink, glue, lubricant, detergent, and beauty products.

DUTIES OF EMPLOYERS

BCoT will arrange for a competent person to carry out suitable and sufficient COSHH risk assessments, which identify the hazards; the routes of entry, exposures and ill health effects; the risk control measures required; and any necessary monitoring of exposure.

We will replace hazardous substances with non-hazardous substances where possible or substitute with less hazardous substances. Where prevention to exposure or substitution with less harmful substances is not possible, the organisation shall ensure effective control measures to ensure exposure is below any HSE published Workplace Exposure Level (WEL) (reference EH 40 document) and for carcinogens, mutagen and asthmagens, ensure exposure is reduced as far below the WEL as is reasonably practicable.

In planning risk control measures, the assessment shall take into account those who may be more susceptible to ill health. We shall ensure a risk assessment is carried out of the work of new or expectant mothers, paying particular attention to substances containing mutagens and reproductive toxins which may affect an unborn child.

Where appropriate and required, we shall implement a health surveillance and exposure monitoring programme.

SURVEY AND MANUFACTURERS SAFETY DATA SHEETS (MSDS)

The first process is to survey the site for substances / substances to be used. Once this is complete, source the current the Manufacturers Safety Data Sheet (MSDS) for each substance and formally assess the use of those substances which are hazardous in use. The Manufacturers Safety Data Sheet has the following purposes:

- It acts as a formal system of approval for substances being introduced into the workplace, in that only substances which have a safety data sheet should be purchased or used
- It provides all the information on a hazardous substance that the employer is required to provide to their employees under Regulation 12 in a standard and rational format
- It provides all the essential information necessary to carry out the formal assessments as required under Regulation 6

When the COSHH risk assessment is completed, the sheet should be filed in a COSHH assessment file and be updated if and when the supplier provides further information or there are alterations to the information.

CLASSIFICATION OF SUBSTANCES

Once the data sheets on substances in the workplace have been gathered, it is necessary to classify each substance that has been identified as hazardous to health under the COSHH Regulations. This can be achieved by analysing the information gained on the substance using the criteria set out below.

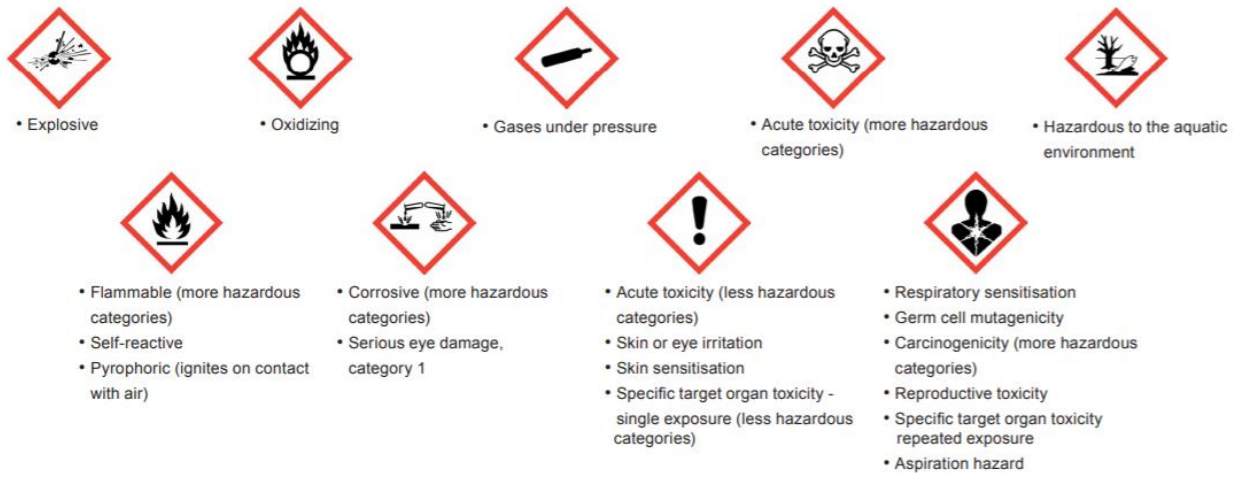
For the purpose of the COSHH Regulations a hazardous substance is defined as any substance, including any mixture, which is:

- A substance listed in Part 1 of the approved supply list as dangerous for supply within the meaning of the CHIP/CLP Regulations and for which the general nature of the risk is given as very toxic, toxic, harmful, corrosive or irritant. This information should be displayed on the labelling on the container of all such substances introduced to the work area
- A substance which has been assigned a workplace exposure limit (WEL by the Health and Safety Commission and published in the HSE guidance note EH40 - Occupational Exposure Limits)
- A biological agent which creates a hazard to the health of any person

- Dust of any kind, except dust which is a substance within paragraph 1 or 2 above, when present at a substantial concentration in the air
- A substance, other than those already given, which creates a hazard to the health of any person because of its chemical or toxicological properties and the way it is used or is present in the workplace

It may be possible to reach a decision as to the hazardous nature of the substance using your existing knowledge of exposure experience, process, etc. In other cases, it may be necessary to draw upon the experience of others such as a competent occupational hygienist, health adviser or toxicologist.

Hazard Pictograms



Hazardous substances carry information on the labels, and this includes pictograms and warnings. Always read the labels as these will describe more precisely the type of hazard. The developed COSHH risk assessment will contain details of the precautions to be taken.

SUBSTANCES TO BE ASSESSED

Once the classification of substances has been carried out, all substances identified as hazardous will need to be formally assessed in accordance with Regulation 6.

COMPETENCY TO ASSESS

The assessment must be carried out by the person with the duty delegated to them in their responsibilities. Each assessment is required to be compiled in a competent manner in order to comply with the regulations. Therefore, the decision as to who should carry out that assessment will depend on the knowledge and experience required for the particular assessment and the complexity of the operation and/or process.

In order to carry out a suitable and sufficient assessment, the assessor should have a thorough practical understanding of what occurs, or what might occur, in the workplace. Managers may have this understanding and it is usual for them to do the assessments. Should the decision be taken to seek assistance with the assessment then it should be carried out with a combination of both in-house and outside expertise.

Persons given the task of carrying out the assessment and any works arising from it will need to be provided with the necessary facilities and authority to do so competently. They will be given sufficient time and authority to gather the necessary information, talk to the appropriate persons, examine any records, and inspect the workplace.

The assessor must have an understanding of the COSHH Regulations and their aims and should have read and understood this manual.

PROCEDURE

In order to carry out a competent assessment the following procedure shall be followed:

1. **Review the information** - A review of the information available on the operation / process / substance should be carried out. This should comprise the manufacturer's safety data sheets, records of any tests and examinations carried out on control measures and the results of any exposure monitoring and health surveillance previously carried out.

2. **Study the operation and/or process** - Having reviewed the information in 1 above, the operation and/or process itself must be closely studied. It is important to understand exactly what happens during the operation and/or process and to ask questions of those involved in order to appreciate the hazards involved. The supervisor and the person of the operation/process should be in attendance during this study to ensure that all the relevant details are established.

3. **Evaluate the risk** - In order to evaluate the risks to health, the following must be considered:
    - The hazardous properties of the substance (the information item 1, above, should supply this.)
    - Information on health effects provided by the supplier, including information contained in any relevant safety data sheet
    - The level, type and likely duration of exposure
    - The circumstances of the work, including the amount of the substance involved
    - Activities, such as maintenance, where there is potential for a high level of exposure.
    - The effect of preventative and control measures, which have been or will be taken in accordance with Regulation 7
    - Conclusions regarding the risk

These factors are dealt with in more detail below.

The possibility of exposure can be broken down into five areas:

1. **Risk of exposure** - Whether it is reasonably foreseeable that an accidental leakage, spillage, or discharge of the substance could occur.
2. **Frequency of exposure** - If it is reasonably foreseeable that exposure could occur, how often is that exposure like to be? This can normally be ascertained from past experience and general knowledge.
3. **People at risk** - There is a need to identify all the people at risk of exposure to the substance, whether they are exposed by working directly with it or are in the vicinity of the work, or areas, where the substance is handled, transported, processed, collected, packaged, stored, disposed of, or discharged. This includes members of the public and other non-employees.
4 **Routes of entry into the body** - Whether the hazard of exposure is due to inhalation, swallowing, absorption through or contamination of the skin.
5. **The quantity to which people are likely to be exposed** - It is necessary to evaluate and assess the quantities to which people are likely to be exposed. The concentration of the substance can, sometimes, be evaluated with the use of indicator tubes, dust lamps, etc. However, detailed measurements may need to be carried out to confidently establish these levels. Whenever levels are monitored or measured, they should always take into account the circumstances that could be expected to give rise to the highest levels of exposure.

The likely duration and concentration of the exposure must always be known precisely in any of the following situations, where:

- Exposure routinely and frequently occurs
- A high level of exposure can be foreseen
- The substance has been assigned a workplace exposure limit (WEL)
- The substance is known to be particularly hazardous

Where the magnitude or significance of the exposure is uncertain, detailed measurements will normally be required to enable the requirements for the prevention or adequate control of exposure to be assessed. The likely duration of exposure can normally be ascertained from past experience and general knowledge.

CONCLUSIONS REGARDING THE RISK

Once all the information has been gathered and collated it should be possible to reach conclusions regarding the risks to health resulting in exposure to the hazardous substance. If it is felt that there is still insufficient information to reach reasonable and valid conclusions further information and advice should be sought.

Where the risk assessment indicates that health monitoring is required for ensuring the maintenance of adequate control of the exposure of employees to substances hazardous to health, or otherwise requisite for protecting the health of employees, it will be necessary to introduce a system of monitoring the exposure of employees to substances hazardous to health. Records of this monitoring must be kept for at least 40 years where the record is representative of the personal exposures of identifiable employees, or for at least 5 years in any other case from the date of the last entry.

EXPOSURE JUDGED NOT TO BE A RISK TO HEALTH

The following examples are considered reasonable grounds for reaching the conclusion that the substance does not present a risk to health:

- The process and/or operation is carried out to the same or better standard as the Health and Safety Executive or trade association guidance on good practice, which give assurance of insignificant exposure
- The quantities of substances or rate of use are too small to constitute a risk to health under foreseeable circumstances, even if all the control measures fail
- Measurements have previously been taken of the process and/or operation, including in a “maximum exposure” situation, which have confirmed that exposure is not a risk to health at any time and that the conditions of the process, operation and substances are demonstrably the same
- The process and/or operation is performed strictly in conformance with well-documented procedures, information and the conditions as detailed by the suppliers of the plant and/or substance in which they give valid assurance that the operation, process and/or substance will not give rise to risks to health

Risks should not be judged as negligible unless there is certain and valid evidence to back up this judgement. Where this is not available the risks must be identified, and precautions instituted to protect the health of those exposed.

EXPOSURE JUDGED TO BE A RISK TO HEALTH

Where exposure is either known, or found to be occurring, in situations where prevention is reasonably practicable the risk must be considered unacceptable.

ASSESSMENT REGISTER

Once an assessment has been carried out for an operation and/or process a copy of that particular assessment record should be filed. To readily identify the operations and/or processes assessed, each assessment should be recorded in the assessment register.

This register should be completed as follows:

- Operation and/or Process - Full details of the operation and/or process should be entered to enable easy identification of that operation and/or process
- Location - The location within the premises should be clearly identified
- Record Number - The record number of the assessment
- Date - The date on which the assessment was completed/revised

As reassessments are completed, these details should also be entered in the assessment register.

EXPOSURE - PREVENTION OR CONTROL

Regulation 7 requires that exposure to hazardous substances must be either prevented or, where this is not reasonably practicable, adequately controlled.

This section of the manual is concerned with explaining what is considered to be "adequate control" and the approach to be followed in order to achieve it.

CONTROL OF EXPOSURE

Workplace exposure limits (WELs) are occupational exposure limits set under the Control of Substances Hazardous to Health Regulations. These limits are set to help protect the health of workers. WELs are concentrations of hazardous substances in the air averaged over a specific period of time referred to as a time-weighted average (TWA). Two time periods are used: long-term exposure limit (LTEL) of 8 hours and short-term exposure limit (STEL) of 15 minutes. STELs are set to help prevent effects, such as eye irritation, which may occur following a few minutes' exposure.

If the exposure to a substance assigned a WEL, as listed in Table 1 of the HSE guidance note EH40, is reduced as far as is reasonably practicable and is in any case below that WEL, it shall be considered to be adequately controlled.

When considering how far the exposure should be reduced below the WEL the nature of the risk likely to be caused by the substance must be weighed against the cost, the amount of time needed, and the trouble required in taking the measures necessary to reduce that risk.

The non-assignment of a WEL does not necessarily signify that the substance is safe and without risk to health.

The routes of exposure to substances include inhalation, ingestion, or absorption through the skin or mucous membranes.

In any of the above, exposure should be controlled to a standard where the level of exposure is such that nearly all the population could be repeatedly exposed daily without any adverse effect. The information necessary to set this standard may be available from a variety of sources, such as the manufacturer or supplier of the substance, occupational health publications or industrial and trade associations.

PREVENTION AND CONTROL MEASURES

The initial approach to the prevention and control of exposure to harmful substances should always explore the utilisation of operational, process and engineering measures. If it is found that these measures are not reasonably practicable or cannot adequately prevent or control exposure, then the provision and use of personal protective equipment should be considered. The provision and use of personal protective equipment should be considered as a last option for achieving the required levels of control.

The measures necessary for the prevention or control of any exposure could be any combination of the following and should be considered in the order given:

1. **Prevention of exposure:**

- The elimination of the substance, removing the risk in total
- The substitution of the substance with a less hazardous substance, a less hazardous form of the substance or dilution of the substance.

2. **Control of exposure:**

- The total enclosure of the operation and/or process
- The alteration, modification or replacement of the plant, process and/or operation, or safe system of work to minimise the generation of, or suppress or contain, hazardous substances and to restrict the area of contamination in the event of any spills or releases, both routine and accidental, of those substances
- The provision of local exhaust ventilation to totally remove the airborne hazardous substance at source and dispose of it safely
- The provision of partial local exhaust ventilation to reduce the exposure to airborne hazardous substances
- The provision of sufficient general ventilation to reduce the exposure to airborne hazardous substances
- The reduction of the number of persons exposed
- The reduction of the length of exposure
- The prohibition of smoking, eating or drinking in the workplace
- The provision and use of suitable personal protective equipment
- The provision of adequate facilities for the cleaning, maintenance and repair of personal protective equipment
- The provision of adequate welfare facilities as already outlined
- The regular and effective cleaning of the workplace and/or plant to remove contamination.
- The provision of suitable arrangements for the safe storage and safe disposal of hazardous substances

EXISTING CONTROL MEASURES

The control measures already in existence are to be re-examined and re-evaluated on a regular basis. If these control measures are then considered inadequate consideration will be given to improving, extending or replacing them to ensure that adequate control measures are achieved and maintained.

Control measures include, but are not restricted to, the following:

- Hygiene Facilities - Adequate washing facilities are provided for use by all persons likely to be exposed to hazardous substances. The facilities reflect the nature and the likely levels of any exposure and are sufficient to permit the user to achieve a standard of personal hygiene commensurate with the adequate control of the exposure and the need to prevent the spread of the substance. Eye wash facilities may need to be provided in case of an emergency.

- Personal Protective Equipment - Where protective clothing is used or there is a risk of contamination of personal clothing and effects then accommodation for that clothing and personal effects, and changing facilities, will be provided. Changing facilities are designed to ensure that personal clothing does not become contaminated with hazardous substances from the workplace, the risk of cross contamination between contaminated clothing and clean clothing is minimised and that they can be easily and effectively cleaned.

- Eating, Drinking and Smoking - Personnel are prohibited from eating, chewing, drinking or smoking in any area which is likely to be contaminated with any harmful substance.

- Eating and Drinking Facilities - Where it is necessary to reduce the risk of exposure by prohibiting the consumption of food or drink in the workplace facilities for this will be provided outside the contaminated area. These facilities will be conveniently placed in relation to the workplace and the hygiene facilities and will be so designed as to ensure that they will not become contaminated with substances emanating from the workplace and can be easily and effectively cleaned.

MAINTENANCE OF PERSONAL PROTECTIVE EQUIPMENT

You must ensure that personal protective equipment, including protective clothing, is properly stored, checked at suitable intervals, and when discovered to be defective, repaired or replaced before further use.

PPE which may be contaminated by a substance hazardous to health must be removed and kept apart from uncontaminated clothing and equipment and it must be ensured that contaminated clothing is decontaminated and cleaned or, if necessary, destroyed.

Dangerous Substances and Explosive Atmospheres (DSEAR)

INTRODUCTION

The Dangerous Substances and Explosive Atmospheres Regulations (DSEAR), set minimum requirements for the protection of workers from the risks of fire and explosion arising from dangerous substances and potentially explosive atmospheres in the workplace.

Further to the requirements of the Management of Health and Safety at Work Regulations to manage risks, Regulation 5 of DSEAR requires that where a dangerous substance is or is liable to be present at the workplace, a suitable and sufficient assessment shall be made of the risks to employees and other persons that arise from the substance. DSEAR does not address the health risks from substances; these are dealt with by the COSHH Regulations.

This section provides a logical, step-by-step approach to the carrying out of the assessment and the evaluation of the risks that arise from dangerous substances. The objective of the assessment is to provide enough information to ensure that the correct:

- Measures are taken to eliminate the identified risks or reduce them as far as is reasonably practicable.
- Equipment and procedures are put in place to deal with accidents and emergencies.
- Information and training are provided to employees.
- Classification into zones is made of places where explosive atmospheres may occur, the zones to be marked where necessary.
- Co-ordination is carried out between employers sharing a workplace regarding the implementation of measures to protect employees from any risk from the explosive atmosphere.

In order for the assessment to be considered suitable and adequate, the detail and expertise with which it was carried out must reflect the nature and degree of risk arising out of the work being assessed, as well as the processes complexity and variability.

INTERPRETATION

The regulations give a detailed definition of “dangerous substance”, which you should refer to for more information, but it includes any substance or preparation, which because of its properties or the way it is used could cause harm to people from fires and explosions.

Dangerous substances include petrol; liquefied petroleum gas (LPG); paints; varnishes; solvents; and dusts which when mixed with air could cause an explosive atmosphere (e.g. dusts from milling and sanding operations). Dangerous substances can be found in varying quantities in most workplaces.

An explosive atmosphere is an accumulation of gas, mist, dust or vapour, mixed with air, which has the potential to catch fire or explode. An explosive atmosphere does not always result in an explosion, but if it caught fire the flames would quickly travel through it and if this happened in a confined space (e.g. in plant or equipment) the rapid spread of the flames or rise in pressure could also cause an explosion.

SURVEY AND DATA SHEETS

The first process is to survey the site for dangerous substances. Once this is done, the safety data sheets for each substance must be obtained from the manufacturer and a formal assessment made of the use of those substances which either:

- Are explosive, oxidising, extremely flammable, highly flammable or flammable.
- Create a risk at the workplace because of their physico-chemical or chemical properties and the way they are used.
- Can form an explosive mixture with air or an explosive atmosphere.

The safety data sheet has the following purposes:

- It acts as a formal system of approval for substances being introduced into the workplace, in that only substances which have a data sheet should be purchased or used.
- It provides all the information on a dangerous substance that the employer is required to provide to their employees under Regulations 8 and 9 in a standard and rational format.
- It provides some of the essential information necessary to carry out the formal assessments required under the DSEAR Regulations.

The completed sheet should be filed in a DSEAR data sheet file and be updated if and when the supplier provides further information or alterations to the information.

CLASSIFICATION OF SUBSTANCES

Once the data sheets on substances in the workplace have been obtained, it is necessary to classify each substance that has been identified as dangerous under the DSEAR Regulations. This can be achieved by scrutinising the information gained on the substance, using the criteria set out below.

For the purpose of the DSEAR Regulations, a dangerous substance is defined as any substance, including any mixture, which is:

- A substance or preparation which meets the criteria in the approved classification and labelling guide for classification as a substance or preparation which is explosive, oxidising, extremely flammable, highly flammable or flammable, whether or not that substance or preparation is classified under the CLP Regulations.
- A substance or preparation which, because of its physico-chemical or chemical properties and the way it is used or is present at the workplace, creates a risk, not being a substance or preparation falling within the classification above.
- Any dust, whether in the form of solid particles or fibrous materials or otherwise, which can form an explosive mixture with air or an explosive atmosphere, not being a substance or preparation falling within either of the above classifications.

The above definition would include such substances as petrol, liquefied petroleum gas, paints, varnishes and certain types of combustible and explosive dusts produced in, for example, machining and sanding operations.

An explosive atmosphere is defined as a mixture, under atmospheric conditions, of air and one or more dangerous substances in the form of gases, vapours, mists or dusts in which, after ignition has occurred, combustion spreads to the entire unburned mixture.

A workplace means any premises or part of premises used for or in connection with work, and includes:

- Any place within the premises to which an employee has access while at work.
- Any room, lobby, corridor, staircase, road (other than a public road) or any other place used as a means of access to or egress from that place of work or where facilities are provided for use in connection with that place of work.

However, the requirements concerning classification into explosive atmosphere zones do not apply to some workplaces because there is other legislation fulfilling these requirements, for example:

- Areas used for the medical treatment of patients.
- Where gas appliances are used for cooking, heating, hot water production, refrigeration, lighting or washing and the normal water temperature does not exceed 105°C (unless the appliance is specifically designed for use in an industrial process carried out on industrial premises) and gas fittings located in domestic premises.
- The manufacture, handling, use, storage and transport of explosives or chemically unstable substances.
- Activities at mines, quarries, borehole sites and offshore installations.

COMPETENCY TO ASSESS

The assessment must be carried out by the person with the duty delegated to them in their responsibilities. Each assessment is required to be done competently, in order to comply with the regulations. Therefore, the decision as to who should carry out that assessment will depend on the knowledge and experience required for the particular assessment and the complexity of the operation and/or process.

In order to carry out a correct assessment, the assessor should have a thorough practical understanding of what occurs, or what might occur, in the workplace. Managers may have this understanding and it is usual for them to do the assessments. Should the decision be taken to seek assistance with the assessment, then it should be carried out with a combination of in-house and outside expertise.

Personnel given the task of carrying out the assessment and any works arising from it will need to be provided with the necessary facilities and authority to do so competently. They will be given sufficient time and authority to gather the necessary information, talk to the appropriate persons, examine any records and inspect the workplace.

The assessor must have an understanding of the DSEAR Regulations and their aims and should have read and understood this manual.

PROCEDURE

In order to carry out a competent assessment the following procedure is to be followed:

1. Identify the Hazards

The risk assessment should identify the hazards associated with the flammables and explosives and their handling, storage and use in the workplace. This information can be obtained from the substance supplier's Material Safety Data Sheet or information provided in the HSE's Approved Supply List. When identifying the hazards, it is necessary to consider:

- Where flammables and explosives are used, stored or generated.
- The way in which they are used, stored or generated.
- The potential for hazardous or explosive atmospheres occurring.
- Potential ignition sources.

2. Hazardous Work Activities

Employers should consider all work activities that involve dangerous substances, such as loading and unloading operations, dispensing and decanting, the movement of dangerous substances around a site and dealing with spillages and leaks.

Additional information can include:

- Skills, knowledge and experience of employees.
- Training and supervision of employees.
- Activities in adjacent areas or on adjacent premises, particularly where this could present an ignition risk.
- Possible misuse of dangerous substances, e.g. burning waste.

3. Evaluate the Risk

An assessment of any safety risks from dangerous substances carried out under DSEAR will not need to be repeated for a risk assessment under the Management of Health and Safety at Work Regulations (MHSWR). Similarly, provisions in DSEAR concerning arrangements for emergencies involving dangerous substances will fulfil the corresponding requirements for these procedures in MHSWR.

A recorded risk assessment must be undertaken before any new work activity involving dangerous substances begins.

The risk factor of an explosion or fire incident occurring and the nature and likely degree of the severity of the harm to people or property resulting from such an incident should be evaluated. Issues that should be considered are:

- The hazardous properties of the substance.
- The possibility and likelihood of fire or explosion, including the likelihood that ignition sources, e.g. electrostatic discharges, will be present.
- The quantity of dangerous substance(s) stored, used or generated, including any risks from substances used in combination.
- The scale of any anticipated fire or explosion.
- The structures and property that could be affected.
- The number of people on site.
- The potential and severity of the damage to people and property.

- Connections via openings to places in which explosive atmospheres may occur.
- Arrangements for the safe handling, storage and transport of dangerous substances, including waste.
- The effect of control measures.
- Any existing safety or control measures.
- The competency of people in the workplace.
- Any accident and emergency procedures in place, including fire precautions, e.g. means of detection and providing warning.
- Safety-related information provided by the supplier.
- Activities where there is a potentially higher risk, e.g. maintenance.
- Who, and how many people, may be at risk from dangerous substances (e.g. production or office workers, night cleaners, visitors).
- Any additional safety information available to employees and other people on site.
- The identification of hazardous zones. For the purposes of DSEAR, hazardous places are classified in terms of zones on the basis of the frequency and duration of the occurrence of an explosive atmosphere, as follows:

Zone 0 - A place in which an explosive atmosphere consisting of a mixture with air of dangerous substances in the form of gas, vapour or mist is present continuously or for long periods or frequently.

Zone 1 - A place in which an explosive atmosphere consisting of a mixture with air of dangerous substances in the form of gas, vapour or mist is likely to occur in normal operation occasionally.

Zone 2 - A place in which an explosive atmosphere consisting of a mixture with air of dangerous substances in the form of gas, vapour or mist is not likely to occur in normal operation but, if it does occur, will persist for a short period only.

Zone 20 - A place in which an explosive atmosphere in the form of a cloud of combustible dust in air is present continuously or for long periods or frequently.

Zone 21 - A place in which an explosive atmosphere in the form of a cloud of combustible dust in air is likely to occur in normal operation occasionally.

Zone 22 - A place in which an explosive atmosphere in the form of a cloud of combustible dust in air is not likely to occur in normal operation but, if it does occur, will persist for a short period only.

Hazardous areas should be clearly marked to ensure that everyone on the premises is aware of the dangers and working procedures required if they are to enter the zone. A sign should be placed at the entrance to the hazardous area, as shown below, or the hazardous area should be marked with a line on the floor. People entering the zone should work in accordance with established work procedures.

Examples of procedures to be used in marked zones are as follows.

- Any fixed equipment should be of an explosion-protected design.
- Portable or mobile equipment should be of an explosion-protected design or used only with a permit to work after appropriate precautions have been taken.
- Restricted access.
- No smoking.

Where necessary, places classified as hazardous must be marked at their points of entry with triangular warning signs with black letters (EX) and black edging on a yellow background, the yellow part to take up at least 50% of the area of the sign:

THE SELECTION OF EQUIPMENT AND PROTECTIVE SYSTEMS

For all places in which explosive atmospheres may occur, equipment and protective systems must be selected according to the requirements set out in the Equipment and Protective Systems Intended for Use in Potentially Explosive Atmospheres Regulations unless the risk assessment finds otherwise. In particular, the following categories of equipment must be used in the zones indicated, provided they are suitable for gases, vapours, mists, dusts, or mists and dusts, as appropriate:

- In Zone 0 or Zone 20, category 1 equipment.
- In Zone 1 or Zone 21, category 1 or 2 equipment.
- In Zone 2 or Zone 22, category 1, 2 or 3 equipment.

Category 1 equipment is designed to be capable of functioning in conformity with the operational parameters established by the manufacturer and must ensure a **very high** level of protection. It is intended for use in areas in which explosive atmospheres caused by mixtures of air and gases, vapours or mists or by air/dust mixtures are present continuously, for long periods or frequently. The requisite level of protection must be ensured, even in the event of rare incidents relating to equipment, such that either in the event of failure of one means of protection, at least an independent second means provides the requisite level of protection or the requisite level of protection is assured in the event of two faults occurring independently of each other. (Equipment provides no source of ignition if two independent faults develop).

Category 2 equipment is designed to be capable of functioning in conformity with the operational parameters established by the manufacturer and must ensure a **high** level of protection. It is intended for use in areas in which explosive atmospheres caused by gases, vapours, mists or air/dust mixtures are likely to occur. The requisite level of protection must be ensured, even in the event of frequently occurring disturbances or equipment faults which normally have to be taken into account. (Equipment provides no ignition source with single fault).

Category 3 equipment is designed to be capable of functioning in conformity with the operational parameters established by the manufacturer and must ensure a **normal** level of protection. It is intended for use in areas in which explosive atmospheres caused by gases, vapours, mists or air/dust mixtures are unlikely to occur or, if they do occur, are likely to do so only infrequently and for a short period only. The requisite level of protection must be ensured during normal operation. (Equipment provides no ignition source in normal operation).

Marking of Equipment in Hazardous Areas

All equipment used in hazardous areas, and which meet the requirements of EPS (Equipment and Protective Systems Intended for Use in Potentially Explosive Atmospheres Regulations) should be marked with:

- A CE / UKCA mark.
- The explosion protection symbol.
- The equipment group and category.
- For equipment of Group II, a G for an explosive atmosphere caused by gases or vapours or a D for explosive atmospheres caused by dusts.
- The name and address of the manufacturer.
- The designation of series or type.
- The serial number, if any.
- The year of construction.

The same timescale as for identifying and marking hazardous zones applies, although equipment already in use before July 2003 can continue to be used indefinitely provided that the risk assessment shows that it is safe to do so.

ASSESSMENT REGISTER

Once an assessment has been carried out for an operation and/or process in a specified work area a copy of that particular assessment record is to be filed in a central record. To readily identify the work areas, operations and/or processes assessed, each assessment is to be recorded in the assessment register.

This register should be completed as follows:

- Operation and/or Process - Full details of the operation and/or process should be entered to enable easy identification of that operation and/or process.
- Location - The location within the premises should be clearly identified.
- Record Number - The record number of the assessment.
- Date - The date on which the assessment was completed/revised.

As reassessments are completed, these details should also be entered in the assessment register.

RISKS - ELIMINATION OR CONTROL

Regulation 6 of DSEAR requires that risks from dangerous substances must be either eliminated or, where this is not reasonably practicable, adequately controlled. Control measures need to be consistent with the risk assessment and appropriate to the nature of the activity or operation. Special measures may be needed to ensure co-ordination of safety procedures when employers share a workplace.

This section of the manual is concerned with explaining what is considered to be "adequate control" and the approach to be followed in order to achieve it.

The initial approach to the elimination and control of risks from dangerous substances should always explore the utilisation of operational, process and engineering measures. If it is found that these measures are not reasonably practicable or cannot adequately eliminate or control risks, the provision and use of personal protective equipment should be considered. The provision and use of personal protective equipment should be considered as a last option for achieving the required levels of control.

The measures necessary for the elimination or control of any risks could be any combination of the following and should be considered in the order given:

1. Elimination or reduction of risks:

    - The elimination of the substance, removing the risk in total.
    - The substitution of the substance with a less dangerous substance or a less dangerous form of the substance.
2. Control of risks:

    - The reduction of the quantity of dangerous substances to a minimum.
    - The avoidance or minimising of the release of a dangerous substance.
    - The control of the release of a dangerous substance at source.
    - The prevention of the formation of an explosive atmosphere, including the application of appropriate ventilation.
    - Ensuring that any release of a dangerous substance which may give rise to risk is suitably collected, safely contained, removed to a safe place, or otherwise rendered safe, as appropriate.
    - The avoidance of ignition sources, including electrostatic discharges.
    - The avoidance of adverse conditions which could cause dangerous substances to give rise to harmful physical effects.
    - The segregation of incompatible dangerous substances.
3. Mitigation of detrimental effects:

    - The reduction to a minimum of the number of persons exposed.
    - The avoidance of the propagation of fires or explosions.
    - The provision of explosion pressure relief arrangements.
    - The provision of explosion suppression equipment.
    - The provision of plant which is constructed so as to withstand the pressure likely to be produced by an explosion.
    - The provision of suitable personal protective equipment.

EXISTING CONTROL MEASURES

The control measures already in existence should be re-examined and re-evaluated on a regular basis. If these control measures are then considered inadequate consideration should be given to improving, extending or replacing them to ensure that adequate control measures are achieved and maintained.

STORAGE OF FLAMMABLE MATERIALS

Information provided by manufacturers and suppliers in the form of labels and safety data sheets should always be consulted for advice on how to store flammable materials correctly.

Rules and working procedures to be followed in the case of a leak or spillage should be provided, communicated and understood by all relevant staff members.

All relevant personnel should be trained in the use of first-aid equipment or facilities.

There are five basic principles to follow when storing flammable materials safely.

1. The need to use flammable substances should be eliminated if possible. If this is not an option, they should be substituted or exchanged for less flammable substances.
2. Sufficient ventilation is essential to dissipate any vapours given off from spillages, leaks or releases of gas.
3. All obvious sources of ignition should be removed. These include sparks from electrical equipment, welding and cutting tools, hot surfaces, open flames from heating equipment, smoking materials, etc.
4. Flammable substances should be suitably contained, e.g. in lidded containers, on catchment trays, etc. to prevent leakages or spillages spreading to other parts of the working area.
5. Flammable substances should be stored separately from work processes, using physical barriers, walls or partitions, e.g. purpose-built rooms and outside buildings.

Flammable Liquids

- Flammable liquids should be stored in a separate storage area, purpose-made bin or cupboard.
- They should only be dispensed and used in a ventilated area where there are no sources of ignition.
- Containers should be closed when not in use. If possible, safety containers with purpose-made self-closing lids should be used.
- Liquids should be dispensed over a tray and absorbent materials, e.g. granules, should be kept nearby so that spills can be mopped up immediately.
- Contaminated materials should be disposed of safely. Waste disposal firms can provide advice on the disposal of contaminated materials.
- If petrol is stored in quantity, a petroleum storage licence should be obtained via the local authority.

Flammable Dusts

- The operational plant should be kept free from dust.
- Working areas should be kept dust-free by good housekeeping, regular cleaning and vacuuming of spillages.
- A purpose-built dust-handling plant, e.g. local exhaust ventilation, should be used to keep levels of dust to a minimum.
- All equipment should be well maintained.

Flammable Solids

- Materials such as plastic foam, packing materials, polyester wadding and textiles should not be stored close to heaters or electrical equipment.
- Gangways and exits from the working and storage areas should be kept clear of packing materials and finished products containing flammable solids.

Flammable Gases

- Cylinders should be locked or chained to a purpose-made rack and their valves protected from possible damage.
- Correct valves, fittings and hoses should be fitted on gas cylinders. The manufacturer or supplier should provide instructions on the correct components to be fitted and how they should be used.
- Hoses should be protected from cuts and scuffs, examined regularly, and be replaced as and when necessary.

Oxygen

Oxygen is used in controlled burning activities, e.g. oxy-acetylene cutting and welding equipment. If oxygen is misused, it can result in serious consequences. The following points should be considered if oxygen is stored in the workplace.

- Oxygen should never be used instead of compressed air as it can dramatically enhance the way certain flammable materials burn.
- Oxygen should never be used to sweeten the air in working areas and confined spaces.
- Grease or oil should never be used on equipment containing oxygen.

Reactive Chemicals

Certain substances contain chemicals with oxygen chemically combined, e.g. organic peroxides. These can explode if not handled and stored correctly. Other substances may react vigorously with incompatible materials or contaminants, for example sodium or potassium react violently with water and may ignite. When storing reactive chemicals, the following should be considered.

- Temperature conditions for storage and processing activities should be strictly controlled to prevent dangerous decomposition or other reactions occurring.
- Labels and safety data sheets should be checked for physical properties and incompatibility with other materials and substances.
- Employers should ensure that employees know not to mix incompatible chemicals together.

Substances Corrosive to Metal or Gases

The substance may contain chemicals which are corrosive to metals and gases, and as such these can cause structural damage and reduce the integrity of the receptacle if not suitably contained. An assessment of the substance needs to be undertaken, and the necessary suitable and mitigating measures need to be in place to prevent damage. Information on the properties of the substance and how it may affect the storage container can be obtained from the supplier.

TRAINING

The organisation shall provide employees and other people in the workplace who might be at risk with suitable information, instruction and training on precautions and actions they need to take to safeguard themselves and others, including:

- Names of the substances in use and the risks they present.
- Access to any relevant safety data sheet.
- Details of legislation that applies to the hazardous properties of those substances.
- The significant findings of the risk assessment.
- The control measures to be in place, including the use of Personal Protection Equipment (PPE) if relevant.
- Safe working practices to be in place.
- Equipment to be used and how to use it.
- The use of Permit to Work Systems if applicable.
- Personal Protective Equipment.
- In-house rules, e.g. the avoidance of activities that could cause sparks generated by friction, etc.
- Accident and emergency procedures.

Arrangements for Asbestos Management

INTRODUCTION

The purpose of this information is to assist in work to reduce and/or prevent exposure to asbestos. The group most 'at risk' of contracting asbestos related diseases from exposure to asbestos are tradespersons/contractors who are disturbing asbestos containing materials (ACMs) unknowingly in the course of their works.

The management process is designed to protect them and others from unnecessary exposure to asbestos and ACMs. The most effective asbestos management systems achieve two objectives:

1. The management and maintenance of ACMs
2. The management and control of work with and near ACMs to avoid damage, exposure and spread of contamination

The HSE have issued Guidance (HSG documents) and Approved Codes of Practice (L documents).

ARRANGEMENTS

RESPONSIBILITY	ACTION
Facilities & Estates	Ensure an asbestos Refurbishment & Demolition survey, asbestos management plan or an asbestos register is available for premises refurbishment projects or general maintenance. This information is communicated to the Facilities team and all individuals undertaking works within the premises.
Facilities & Estates	Will confirm, where applicable, current asbestos awareness training is received from Contractors, undertaking works on the premises.

INTRODUCTION TO ASBESTOS

Asbestos is a term used for various forms of naturally occurring fibrous silicate minerals which were extensively added to building materials that have been used in the UK for fire protection and insulation. The fibrous mineral was also used extensively for bonding in many low-risk materials. It may be found in any building constructed before 2000.

The most hazardous ACMs tend to be those where the mineral was used to 'insulate or fire protect' for example sprayed asbestos coatings, pipe insulation and asbestos insulation board, which contain fibres which are not firmly bonded (friable). The lower risk asbestos containing materials include items such as asbestos cement and asbestos reinforced composite materials such as thermoplastic floor tiles, bituminous materials, textured coatings, and reinforced plastics (such as toilet cisterns) where the asbestos is firmly bonded (non-friable).

In the UK six forms of asbestos fibre have been used which fall into two distinct mineral groups:

Amphibole	Serpentine
Crocidolite (BLUE asbestos)	Chrysotile (WHITE asbestos)
Amosite (BROWN asbestos)	
Fibrous Tremolite	
Fibrous Anthophylite	
Fibrous Actinolite	

The three most common asbestos types used were CROCIDOLITE (blue), AMOSITE (brown) and CHRYSOTILE (white).

Although it has been illegal to use asbestos in the construction or refurbishment of any premises for several years, many thousands of tonnes were used in the past and much of it remains in place.

WHO IS AT RISK?

The more asbestos fibres breathed in, the greater the risk to health. Therefore, workers who may be exposed to asbestos when carrying out maintenance and repair jobs are at particular risk. Such workers include:

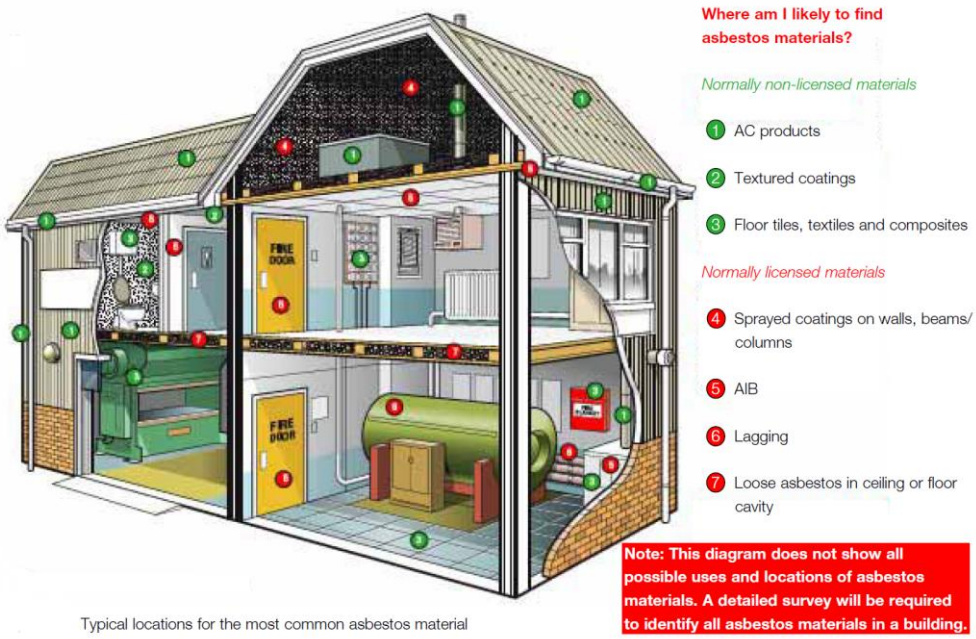
- Construction and demolition contractors
- Roofers
- Electricians
- Plasterers, painters, and decorators
- Joiners
- Plumbers, gas fitters
- Shop fitters
- Heating and ventilation engineers, and surveyors
- Anyone dealing with electronics, e.g. phone and it engineers, and alarm installers
- General maintenance engineers and others who work on the fabric of a building

If asbestos is present and can be readily disturbed, is in poor condition and not managed properly, others who may be occupying the premises could also be put at risk.

WHERE IS ASBESTOS FOUND IN BUILDINGS?

Asbestos was used in many parts of buildings, below is a sample of uses and locations where asbestos can be found:

Asbestos product	What it was used for	
Sprayed asbestos (limpet)	Fire protection in ducts and to structural steel work, fire breaks in ceiling voids etc	Higher risk materials
Lagging	Thermal insulation of pipes and boilers	
Asbestos insulating boards (AIB)	Fire protection, thermal insulation, wall partitions, ducts, soffits, ceiling and wall panels	
Asbestos cement products, flat or corrugated sheets	Roofing and wall cladding, gutters, rainwater pipes, water tanks	Lower risk materials
Certain textured coatings	Decorative plasters, paints	
Bitumen or vinyl materials	Roofing felt, floor and ceiling tiles	



Typical locations for the most common asbestos material

THE DUTY TO MANAGE

The Duty to Manage requires those that own, occupy and / or manage non-domestic premises to 'manage' the risk from ACMs in their workplaces. This includes all non-domestic premises such as offices, factories, schools, hospitals, public buildings etc AND also includes the 'common and communal areas' to domestic premises such as flats.

Regulation 4 defines a 'Dutyholder' who is responsible for the management of asbestos within the premises. There may be more than one dutyholder, and they are defined by Regulation 4 in terms of those who have an obligation (through contract or tenancy) for maintenance, or those who have a degree of control over the premises. The dutyholder must make a suitable and sufficient assessment to determine the presence of asbestos in the premises. Where asbestos is (or is liable to be) present, the dutyholder must assess the risks posed by asbestos in their premises, and compile and maintain a written Asbestos Management Plan to detail the management processes that are in place. In most cases the dutyholder will be a corporate body such as an employer leasing a commercial building, or a landlord with maintenance responsibility for the fabric of a commercial building which is let to several tenants. HSE guidance also outlines that the dutyholder should nominate a competent Appointed Person and possibly a deputy to ensure that asbestos is correctly managed.

ASBESTOS MANAGEMENT PLAN

Following the risk assessment, the Asbestos Management Plan should be the pivotal document from which the whole Asbestos Management Process is controlled and managed. The Asbestos Management Plan should cover all aspects of the Asbestos Management process including (but not limited to):

- Identification of the person(s) responsible for managing the asbestos risk
- Access to a copy of the asbestos record or register and how to access it if it is kept electronically
- Instructions that any work on the fabric of the building cannot start without the relevant parts of the record/ register being checked. The plan should include details for how this will be achieved. In particular, the plan should identify the procedures and arrangements to make sure: the record/register is checked in good time before the work starts
- Checks that will be made that the information on the presence of asbestos has been understood and will be taken into account
- Checks will be made that the correct controls will be used and that competent asbestos-trained contractors will carry out the work
- Plans for any necessary work identified from the risk assessment, eg repair, protect or remove ACMs
- The schedule for monitoring the condition of any ACMs
- Details of how to communicate the content of the management plan
- Contingency arrangements if the main contact person for asbestos risk management is not available
- Priority assessments including scores (where relevant)
- Decisions about management options
- Employees and their responsibilities
- Training arrangements for employees and contractors
- Who will oversee the quality of the entries made on the management plan
- Procedure for review of the plan, including a timetable

The plan should be written in such a way that it can be regularly reviewed and updated. It is good practice for the plan to be version controlled and issue dated to demonstrate that it is a continual ongoing process document.

ORGANISATION AND RESPONSIBILITIES

If it is established that the organisation is a dutyholder under Regulation 4, then some organisational arrangements, including internal appointments, shall be made. The HSE's Asbestos: The Survey Guide recommends that each dutyholder organisation should identify an Appointed Person (with perhaps a deputy) to be responsible for asbestos management. This can include ensuring suitable and sufficient assessments have been made on the basis of the survey, that a written Asbestos Management Plan exists, that sub-contractors / contractors working on behalf of the organisation or within the organisation's premises, are competent to do so and have had the relevant information provided to them.

SURVEYING AND INSPECTION

The duty is to 'Manage' not to 'Survey'. A suitable and sufficient 'assessment' of the premises is the first step in establishing an effective Management process. The HSE have published HSG264 which is guidance for Asbestos Surveying, but which should be recognised as a Management guidance document as well as a Surveying guidance document.

HSG264 defines two types of survey inspection –

1. Management or
2. Demolition / refurbishment

(as well as the preferred competence and qualifications of asbestos surveyors and asbestos Inspection Bodies).

It is recommended that a fully UKAS accredited Inspection Body is used to inspect the premises. A UKAS accredited Inspection Body ensures that ALL of their surveyors are suitably qualified (BOHS proficiency certificate P402 - Building Surveys and Bulk Sampling for Asbestos) and experienced (at least six-months mentored and supervised inspections with a fully qualified Surveyor within a UKAS accredited Inspection Body).

A UKAS accredited inspection body will inspect the premises in accordance with HSG264 and will report the results in accordance with HSG264 and in accordance with the HSE guidance document for Asbestos Management HSG227 (A comprehensive guide to managing asbestos in premises).

It is imperative that the Inspection Body provides a register for the Premises that includes all ACMs (with risk assessment information, Material Assessment and Priority Assessment if relevant), and also includes non-ACMs that may be mistaken for containing asbestos, observations about the area and, very importantly, all areas that were INACCESSIBLE at the time of the survey. Areas that have not been inspected must be able to be clearly identified as this will form an essential part of the overall risk assessment and information for future dissemination.

When construction (refurbishment) works are to take place (either planned or reactive), by the organisation, a 'Refurbishment / Demolition' level survey, must be undertaken on the areas that will require intrusive works. It is very unlikely that this type of survey can be properly completed while the premises are occupied. Again, the Inspection Body should consult with the organisation to identify the scope of works for the maintenance / refurbishment to ensure that ALL relevant areas have been identified and inspected.

MATERIAL ASSESSMENT / PRIORITY ASSESSMENT

As detailed above, the Management survey should include a Material Assessment for every asbestos item. The Material Assessment standard is detailed in the HSE Management Guide HSG227. It is a method by which every item is assessed and scored against four parameters:

- Product type - the designation of ACM, for example - asbestos insulating board, asbestos cement, thermoplastic floor tiles
- Extent of damage/deterioration - the condition of the material and level of damage
- Surface treatment - whether the material is enclosed, painted, untreated or whether it is a reinforced composite material in which case the surface treatment is immaterial
- Asbestos type - whether it contains an Amphibole asbestos type or Chrysotile on its own

A Priority Assessment must also be carried out and recorded. The Priority Assessment will require input from the duty-holder, as it is a way of assessing how likely the ACM is to be disturbed, and if disturbed how many people could be exposed. This will need knowledge of the use and maintenance of the building. The Priority Assessment standard is also detailed in the HSE Management Guide HSG227 and again it is a method by which every item is assessed and scored against four parameters:

- Normal occupant activity - the main activity in the area that the material is located
- Likelihood of disturbance - the location and normal accessibility of the item
- Human exposure potential - how many people are normally in the area, how often is the area used and for how long
- Maintenance activity - the type of maintenance activity on the material and how often it is likely to be disturbed by the maintenance activities

Material Assessments and Priority Assessments are **not** required where a Demolition / Refurbishment Survey has been completed, because the assumption is that any ACMs will be removed before the planned construction works takes place.

ASBESTOS REGISTER

A register should exist for each premises detailing the ACMs with Risk Assessment information, non-asbestos items (where these may be confused with similar ACMs), observations and inaccessible areas. The register should indicate the date of the survey and who conducted it. The register should be in a simple format that is easy to interpret and provide to others. Items should be listed in an order that readily allows full interpretation, such as room by room, wall by wall etc. It is good practice for it to be supported by a marked floor plan and by photographs.

The register should be retained and maintained to ensure that it remains as current as possible and it should be easily accessible for all persons that require it.

In the event of any refurbishment work leading to the removal of ACMs, the information from the Health and Safety File should be used to update the register. The register may be held in an electronic format and made accessible through secure external internet access.

TRAINING

All persons including Sub-Contractors working in or for the organisation with roles relating to work with, or management of, asbestos, should have relevant training in the Asbestos Management process. It would be preferable for this to be incorporated in formal Asbestos Awareness training in accordance with Regulation 10 of the Control of Asbestos Regulations 2012.

The training should be delivered by a person who has practical experience in the asbestos industry and in asbestos management. The person delivering the training should be familiar with the risks of asbestos and appropriate control measures.

REFRESHER ASBESTOS AWARENESS TRAINING

Awareness training is only intended to help employees avoid carrying out work that will disturb asbestos. There is no legal requirement to repeat a formal refresher awareness training course every 12 months. However, some form of refresher awareness should be given, as necessary, to help prevent workers putting themselves or others at risk in the course of their work.

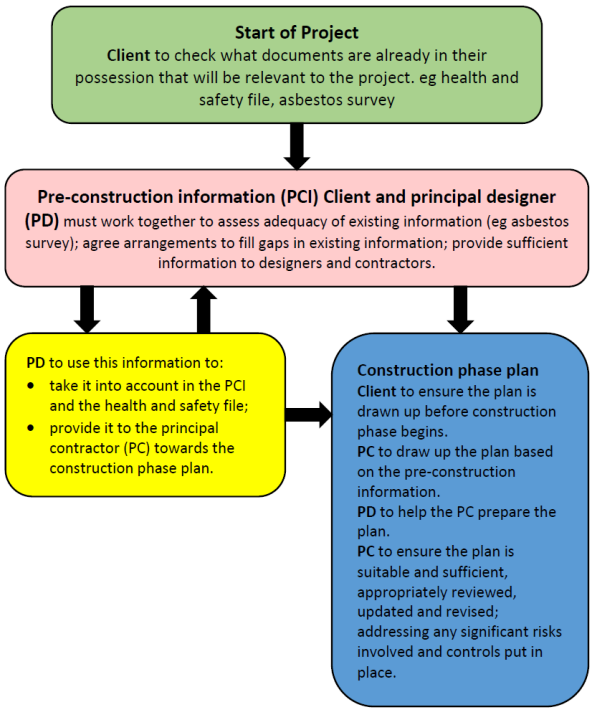
Refresher awareness could be given as e-learning or as part of other health and safety updates, rather than through a formal training course. For example, an employer, manager, or supervisor who has attended an awareness course and is competent to do so,

CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015

The CDM Guidance on Regulations (L153) makes it clear that the responsibility for providing information on pre-existing hazards (such as Asbestos Containing Materials present in a structure) is of the Client.

This information should be provided at planning stage to the Principal Designer and prospective Principal Contractor and, as such, it is the Client's responsibility to ensure that suitable and sufficient inspections have taken place to obtain as much information as possible.

The Principal Contractor should include the relevant information in the Construction Phase Plan and, later, in the Health and Safety File. The information in the Construction Phase Plan should include how relevant information has, or will be, made available to those involved in the construction work including to employees of all sub-contractors. Evidence of asbestos awareness training (as a minimum) should be kept for all operatives and sub-contractors working on the site.



A refurbishment or demolition survey is needed before any refurbishment or demolition is carried out. This type of survey is used to locate and describe, as far as reasonably practicable, all asbestos-containing materials in the area where refurbishment or demolition work is taking place.

Refurbishment and demolition surveys are technically more challenging than management surveys, as their purpose is to identify all ACMs within a particular building area or within the whole premises, so they can be removed.

CONTROL OF CONTRACTORS

The biggest risk to an organisation is usually when works are procured in the organisation's premises and awarded to an external contractor.

BCoT has established a set of responsibilities for external contractors working in the premises and on construction projects which require contractors having suitable and sufficient policies and procedures for addressing Asbestos, Asbestos Awareness training for all operatives that work in the premises, and policies and procedures for controlling their sub-contractors.

Contractors shall be notified of ACMs and be fully aware of their responsibilities. In line with best practice BCoT responsible person (facilities & estates) shall review the contractor's policies and procedures before they are allowed to work in the premises and to obtain copies of their risk assessments identifying Asbestos as a hazard and detailing how they will avoid exposure.

Clients for construction works will need to ensure they have provided appropriate pre-construction information (i.e. Demolition/Refurbishment Survey) and that there is a construction phase plan in place before work begins. Regular audits should be carried out on the contractor's work to ensure that they are following their policies and procedures.

WORK ON ASBESTOS CONTAINING MATERIALS - LICENSED AND COMPETENT CONTRACTORS

The ONLY contractors that should carry out any work on ACMs are competent contractors that have had relevant training and hold relevant qualifications and are insured to do so.

There are three main types of information, instruction and training. These relate to:

- Asbestos awareness
- Non-licensable work with asbestos including notifiable non licenced work (NNLW)
- Licensable work with asbestos

All information, instruction and training given should include an appropriate level of detail, be suitable to the work being done, and use written materials, oral presentation, and practical demonstration, as necessary.

DEALING WITH SUSPICIOUS MATERIALS

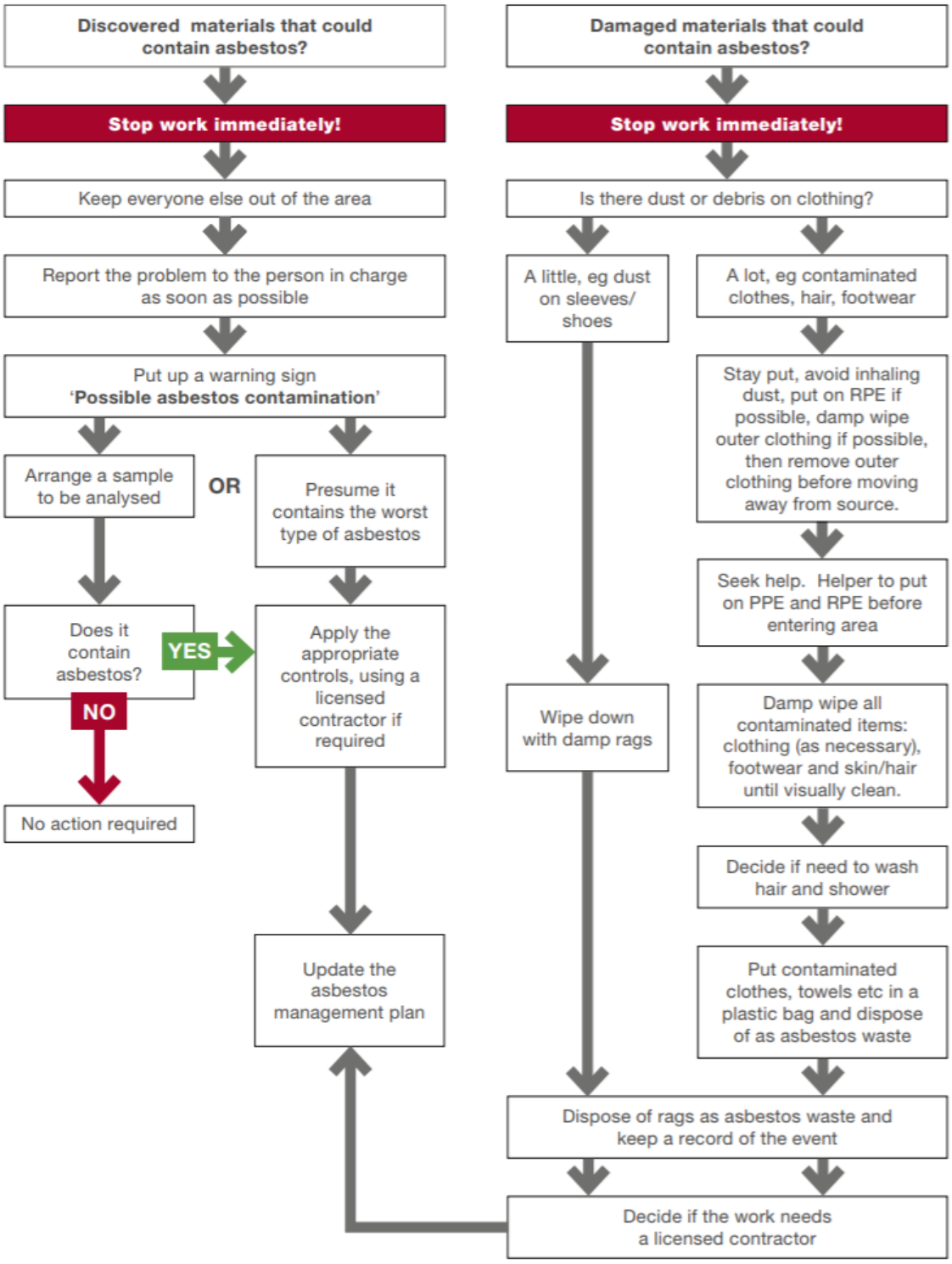
On discovery or disturbance of ACMs, or any other suspicious material, the following procedure must be followed:

1. Stop work
2. Inform others locally not to further disturb the material
3. Where appropriate, seal and cordon off the area and post appropriate warning signage
4. Inform the senior person on site who will assess the situation and call for advice and assistance where appropriate
5. Do not return to task until the area is given the 'all clear' and you are instructed to do so.
6. If it does not contain asbestos, then work can continue
7. If the material does contain asbestos, then follow the flow chart to decide if the work needs a licensed contractor

The work area must be quarantined (with measures being taken to ensure that there is no further contamination) until such time as the material has been analysed to establish its nature and appropriate remedial action is taken.

(Refer to dealing with suspicious materials flowchart).

DEALING WITH SUSPICIOUS MATERIAL FLOWCHART



Further information can be found within Asbestos Essentials EM1 (What to do if you discover or accidentally disturb asbestos during your work).

Legionella

WHAT IS LEGIONELLA?

Legionella is the abbreviated name for Legionella pneumophila bacteria that is responsible for the illness commonly known as Legionnaires' Disease.

Legionella bacteria are commonly found naturally in low concentrations, in rivers, lakes and reservoirs where they do not cause any harm. Legionella bacteria can also be found in purpose-built water systems including cooling towers, evaporative condensers, hot and cold-water systems and whirlpool spas. In these types of water systems, the water can be maintained at an optimum temperature for the legionella bacteria to grow.

Conditions which increase the risk of legionella being present and causing a risk to health include: water being stored in any part of the system at temperatures between 20ºC and 45ºC; stagnation or low flow; the presence of nutrients for the bacteria to grow on, such as rust, sludge, scale and organic matter; and where there is the potential for aerosols to be produced by the water system.

WHAT IS LEGIONNAIRES' DISEASE?

Legionnaires' Disease is a pneumonia-like illness contracted by inhalation deep into the lungs of legionella bacteria in tiny droplets of water (aerosols). There is no evidence of person-to-person spread of the disease. The incubation period for Legionnaires' Disease is generally two to ten days following exposure. Symptoms usually begin with high fever, chills, headache and muscle pain. A dry cough and breathing difficulties are also common, and some patients also suffer diarrhoea, vomiting and delirium/ confusion.

Legionnaires' Disease can usually be treated successfully with antibiotics; however, it can be fatal in around 12% of cases. Anyone can contract Legionnaires' Disease however several sectors of the population appear to be at greater risk – men aged 45 and over, heavy drinkers and smokers, those with chronic respiratory or kidney disease and the immunocompromised.

ARRANGEMENTS

RESPONSIBILITY	ACTION
Faculty Heads; Facilities & Estates	Ensure a written scheme is in place. Identify (nominate) the responsible person, within the college to undertake legionella checks (temperature checks), confirming systems operate at temperatures that prevent the proliferation of legionella.
Faculty Heads; Facilities & Estates; Catering Manager Course Directors	Ensure a suitable and sufficient water hygiene legionella risk assessment is compiled – and subject to a periodic review.
Faculty Heads; Facilities & Estates; Catering Manager Course Directors	Implement a regime of cleaning (removing limescale deposits) - when outlets are not in regular use, weekly flushing of these devices for several minutes. Maintaining a formal record.
Faculty Heads; Facilities & Estates; Catering Manager Course Directors	Ensure water sampling (bacterial count) is established, implemented and maintained (periodically).
Faculty Heads; Facilities & Estates	All persons with responsibility for Legionella management have had suitable Legionella training in both the understanding of Legionella and its risk.

IDENTIFYING AND ASSESSING SOURCES OF RISK OF LEGIONELLA

The dutyholder is responsible for protecting employees from the risk of exposure to legionella and the undertaking of a risk assessment to identify sources and risks of exposure to legionella. It is vital to understand what water systems are present, the equipment associated with the system (eg cold-water storage tanks, pumps, Calorifiers, showers etc). and all the component parts. The risk assessment must identify whether the system is likely to create a risk of exposure to legionella and whether:

- Water is stored or re-circulated in any part of the water system
- The water temperature in all or any part of the system is between 20°c and 45°C
- There are sources of nutrients, such as algae, rust, sludge, scale or organic matter • there is a potential for stagnation or low flow e.g. Dead legs
- Water droplets are capable of being produced and that they could be dispersed e.g. showers, or taps
- Susceptible individuals are present (employees, residents, customers, visitors etc.)

The risk assessment should be carried out by a competent person, and this could be the employer or person in control of the premises, or it could be an external contractor. Whoever carries out the risk assessment must be competent in identifying and assessing the risks of exposure to legionella bacteria, and also competence in the necessary control measures. The significant findings of the risk assessment should be documented. Employees should also be consulted, and the risk assessment should be reviewed regularly or after any significant changes.

MANAGING AND CONTROLLING THE RISK OF LEGIONELLA

Where the risk assessment identifies a reasonably foreseeable risk of exposure to legionella bacteria the dutyholder must appoint a competent person either within the organisation or via an external party to take responsibility for the supervision and implementation of control measures. Ideally the risk of risk of exposure to legionella should be prevented altogether, however realistically such prevention may not always be possible. It is therefore essential to design, maintain and operate water services under conditions that prevent or adequately control the growth of legionella.

Any identified risk must be effectively managed by the implementation of effective control measures. Control measures should be specific to each water system and focus on controlling the conditions which favour the growth of bacteria. Regular checks should also be made on the control measures.

Employees should follow any instructions, information and training given on Legionella. They must wear any protective equipment provided and inform management of any defects, problems with equipment likely to harbour Legionella during the course of their works.

CLEANING AND DISINFECTION

The ACOP says the risk from exposure to legionella should be prevented or controlled; precautions include maintaining the cleanliness of the system and the water in it. Routine cleaning and disinfection shall be conducted to minimise risks to staff and students. All water services shall be routinely checked for temperature, water demand and inspected for cleanliness and use. Where outlets are not in regular use, weekly flushing of these devices for several minutes can significantly reduce the number of legionella discharged from the outlet.

Shower heads and hoses, shall be dismantled, cleaned and descaled on a quarterly basis (or as necessary). Lathe and machine coolant storage and distribution systems shall be cleaned and disinfected six monthly.

RECORD KEEPING

Documented records must be kept of the significant findings of the risk assessment. Records should include details of:

- Person(s) responsible for carrying out the risk assessment
- Significant findings of the risk assessment
- Written control scheme and details of its implementation
- Results of any inspection, test or check carried out, and dates
- Details of whether the system is operating or not

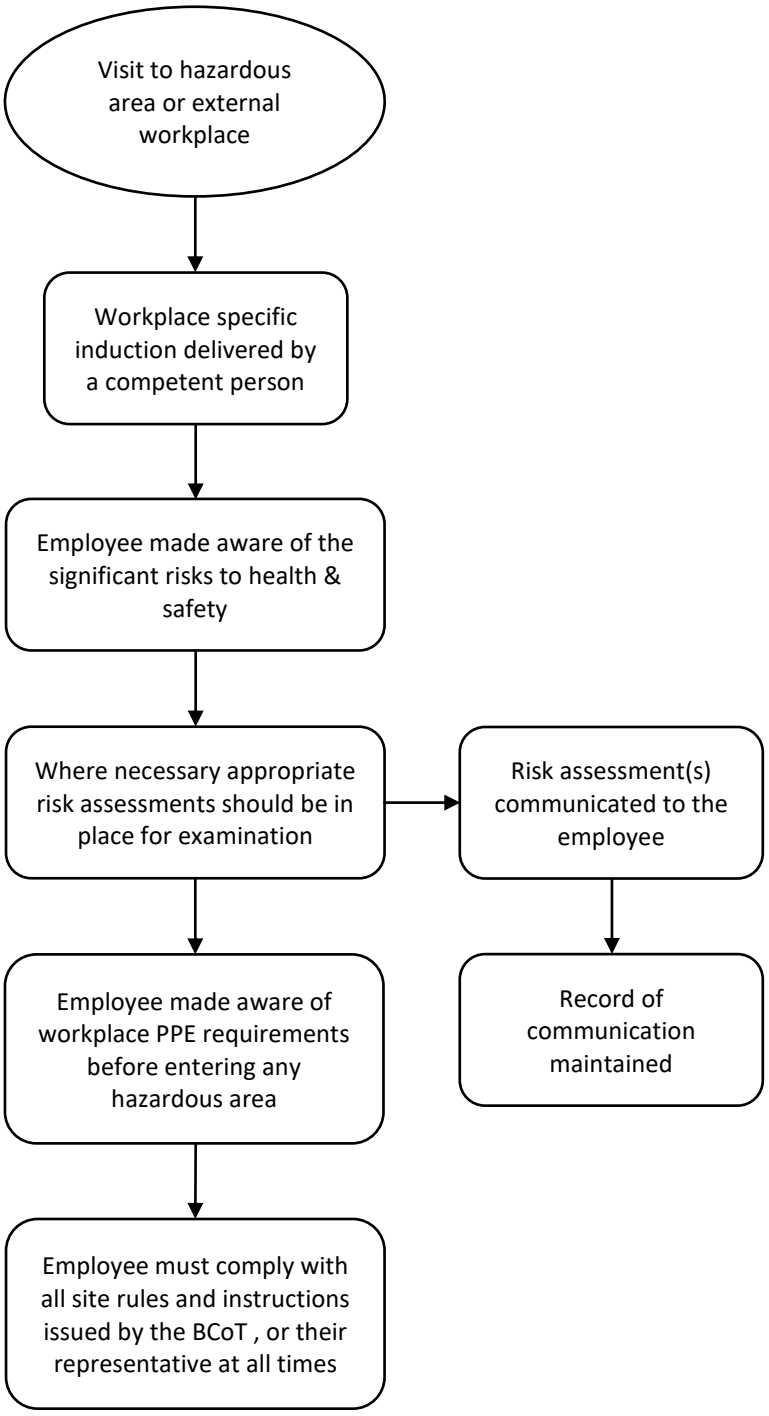
Records should be kept for the time for which they remain current and for at least two years thereafter. Inspection records should be kept for five years

SECTION I

Staff Visiting Hazardous Areas / Workplace

Colour Coding	
Within this procedure, actions and responsibilities are colour-coded as set out below to assist individual employees to identify their responsibilities simply and quickly.	
	Senior Management Team
	Management Team

Procedure for Staff Visiting Hazardous Areas/Workplace



Arrangements for Staff Visiting Hazardous Areas / Workplace

INTRODUCTION

"Hazardous areas" in the context of this section relates to areas within this organisation's premises or on external work sites, where the organisation's employees are required to work/visit on the organisation's business.

It is the policy of BCoT that in the event of any of our employees being required to periodically work at or visit external work sites, or parts of the premises that are deemed to be hazardous, the following health and safety rules and procedures shall be put into effect.

ARRANGEMENTS

RESPONSIBILITY	ACTION
Faculty Heads; Facilities & Estates	Will ensure where employees are required to visit an external workplace or parts of the college premises which are deemed to be hazardous, then there will either be a specific risk assessment or safe system of work produced to ensure their safety.
Course Directors	
Faculty Heads; Facilities & Estates	Ensure that where a risk assessment(s) and / or a safe working procedure is generated, these are adhered to at all times. Employees are required to comply with the requirements of BCoT and client site rules.
Course Directors	

HAZARDOUS AREAS WITHIN THIS ORGANISATION'S PREMISES

The senior manager / responsible person in control of the hazardous area(s) must ensure that:

- Written procedures are in place for the effective monitoring and/or supervision of staff required to work in or visit hazardous or restricted areas
- A risk assessment is made of the hazardous area in question to identify staff at risk and control measures required to reduce that risk. The risk assessment must be recorded and be readily available for inspection purposes and must take the provision of first aid into account
- Staff who are at risk are made aware of hazardous or restricted areas on the premises through provision of information, instruction or training (this may include induction training as the case may be), before entering such areas
- The area is adequately signed to indicate the nature and severity of the hazard and the precautionary measures required (this may include display of a safe system of work for the area, symbolic safety signs requiring personal protective equipment to be worn in the affected area, etc.)
- There is an adequate provision of personal protective equipment readily available for use by staff before entering the hazardous area and that such staff are aware of where that equipment is located
- A suitable and effective emergency and evacuation system is in place for the area concerned, which is tested at regular intervals

In the case of external personnel (e.g. cleaners, members of public, visitors, etc.) entering the hazardous area the precautions above must still be taken as if that person were an employee.

HAZARDOUS EXTERNAL SITES Error! Bookmark not defined.

Where it is necessary for employees to visit or work at external sites that present a significant risk to their health and/or safety the following procedures must be in place prior to any works being carried out:

- Employees must be made aware of the significant risks to health and safety of the site concerned (such information may be in the form of induction training and should be provided either by the client or by this organisation), as well as arrangements in place/required to be taken to adequately reduce such risks to the lowest levels. Where the degree of hazard or risk warrants such action, risk assessments and/or safe systems of work must be drawn up, be put in place and be made available to employees. The responsibility for determining the level of risk, the appropriate action to be taken and liaison to help determine risk will be a management function of this organisation.
- Any personal protective equipment required to be worn on site must be provided (either by the client or this organisation as the case may be) and worn **before** entering the hazardous area.
- All safety rules and instructions relating to the hazard/s or risk which are displayed or provided by the client/this organisation **must** be complied with at all times (in certain cases this may include a permit-to-work system).

Permit to Work Systems

INTRODUCTION

A permit to work system is a method of formally authorising and controlling a high-risk activity and specifying the precautions needed in writing. A permit to work is normally part of the safe system of work for the activity.

LEGAL REQUIREMENT

The Management of Health and Safety at Work Regulations 1999 outline duties under the Health and Safety at Work etc. Act 1974, which relate to the control of work activity and risk assessment. These Regulations apply to all workplaces in the UK.

PERMIT TO WORK SYSTEMS

The HSE define a permit to work system as a formal recorded process that is used to control hazardous work by giving proper consideration to particular high-risk jobs or simultaneous work activities. It is also a means of communication between management, supervisors, operators, and those who carry out the hazardous work. It is necessary to establish a permit to work system for higher risk work that may adversely affect the safety of personnel, plant or the environment, including:

- Non-production work (e.g. Maintenance, repair, inspection, testing, alteration, construction, dismantling, adaptation, modification, cleaning etc.) Y control of contract work
- Non-routine operations
- Jobs where two or more individuals or groups need to co-ordinate activities to complete the job safely
- Jobs where there is a transfer of work and responsibilities from one group to another

The need for a permit to work and what activity may or may not require it, should be laid out on the organisation's health and safety procedures, contractor control documents and relevant safety rules.

Generally, a permit to work system should be restricted to higher risk and non-routine activities. This is to avoid it being devalued into a general authorisation document (such as contractor authorisation for all contractors coming on site as opposed to controlling high risk work undertaken by such contractors). Permit to work systems should:

- clearly identify who will authorise particular jobs (and any limits to their authority)
- clearly identify who is responsible for specifying necessary precautions
- provide training and instruction in the issue, use and closure of permits
- provide monitoring and auditing to ensure that the system works as intended
- clearly identify the types of work considered hazardous
- provide a clear and standardised identification of tasks, risk assessments, permitted task duration and supplemental or simultaneous activity and control measures

DISPLAY

Copies of a permit to work should be clearly displayed at the work site, or in an alternative recognised location. If this is not practicable, e.g. when a job is carried out in a number of locations, then the permit should be kept on the person accepting the permit on behalf of the user(s).

PERMIT INTERACTION

There is a need to be aware of potential interaction between different types of work controlled by permits-to work or by work which is controlled by a permit and those that are not. Those issuing permits therefore need to aware of activities which may interact.

HANDOVER

A shift handover procedure should be in place if work is carried over to another shift (e.g. the job takes longer than expected), and the procedure should ensure that the incoming shift is aware of any outstanding permit-controlled jobs, the status of those jobs, and the status of the plant. Work-in-progress should be left in a condition that can be reliably communicated to, and understood by, the oncoming shift. This will normally require some written control system.

HAND-BACK

A hand-back procedure should be in place that confirms whether the work has been completed, that the plant or equipment has been returned to a safe condition, and that it is safe to be returned back into the control of other areas or departments.

PERMIT AUTHORISATION AND SUPERVISION

Permits must be coordinated and controlled, usually by the person issuing the permit, and adequate supervision and monitoring of the system should be in place to make sure that the procedures specified in the permit are being followed. This should include site visits at the start and completion of the task as a minimum, with interim checks depending on hazard, complexity and duration of the work.

Where the potential for harm is considered to be particularly high, the procedure for authorising the work should be more rigorous. Whilst it should also be noted that under no circumstances should a person issue a permit to themselves.

PERMITS

The terms ‘permit to work’, ‘permit’ or ‘work permit’ refer to the paper or electronic certificate or form which is used as part of an overall permit to work system. The permit itself is a detailed document which authorises certain people to carry out specific work at a specific site, at a certain time, and which sets out the main precautions needed to complete the job safely. Types of job where permits should be considered include:

- Work of any type where heat is used or generated (e.g. By welding, flame cutting, etc.)
- Work which may generate sparks or other sources of ignition
- Work on high voltage electrical equipment or electrical equipment which may give rise to danger
- Entry within confined spaces
- Work involving the non-routine use of hazardous/ dangerous substances
- Pressure testing
- Work involving remote isolation of mechanical or electrical equipment which require formal isolation and lock off arrangements
- Work involving temporary equipment, e.g. Generators, welding equipment etc
- Work at height; operations that requires additional precautions or PPE to be in place

HOT WORK PERMIT

Hot work permits are more generally applied to any type of work which involves:

- Actual or potential sources of ignition
- Work being carried out in an area where there may be a risk of fire or explosion
- The emission of toxic fumes from the application of heat
- Welding or flame cutting
- Hot air guns y the use of tools which may produce sparks; and
- The use of any electrical equipment in a potentially flammable or explosive atmosphere that is not of suitable explosion protected standard

Hot work permits are often a specific requirement of an insurer in most construction operations, thus failing to implement the system can invalidate the fire insurance and business interruption cover.

ELECTRICAL WORK PERMIT

An electrical permit to work is primarily a statement that a circuit or item of equipment is safe to work on – it has been isolated and, where appropriate, earthed. This type of permit should never be issued for work on equipment that is still live or to authorise live work, and work should not be allowed on equipment that is not specified in the permit as having been made safe. An electrical permit to work should only be issued by a designated competent person who has been assessed to be so by means of technical knowledge and/or experience and who is familiar with the system and equipment.

CONFINED SPACES ENTRY PERMIT

A confined spaces entry permit are used to specify the precautions to be taken to eliminate exposure to dangerous fumes or to an oxygen-depleted atmosphere (e.g. forced ventilation, physical isolation or by the provision of personal protective equipment (PPE) including breathing apparatus) before a person is allowed to enter a confined space.

ISOLATION PERMIT

A machinery permit or an electrical permit, an isolation permit is usually used as a means of ensuring that the particular equipment is mechanically and electrically isolated before being worked on.

ELECTRONIC PERMITS

Electronic permits can reduce the amount of paperwork associated with the permit process. However, before introducing an electronic permit system, system operators must be sure that:

- A suitable system (e.g. password-protected electronic signatures) is in place to prevent unauthorised issue or acceptance
- Permits cannot be issued remotely without a site visit
- Systems are in place to prevent permits already issued from being altered without the alterations being communicated to all concerned
- The facility exists for paper permits to be produced for display at the job site

EMPLOYERS OR DUTY HOLDER

Employers and some other duty holders have overall responsibility for ensuring proper permit to work systems are developed and followed. However, everyone who carries out work of any kind (e.g. contractors, subcontractors, etc.) has responsibilities and duties under a permit to work system and it is important that each person is adequately trained and knows exactly what those responsibilities and duties are if they are to be carried out properly.

BCoT shall, as appropriate, ensure that:

- A senior manager is assigned responsibility to ensure an appropriate permit to work system with relevant procedures is introduced, maintained and updated
- Those employees and workers are made aware of when permits are required and trained in their practical operation
- There is effective monitoring of the permit to work system to ensure it is working as intended, effective and short cuts are not taken
- There is an audit system in place covering the permit to work system with reviews undertaken as necessary
- Copies of permits are retained for auditing or incident investigation
- There are sufficient resources including training, staff and monitoring to enable the system to be properly implemented

SENIOR MANAGERS IN CONTROL OF CONSTRUCTION ACTIVITIES

The senior manager shall take on the following roles or ensure there are arrangements in place which clearly delegate them:

- All types of work requiring a permit to work are identified and clearly documented
- The permit clearly describes the work to be done, its location, start time and duration and the specific control measures required
- Permits for activities that may interact or affect other activities are controlled
- Work that may interact and creates a hazard if undertaken at the same time is avoided for example by arranging it to take place at another time
- Limitations on the timing and scope of the work are defined
- Actions to be taken in the event of emergencies are defined
- All personnel engaged in the preparation of permits, and responsible for the supervision and performance of the work, are identified and competent with suitable training
- Information is given and is transferred to different shifts where applicable about uncompleted work under a permit all personnel are trained and competent and have sufficient knowledge to carry out their duties
- The issue and return of permits are controlled

PERMIT AUTHORISER OR RESPONSIBLE AUTHORITY

BCoT facilities & estates shall ensure the person responsible for authorising permits will confirm that:

- All hazards associated with the proposed job have been identified and suitably assessed and the appropriate precautions are identified, implemented and will remain in place throughout the work until the permit is cancelled
- Those responsible for undertaking the work are aware of the controls specified in the permit and the equipment to be used and precautions to be applied
- Conflicting or interacting activities are either avoided or identified and relevant precautions are included in the permit (for example avoidance of vehicle engines running in the vicinity of a confined space entry)
- Those involved are aware of the permit's duration and action to be taken if work is suspended or in an emergency
- For a plant where there may be several permits operating at the same time that copies of all issued permits are displayed at an appropriate location and in a consistent arrangement so that site personnel can check the situation
- There are checks at the location of the work during the work acidity and at any time when work is suspended and before it is restarted, and finally when the work is completed to ensure that it is in a safe condition y for hot work permits, there is also a requirement to check the work site normally one or two hours after the work is completed for evidence of smouldering combustion
- Any handover/handback procedure is properly followed
- Any precautions and isolations are withdrawn at the end of the job unless they are cross-referenced to other permit activity
- There is a written acknowledgement from the management in charge of the area that the plant or equipment has been returned to their control

INDIVIDUALS

All individuals working under a system should ensure that:

- They have received adequate training in and be able to show a clear understanding of the permit to work systems that are operated in any location or organisation at which they may have to work and in what circumstances a permit to work is required
- They do not start work on any job requiring a permit until one has been authorised and issued, its content understood and the specified precautions, as detailed in the permit, are taken throughout the work
- In the event of a change of circumstances, or if they do not fully understand or cannot implement all the precautions, they stop work, make the area safe and obtain advice immediately

MONITORING, AUDIT AND REVIEW OF PERMIT TO WORK SYSTEMS

Permits to work, certificates and risk assessments should be retained by the person issuing them in accordance with the organisation's policy. This should be at least 30 days after completion, after which they should be archived for a period that is long enough to enable an effective monitoring and audit process.

In addition to checks carried out by issuers, monitoring checks should be undertaken by site management to ensure those carrying out the work are following the work instructions and control measures that have been detailed.

KEY ACTIONS

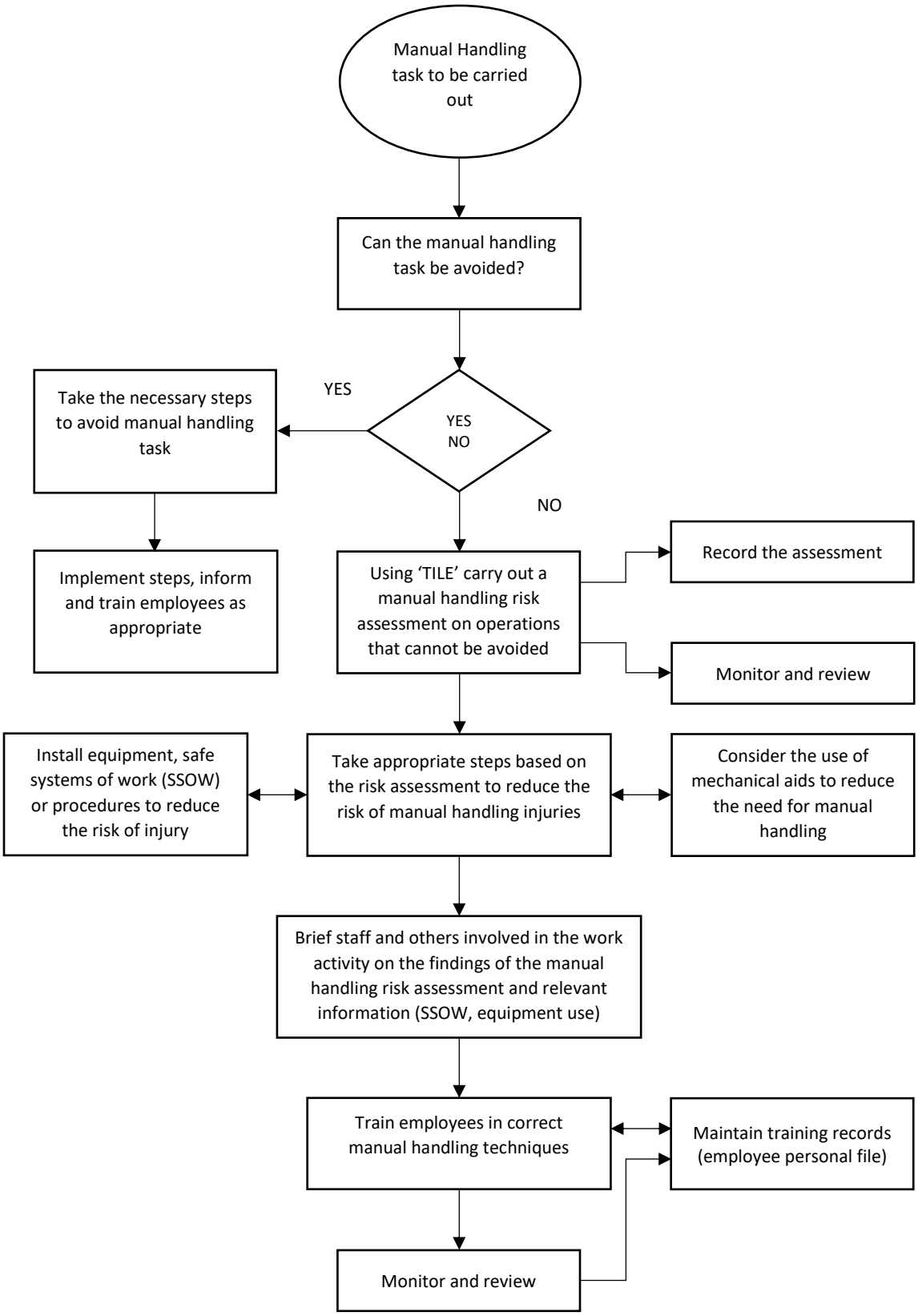
- Identify all high-hazard work requiring a permit to work
- Where contract work is involved be clear which permit system is being used, this may be the contractor's system or the host employer's system depending on the nature of the work
- Introduce an appropriate permit to work system for the relevant hazard and provide sufficient resources to enable the system to be properly implemented
- Establish and maintain appropriate procedures for all work done under the system
- Make arrangements for the workforce (including contractors) to be made aware of the permits and systems, and train them in their operation
- Ensure all personnel (including contractors) working within the permit system have sufficient knowledge and competence to carry out their duties
- Identify competent personnel to engage in the preparation of permits, and for the supervision and performance of the work
- Ensure all hazards associated with proposed jobs are identified and suitably assessed and the relevant precautions are identified
- Ensure permits contain a clear description of the work to be done, its location, start time and duration, the precautions required and that limitations on the timing and scope of the work are defined
- Clearly identify work activities that may interact with or affect one another to avoid conflict and include all relevant precautions on the permit (e.g. Number of training of staff, use of ventilation systems, isolations, use specified PPE)
- Ensure that people are aware of the action to be taken if the work is suspended as well as actions to be taken in the event of emergencies y ensure the work site has been examined, and all precautions specified to be taken, before work commences, have in fact been taken and will remain in place and effective while the permit remains in force, this will include all the specified precautions in the permit
- For sites where multiple permits may be issued ensure display copies of all issued permits at an appropriate location and in a consistent arrangement so that site personnel can readily see and check what permits have been issued at what locations
- Suspend or make safe all other work that would create a hazard if undertaken at the same time.
- Ensure that the work area is inspected during the work and when work is suspended and before it is restarted, and when the work is completed to ensure that it is in a safe condition. For hot work permit, examination of the work area is also required one or two hours after the work is completed as specified by the permit
- Give sufficient information to oncoming shifts about work for which there is a permit, and which has not been complete
- Monitor the permit to work system to ensure it is effective and correctly applied y ensure the management in control of an area has acknowledge in writing the return of plant or equipment to their full control
- Audit and review the permit to work system and keep copies of permits, or records of their issue, to enable auditing or incident investigation or following an incident to deal with any litigation

SECTION J

Manual Handling

Colour Coding	
Within this procedure, actions and responsibilities are colour-coded as set out below to assist individual employees to identify their responsibilities simply and quickly.	
	Senior Management Team
	Management Team
	Technical
	Health & Safety Support
	Contractors

Procedure for Manual Handling



Arrangements for Managing Manual Handling Operations

INTRODUCTION

The Manual Handling Operations Regulations apply to any manual handling operation that may cause injury at work. These operations will be identified by the risk assessment carried out under the Management of Health and Safety at Work Regulations.

They will include not only lifting but also lowering, pushing, pulling, carrying, or moving loads by hand or other bodily force.

BCoT will ensure that all hazardous activities will only be undertaken after a suitable and sufficient manual handling risk assessment has been compiled, or received, and briefed to all relevant operatives involved with the task.

ARRANGEMENTS

<table>
<tr><td>RESPONSIBILITY</td><td>ACTION</td></tr>
<tr><td>Faculty Heads; Facilities & Estates; Catering Manager</td><td rowspan="3">Ensure that a manual handling risk assessment is received and / or carried out and the control measures are implemented and communicated to the relevant employees or Contractor operatives.</td></tr>
<tr><td>Course Director; Salon Manager; Art Studio Manager</td></tr>
<tr><td>Science Technician; Senior Animal Care Technician; Automotive Technician</td></tr>
<tr><td>Facilities & Estates</td><td>Conduct a review of contractor manual handling risk assessments, assess for suitability, providing feedback to Project Managers as deemed necessary.</td></tr>
<tr><td>Faculty Heads; Facilities & Estates; Catering Manager</td><td rowspan="3">Ensure that a regular review of the effectiveness of control measures introduced through the manual handling risk assessment process is carried out. And that all manual handling risk assessments are reviewed periodically (at least annually or when the work activity changes, whichever is sooner).</td></tr>
<tr><td>Course Director; Salon Manager; Art Studio Manager</td></tr>
<tr><td>Health & Safety Coordinator</td></tr>
<tr><td>Contractors</td><td>Provide a suitable and sufficient manual handling risk assessment outlining potential hazards and the implementation of suitable risk controls. Ensure operatives involved in the task have received suitable training.</td></tr>
</table>

As an employer, BCoT is required to take three key steps:

1. **Avoid** hazardous manual handling operations where reasonably practicable.
2. Adequately **assess** any hazardous operations that cannot be avoided. Ergonomic assessment looks at the weight, shape and size of the load, the handler's posture, the working environment and the individual's capability. Unless the assessment is very simple, a written record will be needed.
3. **Reduce** the risk of injury as far as is reasonably practicable.

Employees have duties too. They should:

- Follow appropriate systems of work laid down for their safety
- Make proper use of equipment provided for their safety
- Co-operate with their employer on health and safety matters
- Inform the employer if they identify hazardous handling activities
- Take care to ensure that their activities do not put others at risk

AVOIDING MANUAL HANDLING

Avoiding manual handling operations that may cause injury may be achieved by:

- Redesigning the task to avoid moving the load
- Doing the job in a different way e.g. breaking the load down to smaller, more manageable units.
- Automation
- Mechanisation
- The use of mechanical manual handling aids (pallet truck, powered hoist)

All manual handling operations will only be carried out as a last resort. BCoT procedure is to try and avoid manual handling by using automation or mechanical options. If Manual Handling needs to be undertaken, an assessment will be carried in accordance with industry best practice.

The manual handling risk assessment shall consider the '**TILE'** acronym:

TASK	**INDIIVIDUAL**
Does the task involve: • holding loads away from the body? • twisting, stooping, or reaching • upwards? • large vertical movement? • long carrying distances? • strenuous pushing or pulling? • repetitive handling? • insufficient rest or recovery time? • a work rate imposed by a process?	Does the activity: • require unusual capability, eg above-average strength or agility? • endanger those with a health problem or learning/physical disability? • endanger pregnant women? • call for special information or training?
LOAD	**ENVIRONMENT**
Is the load: • heavy, bulky, or unwieldy? • difficult to grasp? • unstable or likely to move unpredictably • harmful, eg sharp or hot? • awkwardly stacked? • too large for the handler to see over (restricted vision)?	Within the working environment, are there: • constraints on posture? • bumpy, obstructed, or slippery floors? • variations in levels? • hot/cold/humid conditions? • gusts of wind or other strong air movements? • poor lighting conditions? • restrictions on movements or posture from clothes or personal protective equipment (PPE)?

PRINCIPLES

The correct method of lifting makes the job easier, less tiring and is less likely to lead to back injuries. Lifting is to be done using the correct muscles - back and abdominal muscles are weak, the leg and thigh muscles are strong. A good posture at the start of the lift is essential; slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting). If the load can be kept close to the body a person can act as a human elevator - resulting in far heavier loads being lifted with far less effort.

There are six significant points in manual handling:

1. Grip - A good grip makes maximum use of the palm of the hand, the ball of the thumb and the base of the fingers. Considerable damage can be caused by using the sensitive fingertips; continued use of them leads to strained fingers and forearms.
2. Back - The back should be slightly bent, as should the hips and knees, in order to get close to the load and then to raise it, pushing upwards with the leg muscles. The back should not be flexed any further while lifting, as can happen if the legs begin to straighten before starting to raise the load. Avoid twisting the back or leaning sideways, especially when the back is bent.
3. Head - Keep the head up when handling. Once the load is held securely, look ahead, not down at the load.
4. Feet - The correct position of the feet is approximately the width of the hips apart, with one foot slightly in front of the other in order to maintain balance. This position provides a stable base as the load is lifted. Be prepared to move the feet during the lift to maintain stability - turning by moving the feet is better than twisting and lifting at the same time.
5. Arms - Where possible, the load should be hugged as close to the body as possible so that the body does not become unbalanced.
6. Body - Keep the load close to the body for as long as possible while lifting and keep the heaviest side of the load next to the body.

OTHER PRECAUTIONS

1. A person should always be able to see where they are going.
2. It is good practice to look over the route before lifting to ensure that there are no obstructions or obstacles in the way.
3. Stacking is only to be as high as it is possible to go with the elbows still tucked into the sides.
4. Hand hooks or other lifting aids are to be used if loads are unwieldy or irregular in shape.
5. If there is uncertainty as to the weight of the object to be lifted, or the person who is to do the lifting is unsure of their capabilities, help is to be sought.

GENERAL RISK ASSESSMENT GUIDELINES

There is no such thing as a completely ‘safe’ manual handling operation. But working within the following guidelines will cut the risk and reduce the need for a more detailed assessment.

- Use Figure 1 to make a quick and easy assessment. Each box contains a guideline weight for lifting and lowering in that zone. (As you can see, the guideline weights are reduced if handling is done with arms extended, or at high or low levels, as that is where injuries are most likely to occur.)
- Observe the work activity you are assessing and compare it to the diagram. First, decide which box or boxes the lifter’s hands pass through when moving the load. Then, assess the maximum weight being handled. If it is less than the figure given in the box, the operation is within the guidelines

- If the lifter's hands enter more than one box during the operation, use the smallest weight. Use an in-between weight if the hands are close to a boundary between boxes
- The guideline weights assume that the load is readily grasped with both hands and that the operation takes place in reasonable working conditions, with the lifter in a stable body position

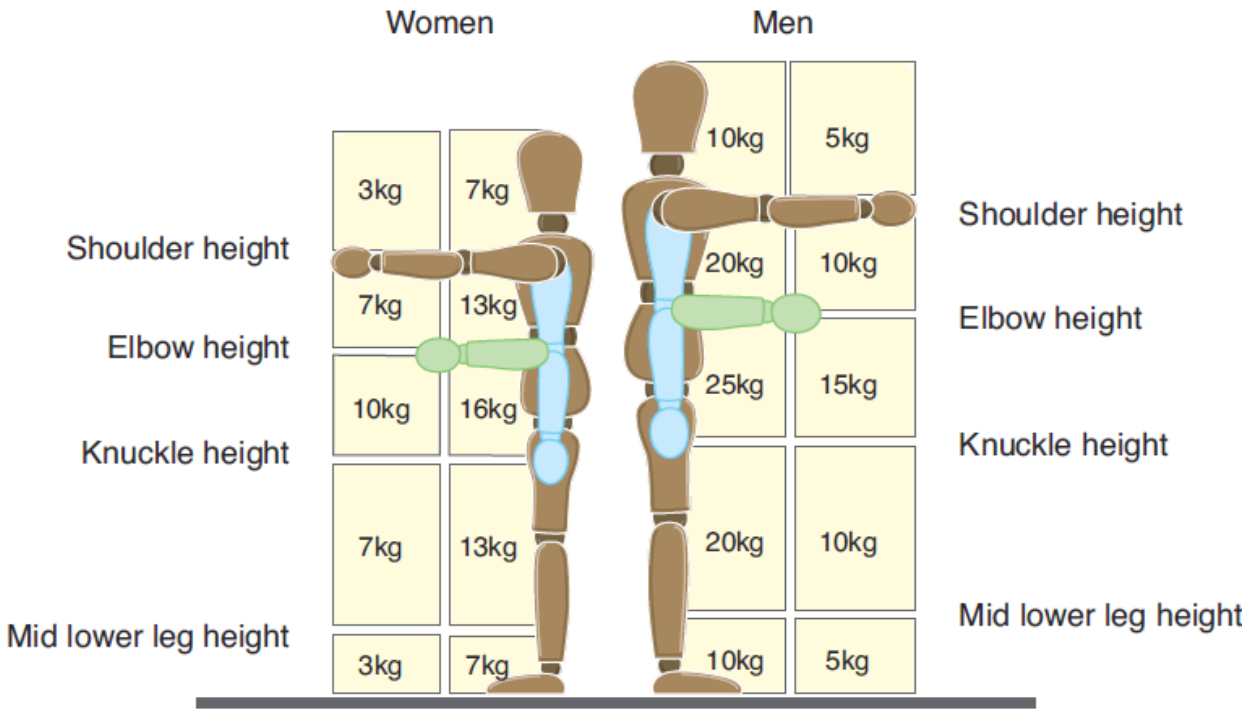


Figure 1

TRAINING

Under the Manual Handling Regulations, BCoT is legally obliged to ensure all employees are trained and competent in manual handling. Staff should avoid manual handling and, if they cannot, you must take steps to reduce the risk of injury.
Manual handling training is equally important in all working environments where manual handling occurs. There are two main reasons why it is important:

- Reducing Injuries - The most common injury from manual handling is musculoskeletal disorders (MSDs). The term MSD refers to any injury, damage, or disorder of the joints or tissues in the upper or lower limbs or the back. Manual handling training ensures safety and reduces the risk of injury. This applies to everyone including project sites

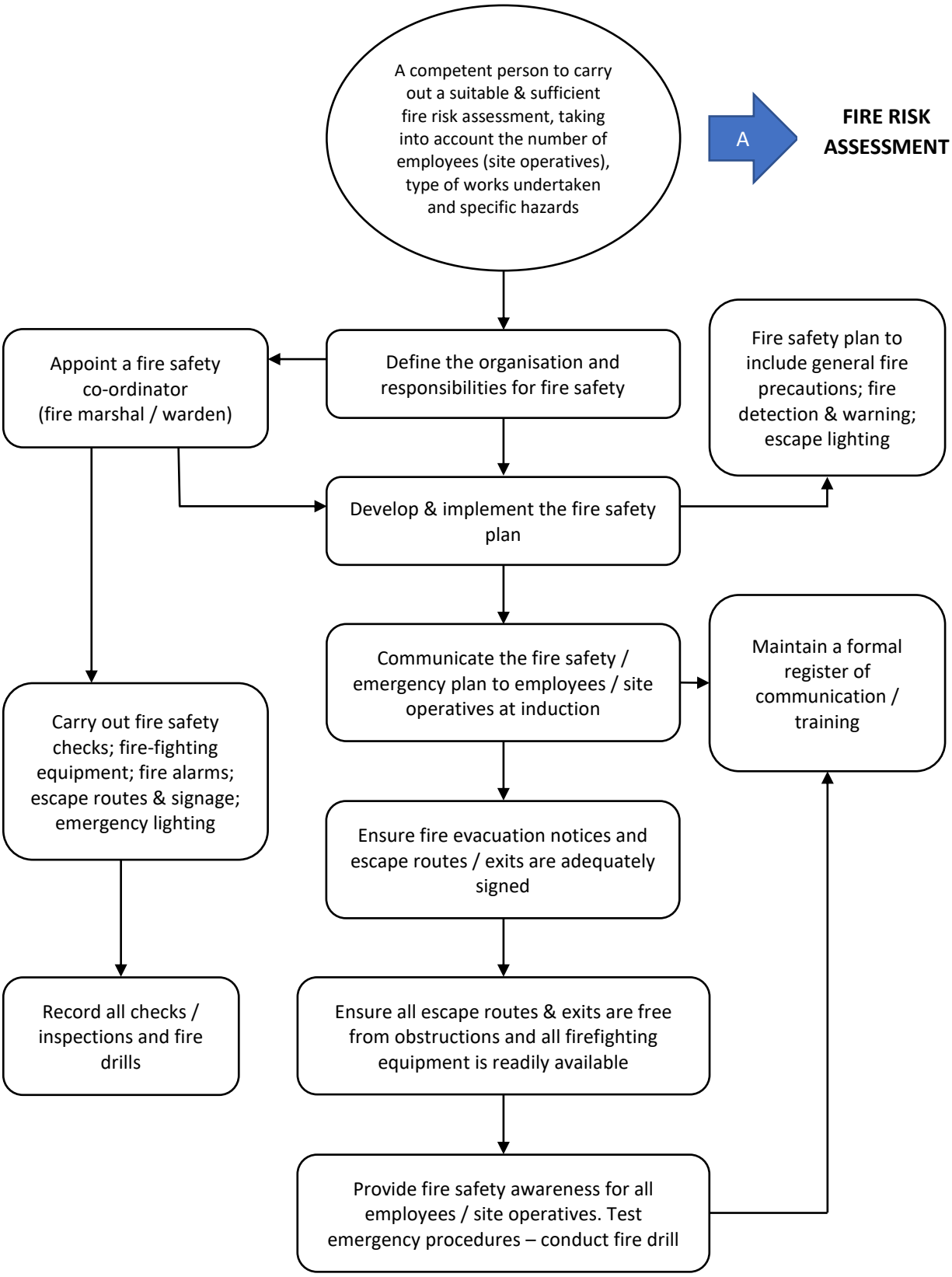
- Increasing Productivity - a large number of lost days significantly impacts productivity and output, as employees simply aren't in work to complete their jobs. Manual handling training is important for reducing this figure and improving overall productivity.

SECTION K

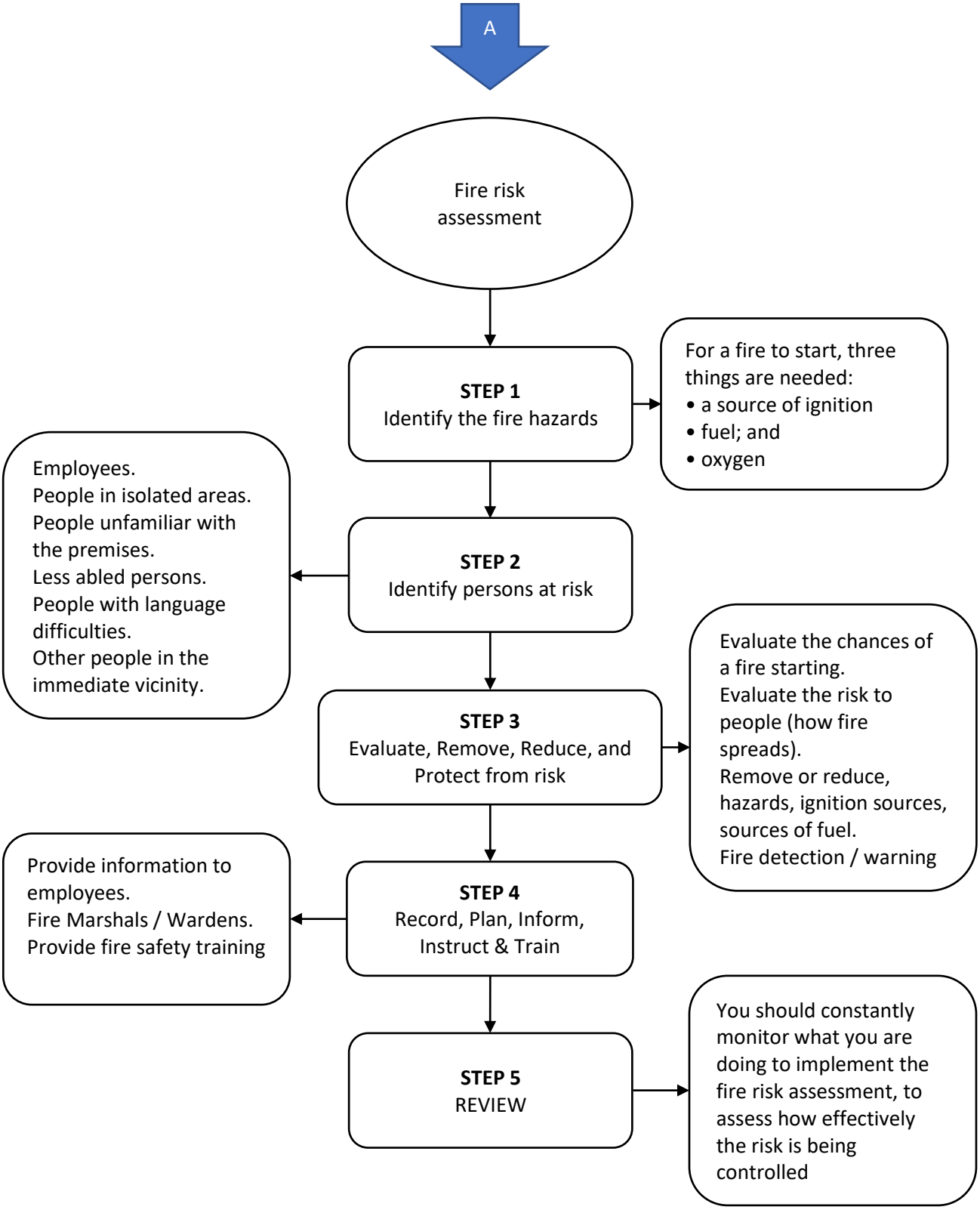
Fire & Emergencies

Colour Coding	
Within this procedure, actions and responsibilities are colour-coded as set out below to assist individual employees to identify their responsibilities simply and quickly.	
	Executive Management Team
	Senior Management Team
	Management Team
	Health & Safety Support

Procedure for Fire & Emergencies (Premises & Site)



Procedure for Fire Risk Assessment



Arrangements for Fire & Emergencies (Premises & Site)

INTRODUCTION

The principle legislation regarding fire precautions in England and Wales is The Regulatory Reform (Fire Safety) Order 2005. The Regulatory Reform (Fire Safety) Order 2005 covers fire safety matters in England and Wales and places a particular emphasis on risk assessment, risk reduction and fire prevention. The Order has been in force since October 2006.

It is an offence to fail to comply with any of the duties or requirements imposed by the Regulatory Reform (Fire Safety) Order 2005 where this gives rise to a risk of death or serious injury in case of fire. The maximum penalty for an offence under the Order in England and Wales is an unlimited fine in a Magistrates' Court, or an unlimited fine in a Crown Court and/or imprisonment for up to two years.

ARRANGEMENTS

RESPONSIBILITY	ACTION
Principal	The person with overall responsibility for fire safety within the premises (Article 5 person).
Faculty Heads; Head of HR Health & Safety Coordinator	Will ensure that the procedures are established, implemented, maintained and communicated in order to facilitate effective evacuation or other appropriate action and to ensure that employees' health and safety compromised unduly during the course of such action.
Faculty Heads; Facilities & Estates Health & Safety Coordinator	Appointed to provide competent assistance on fire safety matters in accordance with Article 18 of the Regulatory Reform (Fire Safety) Order 2005.
Principal Faculty Heads; Facilities & Estates	Ensures a suitable and sufficient fire safety risk assessment of our workplace is undertaken and reviews this on an annual basis or more often as conditions to the environment or tasks dictate.
Faculty Heads; Facilities & Estates Course Directors Health & Safety Coordinator	Will ensure the following for the workplace: • Sufficient firefighting equipment is available serviced/maintained at least annually • Fire training and instruction are given to employees (eg fire evacuation procedure) • The fire drill procedure is tested periodically • Records are maintained The following check is made of the workplace, when work ceases: • Equipment not required to operate overnight is switched off • Equipment in use overnight is safe • No evidence of smouldering materials • Fire doors are closed • Windows and outside doors locked, and the premises are secure against intruders

BCoT shall ensure a suitable and sufficient fire emergency evacuation plan, and procedures, are established, implemented and maintained for the workplace. This section of our policy sets out our fire emergency plan to demonstrate how we have complied with requirements of the Regulatory Reform (Fire Safety) Order 2005.

The Order places duties on the 'Responsible Person' (BCoT), or others who have control over the premises) and their duties include:

- A duty to ensure a suitable and sufficient risk assessment is carried out by a competent person (including identifying special circumstances such as vulnerable groups or dangerous substances or issues with external combustible cladding). The fire risk assessment shall:
    - Identify fire hazards
    - Identify people at risk
    - Evaluate, remove, reduce, and protect from risk
    - Record, plan, inform, instruct, and train

- Taking general fire precautions to ensure the safety of employees
- Ensuring correct firefighting equipment and fire detection and alarm systems are provided.
- Ensuring firefighting equipment is indicated by correct signage
- Ensuring all emergency routes lead directly to a place of safety, are adequately signed, illuminated with emergency lighting where required and kept clear at all times
- Providing appropriate fire protection with fire doors and fire compartments to contain fire and smoke and to protect escape routes
- Ensuring that staff are provided with adequate fire safety information / training.
- Ensuring that appropriate fire drills are undertaken (periodically)
- Maintaining and inspecting fire safety equipment (fire extinguishers) and systems (fire alarm / warning; emergency lighting)

FIRE PREVENTION

Fire hazards are identified within the fire safety risk assessment and recommendations implemented to control them. In particular we have implemented risk control measures in response to the risks potentially arising from the hazards of construction related activities e.g. hot work, electricity, waste accumulation, storage of combustibles, arson, smoking, neighbouring premises activities, flammable liquids and flammable gases.

Fire prevention measures which have been implemented e.g. electrical inspection and testing of portable appliances, fixed electrical installation (condition / periodic report; new installation report) control of hot work (hot works permit), gas safety inspections, good housekeeping, regular removal of waste, locking of external bins, smoking rules (designated areas only), fire separation from neighbouring premises, correct storage of flammable liquids. Refer to the premises / site specific fire safety risk assessment for detailed information.

ALARM SYSTEM

BCoT workplace(s) are covered by a suitable and sufficient method of raising the alarm. Where applicable (fire alarm system), this shall be serviced routinely on a six-monthly basis by a competent person / organisation. The alarm system is tested by the nominated fire marshal / warden on a weekly basis by activating a different alarm call point each time in rotation – maintaining a formal record of such tests within the fire logbook.

EMERGENCY LIGHTING

Emergency lighting shall be installed to allow for the safe egress of employees (and others) from the building to a safe area in the event of an emergency. The primary purpose of emergency escape lighting is to illuminate escape routes, but it also illuminates safety equipment. The size and type of your premises and the risk to the occupants will determine the complexity of the emergency escape lighting required.

In accordance with BS 5266 Pt 8, to ensure and maintain the integrity of installed emergency lighting, emergency lighting is to be inspected at the following intervals:

- Check the condition of installed lighting (not normally recorded)
- Every lamp in a maintained system is lit. Any indicator lamp (charging LED) shows normal operation - weekly
- Simulate mains failure (activate key switch) and ensure correct operation of luminaires – monthly
- Discharge lighting for their rated duration (e.g. 3 hour) and check for correct operation - annually

A record of such tests is maintained within the fire logbook.

SIGNAGE

Suitable and sufficient directional fire escape signs are displayed throughout the building to indicate the location of escape routes and emergency exits.

Signs are also displayed:

- To identify the location of the assembly point; delete this line if it is not practical to sign the assembly point e.g. if the building has no grounds
- To describe the type and function of fire extinguishers
- To describe the correct operation of exit door hardware (i.e. 'push bar to open).
- To show 'fire action' required
- To identify fire doors which must be kept shut (or kept clear)
- To provide the names of fire marshals – not specifically required but helps to fulfil legal requirements to communicate this information
- To designate the building as non-smoking in accordance with smoke free law
- To indicate on each lift landing 'in the event of fire do not use lift'
- To identify fire hazard rooms and their contents for the benefit of fire-fighters

All signs comply with the Health and Safety (Safety Signs and Signals) Regulations. As part of our routine weekly checks the fire marshal / warden checks that safety signs are in place and clearly visible. The results of these checks are recorded into the fire logbook.

ESCAPE ROUTES AND EXITS

Structural fire separation is provided by protected routes surrounded by fire resistant walls, ceilings, and fire doors. Where building alterations take place, which could result in damage to the fire protection, we ensure that the project includes measures to provide temporary protection during the work and to reinstate fire protection to the required level.

Fire doors are kept closed by self-closing devices and/or kept locked shut where designed to be. Where designed to be held open, fire doors are kept clear so that they can close correctly.

On a weekly / daily basis the fire marshal / warden or nominated person checks that all escape routes are clear, that exit doors are functioning correctly and that fire doors are either kept shut, kept clear or locked shut. The results of escape route and fire door checks are recorded into the fire logbook.

FIREFIGHTING EQUIPMENT (FIRE EXTINGUISHERS)

The organisation has selected suitable numbers and types of fire extinguishers for the premises and site and located these in accordance with the findings of the fire safety risk assessment. Fire marshals have been trained in the practical use of extinguishers and the circumstances when they can be safely used and when they should not be used. Fire extinguishers are subject to an annual servicing contract.

On a monthly / weekly basis the fire marshal or nominated person checks that fire extinguishers are correctly located, appear to be in serviceable condition. The results of these checks are recorded.

FIRE DRILLS (EMERGENCY EVACUATION)

To establish and confirm the suitability of fire emergency evacuation arrangements, a fire drill will be undertaken at least every 6 months within the office. A proportion of drills are undertaken whilst simulating the lack of availability of at least one exit.

Where required, and to comply with legislation, a personal emergency evacuation plan (PEEP) or general emergency evacuation plan (GEEP) will be devised by the responsible person.

A PEEP is tailor-made to secure the safety of a specific person in the event of an emergency evacuation and must be drawn up with the individual so that the method of evacuation can be agreed. The PEEP will detail the escape routes and identify the people who will assist in carrying out the evacuation and training. The PEEP will focus on visitors to the premises who are unfamiliar with the layout or have a disability or mobility impairment and may not be able to evacuate a building unaided.

TRAINING FOR ALL STAFF

New starters to the company or attending external sites, are provided with information on emergency procedures (and what to do) on their first day, including details of fire marshals, the location of escape routes, the sound of the alarm and the location of the assembly point. All staff shall receive annual refresher training in fire safety and fire procedures.

COOPERATION AND COORDINATION

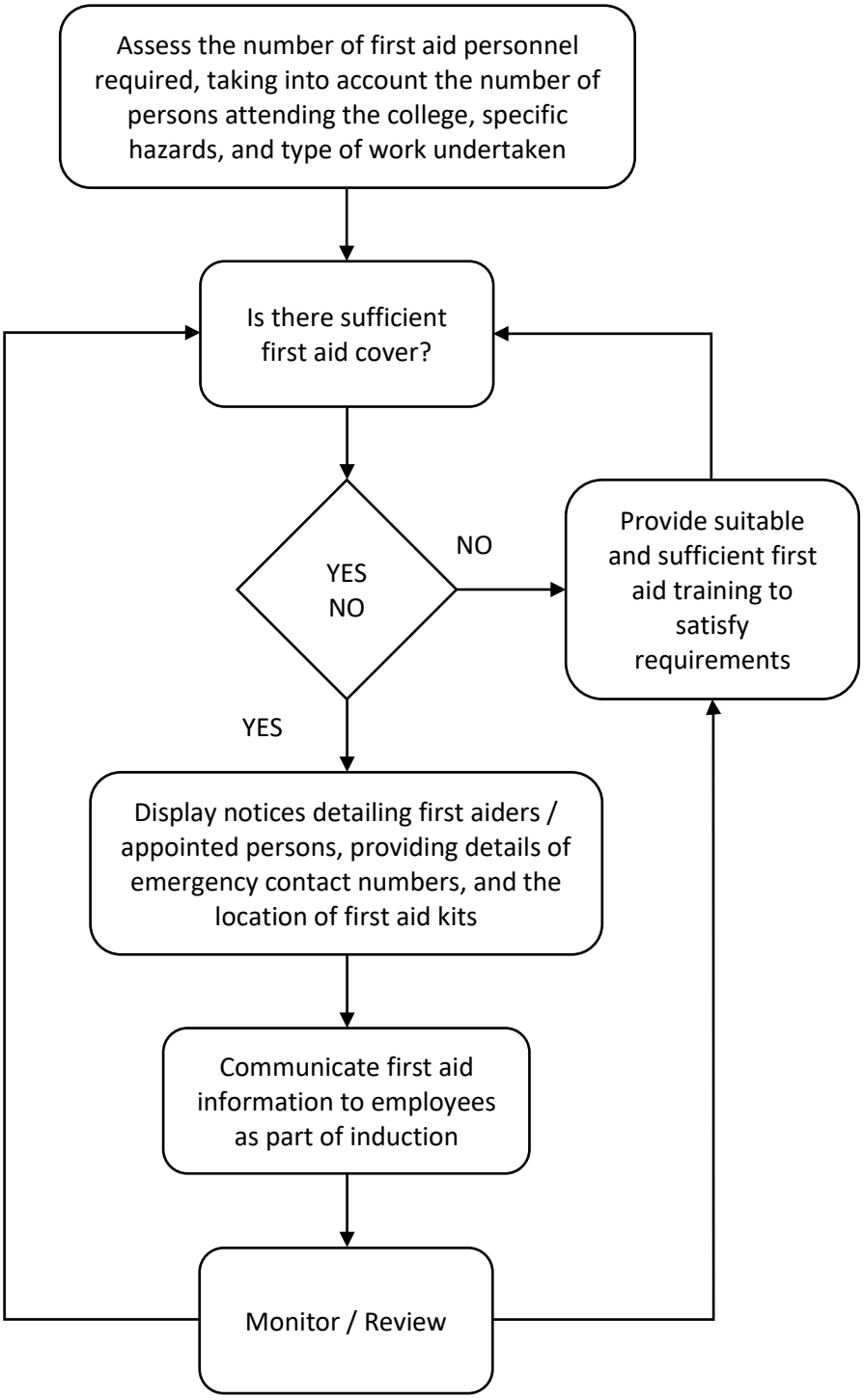
Contractors working on BCoT premises are briefed in essential fire safety matters including location of escape routes, the sound of the alarm and the location of the assembly point. We ensure that Contractors working on gas and electrical systems are suitably qualified. Where Contractors need to conduct ‘hot works’ we ensure that fire risks are adequately controlled and apply a hot work permit / permit to work.

SECTION L

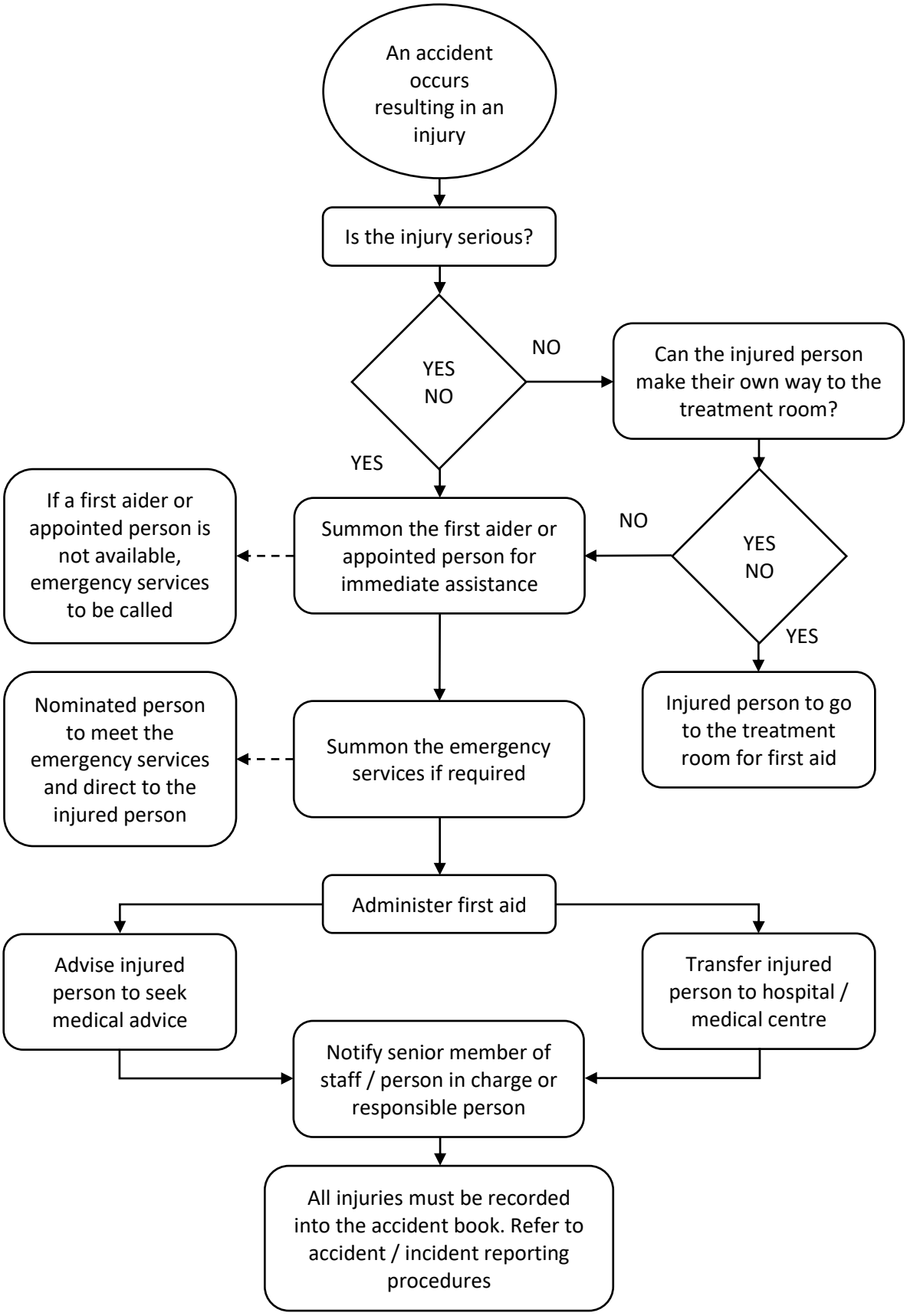
First Aid, Accident, Incident & Near Misses

Colour Coding Within this procedure, actions and responsibilities are colour-coded as set out below to assist individual employees to identify their responsibilities simply and quickly.	
	Executive Management Team
	Senior Management Team
	Health & Safety Support

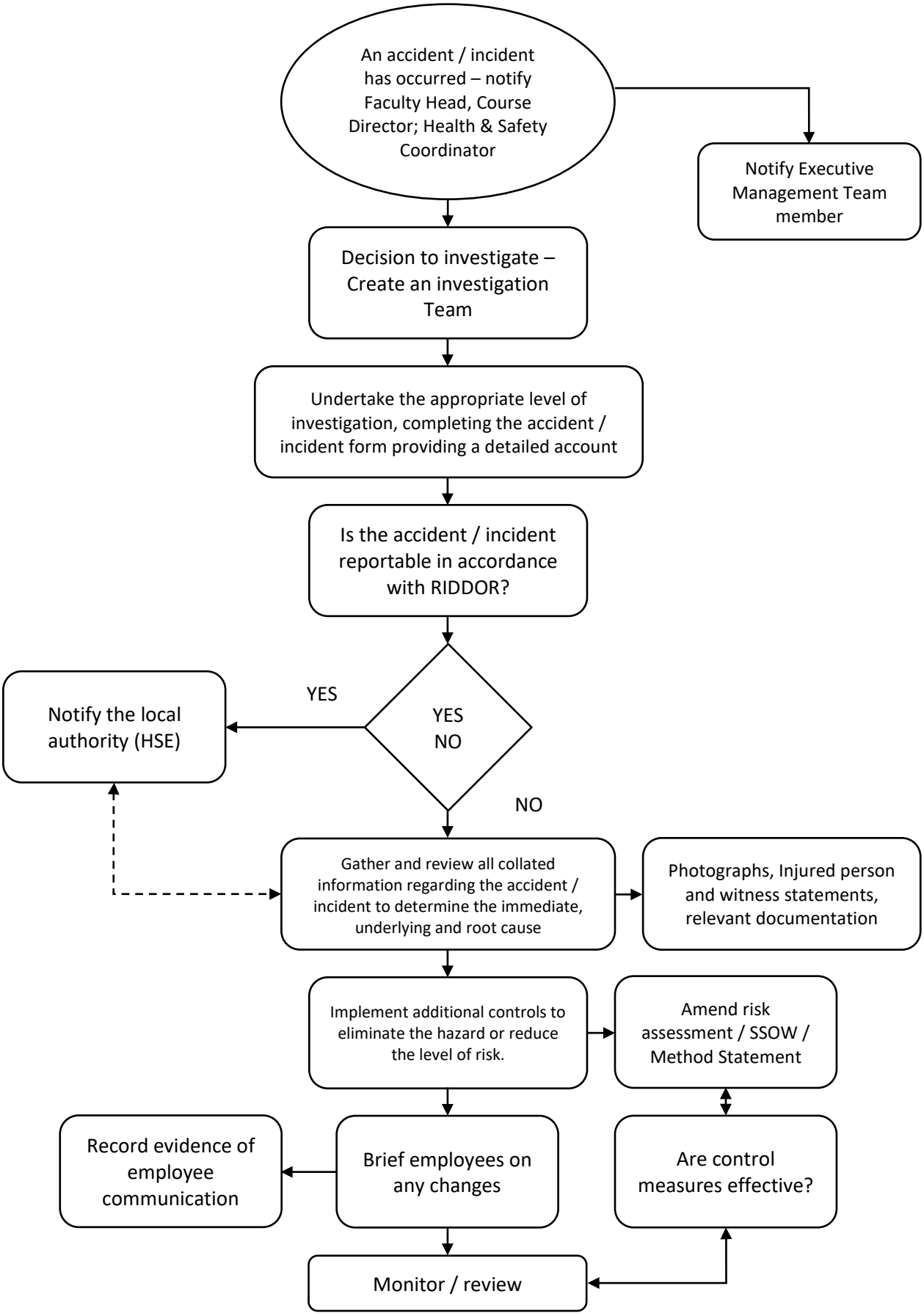
Procedure for Assessing First Aid Requirements



Procedure for Assessing First Aid Requirements



Procedure for Accident/Incident Investigation and Reporting



Arrangements for First Aid, Accident / Incident and Near Miss Investigation

ARRANGEMENTS

RESPONSIBILITY	ACTION
Principal; Deputy Principal & Assistant Principal Faculty Heads	Shall ensure that there are sufficient first aiders available at BCoT workplace (College and associated premises).
Faculty Heads Health & Safety Coordinator	Shall ensure all accidents, incidents and near misses within BCoT places of work, are investigated to determine the causes, and any actions necessary to prevent a recurrence.
Health & Safety Coordinator	Is responsible for recording and reporting incidents which fall within the recording and/or reporting requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).
Health & Safety Coordinator	Responsible for investigating ill health (occupational health) concerns raised by employee, where the employee believes this is work related.
Health & Safety Coordinator	Responsible for identifying accident / incident and near miss trends, learning points following the outcome of investigations. Presenting information (KPIs) to the Executive Management Team.

FIRST AID

INTRODUCTION

In accordance with the Approved Code of Practice (ACoP) relating to first aid provision, BCoT recognises that numbers of first aiders and their skills level will only be adequately addressed if a suitable assessment is carried out on the first aid requirements of the organisation.

The ACoP states that if the assessment identifies a need for first aiders then employers should ensure that they are provided in “sufficient numbers at appropriate locations”.

It is recognised by this organisation that the assessments carried out need not be recorded but, as employers may have to justify their decisions, it should look at the following:

ASPECTS TO CONSIDER	IMPACTS ON FIRST AID PROVISION
Hazards (use the finding of your risk assessment and take account of any parts of your workplace that have different work activities/hazards which may require different levels of first aid provision)	
Does your workplace have low-level hazards, like you might find in offices and shops?	The minimum provision is: • An appointed person to take charge of first aid arrangements • A suitably stocked first aid box.
Does your workplace have higher level hazards, such as chemicals or dangerous machinery? Do your work activities involve special hazards, such as hydrofluoric acid or confined spaces?	You should consider: • Providing first aiders • Additional training for first aiders to deal with injuries caused by special hazards. • Additional first aid equipment • Precise siting of first aid equipment • Providing a first aid room • Informing the emergency services.
Employees	
How many people are employed on site?	Where there are small numbers of employees, the minimum provision is: • An appointed person to take charge of first aid arrangements • A suitably stocked first aid box Where there are large numbers of employees you should consider providing: • First aiders • Additional first aid equipment • A first aid room.
Are there inexperienced workers on site, or employees with disabilities or particular health problems?	You should consider: • Additional training for first aiders • Additional first aid equipment • Local siting of first aid equipment Your first aid provision should cover work experience trainees

ASPECTS TO CONSIDER	IMPACTS ON FIRST AID PROVISION
Accidents and ill-health record	
What injuries and illness have occurred in your workplace and where did they happen?	Make sure your first aid provision caters for the type of injuries and illness that might occur in your workplace. Monitor accidents and ill health and review your first aid provision as appropriate.
Working arrangements	
Do you have employees who travel a lot, work remotely or work alone?	You should consider: • Issuing personal first aid kits • Issuing personal communicators/mobile phones to employees
Do any of your employees work shifts or work out of hours?	You should ensure there is adequate first aid provision at all times people are at work.
Are the premises spreadout, e.g. are there several buildings on the site or multi-floor buildings?	You should consider provision in each building or on each floor.
Is your workplace remote from emergency medical services?	You should: • Inform the emergency services of your location • Consider special arrangements with the emergency services
Do any of your employees work at sites occupied by other employers?	You should make arrangements with other site occupiers to ensure adequate first aid provision. A written agreement between employers, is strongly recommended.
Do you have enough provision to cover for your first aiders or appointed persons when they are absent?	You should consider: • What cover is needed for annual leave • What cover is needed for unplanned and exceptional absences
Non-employees	
Do members of the public visit your premises?	Under the Regulations, you have no legal duty to provide first aid for non-employees, but HSE strongly recommends that you include them in your first aid provision.

CATEGORIES OF FIRST AIDERS

A first aider is someone who has undertaken training and holds a valid certificate of competence in either:

- First Aid at work (FAW), or
- Emergency First Aid at work (EFAW)

EFAW training enables a first aider to give emergency first aid to someone who is injured or becomes ill while at work. FAW training includes EFAW and also equips the first aider to apply first aid to a range of specific injuries and illness.

APPOINTED PERSONS

If you decide that you don't need a first aider in your workplace, Health and Safety (First Aid) Regulations require that the minimal requirement in this case, is to appoint a member of staff as an Appointed Person, to:

- Take charge when someone is injured or ill, including calling an ambulance if required
- Look after the First Aid equipment, e.g. Restocking the First Aid box

It should be noted that Appointed Persons should not attempt to perform First Aid or emergency care for which they have not received training.

TABLE OF SUGGESTED NUMBERS OF FIRST AID TRAINED PERSONS

Where there are special circumstances, such as remoteness from emergency medical services, shift working or sites with several separate buildings, there may be a need for more trained first aid personnel than set out below. Increased provision will be necessary to cover for absences.

CATEGORY OF RISK	NUMBERS EMPLOYED AT ANY LOCATION	SUGGESTED NUMBER OF FIRST AID PERSONNEL
Lower risk e.g. shops, offices, libraries	Fewer than 25	At least one Appointed Person
	25-50	At least one first aider trained in EFAW
	More than 50	At lease, one first aider trained in FAW for every 100 employed (or part thereof)
Higher risk e.g. light engineering and assembly work, warehousing, extensive work with dangerous machinery, construction.	Fewer than 5	At least one appointed person
	5-50	At least one first aider trained EFAW or FAW depending on the type of injuries that might occur.
	More than 50	At least one first aider trained in FAW for every 50 employed (or part thereof)

FIRST AID ASSESSMENT CHECKLIST

The minimum first aid provision for each work site is:

- A suitably stocked first aid container
- A person to take charge of first aid arrangements
- Information for employees on first aid arrangements

FIRST AID MATERIALS, EQUIPMENT AND FACILITIES

When the assessment of first aid requirements has been completed, BCoT will provide the materials, equipment and facilities needed to ensure that the level of first aid cover identified as necessary will be provided for all staff on all sites at all relevant times. This will include ensuring that first aid equipment, suitably marked and easily accessible, is available in all places where working conditions require it.

FIRST AID CONTAINERS

The minimum level of first aid equipment is a suitably stocked and properly identified first aid container. There will be at least one first aid container supplied with a sufficient quantity of first aid materials at each working site, suitable for the particular circumstances.

It will be ensured that first aid containers are easily accessible and placed, whenever possible, near to hand washing facilities. First aid containers should protect first aid items from dust and damp and should only be stocked with items useful for giving first aid.

Tablets and medication should not be kept within the first aid container.

As there is no mandatory list of items that should be included in a first aid container this organisation will decide on what to include from information gathered during our assessment of first aid needs. Supplied first aid containers will meet the requirements of BS 8599.

ACCIDENT / INCIDENT AND NEAR MISSES.

This Procedure has been developed to detail the standards to be applied following an accident / incident or near miss at BCoT premises' or on an external project site or involving a member of staff on official company business.

The purpose of accident / incident or near miss investigation is to identify the cause of all work-related accidents injuries, near misses, ill health conditions and violence at work incidents in order to prevent and reduce the likelihood of recurrence. Incidents are also recorded to allow the organisation to identify any common trends and to measure performance.

All BCoT employees (including contractors) are required to report all work-related accidents or incidents to their Line Manager or Health & Safety Coordinator who will then investigate the circumstances leading to the accident or incident.

The intention is to support effective learning from incidents so that the organisation as a whole can make necessary arrangements to prevent recurrence and thereby minimise human, environment and economic loss. This Procedure will apply to BCoT working areas (offices and classrooms) whether managed directly or indirectly by a third party.

Senior Management, shall ensure the following suitable systems are in place:

- The reporting of accidents and incidents on BCoT premises / sites
- All incidents are investigated to a consistent standard and appropriate level
- Provide details of major incidents or dangerous occurrences at BCoT
- Report details of any HSE interventions on site, to the organisations head office
- Provide details of all incidents which involve defects relating to the infrastructure of a building on BCoT premises & sites
- Lessons are learnt effectively and appropriately to prevent a repeat of similar incidents
- Where findings are significant, learning points are shared across the organisation at all levels
- Risk assessments, training and procedures are reviewed as a result of the findings of any investigation
- The true costs of incidents to the organisation are recognised

DEFINITIONS:

Accident/Incident
An unplanned event that has occurred resulting in injury or ill health.

Violence at work
Any incident in which a person is abused, threatened or assaulted in circumstances relating to their work. This includes verbal and physical abuse.

Near Miss
An event, a situation, or unsafe action, not causing injury or harm, but may have caused physical contact, injury, or damage.

Work Related Ill Health
Any work-related ill health condition that a member of staff claims to be or appears to be suffering from. Examples include hand/arm vibration, work related upper limb disorders, occupational asthma and dermatitis.

Specified Injuries
All specified injuries must be reported to BCoT the Senior Management Team and the Health & Safety Coordinator immediately or at the latest within 24 hours of the incident occurring. Examples of specified injuries are:

- Fractures, other than to fingers, thumbs and toes
- Amputations Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding) which:
    - Covers more than 10% of the body
    - Causes significant damage to the eyes, respiratory system or other vital organs
    - Any scalding requiring hospital treatment
    - Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which:
    - Leads to hypothermia or heat-induced illness
    - Requires resuscitation or admittance to hospital for more than 24 hours

FATALITY/CRISIS

A fatality or major crisis / media attention must be reported to the Executive Management Team immediately. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) require employers, (and the self-employed) and those in control of premises to report to the HSE specific workplace incidents.

DANGEROUS OCCURRENCES

An unplanned and undesired occurrence, or accidental release, which has occurred and may or may not cause damage to property, equipment, or the environment. Example: Equipment failure or significant release of a hazardous substance.

All dangerous occurrences must be reported to the Health & Safety Coordinator immediately or at the latest within 24 hours of the incident occurring, who will advise the Executive Management Team. Examples of dangerous occurrences are:

- Collapse, overturning or failure of any load bearing part of lifting equipment or machinery
- Fire or explosion
- Collapse or failure of part of scaffold or access equipment
- Dangerous contact with underground cables, gas pipes or overhead electric lines
- Dangerous failure or malfunction of any plant, machinery, or equipment
- Failure in explosion during demolition
- Electrical fault in equipment or plant causing electric shock
- Dangerous collapse of a structure or excavation
- Dangerous release of hazardous substances including dusts, fumes, chemical and biological agents

WHEN TO REPORT AN INCIDENT?

The responsible person must notify the enforcing authority immediately or as soon as possible. The incident must be reported within 10 days. For accidents resulting in the over-seven-day incapacitation of a worker, you must notify the enforcing authority within 15 days of the incident, using the appropriate HSE online form.

Cases of occupational disease, including those associated with exposure to carcinogens, mutagens, or biological agents, must be reported as soon as the responsible person receives a diagnosis, using the appropriate online form.

Over-seven-day injuries to workers: This is where an employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days (not including the day of the accident). You must keep a record of any accident, occupational disease or dangerous occurrence which requires reporting under RIDDOR and any other occupational accident-causing injuries that result in a worker being away from work or incapacitated for more than three consecutive days (not including the day of the accident but including any weekends or other rest days). You do not have to report over-three-day injuries unless the incapacitation period goes on to exceed seven days.

Procedure for Accident / Incident / Near Miss Reporting

SCOPE

This Procedure applies to all parts of BCoT, and contractors working on its behalf. It deals with the investigation and subsequent management of incidents. It outlines the investigation process to be applied to incidents that have caused injuries, diseases, dangerous occurrences, property or environmental damage, or any other indicator that would suggest a failure of the organisations management system.

Any fatality, major injury or reportable dangerous occurrences, arising out of or in connection with work must be immediately notified to BCoT Executive Management Team and the Health 7 Safety Coordinator, then the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm). It is advisable to keep a note of telephone notifications, including the time, the name of the caller and what details were given of the event being notified.

The initial responder who is attending a request for incident support or first aid assistance must ensure a report, using the relevant form, is completed. The form should be completed with the injured person present at the scene of the incident or as soon as possible. The completed form must be passed to the relevant Senior Management Team member and the Health & Safety Coordinator.

RECORD OF INCIDENT FIRST NOTIFICATION (FIRST RESPONDER).

The initial priority when there has been an incident is to ensure that the situation is brought immediately under control to ensure that the incident will not escalate or will not happen again. It is paramount to establish as much detail regarding the incident as possible, and to accurately record this information including the type of incident, location, time etc, a summary of the incident details including the health and wellbeing of the injured person and seriousness of injury(s) sustained. Once the situation is under control there are three principal aspects of the initial investigation:

- Establishing the circumstance of the incident
- Determining the causes of the incident
- Identifying appropriate actions to prevent reoccurrence

GATHERING THE FACTS:

It is important to gather information about the circumstances of the incident quickly, particularly where evidence may be disturbed (such as equipment being moved) or where evidence needs to be gathered from those involved or have witnessed the incident. It is important to ensure the area is safe before commencement of the investigation, although from an investigation perspective it may be useful to leave the area as it is found, making it safe until the investigation can begin. Obtaining photographs can be fundamental to any incident investigation.

Initial evidence can be gathered from the following sources:

- People: the person involved and witnesses
- Articles or equipment: tools, substances, plant and machinery
- Positions and relationships: of equipment, people, points of impact etc
- Documentation: training records, risk assessments, procedures, and permit to work

Articles or equipment may need to be collected and quarantined for examination. Photographs or sketches are useful in recording accurately where an incident took place. Measurements are also helpful, particularly where access may have been restricted.

ACCIDENT AND INCIDENT INVESTIGATION

Having been notified of an incident, a decision will be made on the depth and scope of the investigation.

INVESTIGATION GUIDANCE

The aim of the investigation is to determine the immediate, underlying and root causes to enable any weaknesses in health and safety system processes, procedures or controls to be identified and addressed. The investigation should commence as soon as possible after the accident or incident to ensure that vital information and evidence is captured as accurately as possible. This may take the form of witness statements, photographs, video / CCTV footage, documents, etc. The gathering of such documents is a priority as they may be requested later by other third parties as disclosure documents. The level of investigation will depend on the actual, or potential severity of the incident.

LEVEL OF INVESTIGATION AND NOTIFICATION

NON-SERIOUS / MINOR INCIDENTS

If the incident was non-serious or resulted in a minor injury there will be no need to secure the scene of the incident. However, if defective equipment was involved in causing the injury, the equipment must be removed from use until it can be demonstrated the equipment is safe and fit for purpose. The investigation form must be fully completed and should accurately identify the underlying causes of the incident. Copies of relevant documentation such as risk assessments and work instructions / method statements should be reviewed ensuring appropriate amendments are made and communicated to the relevant persons where necessary. Once the investigation is complete, the detail should be sent through to Senior Management or the Designated Individual as soon as possible. Once the investigation has been reviewed by Senior Management or the Designated Individual, the incident record, along with copies of relevant documents, will be signed off and filed for future reference.

SERIOUS

This level of investigation is in addition to a non-serious / minor incident investigation and will require detailed evaluation of the circumstances surrounding the incident. A serious incident will often require an interview of the injured party and witnesses.

In addition, certain documentation relevant to the accident/incident should be collated:

- Pre and post risk assessments for the work
- Safe systems of work
- Health and safety communications such as memos, information and instruction, safety awareness campaigns
- Training records
- Witness statements
- Photographs of the scene and equipment involved
- Relevant maintenance certificates, test certificates
- Review of historical records for past trends or similar events

MAJOR INCIDENTS/FATALITY

The following actions for this level of investigation are listed below (list not exhaustive):

Make safe the area and other than for the treatment of any casualties, do not disturb the scene or remove / dismantle any equipment. Should any enforcing authorities become involved for any reason the Executive Management Team and the Health & Safety Coordinator are to be informed immediately.

Security to secure the site and prevent entry by unauthorised persons, obtain the names of any witnesses to the incident and provide all information to the investigation team. A competent person shall lead a detailed investigation into the circumstances of the incident and at the conclusion of the investigation, will produce an extensive report.

Unless requested by the enforcing authorities, no copies of incident reports are to be shared without the approval and consent of BCoT executive management team.

Once the relevant information has been gathered, the person in charge of the event is to complete the relevant form and to pass all of the documentation to the relevant Senior Management Team member and / or the Health & Safety Coordinator.

IDENTIFYING THE UNDERLYING ROOT CAUSE

It is essential to identify the underlying root causes of any incident so that action can be taken to prevent any similar recurrence. Addressing the immediate cause of an incident may fix the primary concern, however, if underlying issues are left unaddressed, this may lead to further issues / complications and ultimately more severe consequences.

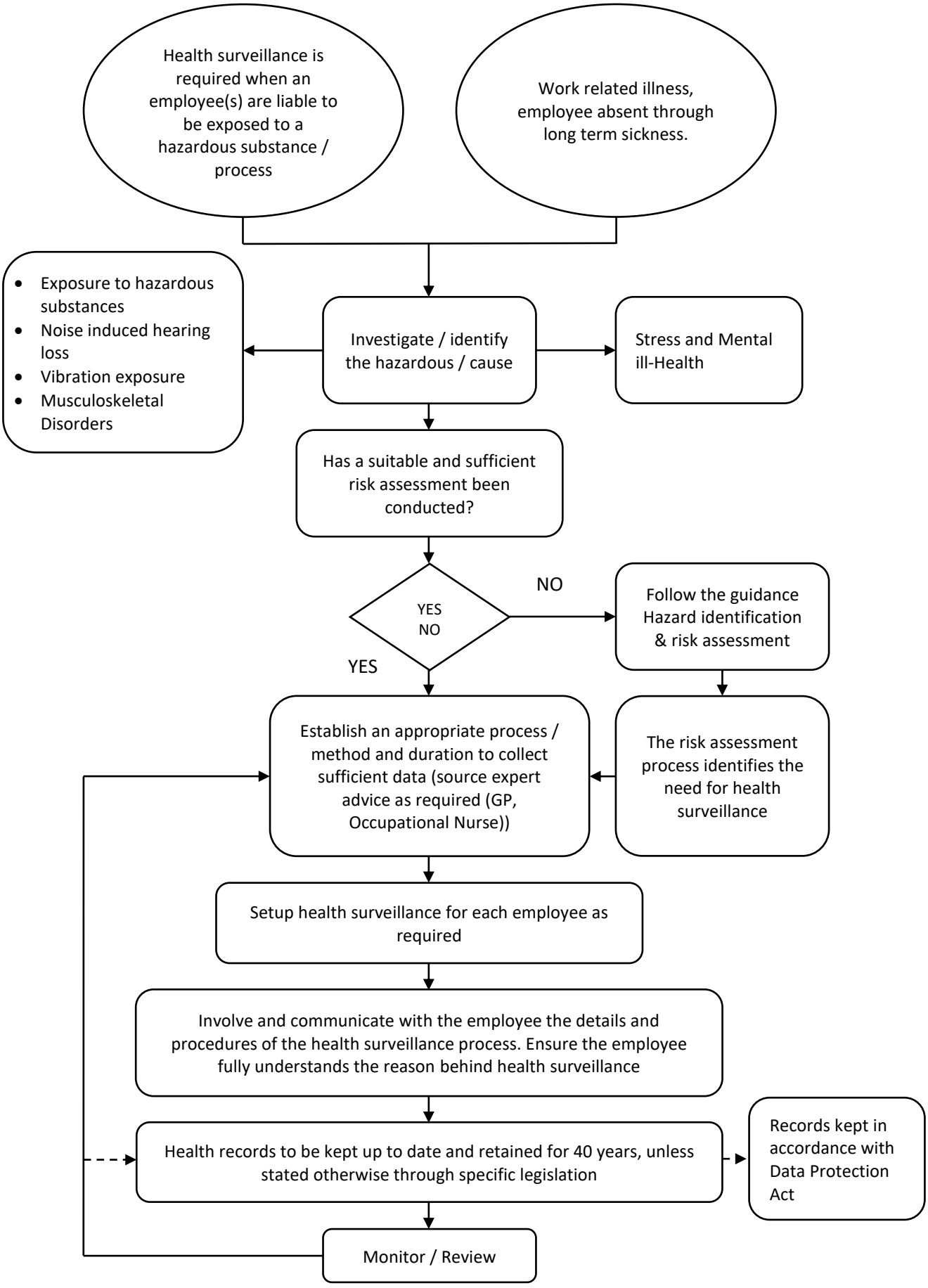
Only when the investigation is completed are the unsafe acts, conditions or violations considered. Investigations that conclude that human error was an influencing cause and that he/she should take more care is not an acceptable conclusion to an investigation. To underpin 'human error' there will be a number of underlying causes that created the environment in which human errors were a factor, such as inadequate training and supervision, poor equipment design, lack of management, poor attitude to health and safety and the environment or any adverse conditions.

SECTION M

Health Surveillance / Health Monitoring

Colour Coding	
Within this procedure, actions and responsibilities are colour-coded as set out below to assist individual employees to identify their responsibilities simply and quickly.	
	Senior Management Team
	Health & Safety Support

Procedure for Health Surveillance/Management of Occupational Illness



Arrangements for Health Surveillance/Management of Occupational Illness

INTRODUCTION

Health surveillance is the application of systematic, regular and appropriate procedures to detect early signs of work-related ill-health in employees who are exposed to certain health risks and acting on the results. It provides information to allow for the detection of harmful health effects at an early stage and confirms the effectiveness of control measures and highlights any areas where further action is needed. It be needed. It also provides an opportunity to train and instruct employees and gives employees the opportunity to raise any concerns.

BCoT shall consult with the employees concerned before introducing health surveillance, so that they understand the aims and the importance of their co-operation, in order to ensure that any health surveillance is to be effective.

ARRANGEMENTS

RESPONSIBILITY	ACTION
Faculty Heads; Facilities & Estates	Will identify when circumstances arise and there is a need for health surveillance. Assistance will be sought from a competent individual or body, e.g. occupational nurse/doctor or other suitable occupational health service provider.
Head of HR	
Head of HR	Will keep all records generated as a result of health surveillance. Medical questionnaires will be treated as confidential and kept securely in personnel files.
Head of HR	Shall be responsible for investigating work-related causes of sickness absences and are responsible for acting upon investigation findings to prevent a recurrence.
Health & Safety Coordinator	

Occupational health is concerned with the prevention, monitoring and treatment of work-related disease and ill health. It generally covers a broad range of health-related issues, such as:

- Effect of work on health – both immediate effects and longer-term effects.
- Effect of health on work, for example through risk assessment, and identification and implementation of preventive or control measures
- Prevention of occupational disease or it worsening, for example through health surveillance, ergonomics and good management systems
- Use of rehabilitation and recovery programmes for those returning to work
- Help for disabled persons at work, for example through provision of support or workplace adaptations
- Provision of advice on occupational aspects of ill health with complex causation, such as stress or sick building syndrome

While the specific health-related issues covered include:

- Musculoskeletal disorders (MSDs)
- Work-related stress y occupational asthma and dermatitis
- Noise-reduced hearing loss / exposure to harmful substances

Occupational disease can be a life-altering experience for some and a life – ending illness for others. The HSE have cancer priority areas:

- Asbestos
- Diesel engine exhaust emissions
- Respirable crystalline silica (RCS)
- Shift work
- Solar radiation
- Tetrachloroethylene
- Welding

It is widely accepted that the occupational health function of an organisation requires an interdisciplinary approach. The more complex the workplace / work activities and the greater the number of people employed; the greater will be the need to ensure that all relevant disciplines are involved in securing the occupational health of the workforce. The composition and work involvement of any occupational health team will be dependent upon the requirements of the workplace. There is no one prescriptive model of how a team should be established or organised. Most of the medical aspects of the team are likely to be occupational health nurse led. These are supported by doctors with a range of qualifications, including general practitioners with an interest in occupational health.

LEGAL REQUIREMENTS

The Health and Safety at Work etc Act 1974 contains general duties for employers to protect the safety, health and welfare of their employees arising out of or in connection with work. Although the 1974 Act contains no explicit legal requirement to provide occupational health services, and (currently) no specific duty to rehabilitate employees returning from work-related sick leave, relevant legislation contains a substantial number of occupational health duties for employers.

The Management of Health and Safety at Work Regulations 1999 (MSWHR) as amended. Regulation 6 of MHSWR states that: Every employer shall ensure that employees are provided with health surveillance as is appropriate having regard to the risks to their health and safety which is identified by assessment.

HSE guidance indicates that such health surveillance is required if there is an identifiable disease or adverse condition and evidence of a link with workplace exposure, it is likely that the disease or effect may occur, there are valid techniques available for detecting early signs of the disease or health effect concerned and these techniques do not pose a risk to employees. Employers must employ competent persons to determine the programme of surveillance required. The nature of the competency is not detailed, so that relevant information can come from any informed source e.g. monitoring for skin conditions might be carried out by a person who has read suitable literature whereas in most cases an occupational health nurse or doctor should undertake the surveillance.

Health surveillance is a system of ongoing health checks, and these may be required by law, and it is important for:

- Detecting ill-health effects at an early stage so that controls can be introduced by employers to prevent them worsening
- Providing data to help evaluate health risks
- Allowing employees to raise concerns about how work effects their health
- Showing where there have been lapses in workplace control measures; this can then be fed back into the risk assessment process
- An opportunity to reinforce education and training of employees (for example the impact of health effects and the use of protective equipment)

Health surveillance is also explicitly required under key legislation:

- The Control of Lead at Work Regulations 2002 Reg 10
- The Control of Asbestos Regulations 2012 Reg 22
- The Control of Noise at Work Regulations 2005 Reg 9
- The Control of Substances Hazardous to Health Regulations 2002 Schedule 6
- The Control of Vibration at Work Regulations 2005

THE CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002 (COSHH) SCHEDULE 6

Where appropriate for the protection of the health of employees who are, or are liable to be exposed to a substance hazardous to health, Regulation 11 states employers must ensure that employees are covered by suitable health surveillance arrangements where this is appropriate. In addition, there is a prescribed list of substances and processes given in Schedule 6 for which health surveillance is compulsory.

The general duty applies where there is:

- An identifiable disease or adverse health effect that may be related to the exposure
- There is a reasonable likelihood that the disease or effect may occur under the particular conditions of work carried on in the workplace
- There are valid techniques for detecting indications of the disease or effect

THE REPORTING OF INJURIES, DISEASE AND DANGEROUS OCCURRENCES REGULATIONS 2013 (RIDDOR)

These Regulations contain an extensive set of accident categories and causes of ill-health at work which must be reported under RIDDOR to the enforcing authorities. The specific work-related diseases and conditions that are reportable are:

- Carpal Tunnel Syndrome, where the person's work involves regular use of percussive or vibrating tools
- Cramp in the hand or forearm, where the person's work involves prolonged periods of repetitive movement of the fingers, hand or arm
- Occupational dermatitis, where the person's work involves significant or regular exposure to a known skin sensitizer or irritant
- Hand Arm Vibration Syndrome, where the person's work involves regular use of percussive or vibrating tools, or the holding of materials which are subject to percussive processes, or processes causing vibration
- Occupational asthma, where the person's work involves significant or regular exposure to a known respiratory sensitizer or
- Tendonitis or tenosynovitis in the hand or forearm, where the person's work is physically demanding and involves frequent, repetitive movements
- Any cancer attributed to an occupational exposure to a known human carcinogen or mutagen (including ionising radiation) or
- Any disease attributed to an occupational exposure to a biological agent

To become reportable, the diagnosis must have been confirmed in writing by a medical practitioner.

TYPE OF HEALTH SURVEILLANCE REQUIRED

Where a risk assessment shows there is a need to implement health surveillance then you will need to put into place a programme that adequately addresses the risks and potential ill-health effects your employees are exposed to. This could be as simple as employees checking themselves for signs and symptoms following training session and knowing where to report to. The HSE provide a range of industry specific guidance.

INFORMATION

Health Hazards and Risk - When considering occupational health, the terms hazard and risk must be clearly understood. A hazard is the potential to cause harm, whereas risk refers to the likelihood of the harm occurring (also taking into account the severity of the effect). Health hazards to workers can be classified under the following headings:

- Biological – Exposure to bacteria, viruses and parasites can lead to transmission of diseases to humans, for example, anthrax, hepatitis, or Weil's disease. Exposure to certain dusts can also lead to disease, for example, silica dust causing silicosis, asbestos dust causing mesothelioma, etc.
- Chemical – Exposure to many chemicals can cause various illnesses or conditions, for example cancer
- Musculoskeletal – These cause temporary or permanent conditions affecting the human body and arise from (for example) inappropriate manual handling techniques, or repetitive movements
- Physical – These are due to exposure to agents such as noise, vibration
- Psychosocial – Affecting mental and physical health (stress) arising from human behaviours

The work of occupational health professionals involves identifying, monitoring, eliminating, preventing or managing the risks arising from these hazards.

Pre-placement Assessments - These range from self-completed questionnaires to full clinical examinations and investigations with the aim of discovering contra-indications for the prospective employment.
(It should be noted that, unless there is a specific occupational requirement, the use of medical questionnaires prior to an offer of employment being made will generally be regarded as discriminatory under the provisions of The Equality Act).

Periodic Medical Examinations - Including Health Surveillance, these may be undertaken due to statutory requirements, or where it is perceived, that staff are exposed to specific hazards, such as noise or radiation.

Sickness / absence Monitoring - Organisations should record and monitor employee sickness to ascertain any trends or patterns of sickness in the workplace. This acts as a proxy measure to identify and prevent future cases of work-related ill-health.

Post Sickness-absence Review - Following long-term sickness absence, a review may be conducted to see if individuals remain fit enough to carry out their current roles. This should provide the employee with the opportunity to discuss any continuing health concerns they may have. It may also highlight any further issues, such as a disability or sensitivity, that warrants a change in the workplace access arrangements.

Rehabilitation - The principal aim of rehabilitation is to return staff who have suffered ill-health, injury or the onset of disability, to their original job or other productive work.

Health Surveillance Records of health surveillance must be kept for at least 40 years under COSHH. If an organisation ceases to trade, its health records should be offered to the HSE for safekeeping.

KEY ACTIONS

The key actions for BCoT as an employer, will include the following:

- Determining the health surveillance, and exposure monitoring needs of the organisation, depending on the tasks undertaken – with competent advice from an Occupational Health provider unless the risks are simple and can be easily understood from written guidance
- Determining the occupational health needs of the organisation possibly with competent advice from an Occupational Health provider
- Ensuring that a suitable level of occupational health provision is obtained for the organisation.
- Ensuring that suitable records of health surveillance and occupational health provision are maintained confidentially and retained for a suitable period (usually 40 years)
- Ensuring that the health surveillance and occupational health provision are monitored and reviewed to maintain its suitability and sufficiency for the risks to which employees are exposed

KEY TERMS

Occupational Health:

Occupational health is concerned with the prevention, monitoring and treatment of work-related disease and ill-health.

HEALTH SURVEILLANCE:

The primary benefit, and therefore the objective, of health surveillance should be to detect adverse health effects at an early stage, thereby enabling further harm to be prevented. In addition, the results of health surveillance can provide a means of checking the effectiveness of control measures in place.

MONITORING

Health surveillance is only appropriate and worthwhile if you can act upon the results. If employees are suffering from an adverse health effect, e.g. respiratory diseases or dermatitis, then you must prevent further exposure to the substance. This may be by a change of process or material, by relocating the worker or by the provision of respiratory protective equipment (RPE) or personal protective equipment (PPE). RPE and PPE are only suitable where exposure to the substance constitutes a small part of the work, i.e. for short periods of time.

In assessing the need for health surveillance remember the following:

- Health surveillance is not a substitute for preventing or controlling exposure; rather it is a way of seeking to protect employees' health
- Using the right technique in the right way at the right time is critical. Getting it wrong can be expensive. Also remember that some tests are themselves not free from risk, e.g. x-rays, and the results, if inaccurate or badly explained, could add additional stress to employees
- Whichever technique is used, you should carry out health surveillance systematically and regularly
- Simply carrying out health surveillance procedures is not enough; it is essential you act upon the results

Work Related Stress

INTRODUCTION

BCoT has a legal responsibility under the Health and Safety at Work Act 1974 and Management of Health and Safety at Work Regulations 1999 to ensure the health safety and welfare at work of their employees. This includes minimising the risk of stress-related illness or injury to employees.

WHAT IS WORK RELATED STRESS?

Stress is defined by the HSE as "*an adverse reaction people have to excessive pressures or other types of demands placed on them*".

It must be clear that "stress" is not the same as "pressure". Pressure can be motivating and challenging and improve performance. By "stress" it is meant something that is a negative; a response to too much pressure or too many demands, which the person finds difficulty in coping with.

There are some clear signs that people are experiencing stress at work. If they are detected early, action can be taken before the pressure becomes a problem, and it will be easier to reduce and eliminate the causes.

WHAT ARE THE SIGNS OF STRESS IN INDIVIDUALS AND GROUPS?

Some individuals may show the following signs of suffering from stress:

Emotional symptoms

- Negative or depressive feeling
- Disappointment with yourself
- Increased emotional reactions - more tearful or sensitive or aggressive
- Loss of motivation commitment and confidence

Mental

- Confusion, indecision
- Cannot concentrate
- Poor memory

Changes from your normal behaviour

- Increased smoking, drinking or drug taking 'to cope'
- Mood swings affecting your behaviour
- Twitchy, nervous behaviour
- Changes in attendance such as arriving later or taking more time off
- Please note these are indicators of behaviour of those experiencing stress. They may also be indicative of other conditions. If you are concerned about yourself, please seek advice from your GP. If you are concerned about a colleague, encourage them to see their GP.

Signs of stress in a group

- Disputes and disaffection within the group
- Increase in staff turnover
- Increase in complaints and grievances
- Increased sickness absence
- Increased reports of stress
- Difficulty in attracting new staff
- Poor performance
- Customer dissatisfaction or complaints

POLICY STATEMENT AND COMMITMENT

BCoT recognise that stress can be a considerable risk to both physical and mental health. This policy explains the action we are taking as an employer with regard to stress-related problems in the workplace. The aim is to prevent stress-related problems from occurring if possible but also to state what will be done in the event that employees experience problems.

We are committed to promoting a good, supportive climate and working culture, and a culture of openness, where stress is not seen as a personal weakness and where employees under stress can access appropriate support.

We anticipate the following **benefits from implementing the stress policy**:

- Improved working climate and culture
- Greater openness about sources of pressure at work, at all levels
- Better awareness in all employees of stress-related issues
- Greater consistency of approach from managers in dealing with stress
- Earlier identification of stress-related problems
- Improved skills in managers
- Overall reduction in key stress indicators
- Improved and better-utilised support services

THE ROLE OF MANAGEMENT

Managers have a critical role in offering support to employees and in facilitating support from elsewhere as necessary. Managers are not expected to take on the role of counsellors, however managers will be expected to use good communication skills in their tackling of stress-related issues. Managers are expected to be consistent in their approach to stress-related absence and to refer employees to relevant support services.

Managers are encouraged to maintain good communication at all times. This should be face-to-face communication whenever possible. Good communication reduces unnecessary uncertainty and prevents stress. Positive feedback is encouraged, and any criticism should be constructive. Managers should seek to consult and involve staff at the earliest appropriate stage in decisions that affect them.

Managers should be aware of employees' training and development needs, especially when an employee is taking on a new job or their role has changed.

Managers should monitor and review workloads to ensure that they do not become excessive.

Managers should manage employee capability and attendance effectively in order to prevent unnecessary pressures on colleagues.

Managers should not regard stress as a weakness and should encourage open discussion about sources of pressure at team meetings. Treating employees who have stress-related conditions less favourably is discriminatory.

Managers should adopt an "open door" policy. This enables managers to be more approachable and will assist them in identifying stress-related problems at an early stage, allowing early intervention.

Managers should be clear about the roles and responsibilities of staff.

Managers should regularly monitor and review stress indicators, e.g. patterns of absence.

Managers should be consistent in their approach to stress-related absence. In particular, managers should be aware that increased absence might indicate underlying stress problems. Managers should use the opportunity of return-to-work interviews to discuss stress-related problems when appropriate. Where an absence is stress-related an early referral to occupational health is recommended. Managers should seek advice from the Head of HR, if in any doubt.

SUPPORT FOR MANAGERS

All managers will receive appropriate training in order to implement this policy. Its main aim will be to assist managers in identifying stress-related problems and to minimise associated risks.

Managers should not hesitate to seek advice and/or support if they feel they need it.

Managers need also to be aware of support-services available to employees, of how to refer employees and of how employees can self-refer.

The role of support services will be discussed as part of managers' training.

EMPLOYEES' RESPONSIBILITIES

Managers have a responsibility for managing excessive workplace pressures. However, individual employees also have a clear responsibility to themselves and others to minimise excessive pressures and demands by behaving responsibly, acting reasonably and reporting any concerns regarding stress to managers. Managers cannot be expected to act on stress-related problems they are unaware of.

Employees should avoid unnecessary absence. Excessive absence puts additional pressure on colleagues that may lead to stress in others. Employees should refer to the Absence Management Policy, if in any doubt.

SUPPORT FOR EMPLOYEES

Lack of skills in a new role, for example, can cause stress and employees should not hesitate to approach managers to discuss training and development needs at any time.

Employees can also approach the People Team for advice on stress-related problems or any health matter.

Employers may also use the expertise of an Occupational Health Specialist in support of the employee. This would be arranged with permission of the Employee.

WORKING RELATIONSHIPS

Good, supportive working relationships have a buffering effect against stress. Managers should be supportive, and all employees are encouraged to be supportive of each other.

Poor working relationships have the opposite effect and can be a cause of stress. Bullying and harassment, in particular, can cause stress. Employees should report cases of bullying or harassment to a director, line manager or the People Team. Details of where employees can access support if they feel they are being bullied, or harassed, are posted on all notice boards.

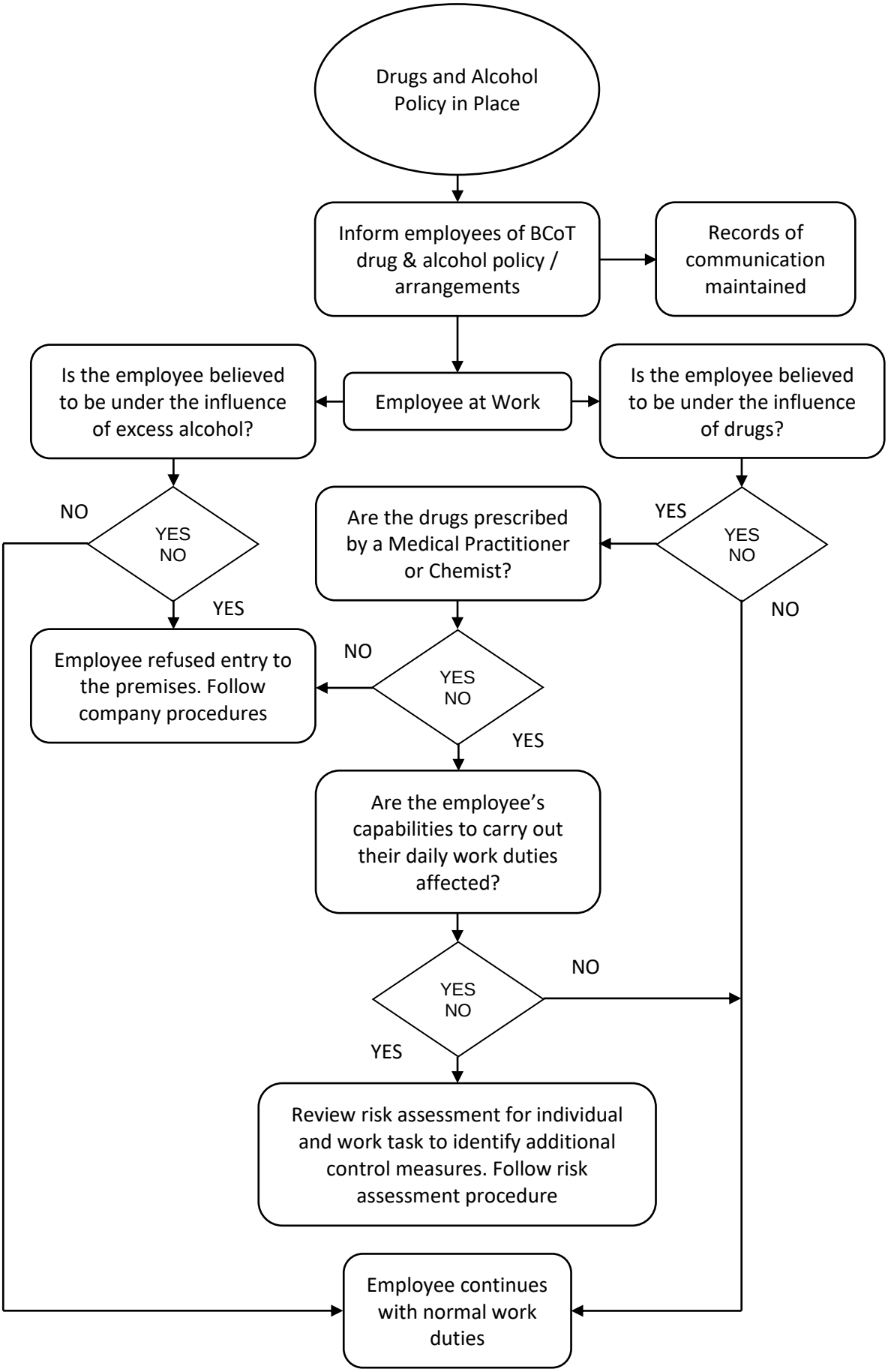
EVALUATION AND REVIEW

This policy shall be regularly reviewed. Stress indicators will be monitored, as will the numbers of employees accessing support services. In addition, both quantitative and qualitative data can be gathered for evaluation purposes. The policy will be reviewed once the evaluation process is complete. Any comments or suggestions that employees have with regard to this policy are strongly encouraged. Employees can make use of suggestion boxes, email or any other communication channel.

SECTION N

Drugs, Alcohol and Other Substances

Procedure for Drugs, Alcohol and Other Substances



Arrangements for Drugs, Alcohol and Other Substances

INTRODUCTION

To assist in the safe performance of our duties, BCoT operates a strict policy of **no alcohol**, **drugs or psychoactive substances.** No alcohol shall be consumed during working hours. No alcohol, drugs or psychoactive substances will be tolerated in the workplace. Anyone who presents themselves for work under, or apparently under, the influence of psychoactive substances, drugs or alcohol will be refused entry to the college.

Drugs supplied by a medical practitioner or chemist may still affect safety performance and the employee's direct manager must be informed of that circumstance.

Employees who use mood altering substances such as drugs and alcohol may be unable to controls moods / emotions / reactions whilst in the workplace, which in extreme cases could lead to volatile and dangerous behaviour, exposing employers to legal liability and other legal issues. For their own safety, that of their colleagues and members of the public, any member of staff believing that another member of staff is under the influence of psychoactive substances, drugs or alcohol should report this immediately to their direct Line Manager.

Employees who abuse alcohol and drugs (including illegal drugs, prescription drugs, and over-the-counter drugs), either on their own time or at work, could be suffering with addiction and / or depression. This may result in reduced efficiency or productivity and other factors that could lead to issues within the work environment.

These problems can include:

- Diminished job performance
- Lowered productivity
- Absenteeism
- Tardiness
- High employee turnover
- Increased medical and workers' compensation bills
- Potential workplace violence issues

Senior Management will be supportive, consulting with workers and their representatives:

- Advise all existing employees and all persons starting work of the risks to health arising from the effects of alcohol, psychoactive substances, or drugs (including some legitimately prescribed medications)
- Encourage employees who may have alcohol, psychoactive substances or drug-related problems which affect their work to contact their GP, seeking appropriate professional help and guidance.
- Enable supervisors and managers to identify job performance problems that may be attributable to the effects of alcohol, psychoactive substances or drugs and to consult with the appropriate organisation specialist to determine whether there is sufficient concern to warrant a medical evaluation
- In cases where the effects on work of misuse of alcohol, psychoactive substances or drugs is confirmed or admitted, agree upon a programme of treatment in consultation will be agreed with the employee
- Co-ordinate, monitor and, if necessary, participate in the treatment, which may involve recourse to, or liaison with, the general practitioner (GP), counsellor, hospital outpatient department or in-patient care

BCoT will establish policy rules relating to an employee who is found to have misused alcohol, psychoactive substances or drugs or admits to the same.

INFORMATION AND TRAINING

BCoT senior management team will provide sufficient information, instruction and training as is necessary to ensure that all employees have the knowledge required:

- To understand the dangers associated with the effects of alcohol, psychoactive substances or drugs at work and the organisation's policy regarding this
- To understand the organisation's procedures that will be adopted where there is found to be a deterioration in work performance from these effects
- To understand the legal consequences of their actions

Managers will be given additional training, as necessary, to enable them to deal with any physiological problems that may arise as a result of the effects of alcohol, psychoactive substances or drugs upon work performance.

DRUGS & ALCOHOL - WORKPLACE GUIDANCE

These notes for guidance are to assist management in implementing a Drugs, Alcohol and Other Substances Policy.

BCoT have a responsibility for monitoring the performance and conduct of employees and for providing a safe and healthy working environment for them and for others. Changes in behaviour or performance that may result from drug, alcohol or substance misuse should be monitored and managed according to individual circumstances.

THE LEGAL FRAMEWORK

As an employer there is a duty under:

The Health & Safety at Work etc. Act to ensure, as far as reasonably practicable, the health, safety and welfare at work of our employees and to protect others who might be affected by employee actions. Employees also have a personal responsibility to take reasonable care of themselves and others that could be affected by what they do at work.

The Management of Health & Safety at Work Regulations to assess and control the risks to the health and safety of our employees. If an employer were to knowingly allow an employee under the influence of drugs or alcohol to continue working and that employee's behaviour put that individual or others at risk, an organisation could be held liable.

The Road Traffic Act to ensure that any person who, when driving or attempting to drive a motor vehicle on a road or other public place, is unfit to drive due to alcohol or drugs, is guilty of an offence.

The Misuse of Drugs Act
This Act is the principal legislation for controlling drugs? Almost all drugs with the potential for dependency or misuse are covered by it. This act makes the production, supply and possession of these controlled drugs unlawful except in certain specified circumstances i.e. when prescribed by a doctor. If you knowingly permit the production or supply of any controlled drugs, the smoking of cannabis or certain other activities to take place on your premises you could be committing an offence.

The Psychoactive Substances Act

The Psychoactive Substances Act is the principal legislation for the control of Psychoactive Substances. This legislation makes it an offence to produce, supply, offer to supply, possess with intent to supply, import or export (including over the internet) any psychoactive substances. Products such as nicotine, alcohol, caffeine, food and medicinal products are exempt from the Act.

DEFINITIONS

Drugs - Any substance which affects the way in which the body functions physically, emotionally or mentally and includes solvents, over the counter and prescribed medicines as well as illegal substances.

Drug Abuse - Drug use that harms social functioning, including dependent use (physical or psychological) or use as part of a wider spectrum of problematic or harmful behaviour.

Dependency - A compulsion to continue taking a drug in order to feel good or avoid feeling bad.

Psychoactive substances - Often known as 'legal highs', 'illegal legals' or 'illegal highs', are substances designed to produce the same, or similar effects, to drugs such as cannabis, cocaine and ecstasy, but are structurally different enough to avoid being controlled under the Misuse of Drugs Act. They are controlled under the Psychoactive Substances Act and are just as dangerous as controlled drugs.

Safety Critical role or activity includes:

- Designated driver function e.g. delivery drivers etc., as distinct from intermittent driving for business purposes/personal transport
- Working with machinery or work in hazardous/industrial type environments
- Where employees have access to work materials which might be used as drugs or to any drugs medically prescribed for other persons, which could be misused
- Working with children or dependent/vulnerable adults, where employees have a primary role in ensuring their health, safety, wellbeing and/or development

ALCOHOL

Employees may consume alcohol, in a responsible manner, in office if it's related to work events, served at the bar or outside of working hours. Employees found to be under the influence of alcohol whilst conducting work duties or in excess, may be subject to disciplinary action under our Disciplinary policy.

DRUGS

Employees must not possess, consume, sell or give to another, any illegal drugs or psychoactive substances whilst at work. Employees that are found to be under the influence of illegal drugs or psychoactive substances will be liable to disciplinary action.

Employees on prescribed medication which affects their ability to perform their duties must notify their manager who will seek advice, before deciding if it is safe for them to perform those duties

DRUG AND ALCOHOL TESTING

What do you do if you suspect an employee is under the influence of drugs or alcohol at work? There are specific steps that can and should be taken by management to properly execute and document any situation

1. Check Your Policy
First and foremost, you must have a written drug and alcohol testing policy. It should include drug and alcohol testing for reasonable suspicion. A general policy statement is not enough to permit testing; if your policy does not include testing for reasonable suspicion, you may want to consult a workplace consulting firm or your legal counsel to help you implement one

2. Document
Suspicions regarding an employee who may be under the influence may come from co-workers or clients, often before it is noticed by a supervisor. Document any complaints, concerns, behaviour patterns or witnesses to the behaviour.

3. Observe
It is important that management also observe the behaviour. Said behaviour must be witnessed by management and must also be observed by a colleague in a managerial position. Both observers need to document their observations in detail. This should include references to:

- Odours
- Speech
- Eyes being dilated or constricted
- Emotional issues such as agitation or irritability
- Drowsiness
- Excessive sweating
- Other tell-tale signs

4. Meet
Once the behaviour has been witnessed and discussed with management and documented, the employee in question must be called for a formal discussion regarding the observed behaviour. All meetings must have a second party present to act as a witness. You then have the options to follow whatever is stated in your company's policy.

5. Test
Drug testing is a legal issue and may depend on your company policy and legal advisors. If your policy allows for it, contact your drug test facility to notify it that you have an employee on the way for reasonable suspicion testing. If you send the employee for drug or alcohol testing always explain that, in order to rule out the possibility that the employee is in violation of the company's drug and alcohol policy, you will be sending them for a drug and/or alcohol test. If you have not obtained a drug testing consent previously, you should have a consent form available at this meeting for the employee's signature.

Under no circumstance allow the employee to drive themselves. You must always provide transportation to and from the facility. If they refuse the test refer to your drug and alcohol policy, especially if your policy states that refusing the test will be treated as a positive drug test result or will result in immediate termination of employment.

6. Act on the Results
If the drug or alcohol test results are negative, contact the employee and organise a return to work as soon as possible. If it is positive, you have the option of sending them for counselling or treatment and returning to work.

CONTACTS

External Helplines

Alcoholics Anonymous
08457 697555

Drinkline
0300 123 1110

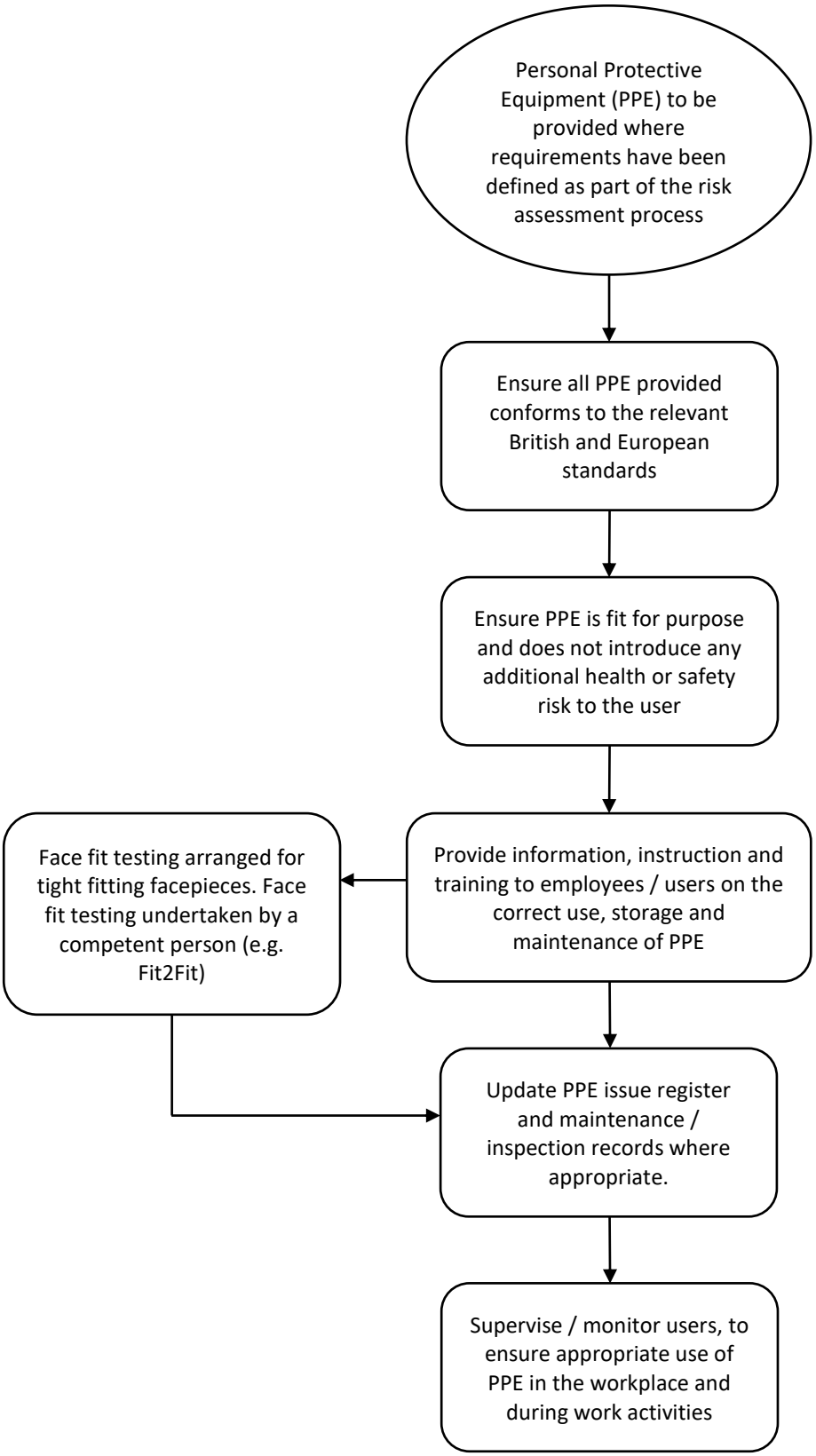
National Drugs Helpline
0800 776600

SECTION O

Personal Protective Equipment

Colour Coding Within this procedure, actions and responsibilities are colour-coded as set out below to assist individual employees to identify their responsibilities simply and quickly.	
	Senior Management team
	Management Team
	Health & Safety Support
	Technical

Procedure for Personal Protective Equipment



Arrangements for Personal Protective Equipment

INTRODUCTION.

Personal Protective Equipment (PPE) is legally defined as 'all equipment (including clothing affording protection against the weather) which is intended to be worn or held by a person at work and which protects the user against one or more risks to their health or safety'.

In the hierarchy of risk control, PPE is considered to rank lowest and represent the option of last resort. PPE is only appropriate where the hazard in question cannot be totally removed or adequately controlled by other means (for example by isolating the hazard or reducing the risk at source to an acceptable level).

In this context of a last resort control measure, PPE is critically important as it is generally only used where other measures are insufficient and, as such, it plays a crucial role in preventing and reducing many occupational fatalities, injuries and diseases.

ARRANGEMENTS

RESPONSIBILITY	ACTION
Faculty Heads; Facilities & Estates Course Directors; Department Managers Technicians	Ensure appropriate PPE is issued to all employees and / or sub-contractors and have received suitable information, instruction and training in its correct use, storage and maintenance as applicable.
Faculty Heads; Facilities & Estates Course Course Directors; Department Managers Technicians	Ensure faulty / damaged PPE is replaced.
Faculty Heads; Facilities & Estates	Ensure confirmation of face fit testing is in place or received from Contractors for tight fitting facepieces (RPE) – appropriate to the RPE being worn. Where tight fitting facepieces are to be worn, the user is clean shaven in the region of the face seal.
Faculty Heads; Facilities & Estates Course Directors; Department Managers Health & Safety Coordinator	Ensure PPE is readily available for site visitors.

PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING (PPE).

BCoT recognise 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. Our employees are supplied, free of charge, with any PPE identified as a required risk control measure within risk assessments. We source PPE from reputable suppliers and ensure that it is suitable, i.e. it reduces the identified risk as intended, is CE / UKCA marked, is a good fit, is suitable for the individual using it, is compatible with other PPE, that suitable storage is provided to prevent damage and that instructions are provided in its' correct inspection, use, cleaning, storage and maintenance.

Employees 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.

PPE is checked during workplace monitoring audits / inspections.

LEGAL REQUIREMENTS

The Health and Safety at Work, etc Act 1974 (HSWA) places a general duty of care on employers for ensuring the safety of their employees and others and requires that no charge may be made for anything done for the purposes of compliance such as providing PPE (Section 9). Furthermore, the Management of Health and Safety at Work Regulations 1999 require employers and self-employed people to carry out a suitable and sufficient risk assessment for all work activities for the purpose of deciding what measures are necessary for safety.

Those responsible for carrying out a risk assessment are required to identify precautions and measures that protect people from harm. The provision of PPE is a legitimate response to the presence of hazards in the workplace but should only be applied where other measures to remove, reduce or isolate the hazard are likely to prove insufficient. Regulation 4, of the Personal Protective Equipment at Work Regulations 1992 (the Regulations), makes it clear that employers must provide suitable PPE for employees exposed to health and safety risks except 'where and to the extent that such risk has been adequately controlled by other means which are equally or more effective'.

Where PPE is supplied, it must:

- Be appropriate for the risks and the conditions at the place of work
- Take account of ergonomic requirements and the state of health of the person who may wear it
- Be capable of fitting the wearer correctly (if necessary, after adjustments within the design range)
- So far as is reasonably practicable, be effective to prevent or adequately control the risk, without increasing overall risk
- Comply with community directives applicable to the item (i.e. CE marked)

The Regulations also require that:

- Where more than one item of PPE is to be worn, that the items are compatible.
- PPE is properly assessed before use to ensure it is suitable – to assess the risks which the PPE is to control, to evaluate the characteristics required of the PPE in order for it to be effective against those risks, and to check that the PPE selected has those characteristics.
- PPE is maintained in an efficient state, in efficient working order and in good repair (including replacement and cleaning as appropriate).
- Appropriate accommodation is provided to store the PPE when it is not being used.
- Employees are provided with instructions on the risks which the PPE will avoid or limit, the reason for using the PPE, how to use it safely and effectively, actions needed by the employee to keep it in good order eg cleaning, replacement, storage (such instruction must be comprehensible to the persons to whom it is provided).
- Employers take reasonable steps to ensure the PPE is used correctly by employees.

Employees themselves also have duties to use the PPE in accordance with their training, report loss or defect and to store the PPE as instructed.

Note, the Personal Protective Equipment Regulations do not apply where there is other legislative with mandatory requirements for the provision and use of PPE in relation to specific hazards: The Control of Lead at Work Regulations 2002 (as amended); The Ionising Radiations Regulations 1999 (as amended); The Control of Asbestos Regulations 2012; The Control of Substances Hazardous to Health Regulations 2002 (as amended); The Control of Noise at Work Regulations 2005 (as amended).

PERSONAL PROTECTIVE EQUIPMENT (TYPES).

Various types of PPE are available for use in the workplace. The Health and Safety Executive provides guidance and general information about types of PPE used in industry, but it doesn't cover specialised and less frequently used items.

Detailed information should be obtained from suppliers on these more specialised items. Potential users should be involved in the selection of equipment they will be expected to wear and if possible, more than one model should be made available to them. The different types of PPE include:

- Head protection
- Respiratory protection
- Eye protection
- Hearing protection
- Hand and arm protection
- Foot and leg protection
- Body protection
- Height and access protection

Head Protection - All forms of head and scalp protection must be suitable, correctly fitted and have an easily adjustable headband, nape and chin strap where appropriate. The relevant standards are BS EN 397:2012 and BS EN 14052:2012.

Eye protection - PPE for the eyes is intended to provide protection against impact, cuts, splashes, mists and sprays. The relevant standards are BS 7028:1999 (Guide to Selection of Eye Protection for Industrial and Other Uses) and BS EN 166:2002 (Personal Eye Protection –Specifications).

All PPE must be regularly cleaned, but this is especially important in the case of eye protection as dirty lenses lead to poor vision and may contribute to accidents. Where lenses become scratched, pitted or cracked they should be replaced. Users who need to wear corrective lenses (glasses) should have this requirement accommodated in the provision of the PPE to them e.g. as protective over glasses where appropriate, or in the form of prescription lenses if necessary.

Hearing Protection - Assessments carried out under the 'Control of Noise at Work Regulations 2005' will determine whether personal ear protectors are required in the workplace or not, and the noise attenuation required. The relevant standard for ear protectors is the relevant part of BS EN 352 denoting to the type of hearing protection.

In providing hearing protection, employers should select protectors which are suitable for the working environment and should consider how comfortable and hygienic they are. Like other PPE, hearing protection will need to be compatible with other PPE (e.g. hard hats, dust masks and eye protection) worn by workers. Where provided, hearing protection must be of the correct single number rating (SNR), reducing noise levels at the ear to between 70dB to 80dB. Hearing protection should not over or under protect the user.

Hand and Arm Protection - Most work requires a degree of manual dexterity and consequently the hands are exposed to a wide range of hazards. Risks include cuts, abrasions, heat, cold, chemical contamination, vibration, burns, infection, skin irritation and dermatitis.

BS EN 14328:2005 is the standard for gloves and armguards protecting against cuts by powered knives while BS EN 407:2004 contains the specifications for gloves intended to protect against thermal risk such as heat and / or fire. BS EN ISO 374 Part 1 2016 covers gloves for protection against chemicals and micro-organisms. BS EN 511 2006 covers gloves for protection against the cold. BS EN 388 2016 covers the specification of gloves against mechanical risks.

Foot and Leg Protection - A wide range of safety footwear is available providing protection against many hazards to the feet or legs including crushing, slipping, piercing, temperatures, electricity, chemicals, cutting, and chopping. The relevant standard for safety footwear is BS EN ISO 20345:2011. Depending on the hazard various PPE options may be appropriate including safety boots or shoes with protective toe caps and penetration-resistant mid-sole.

Body Protection - The Regulations' definition of PPE excludes ordinary working clothes and uniforms which have no specific protection for the wearer. However, body protection may be required for extended periods of work outdoors to protect against the weather, and to ensure high visibility during work where there is mixed vehicle and pedestrian traffic (see BS EN ISO 20471:2013).

Respiratory Protection - This covers equipment ranging from breathing apparatus and positive pressure powered respirators through to protective hoods, tight-fitting full-face respirators, half mask respirators and disposable face masks. It is always essential to select the correct equipment both for the risk and the individual and to ensure there is adequate training in its use. Face fit testing requirements apply to all tight-fitting respirators.

Work at Height and Access Protection - This range of protective equipment is very wide and includes body harnesses, fall-arrest systems, rescue lifting and lowering harnesses, energy absorbers and lanyards. Such PPE is specialised and requires thorough training by competent persons, in user checks as well as correct use. Equipment will require periodic inspection by a competent person and anchorage points will normally require periodic testing.

Employers cannot charge an employee for providing or replacing PPE, regardless of whether the PPE in question is returnable or not. This prohibition on charging extends to agency workers if they are legally regarded as employees. If employment has been terminated and the employee keeps the PPE without our permission, then, as long as it has been made clear in the contract of employment, the employer (BCoT) may be able to deduct the cost of the replacement from any wages owed or require the return of the equipment.

KEY ACTIONS

Employers shall:

- Carry out a risk assessment of the workplaces and work activities they are responsible for and through implementation of the risk assessment findings, remove or, as far as is reasonably practicable, reduce the risk of the identified hazards causing harm to workers or others who may be present in the workplace
- Provide PPE where other means fail to reduce the risk presented by hazards in the workplace to an acceptable level
- Carry out an assessment to identify the most appropriate types of PPE for use in the workplace
- Where PPE is required it must be appropriate for the risk, as well as taking into account the users health, ergonomic, physical and other factors to control the risk without increasing the overall risk to the user
- Be supplied free of charge
- Comply with relevant legislation implementing the European Directives concerning the design and manufacture
- Where reasonably practicable, provide a range of PPE to allow workers to choose the equipment that best suits their working environment and routines, always ensuring that the alternatives made available provide the level of protection required
- Provide training, instruction and information, including refresher training and demonstrations, as appropriate in the use and care of the PPE provided
- Ensure face fit testing is undertaken for tight fitting respiratory protective equipment
- Establish a system of recording the issue of PPE and of monitoring, examination and repair for PPE and to allow for the reporting of missing or lost items

Employees should:

- Correctly use any PPE provided as directed and in accordance with any training, instructions, or information they have received
- Return PPE to its storage place after use unless agreed otherwise with the employer
- Take care of PPE
- Report defects or loss of equipment as soon as they become aware of them

PPE - EUROPEAN STANDARD COMPLIANCE

Item	Type	Standard	Comment
Eye protection	General purpose Impact grade 1 Impact grade 2 Chemical goggles Dust goggles Lens filters for welding	BS EN 166S BS EN 166B BS EN 166F BS EN 166-3 BS EN 166-4 BS EN 169	Recommended for construction
Hearing protection	All types	BS EN 352	Protection must also match the attenuation of the sound source
Foot protection	General purpose safety General purpose protective	BS EN ISO 20345 BS EN ISO 20346	Supersedes BS EN 345 Supersedes BS EN 346
Hand protection	General purpose industrial gloves Rubber gloves for electrical purposes Chemical resistant gloves Protective gloves for chainsaw users Heat resistant for welders/burners	BS EN 374/407/420/388 BS EN 60903 BS EN 464 BS EN 381 BS EN 470	Supersedes BS 1651 Supersedes BS 2653
Protective clothing	General clothing High-visibility clothing Protective clothing for chainsaw users Protective clothing for welders Personal buoyancy equipment	BS EN ISO 13688 BS EN ISO 20471 BS EN 381 BS EN 470 BS EN 384	Supersedes BS EN 340 Supersedes BS EN 471 Supersedes BS 2653
Head protection	Industrial hard hats - heavy duty	BS EN 397	
Respiratory protective equipment	Full-face masks Self-contained open-circuit compressed-air breathing apparatus Fresh-air hose breathing apparatus Compressed-air line breathing apparatus Half-masks and quarter-masks Gas filters and combined filters Particle filters Self-contained closed-circuit breathing apparatus Power-assisted filtering devices incorporating helmets or hoods Power-assisted filtering devices incorporating full-face, half- or quarter- masks Filtering half-masks against particles Power-assisted fresh-air hose breathing apparatus incorporating a hood Compressed-air line breathing apparatus incorporating a hood Compressed-airline or power-assisted fresh-air hose breathing apparatus incorporating a hood	BS EN 136 BS EN 137 BS EN 138 BS EN 14593/14594 BS EN 140 BS EN 14387 BS EN 143 BS EN 145 BS EN 12941 BS EN 14594 BS EN 149 BS EN 269 BS EN 14594 BS EN 14594	 Supersedes BS EN 139 Supersedes BS EN 141 Supersedes BS EN 146 Supersedes BS EN 147 Supersedes BS EN 270 Supersedes BS EN 271 For use in abrasive blasting operations
Safety harnesses	Full body harness Pole belts Rescue harness Retractable fall arrester Guided type fall arrester Shock absorbers Lanyards	BS EN 361 BS EN 358 BS 3367 BS EN 360 BS EN 353 BS EN 355 BS EN 354	 e.g. Sala Block

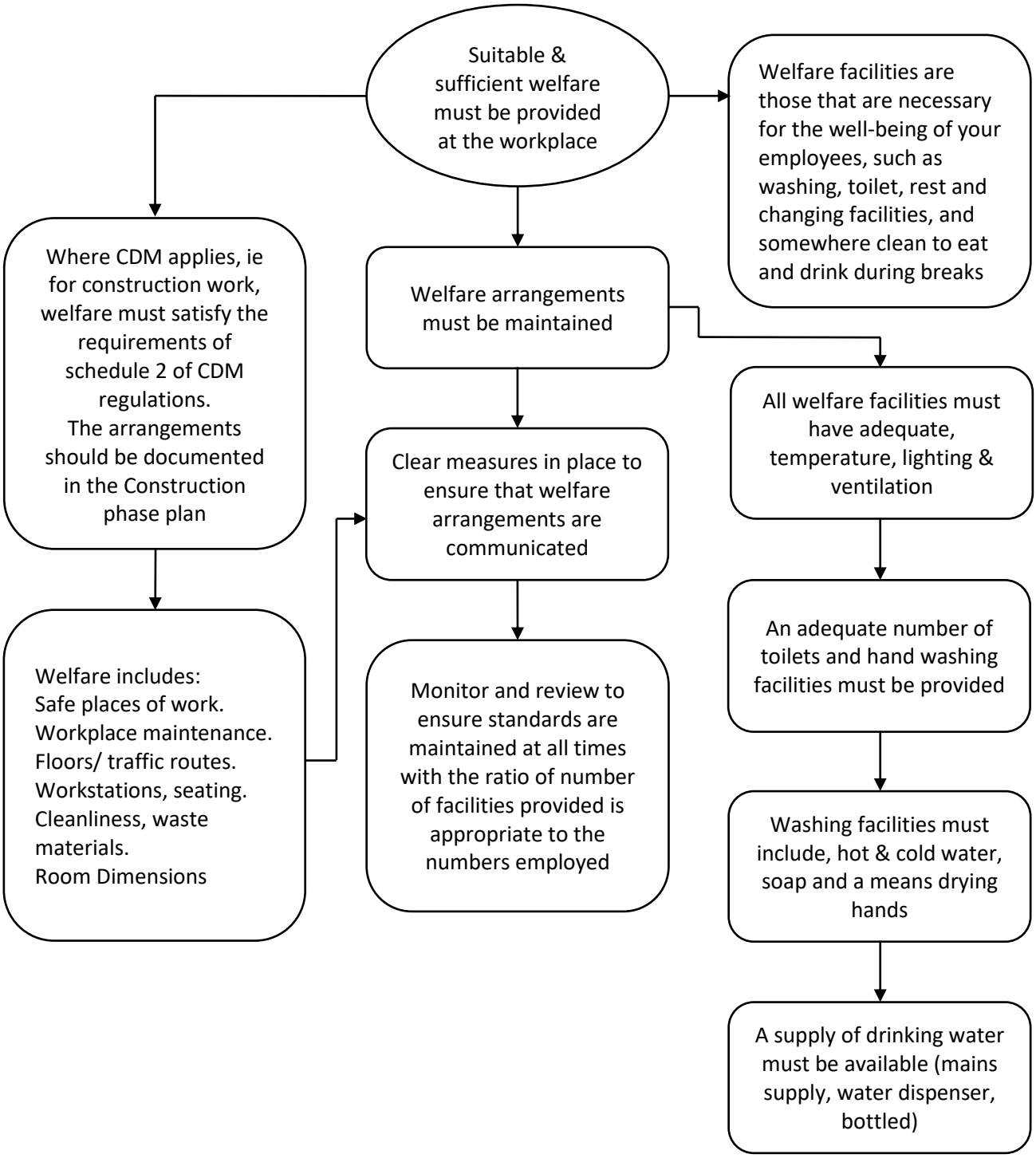
European Standards Compliance

SECTION P

Employee Welfare, Safety and Health

Colour Coding Within this procedure, actions and responsibilities are colour-coded as set out below to assist individual employees to identify their responsibilities simply and quickly.	
	Senior Management Team
	Senior Management Team
	Management Team
	Health & Safety Support

Procedure for Employee Welfare, Safety and Health



Arrangements for Employee Welfare, Safety and Health

INTRODUCTION

BCoT have a general duty under Section 2 of the Health and Safety at Work etc Act 1974 to ensure, so far as is reasonably practicable, the health, safety and welfare of their employees at work. We also have a duty under Section 4 of the Act towards people who are not direct employees but use their premises. They are intended to protect the health and safety of everyone in the workplace, and to ensure that adequate welfare facilities are provided for people at work.

ARRANGEMENTS

RESPONSIBILITY	ACTION
Principal; Deputy Principal; Assistant Principal.	Employers have a general duty under Section 2 of the Health and Safety at Work etc Act 1974 to ensure, so far as is reasonably practicable, the health, safety and welfare of their employees at work. Persons in control of non-domestic premises also have a duty under Section 4 of the Act towards people who are not their employees but use their premises.
Faculty Heads; Facilities & Estates Course Directors Health & Safety Coordinator	Responsible for ensuring facilities on BCoT premises comply with the requirements of the Workplace (Health, Safety and Welfare) Regulations and that a regular cleaning and maintenance regime is implemented.
Facilities & Estates	Where construction takes place on the premises, responsible for ensuring sufficient site welfare facilities are provided for all construction projects and meet the requirements of schedule 2 in accordance with the Construction (Design and Management) Regulations.

Legal Requirement

There are general duties of the Health and Safety at Work etc. Act 1974, Section 2(2) to ensure the health, safety and welfare of employees. The main legislation providing the details of workplace welfare facilities is the Workplace (Health, Safety and Welfare) Regulations 1992 (WHSWR). The relevant regulations covering welfare facilities are:

- Toilets: Workplace (Health, Safety and Welfare) Regulations 1992, Regulation 20
- Washing facilities: Workplace (Health, Safety and Welfare) Regulations 1992, Regulation 21
- Drinking water: Workplace (Health, Safety and Welfare) Regulations 1992, Regulation 22
- Accommodation for clothing: Workplace (Health, Safety and Welfare) Regulations 1992, Regulation 23
- Facilities for changing clothing: Workplace (Health, Safety and Welfare) Regulations 1992, Regulation 24
- Facilities for rest and eating meals: Workplace (Health, Safety and Welfare) Regulations 1992, Regulation 25

SCOPE OF 'WORKPLACES'

The definition of a 'workplace' is: Any premises or part of premises which are not domestic premises and are made available to any person as a place of work, and include any:

- Place within the premises to which such person has access while at work
- Room, lobby, corridor, staircase, road or other place used as a means of access to or egress from that place of work or where facilities are provided for use in connection with the place of work other than a public road

It is worth noting that 'premises' in this context includes an out of doors workplace.

WHO HAS A DUTY TO COMPLY?

The responsibility for ensuring a workplace complies with the Workplace (Health, Safety and Welfare) Regulations rests with BCoT (the employer) and/or the person or organisation in control of the workplace during its use. In most cases it will be the employer occupying the premises, either the owner or tenant, that have control over the areas for welfare.

THE WORKPLACE (HEALTH, SAFETY AND WELFARE) REGULATIONS

The Workplace (Health, Safety and Welfare) Regulations require, as far as is reasonably practicable, the following:

MAINTENANCE OF WORKPLACE, AND OF EQUIPMENT, DEVICES AND SYSTEMS (Regulation 5).

All equipment, devices and systems which fall under the scope of these regulations, including the workplace itself. The workplace, and the equipment and devices mentioned in these regulations, should be regularly maintained in an efficient state, in efficient working order and in good repair. If a potentially dangerous defect is discovered, the defect should be rectified immediately, or steps should be taken to protect anyone who might be put at risk.

Steps should be taken to ensure that repair and maintenance work is carried out properly, by competent persons.

VENTILATION (Regulation 6)

In order to comply with ventilation requirements, effective and suitable provision will be made to ensure that every enclosed workplace is ventilated by a sufficient quantity of fresh - or purified-air. In many cases, windows or other openings will provide sufficient ventilation in some or all parts of the workplace. Where necessary, mechanical ventilation systems should be provided for parts or all of the workplace, as appropriate.

Workers should not be subject to uncomfortable draughts. In the case of mechanical ventilation systems, it may be necessary to control the direction or velocity of air flow. Workstations should be re-sited or screened if necessary.

Mechanical ventilation systems (including air-conditioning systems) should be regularly and properly cleaned, tested and maintained to ensure that they are kept clean and free from anything which may contaminate the air.

TEMPERATURE IN INDOOR PLACES (Regulation 7)

BCoT shall aim to ensure the temperature in the workplace should provide reasonable comfort without the need for special clothing. The temperature in workplaces should normally be at least 16°C unless much of the work involves severe physical effort in which case the temperature should be at least 13°C.

The provision of local heating shall aim to provide and maintain suitable temperatures in the workplace. In parts of the workplace other than workrooms, such as sanitary facilities or rest facilities, the temperature should be reasonable in all the circumstances including the length of time people are likely to be there. Changing rooms and shower rooms should not be cold.

Where heating systems used, these shall be installed and maintained in such a way that the products of combustion (fumes / vapours) do not enter the workplace.

LIGHTING (Regulation 8)

Every workplace inside the organisation's premises will have suitable and sufficient lighting. Such lighting will, as far as is reasonably practicable, be natural, to enable people to work, use facilities and move from place to place safely and without experiencing eye-strain.

Where necessary, local lighting shall be provided at individual workstations, and at places of particular risk such as pedestrian crossing points on vehicular traffic routes. Outdoor traffic routes used by pedestrians should be adequately lit after dark. Emergency lighting will be provided in any room in circumstances where employees would be exposed to dangers in the event of the failure of artificial lighting.

Windows and skylights shall where possible be cleaned regularly and kept free from unnecessary obstructions to admit maximum daylight.

CLEANLINESS, FLOORS, TRAFFIC ROUTES AND WASTE MATERIALS (Regulation 9)

It is a requirement of the regulations and the organisations policy that every workplace and all furniture, furnishings and fittings be kept sufficiently clean. Surfaces of walls, floors and ceilings of all indoor workplaces will be capable of being kept sufficiently clean. As far as is reasonably practicable, waste materials will not be allowed to accumulate in a workplace except in suitable receptacles.

The construction of all floors and traffic routes will be suitable for the purpose for which they are used, including the absence of unevenness, holes (unless suitably guarded to prevent falls), slopes (unless fitted with suitable handrails) and slippery surfaces that constitute a risk to health and safety. All floors will have an adequate means of drainage where necessary.

So far as is reasonably practicable, all floors and traffic routes will be free of obstructions, articles and substances that may cause a person to slip, trip or fall.

All traffic routes which are staircases will be fitted with suitable and sufficient handrails and (where appropriate) guardrails, unless a handrail cannot be provided without obstructing the traffic route.

ROOM DIMENSIONS AND SPACE (Regulation 10)

Working areas shall have enough free space to allow people to get to and from workstations and to move within the room, with ease. The number of people who may work in any particular room at any one time will depend not only on the size of the room, but on the space taken up by furniture, fittings, equipment, and on the layout of the room.

Working areas, except those where people only work for short periods, should be of sufficient height (from floor to ceiling) over most of the room to enable safe access to workstations.

The total volume of the room, when empty, divided by the number of people normally working in it should be at least 11 cubic metres.

WORKSTATIONS AND SEATING (Regulation 11)

Workstations shall be arranged so that each task can be carried out safely and comfortably. The worker should be at a suitable height in relation to the work surface. Work materials and frequently used equipment or controls should be within easy reach, without undue bending or stretching.

There should be sufficient clear and unobstructed space at each workstation to enable the work to be done safely. This should allow for the manoeuvring and positioning of materials.

Each workstation should allow any person who is likely to work there, adequate freedom of movement and the ability to stand upright. Seating provided shall where possible provide adequate support for the lower back, and a footrest should be provided for any worker who cannot comfortably place his or her feet flat on the floor.

CONDITION OF FLOORS AND TRAFFIC ROUTES (Regulation 12)

Floor and traffic routes should be of sound construction and should have adequate strength and stability taking account of the loads placed on them and the traffic passing over them. Floors should not be overloaded.

The surfaces of floors and traffic routes should be free from any hole, slope, or uneven or slippery surface which is likely to:

a) Cause a person to slip, trip or fall
b) Cause a person to drop or lose control of anything being lifted or carried; or
c) Cause instability or loss of control of vehicles and/or their loads

Holes, bumps or uneven areas resulting from damage or wear and tear, which may cause a person to trip or fall, shall be made good. Until they can be made good, adequate precautions should be taken against accidents, for example by barriers or conspicuous marking.

Floors and traffic routes should be kept free of obstructions which may present a hazard or impede access. This is particularly important on or near stairs, steps, escalators, on emergency routes, in or near doorways or gangways, and in any place where an obstruction is likely to cause an accident.

FALLS OR FALLING OBJECTS (Regulation 13)

So far as is reasonably practicable, BCoT shall ensure suitable and effective measures will be taken to prevent either of the following events:

- Any person falling a distance liable to cause personal injury
- Any person being struck by a falling object liable to cause personal injury

Any area where there is a risk to health and safety as a result of the above will be clearly indicated where appropriate.

Secure fencing should be provided wherever possible at any place where a person might fall. Fencing should be sufficiently high, be of adequate strength and filled in sufficiently, to prevent falls (of people or objects) over or through the fencing. As a minimum, fencing should consist of two guard-rails (a top rail and a lower rail) at suitable heights.

Roof work - Where regular access is needed to roofs, (including internal roofs, for example a single-storey office within a larger building), suitable permanent access should be provided and there should be fixed physical safeguards to prevent falls from edges and through fragile roofs. Where occasional access is required, other safeguards should be provided, for example crawling boards, temporary access equipment etc.

WINDOWS, AND TRANSPARENT OR TRANSLUCENT DOORS, GATES AND WALLS (Regulation 14)

Where necessary for reasons of health and safety, any window or other transparent or translucent surface in a door or gate will be of safety material or be protected against breakage and be appropriately marked or incorporate features so as to make it apparent.

As an alternative to the use of safety materials, transparent or translucent surfaces may be adequately protected against breakage. This may be achieved by means of a screen or barrier which will prevent a person from coming into contact with the glass if he or she falls against it.

WINDOWS, SKYLIGHTS AND VENTILATORS (Regulation 15)

It is our policy to provide on our premises only windows, skylights or ventilators that can be opened, closed or adjusted in a manner which does not expose any person performing such an operation to a risk to their health or safety. Furthermore, no window, skylight or ventilator will be permitted to be in a position that, when open, exposes any person in the workplace to a risk to their health and safety.

It is our policy of this organisation to provide on our premises only windows and skylights that are designed and constructed so as to be able to be cleaned safely. Where this cannot be achieved alternative arrangements will be devised so as to render the window cleaning operation safe and without risks to health and safety.

TRAFFIC ROUTES (Regulation 17)

It is our policy to organise every workplace in such a manner that pedestrians and vehicles can circulate in a safe manner. Traffic routes will, as far as is reasonably practicable, be suitable for the persons or vehicles using them (including taking into account the separation of pedestrians and traffic using the same routes, and distance of doors, gates and pedestrian access points leading to vehicular traffic routes), sufficient in number, in suitable positions and of sufficient size. All traffic routes will be suitably indicated where necessary for reasons of health and safety.

DOORS AND GATES (Regulation 18)

Doors and gates will be suitably constructed (including being fitted with safety devices where appropriate) and the following devices or features will be included if required:

- Any sliding door or gate will be fitted with a device to prevent it coming off its track during use.
- Any upward opening door or gate will have a device to prevent it falling back.
- Any powered door or gate will have suitable and effective features to prevent it causing injury by trapping any person and, where necessary for reasons of health and safety, will be able to be operated manually unless it opens automatically in the event of a power failure.

- Any door or gate which is capable of opening by being pushed from either side will, when closed, have a built-in feature to enable a clear view of the space close to both sides.

Doors and gates which swing in both directions should have a transparent panel except if they are low enough to see over. Conventionally hinged doors on main traffic routes should also be fitted with such panels.

ESCALATORS AND MOVING WALKWAYS (Regulation 19)

Where provided, such equipment will be equipped with any necessary safety devices and be fitted with one or more emergency stop controls, which are easily identifiable and readily accessible.

SANITARY CONVENIENCES (Regulation 20)

Suitable and sufficient sanitary conveniences will be provided at readily accessible places. The rooms containing the sanitary conveniences will be adequately ventilated and lit and be kept in a clean and orderly condition. Separate rooms containing sanitary conveniences will be provided for men and women. In a situation where a part of or the whole workplace is not new, or is a modification or alteration, and was in existence prior to these regulations coming into force in 1993 (and thus fell under the provisions for sanitary facilities in the Factories Act 1961) then sanitary facilities will be deemed acceptable provided that there is at least one suitable water closet for every 25 females and one water closet for every 25 males.

WASHING FACILITIES (Regulation 21)

Suitable and sufficient washing facilities, including showers where appropriate, will be provided at readily accessible places if required by the nature of the work or for health reasons.

Such washing facilities will be sited in the immediate vicinity of every sanitary convenience and changing room. Facilities will include a supply of clean hot and cold running water, soap or other suitable means of cleaning as well as drying facilities (towels, paper dispenser or hot air dryer). The rooms containing the washing facilities will be well-lit and ventilated and will be kept in a clean and orderly state.

Separate shower facilities will be provided for men and women unless the room is capable of being secured from the inside and the facilities inside the room are intended for the use of only one person at a time.

Table 1 shows the minimum number of sanitary conveniences and washing stations which should be provided

Number of People at work	Number of water closets	Number of wash stations
1 to 5	1	1
6 to 25	2	2
26 to 50	3	3
51 to 75	4	4
76 to 100	5	5

Table 2 In the case of sanitary accommodation used only by men, may be followed

Number of Men at work	Number of water closets	Number of urinals
1 to 15	1	1
16 to 30	2	1
31 to 45	2	2
46 to 60	3	2
61 to 75	3	3
76 to 90	4	3
91 to 100	4	4

DRINKING WATER (Regulation 22)

An adequate supply of drinking water will be provided for all persons at work in the workplace. Such drinking water will be readily accessible at suitable places and be conspicuously marked by an appropriate sign where necessary for reasons of health and safety. Drinking cups or beakers should be provided unless the supply is by means of a drinking fountain. In the case of non-disposable cups, a facility for washing them should be provided nearby.

Drinking water supplies should be marked as such if people may otherwise drink from supplies which are not meant for drinking. Marking is not necessary if non-drinkable cold-water supplies are clearly marked as such.

Bottled water/water dispensing systems may still be provided as a secondary source of drinking water.

ACCOMMODATION FOR CLOTHING (Regulation 23)

Suitable and sufficient accommodation will be provided in a suitable location for the clothing of any person at work which is not worn during working hours and for special clothing, which is worn at work, but which is not taken home. This shall be warm, dry, well-ventilated place where it can dry out during the course of a working day if necessary.

FACILITIES FOR CHANGING CLOTHING (Regulation 24)

A changing room or rooms shall be provided for workers who change into special work clothing and where they remove more than outer clothing. Changing rooms shall also be provided where necessary to prevent workers' own clothing being contaminated by a harmful substance.

Changing facilities should be readily accessible from workrooms and eating facilities, if provided. They should be provided with adequate seating. The facilities should be large enough to enable the maximum number of persons at work expected to use them at any one time, to do so without overcrowding or unreasonable delay.

FACILITIES FOR REST AND TO EAT MEALS (Regulation 25)

Suitable, sufficient and readily accessible rest facilities shall be provided. Rest areas or rooms shall have sufficient tables and seats with backrests for the number of workers likely to use them at any time. They shall include suitable facilities to eat meals where meals are regularly eaten in the workplace and the food would otherwise be likely to become contaminated. Where provided, eating facilities shall include a facility for preparing or obtaining a hot drink and workers shall be provided with a means for heating their own food where hot food cannot be obtained in or reasonably near to the workplace.

Where required, rest facilities for pregnant women or nursing mothers shall be provided.

DOCUMENTATION

Documentation required by health and safety legislation to be kept and/or displayed on the production facility/office premises will be as follows:

- **Notices:**
    - Health and safety law placard
    - Fire and emergency plan
    - A copy of this organisation's employer's liability insurance certificate
    - A copy of this organisation's health and safety policy statement

Any other abstracts of regulations that are relative to works being carried out within the workplace will be displayed as applicable.

- **Prescribed Registers:**
    - Record of inspection and/or thorough examination of equipment as required by PUWER or LOLER
    - Accident book - record of injuries occurring in the workplace

CONSTRUCTION DESIGN AND MANAGEMENT WELFARE

The Construction (Design and Management) Regulations 2015 (CDM) place a duty on clients to make suitable arrangements for managing a project, which will include the provision of welfare facilities as set out in Schedule 2 to the regulations (Regulation 4(2)b). The principal contractor has a responsibility under Regulation 13 (4)(c) to ensure that welfare facilities compliant with schedule 2 are provided throughout the construction phase. Contractors also have a similar responsibility, (Regulation 15 (11)) which is qualified by the words 'so far as is reasonably practicable' and the extent of the duty covers only workers under their control.

Schedule 2 to the CDM regulations defines the minimum welfare facilities that are required for construction sites:

- Sanitary conveniences (male and female)
- Washing facilities
- Drinking water
- Changing rooms and lockers
- Facilities for rest

Working Time Regulations

INTRODUCTION

The Working Time Regulations deal with workers' rights in relation to hours of work, night-time working, breaks from work and paid holidays. Some of these rights can be amended if an employer comes to a "collective" or a "workforce" agreement with their workers.

- A collective agreement is one that has been negotiated through a trade union
- A workforce agreement is one that has been agreed by the employer and their workers or workers' representatives

In general, a worker is someone for whom an employer provides work, controls when and how the work is done, and pays tax and national insurance contributions. The majority of agency workers and freelance workers are likely to be "workers" but not the genuinely self-employed as they are paid on the basis of an invoice rather than with wages.

The regulations apply to trainees over school-leaving age engaged on work experience or on training for employment, other than that provided on courses run by educational institutions or training establishments. An adult worker is a worker who has attained the age of 18 years. A young worker is a worker who is older than the minimum school-leaving age but is under 18 years of age.

HOURS OF WORK

We shall ensure that all reasonable steps are taken so that workers do not work more than an average of 48 hours a week (including overtime) in any reference period - which will normally be a period of 17 weeks. If a worker is absent from work on annual, sick or maternity leave during a reference period the calculation of average weekly hours for that period shall include the total number of hours worked immediately after the reference period during the number of working days which equals the number of days of absence.

An individual worker may agree with us to work more than the 48-hour average weekly limit. Any agreement, which must be in writing, may relate to a specified period or apply indefinitely. A worker has the right to terminate any agreement they have made, but only after giving us at least 7 days' written notice of their intention to do so. An agreement may specify the period of notice a worker is required to give BCoT if they wish to terminate the agreement. This period must not exceed 3 months.

However, under no circumstances must a young worker's working time exceed 8 hours a day or 40 hours a week.

NIGHT-TIME WORKING

The term "night-time" is defined in the regulations as meaning a period, determined by a collective or workforce agreement, of at least 7 hours including the period between midnight and 5.00 a.m. Where there is no agreement night-time means the period between 11.00 p.m. and 6.00 a.m.

A "night-worker" is a person who normally works at least 3 hours of their daily working time during night-time, but this arrangement can be altered through a collective or workforce agreement. The "restricted period" in relation to a worker means the period between 10.00 p.m. and 6.00 a.m. or, where the worker's contract provides for them to work after 10.00 p.m., the period between 11.00 p.m. and 7.00 a.m.

A night-worker's normal hours of work are not to exceed an average of 8 hours in each 24-hour period over a 17-week period. Averaging is not permitted where a night-worker's work involves special hazards or heavy physical or mental strain. There is a limit of 8 hours on the worker's actual daily working time. The work of a night-worker shall be regarded as involving special hazards or heavy physical or mental strain if it is identified as such in a collective or workforce agreement or if it is recognised in a risk assessment as involving a significant risk. The night-time limits and the reference period may be modified or excluded by a collective or workforce agreement.

This organisation shall ensure that free health assessments are offered to any workers who are to become night-workers and night-workers shall also be given the opportunity to have further assessments at regular intervals. The frequency of repeat assessments will vary between individuals according to the type of night-work, its duration and the age and health of the individual worker.

Young workers shall be entitled to a health and capacities assessment if they work during the period between 10.00 p.m. and 6.00 a.m. Issues that shall be included in this assessment are physique, maturity and experience, and the type of work that is to be undertaken by the young person.

REST PERIODS

In each 24-hour period an adult worker is entitled to a rest period of at least 11 consecutive hours whilst a young worker is entitled to a rest period of at least 12 consecutive hours.

In addition to their daily rest periods, workers are entitled to weekly periods of rest. This organisation shall ensure that adult workers are able to take 24 hours uninterrupted rest in each 7-day period or, alternatively, either one 48-hour rest period or two 24-hour rest periods in each 14-day period.

This organisation shall ensure that young workers are able to take rest periods of not-less-than 48 hours in each 7-day period.

Where an adult worker's daily working time exceeds 6 hours, they are entitled to an uninterrupted rest break of at least 20 minutes. Young workers are entitled to a rest break of at least 30 minutes if their daily working time exceeds 4 hours.

A collective or a workforce agreement may modify the rest breaks of adult workers. The rest breaks of young workers must not be modified.

ANNUAL LEAVE

The current minimum annual leave entitlement for full-time employees, i.e. those who work a 5-day week, is 5.6 weeks (28 days), calculated on the basis of one-twelfth of their annual entitlement for each complete month of service.

There is no statutory entitlement to bank and public holidays. These are simply days on which a worker may receive leave under the terms of their contract. As with other contractual leave, these days may be used by the company as part of the leave it is required to provide under these regulations. If a worker is paid for a public holiday that day may count towards their entitlement to annual leave.

Leave may be taken only in the leave year in which it is due. It may not be replaced by a payment in lieu, except where a worker's employment is terminated.

A collective or workforce agreement may contain the date on which the leave year begins. Where no such date is agreed a worker's leave year will begin on one of the following dates:

- On 1st October if the worker started with the company on or before 1st October 1998
- On the date the worker started employment if that employment started after 1st October 1998

RECORDS

This organisation shall keep adequate records to show whether the limits on weekly hours of work and night-time work are being achieved for each of its workers.

Workers who have opted out of the 48-hour limit on their working week shall be identified. The terms on which they have opted out shall be recorded and the hours worked during each reference period specified. This organisation shall also keep, where appropriate, records showing that the requirements concerning health and capacity assessments are being complied with. The company shall determine the form in which records are kept but all records must be maintained for 2 years from the date on which they are made.

Housekeeping, Slips and Trips

WHAT THE LAW SAYS

Under the Health and Safety at Work Act 1974 (HSWA), employers are required to ensure, so far as is reasonably practicable, the health and safety of their employees and anyone else who could be affected by their work activities, such as members of the public visiting the workplace or premises. This includes taking reasonably practicable steps to eliminate or adequately control the risk of slips and trips that could result in injury or ill health.

These duties are built on by the Management of Health and Safety at Work Regulations 1999, which require employers to assess significant health and safety risks in the workplace, both to workers and others who could be affected, such as members of the public. The Management Regulations also require employers to take appropriate action to control risks to people's health and safety in the workplace, including from slips and trips.

The Workplace (Health, Safety and Welfare) Regulations 1992 also place a number of duties on employers aimed at ensuring adequate health, safety and welfare standards in and around the workplace.

These include various requirements aimed in part at eliminating or reducing the risk of slips and trips. In particular, the Workplace Regulations require floors and traffic routes in the workplace (which includes areas like staircases, ramps and external footpaths used by pedestrians and vehicles to be suitable for the purpose for which they are used. The floors and traffic routes must also be of sufficient size and number to allow both people on foot and vehicles to circulate safely and with ease; and be of sound construction for the people, vehicles and loads using them. There must also be an effective means of drainage from the floor, where necessary. The Workplace Regulations also require those in control of workplaces to ensure the floors and traffic routes in the workplace are free of holes and uneven or slippery surfaces that could pose a risk to someone's health and safety s for example, by causing them to slip, trip or fall. The regulations also require employers to ensure – so far as is reasonably practicable that floors and traffic routes are kept free of obstructions, articles and substances that could cause a person to slip, trip or fall.

Other requirements set out in the Workplace Regulations that are relevant to preventing slips, trips and falls include:

- A duty to provide suitable and sufficient handrails on staircases when appropriate
- A requirement to provide suitable and sufficient lighting in the workplace to ensure people can work and move around safely
- A duty to keep the workplace sufficiently clean

A requirement for waste to be stored in suitable containers, as far as is reasonably practicable. A duty to maintain the workplace and any relevant equipment in efficient working order and in general good repair to prevent risks arising to people's health, safety and welfare. It is important to note that the HSWA also places a general duty on workers to take reasonable care for the health, safety welfare of themselves and others who could be affected by their actions at work.

Employees are also required under the HSWA to correctly use any safety equipment provided by the employer and to comply with the employer's arrangements for managing health and safety risks.

MANAGING THE RISKS

The extent of any measures and steps required to eliminate or reduce the risk of slips and trips will differ depending on a variety of factors. These include the nature and size of the workplace and work activities; the number and type of people who could be at risk of slipping, tripping or falling and the likelihood, extent and frequency of floors and traffic routes becoming wet, contaminated or blocked with obstructions that could pose a risk. The general rule is to identify slip and trip hazards; assess the risk of slipping and tripping incidents; and then decide upon any necessary control measures to protect people from harm.

In short, the HSE say, employers should have a good health and safety management system to help them to identify problem areas, decide what to do, act on the decisions made and check the steps taken have been effective.

In terms of identifying the hazards and assessing the risks, employers should consider all areas of the workplace where problems could occur. This includes internal floors, stairs, ramps and traffic routes, and external areas such as car parks, pathways and building entrances. Employers should consider everyone who could be at risk, including employees, contractors, visitors, members of the public and vulnerable groups such as older people or those with disabilities.

Some of the general factors to consider include:

- Whether the floor is suitable for the environment, fitted correctly and properly maintained
- The risk of the floor becoming contaminated or wet, and therefore becoming slippery
- Whether walkways are wide enough, level and free of obstructions
- The effectiveness of the cleaning regime for floors and other surfaces
- The suitability of the workplace lighting and any slip-resistant footwear provided to employees
- The extent of and need for staff training and worker attitudes to dealing with slip and trip hazards

FLOORING

The Workplace Regulations require employers to ensure that workplace floors are suitable for the work activity being carried out on them, in good condition and free from holes and obstructions.

One way of minimising the risk of slips and trips is to install suitable flooring in work areas and premises at the design, construction or refurbishment stage.

ENVIRONMENTAL CONDITIONS

Environmental conditions can also increase the risk of a slip or trip s for example, by preventing people from seeing hazards or influencing the way they behave. Environmental issues that may need to be taken into account when reducing the risk of slips and trips include lighting, humidity, condensation, the weather and loud or unfamiliar noises. The Workplace Regulations require employers to provide suitable and sufficient lighting so people can work and move around the workplace safely – both internally and externally. Poor lighting levels can prevent people from seeing hazards on floors, stairs and traffic routes, while too much light on a shiny floor can cause glare which may make it difficult to see the floor surface and any slip or trip hazards present on it.

As a result, employers should ensure the workplace lighting – both natural or artificial is adequate for people to see obstructions and potentially slippery areas on floors, walkways and stairs, both internally and externally. Ways of tackling glare on a floor include re-angling lights or installing blinds or removing the floor surface shine.

STAIRS AND RAMPS

Although slips and trips are usually associated with wet, contaminated, or damaged floors, employers may also need to pay attention to the dangers posed by stairs and ramps. For instance, people can trip on stairs if they are ascending or descending too quickly or carrying objects, and sudden changes of floor levels for example, from a flat floor onto a ramp can cause people to stumble and trip. Under the Workplace Regulations, employers must ensure suitable and sufficient handrails are provided on staircases in the workplace, except in places where a handrail would obstruct people's access.

The ACOP on the Workplace Regulations states that a handrail should be provided on at least one side of every staircase, and on both sides if there is a particular risk of falling.

PREVENTING TRIPS

The majority of trips are caused by obstructions on walkways and uneven or poor-quality floor or ground surfaces. As a result, when seeking to prevent trips, by law, suitable handrails must generally be provided on staircases to help prevent a slip, trip or fall. Employers should focus on areas such as the condition and design of walkways; the design and maintenance of floors and traffic routes; good housekeeping and staff training and awareness.

Employers should establish a suitable maintenance system so that trip hazards such as holes in floors, uneven floors, missing tiles, rolled up carpet edges and mats with curling edges – are dealt with promptly and adequately.

A variety of steps can be taken to reduce the risk of trips, including:

- Regularly checking for loose, damaged, and worn flooring and replacing it if necessary
- Highlighting changes in floor levels for example, by using eye-catching colours on slopes or steps
- Training staff to keep walkways and work areas clear of obstructions such as goods and cables
- Instructing cleaners to report and highlight any damaged floors or traffic routes
- Closing off damaged walkways and external paths with barriers until hazards such as holes, missing tiles and uneven surfaces can be fixed
- Providing adequate bins for litter and recycling to prevent the build-up of waste on floors, traffic routes and workstations
- Providing adequate storage so components, products and tools can be kept out of traffic routes and off the floor area
- Planning workflows and storage to ensure that goods, equipment and waste do not cause obstructions or project into places where people may walk
- Establishing a well-organised goods in (or out) system so deliveries are not placed where they will obstruct where people walk
- Marking out walkways to make it clear that they need to be kept clear
- Ensuring cleaners and others such as tradespeople use electrical sockets nearest to where they are working to reduce the risk from trailing cables
- Providing electrical cable covers where cables need to run across the floor or ground

Employers should also consider how the work is organised and managed, as this may also increase the risk of slips and trips.

FOOTWEAR

Providing suitable slip-resistant footwear for workers can also play an important role in preventing slips and trips, particularly where floors cannot always be kept clean and dry. However, the provision of footwear should only be considered as a last resort after other measures have first been implemented, such as improving the quality of the floor and implementing cleaning regimes and good housekeeping.

WINTER CONDITIONS

Autumn and winter weather can increase the risk of slips and trips in the external areas of workplaces and at sites open to the public, such as customer car parks. (Or example, leaves may fall onto outdoor paths, making them slippery; and ice and snow can build up. As a result, employers should develop a system for dealing with problems such as wet leaves, rainwater, ice, frost and snow.

Staff and others, such as visitors, should be discouraged from taking short-cuts over grassy or dirty areas which are likely to become slippery when wet.

If outdoor pedestrian areas are prone to ice or snow building up, it is recommended a variety of measures are implemented to help prevent people slipping. These include covering heavily used walkways with canopies to prevent ice forming and snow landing; diverting pedestrians to less slippery routes; separating off the more slippery routes with barriers and warning cones; and monitoring weather conditions and forecasts so pedestrian areas liable to become slippery due to ice or frost can be adequately gritted.

STAFF TRAINING

Workers can play a vital role in preventing slips and trips for example, by cleaning up spillages and reporting problems such as damaged floors. As a result, it is essential they are provided with suitable information, instruction, training and supervision so they understand their role in keeping the workplace safe. As well as training employees, employers may need to provide information and training to others such as cleaners or contractors.

Areas that may need to be covered in training include:

- How to keep floors and traffic routes clean and dry
- The importance of good housekeeping, including keeping traffic routes and workstation / working areas floors free of obstructions such as boxes and trailing cables
- Developing a ‘see it, sort it’ attitude – hazards such as floor contamination or obstructions should be cleaned up or reported immediately
- The importance of reporting slip and trip hazards such as damaged floors, mats with curled up edges and liquid leaks from plant, machinery, and equipment
- How to use any personal protective equipment, such as slip-resistant footwear, and how to report defects with it
- The importance of reporting slip and trip incidents and near misses
- How to suggest ways of preventing contamination such as liquids and wastes getting onto a floor or traffic route

Employers should also remember they have a legal duty to consult their employees or their representatives on matters affecting their health and safety.

SUMMARISING

Slips and trips can happen in any type of workplace or public building, but very often they can be easily prevented. More often than not, all employers need to do is to encourage staff to follow simple good housekeeping procedures, such as tidying away trailing cables, cleaning and drying floors regularly, maintaining floor surfaces and keeping corridors and pedestrian routes free from obstructions.

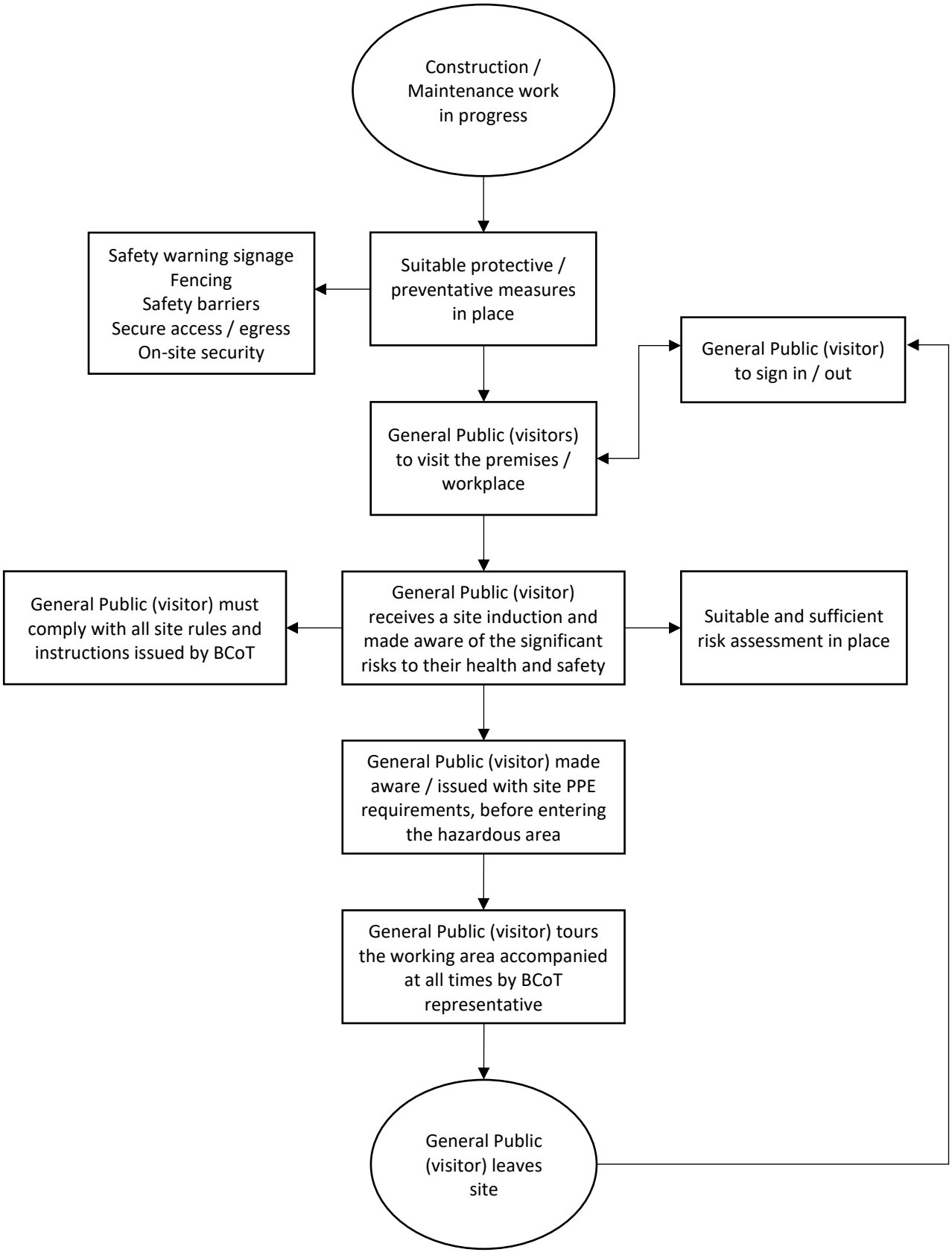
Many of these steps are cheap or relatively inexpensive, but they can nevertheless help save employers serious money from lost productivity, sick pay and compensation claims connected with slipping and tripping incidents. More importantly, good slip and trip controls can save employees, contractors, visitors and members of the public from the serious pain and long-term impacts of what are in the main entirely preventable incidents.

SECTION Q

Protecting the General Public

Colour Coding	
Within this procedure, actions and responsibilities are colour-coded as set out below to assist individual employees to identify their responsibilities simply and quickly.	
	Senior Management Team
	Management Team
	Technical
	Health & Safety Support

Procedure for Protecting the General Public Attending the Workplace / Premises.



Arrangements for Protecting the General Public (Visitors)

INTRODUCTION

It is not only workers who are at risk from construction / maintenance work. Members of the public are killed and seriously injured each year. Accidents often happen when people are walking near a building being built, refurbished or walking near work inside the building. Remember, when working in areas where the general public are present, the work needs to be planned and executed to take account of the needs of these persons.

ARRANGEMENTS

RESPONSIBILITY	ACTION
Faculty Heads; Facilities & Estates	Define the site boundaries by using suitable barriers and secure access which take account of the nature of the works and its surrounding environment. They shall also take steps to ensure that only those authorised to access the working area do so.
Course Directors	
Technicians	
Health & Safety Coordinator	

BCoT have a duty to protect all persons not directly employed, including members of the public.

The general public is defined for the purpose of this Policy as any person who is not employed by the Company, for example:

- Employees of neighbouring businesses
- Visitors to company and neighbouring business premises
- Pedestrians and road users (Deliveries)
- Any persons who could be affected by company / contractor activities on the premises or other site locations

Access to all work areas shall be restricted and controlled. All visitors to the premises / workplace will be required to sign in / out and receive a suitable site-specific induction.

KEEPING THE PUBLIC OUT

The best way to protect members of the public is to keep them out of the area where you are working. This is generally achieved by erecting suitable fencing (or hoarding), barriers or locking access doors. Secure site access gates and any other access points to the site.

Areas of possible danger to the general public, must be safely guarded-off and appropriate warning notices displayed. Those that could be affected by the works must be notified in advance wherever possible so that where necessary, their normal safety arrangements can accommodate additional safety provisions necessary.

Where construction / maintenance work is being carried out in occupied premises, clear responsibilities for maintaining the site and keeping those not involved in the work away need to be agreed with the building occupier / department.

Visitors must report to the person in charge of the premises (building) and know where to go – suitable notices will be required at the premises entrance and walkways. Visitors shall not be allowed to wander around the premises alone. Visitors to the premises will be required to sign in and subsequently sign out when leaving.

BCoT shall make sure all visitors are accompanied at all times and given any necessary personal protective equipment, before entering any hazardous work area. Certain site activities may be programmed (out of hours) so that work is not in progress on the parts of the premises the public visit. BCoT will provide and sign access routes across the works area to keep visitors away from site hazards.

All established safety rules and instructions relating to the hazard/s or risk which are displayed by BCoT.

Suitable controls must be given to safeguard unauthorised persons (trespassers) should they gain entry into the premises construction / maintenance area. These persons safety, must also be considered so they are protected from hazards within the working area. Suitable warning signage and barriers shall be in place. Every reasonable precaution must be taken to keep trespassers out of the project site, by securing the site entrance.

FALLING MATERIALS

Where scaffold is erected, BCoT will protect passers-by with toe boards, brick guards and/or netting on scaffolding. Fans and/or covered walkways may also be needed where the risk is particularly high. Plastic sheeting will be used on scaffolds to retain dust, drips and splashes which may occur during external construction activities. We will also endeavour to make sure the sheets do not make the scaffold unstable.

Where work at height is in progress, using mobile elevated work platform, suitable barriers, safety warning signage and a banksman will be provided.

SCAFFOLDING

Where external work at height works are in progress, such as roof works, BCoT shall ensure that scaffolding does not present a danger to members of the public after it has been erected. Ensure that there are no protruding components that can injure people as they walk past. If a covered walkway is provided, make sure it is properly demarcated. Be aware of the needs of people with disabilities, e.g. visually impaired people may require special measures to ensure they follow the protected route. Take steps to stop people gaining access to the scaffold when you are not on site by removing ladders at ground level and securing safely. During building refurbishment or repair work, consideration will be given to additional places where access to the scaffold can be gained, e.g. from inside the building through a higher-level window, and take steps to avoid it.

To confirm erected scaffold remains and continues to be of sound / safe construction, this will be erected in accordance with NASC Technical Guidance TG20 for tube and fitting scaffolds or similar guidance from manufacturers of system scaffolds. In accordance with the Work at Height Regulations, the scaffold will be inspected by a competent person within a period not exceeding 7 days.

WORK IN A ROADWAY OR FOOTPATH

When working on or near the building footpath which may present a hazard to the public, the following controls measures will be implemented:

- Signs for pedestrians (and traffic) to warn people about the work and the diversions they are expected to follow
- Cones, and barriers to mark the safety zone within which the work can be carried out safely and the public are protected
- Barriers placed to protect the public. Barriers around street works perform two functions. First, they alert the public to the presence of such work and direct them to where they want to be via a protected area. Secondly, if members of the public do approach the site, the barriers should be of sufficient strength and stability to prevent them being injured if they fall
- Suitable temporary walking surfaces (including ramps if required) that are free of tripping hazards, paying particular attention to the needs of the less abled people
- Temporary lighting, which might be needed at night if there is insufficient street lighting
- Materials storage e.g. do not leave loosely stacked in areas where they might be disturbed. Do not store materials in the path of pedestrians and watch out for trailing cables
- The movement of vehicles and plant into and out of and adjacent the work area

On some occasions, the pedestrian routes will have to be closed to protect the public, e.g. during pavement / footpath work, façade cleaning, scaffold erection or dismantling. The area may need to be barriered off and a safe alternative route provided for pedestrians. On this issue, BCoT will seek advice from competent persons, e.g. the local authority / borough.

Working Overseas

INTRODUCTION

BCoT have a duty to protect their employees' health, safety and welfare whenever they are at work, whether the work takes place in the UK or overseas. BCoT shall therefore conduct an assessment of the risks involved when sending employees abroad to work and minimise these risks by adequate pre-planning and training.

The starting point for these risk assessments is to identify all possible activities and operations undertaken by employees when overseas. This includes travelling to and from the workplace and accommodation, as well as the proposed work activity itself.

Consideration will also need to be given to local conditions that might affect the safety of employees, for example:

- Geography
- Language problems
- Season and climate
- Political situation
- Cultural and social issues
- Medical facilities

Where hazardous work is to be undertaken, some assumptions may have to be made based on the work as it would be performed in the UK. It may be helpful to utilise the organization's general risk assessment when initially evaluating the risk.

The nature and complexity of the risk assessment will vary according to the type of activity and operation intended. It should be equal to the actual risk that the identified hazards pose. The conclusions drawn from the risk assessment should be explained to all participants, with any significant factors being relayed in writing if possible.

It is not sufficient for employees to simply sign a declaration that they have read and understood such information. A responsible member of the organisation, such as the work organiser, should be satisfied that each employee appreciates the assessment and what is expected of them.

POTENTIAL HAZARDS OF OVERSEAS WORKING

- Climatic extremes
- Contact with animals - wild or domestic
- Contaminated food
- Contaminated drinking water
- Dangerous electrical fittings and differences in supply voltages
- Emergencies
- Local environment
- Legal differences
- Natural phenomena
- Transportation

HOST COUNTRY LEGISLATION

Overseas work will usually be subject to the health and safety regulations of the host country.

Where possible, details of any such obligations and arrangements shall be obtained in advance. These can then be considered in the UK employer's risk assessment and all necessary preparations can be made.

SECURITY

It is recommended that the current airport security arrangements are checked before turning up at the airport. Following concerns over terrorists attacking UK flights, increased airport security measures are now in place for all flights. Although these have been relaxed slightly, there are still significant restrictions in place regarding what can be carried onto an airplane.

PERSONAL SAFETY

Every individual proposing to work overseas should give serious thought to their health and safety, and the likely local conditions they will encounter.

Although employers have a responsibility to ensure management arrangements are designed to protect the health and safety of staff, individuals also have a responsibility to conduct themselves in a reasonable and responsible manner. All employees embarking on an overseas trip should therefore take the advice, training and instruction given to them. Particular issues include the following:

- Has a method of routine communication been established?
- Are systems in place for communication in an emergency?
- Are there accident and emergency plans?

HEALTH AND WELL-BEING

It can never be guaranteed that employees are adequately protected against all risks. Immunisation and anti-malarials must be considered where foreign travel is planned, or where other infections may occur. It may be advisable that employees take sterile medical supplies with them, such as hypodermic needles, syringes, suture materials and cannulas. The advice of an occupational health physician should always be sought where there is any doubt as to the precautions necessary before travel.

GENERAL PRE-DEPARTURE ARRANGEMENTS

The following is a checklist of general arrangements that should be completed before departure:

- Have travel documents been ordered or received?
- Have local conditions been evaluated?
- Have health questionnaires been completed?
- Have medical problems been noted?
- Has appropriate health action been taken?
- Have next of kin and GP details been recorded?
- Have appropriate vaccinations/anti-malarials been received by all participants?
- Is a draft itinerary available and updated as necessary?
- Has a base contact in the UK been established?
- Is accommodation organised?
- Is any necessary additional insurance arranged?

WORK EQUIPMENT

Careful checks must be made of all work equipment provided by the organisation for overseas use. Equipment should be able to withstand transit and be suitable for the local conditions under which it will be used.

If equipment is not being taken from the UK, arrangements for the local procurement and the safe use of necessary equipment must be made. Appropriate training or instruction should then be given locally, prior to equipment being used.

INSURANCE

The Employers' Liability (Compulsory Insurance) Regulations require all employers to insure against liability for injury or disease sustained by employees whilst at work. If employees are normally based in the UK and go overseas for work purposes the company's liability insurance must cover this.

MONITORING AND REVIEW

The following themes could be looked at:

- Would the overseas work have progressed more smoothly?
    - At a different time of year?
    - In a different location?
    - With different personnel?
    - With better preparation?

- Were the hazards encountered as anticipated?
- Were the precautions adequate to counter the risks?
- Could the precautions adopted have been improved?
- Would the organisation repeat the exercise?
- Would changes be needed for any future overseas working?

FURTHER INFORMATION

The Foreign and Commonwealth Office website provides up-to-date information for people travelling overseas.

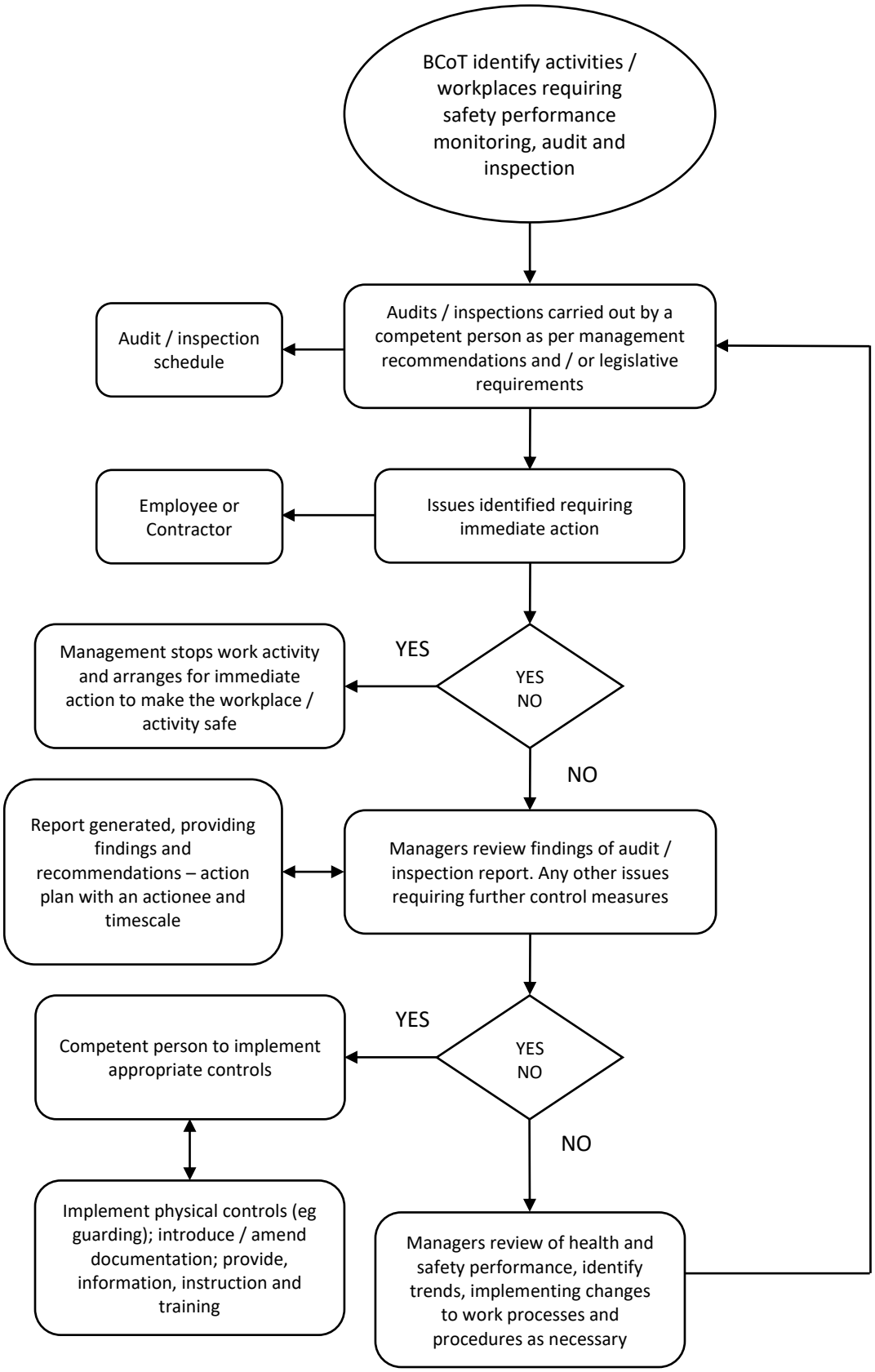
Web: www.fco.gov.uk/knowbeforeyougo
Info from www.flighthealth.org

SECTION R

Audit, Inspection and Monitoring

Colour Coding	
Within this procedure, actions and responsibilities are colour-coded as set out below to assist individual employees to identify their responsibilities simply and quickly.	
	Senior Management Team
	Health & Safety Support

Procedure for Safety Performance Monitoring, Audit and Inspection



Arrangements for Safety Performance Monitoring, Audit and Inspection

INTRODUCTION

Workplace monitoring, and health and safety performance checks are key management responsibilities for ensuring ongoing health and safety standards within the workplace remain at an acceptable level. Regular workplace audits, inspections and management reviews go some way to help ensure those standards are maintained.

ARRANGEMENTS

RESPONSIBILITY	ACTION
Faculty Heads Health & Safety Coordinator	Will establish and ensure that a systematic audit / inspection of all safety arrangements and site activities conducted on a regular basis.
Faculty Heads Health & Safety Coordinator	Will organise audit and inspections of the workplace and work activities to monitor and measure the organisations health and safety performance. Generating a written report detailing findings, recommendations, and an action plan.
Faculty Heads Health & Safety Coordinator	Responsible for monitoring the progress / status of action plans following audits and inspections.
Health & Safety Coordinator	Records of safety inspections and audits will be kept in order that the executive management team of BCoT can monitor and improve the organisations overall safety performance.

THE PLAN, DO, CHECK, ACT APPROACH

To ensure continual improvement throughout BCoT workplace and work activities, the organisation shall follow the principles of **Plan, Do, Check, Act** (PDCA) in accordance with HSG 65.

The Plan, Do, Check, Act approach achieves a balance between the systems and behavioural aspects of management. It also treats health and safety management as an integral part of good management generally, rather than as a stand-alone system.

Plan: establish the objectives and processes necessary to deliver results in accordance with the organisation's OH&S policy and legislative requirements.

Do: implement the necessary processes and procedures (Documentation, information, instruction, and training).

Check: monitor and measure health and safety performance against the organisations OH&S policy, objectives, legal and other requirements, and reporting on the results.

Act: take actions to continually improve OH&S performance and meet legal compliance.

To monitor and measure the organisations and their sub-contractor health and safety performance, health and safety audit and inspections shall be conducted. Audits and inspections shall only be carried out by a BCoT competent person, or an external safety advisor.

The process of auditing / inspection shall provide for:

- Both qualitative and quantitative measures, appropriate to the needs of the organisation
- Monitoring of the extent to which the organisation's Health & Safety objectives are met
- Monitoring the effectiveness of controls (for health as well as for safety)
- Proactive measures of performance that monitor conformance with the Health & Safety programme(s), controls and operational criteria
- Reactive measures of performance that monitor ill health, incidents (including accidents, near-misses, etc.), and other historical evidence of deficient Health & Safety performance
- Recording of data and results of monitoring and measurement sufficient to facilitate subsequent corrective action and
- Preventive action analysis

BCoT shall have a systematic approach for measuring and monitoring its Health & Safety performance on a regular basis, as an integral part of its overall management of health and safety. Monitoring involves collecting information, such as conversations and / or observations to:

- Confirm the organisation is meeting its policy commitments, achieving objectives and targets, and continual improvement
- Establish whether applicable legal and other requirements to which the organisation subscribes have been met
- Monitor incidents, injuries and ill health
- Provide data to evaluate the effectiveness of operational controls, or to evaluate the need to modify or introduce new controls
- Provide data to proactively and reactively measure the organisation's OH&S performance.
- Provide details for the evaluation of competence

To achieve these purposes, the organisation shall plan what will be measured, where and when it should be measured and the competence requirements for the persons who will perform this task.

Measuring and monitoring will consider both reactive and proactive measures of performance but shall primarily focus on proactive measures in order to drive performance improvement and injury reduction.

Examples of proactive measures include:

- Assessments of compliance with legal and other requirements
- The effective use of the results of workplace safety tours or inspections
- Evaluation of the effectiveness of Health & Safety training
- Use of Health & Safety behaviour-based observations
- Use of perception surveys to evaluate Health & Safety culture and related employee satisfaction
- The effective use of the results of internal and external audits
- Completion of legally required and other inspections as scheduled, and the extent to which programme(s) have been implemented
- Effectiveness of any employee participation process
- The use of health screening / health surveillance
- Benchmarking against good Health & Safety practices
- Work activity assessments

Examples of reactive measures include:

- Monitoring of ill-health
- Occurrences and rates of incidents and ill health
- Lost time incident rates, lost time ill health rates
- Actions required following assessments by others
- Actions following receipt of comments from interested parties

A formal report shall be completed at the end of the audit / inspection with a copy issued to the person / faculty for whom the inspection was carried out. The Health & Safety Coordinator shall regularly check that any outstanding issues have been suitably addressed and rectified. All issues are to be recorded and reasonable timescales specified for rectifying / addressing any outstanding issues.

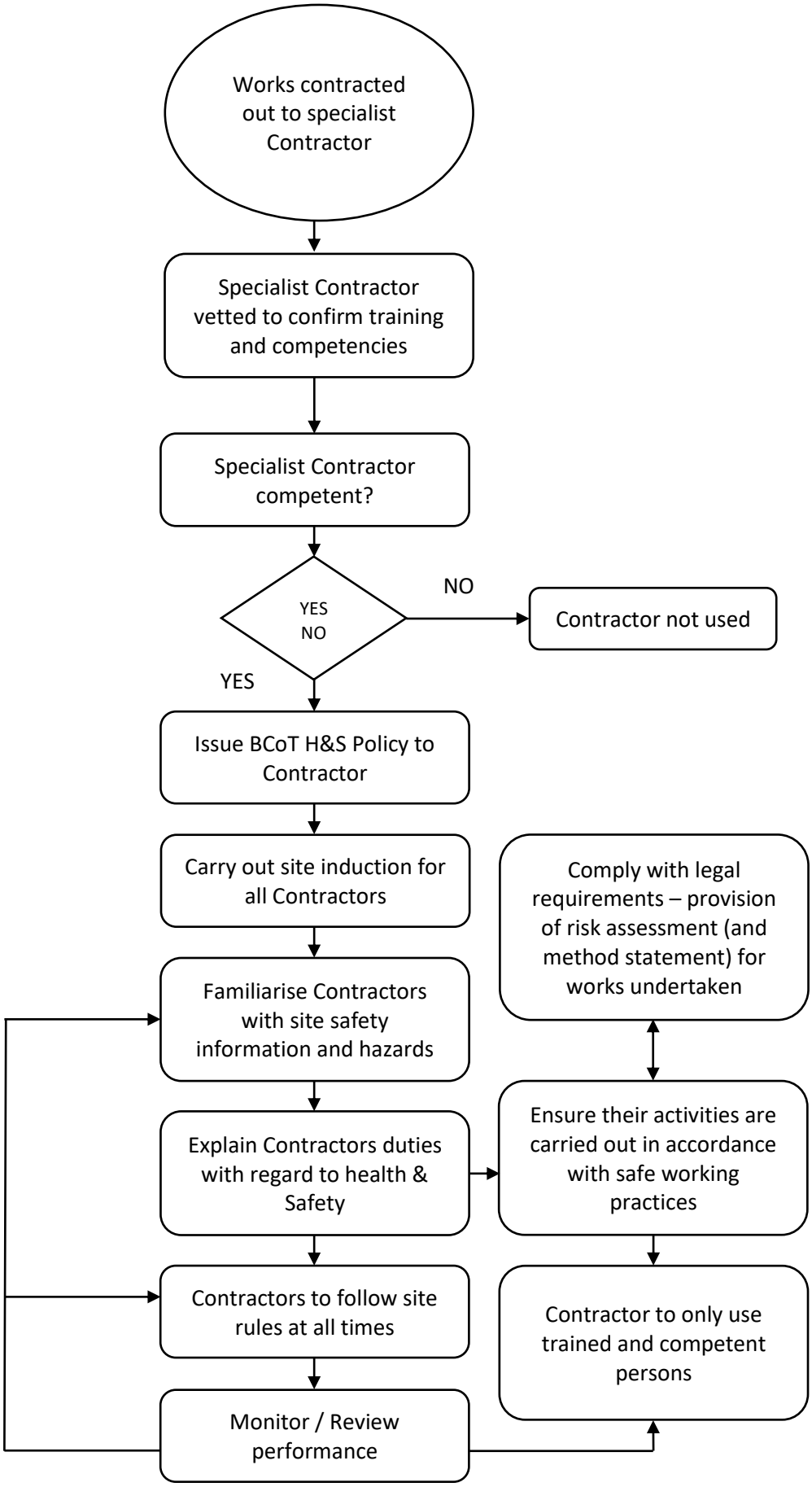
Any issue posing a significant risk to health and safety identified during the audit / inspection that requires immediate management action, shall be, where possible, rectified there and then.

SECTION S

Contractor Vetting and Provision of Contractors Safety Information

Colour Coding Within this procedure, actions and responsibilities are colour-coded as set out below to assist individual employees to identify their responsibilities simply and quickly.	
	Senior Management Team

Procedure for Contractor Vetting and Providing Contractors' Safety Information



Arrangements for Contractor Vetting and Providing Contractors' Safety Information

INTRODUCTION

In order to assess whether a contractor has allocated adequate resources to fulfil their health and safety obligations in terms of health and safety law it will be necessary for the contractor to complete BCoT vetting questionnaire.

The responses obtained from the contractor, and thorough evaluation and rating of this return will also serve to gauge the contractor's commitment to health and safety and adherence to recognised standards of competence.

Each contractor tendering for work with this organisation will be required to complete the vetting questionnaire and a decision will be taken by this organisation's Facilities & Estates Management, based on the evaluation of the questionnaire responses, as to the suitability of the contractor and their proposed works for this organisation.

ARRANGEMENTS

RESPONSIBILITY	ACTION
Facilities & Estates	Shall ensure that the competency of tendering/appointed contractors is assessed to ensure that they have allocated adequate resources to meet their health and safety obligations.

Safety information, which forms an integral part of BCoT health and safety policy, is applicable to all contractor and persons under their control and forms part of the terms of contract. Contractors are required to ensure that:

- They, and all persons under their control, familiarise themselves with the site and any hazards to be found on the site
- Their activities are conducted in accordance with the safe practices as detailed in this policy, taking precautions to protect all employees and others who may be affected by their actions or failures to act
- They comply with all the relevant legislation applicable to the workplace
- They provide the correct protective equipment and clothing to their employees at the contractor's expense
- Employees remain within the designated areas of their work
- They only employ persons who are sufficiently trained and experienced in the performance of their duties. If persons under training are employed the contractor is to ensure that they are adequately supervised

Nothing in the above information relieves contractors of their duties and obligations under statute or common law. Failure to comply with BCoT health and safety policy or any legal requirements will lead, at the organisations discretion, to suspension of the contractor's work, at no cost to the employer, or to termination of the contract.

CONTRACTORS/DESIGNERS/CONSULTANTS

Where necessary; specialist contractors, labour only trades, designers / consultants will be engaged within the organizations. The use of contracted individuals or organizations with relevant competencies (Relevant Training, Knowledge and Experience within an organization and of individuals) will enhance the current workforce and projects when executing work as required by BCoT.

Engaging specialist contractors, labour only trades, designers / consultants are to be undertaken in accordance with these procedures. This section of the process is sub divided into the type and size of organization to be vetted.

Specialist contractors, designers / consultants etc, are to be assessed against the requirements of BSI PAS 91 (Core Criteria). BSI PAS 91 is a publicly available specification (PAS) that sets out the content, format and use of questions that are widely applicable to prequalification for construction tendering.

To be eligible for prequalification, it is necessary that suppliers (including contractors, consultants and others) are able to demonstrate that they possess or have access to the governance, qualifications and references, expertise, competence, health and safety/ environmental/financial and other essential capabilities to the extent necessary for them to be considered appropriate to undertake work and deliver services for potential buyers.

The use of this set of common criteria by those who undertake prequalification activity or provide prequalification services helps to streamline tendering processes by:

- Reducing the need for the unproductive, repetitive completion of multiple prequalification processes
- Facilitating the identification of suitably qualified and experienced suppliers
- Increasing consistency between various prequalification databases
  Clarifying the distinction between criteria at the prequalification and contract award stages of the procurement process

Service providers / contractors will only be required to produce enough evidence to show that they meet the relevant criteria, taking account of the nature of activities / projects likely to be involved, and the hazards and risks. This requires BCoT to make a judgement as to whether the evidence provided meets the standard to be achieved. There are two stages:

Stage 1: An assessment of the supplier's organization and arrangements for health & safety, to determine whether these are sufficient to enable the supplier to carry out the activity safely and without risk to health. Stage 1 assessments assess the general (basic) capability of the supplier and are within the scope of PAS 91.

Stage 2: Stage 2 assessments are outside the scope of PAS 91*. They involve an additional assessment of the supplier's experience, technical capability and track record, to establish that: it is capable of carrying out the actual construction activity/project required (i.e. project, activity or service-specific enquiries), and notably in relation to higher hazard activity; that the supplier recognizes any limitations and how these should be overcome; and appreciates the hazards associated with the activity and how the risk should be effectively controlled.

(*Stage 2 assessments follow Stage 1 enquiries, and they should not therefore be asked in relation to PAS 91).

As part of the contractor selection process, BCoT shall adopt the following 5 step process.

Step 1 - planning the work to be done including how it will be ensured that the contractor identifies hazards, assesses risk and implements safe systems of working. Essential health and safety information including the site rules and information about existing hazards on the site, shall be provided to the prospective contractors.

Step 2 – BCoT, shall choose a contractor mainly based on technical competences, experience and the work to be done, but also by evaluating their health and safety competency including their knowledge, skills, experience and organisational capability.

Step 3 - agreeing compliance with agreed systems of work and site rules with a named point of contact within the contractor organisation.

Step 4 – BCoT Facilities & Estates management shall keep a check on the work activity, the progress of the job, the safety standards achieved, reviewing the control measures and the contractor employees involved in the activity.

Step 5 - reviewing the work at the time of completion to establish the effectiveness of the process or otherwise.

CONTRACTORS

Before work commences, contractors need to ensure they are clear on what work needs to be done. They also need to make available their health and safety documentation and records to prospective clients and obtain from them details of their health and safety arrangements, systems of work and permit systems.

Details of management and supervision of employees should be exchanged so that it is clear who is in control of the contractor's employees while they are in BCoT workplace.

BCoT shall provide all relevant health and safety information to their contractors. If necessary, BCoT and contractors shall discuss the information provided to make sure that the contractor fully understands any constraints and the health and safety arrangements in place and the consequences of failing to follow them.

Contractors must then ensure that they carry out the work required in a safe way within the requirements of the contract and the arrangements in place. The contractor's employees may not be familiar with college operations or procedures and may be exposed to risks that they might not expect. As such, any of the contractor's employees who are to be placed in the BCoT site, should be clearly informed of the prevailing health and safety arrangements. This may involve providing sessions of training (induction training) and workplace tours and familiarisation visits and/or the provision of safety or procedure manuals and other health and safety documentation.

A risk assessment should be prepared by the contractor and provided to BCoT Facilities & Estates Management, together with a method statement if required. As well as being provided to our site management, such risk assessments must be brought to the attention of any employee of the contractor involved with the work.

COMPETENCE AND THE CONTRACTOR

In regard to contract work, the two overlapping but essentially separate competency issues are those of corporate and individual competence. The overlapping issue is that the corporate position depends substantially on the employees of the contractor who have certain knowledge, experience and abilities.

A competent person is one who has sufficient professional or technical training, knowledge and related experience to enable that person to undertake their assigned role.

A competent organisation is one that has relevant technical knowledge and organisational capability and has acquired a safety culture or standard in providing contract services whereby the health, safety and welfare issues of its employees and those employed in any host organisation are paramount and achieved through an active participative management.

APPROVED CONTRACTOR SCHEMES

It is becoming the accepted way forward that organisations providing contracted services should undertake to become members of an accredited competency assessment (or approved contractor) scheme. This often fulfils the pre-qualification stage of contractor assessment i.e. that in general the company has arrangements for training, insurance, policy, and risk assessment.

There are a number of established licensed or approved contractor schemes, such as Contractor Health and Safety Assessment (CHAS) scheme, Safe Contractor, Constructionline, Exor and UVDB Verify.

COMMUNICATIONS

With the contractor retained and the formal arrangements in place, BCoT and contractors shall operate systems for co-ordination, communication and sharing of information. Named individuals will be appointed to act as points of contact or liaison between BCoT, and contractors.

Co-operation and co-ordination between BCoT, and contractors shall be an ongoing feature of the working relationships of all parties involved in the project or maintenance works. Formal liaison arrangements should be established, rather than relying on informal networks to distribute information. Such formal liaison arrangements may include periodic meetings or staff briefings. Any such meetings or briefings should be minuted and recorded.

BCoT, and contractors must, and shall, provide their employees with information, instruction and training on anything which may affect their health and safety. This may require provision of training to contractor staff. Contractor employees should also receive a briefing of workplace rules and information. This should extend beyond familiarisation with the workplace to include procedural and ‘housekeeping’ matters such as parking, signing in/out routines, meal facilities and arrangements, and sanitary and welfare facilities and fire safety arrangements

Essentially all parties must talk to each other and exchange clear information about the risks arising from their respective operations.

BCOT VETTING PROCEDURE

In order to rate or assess any item it is necessary to have a scoring system. All contractors must score within the green area on the scale to be deemed as competent in regard to Health & Safety Compliance.

SCORE	RATING	REMARKS
4	No rating	Contractor not to be used
7	Very Poor	Contractor should not be used
10	Poor	Contractor should not be used but asked to Re-Submit Questionnaire with Additional Information.
FAIL		

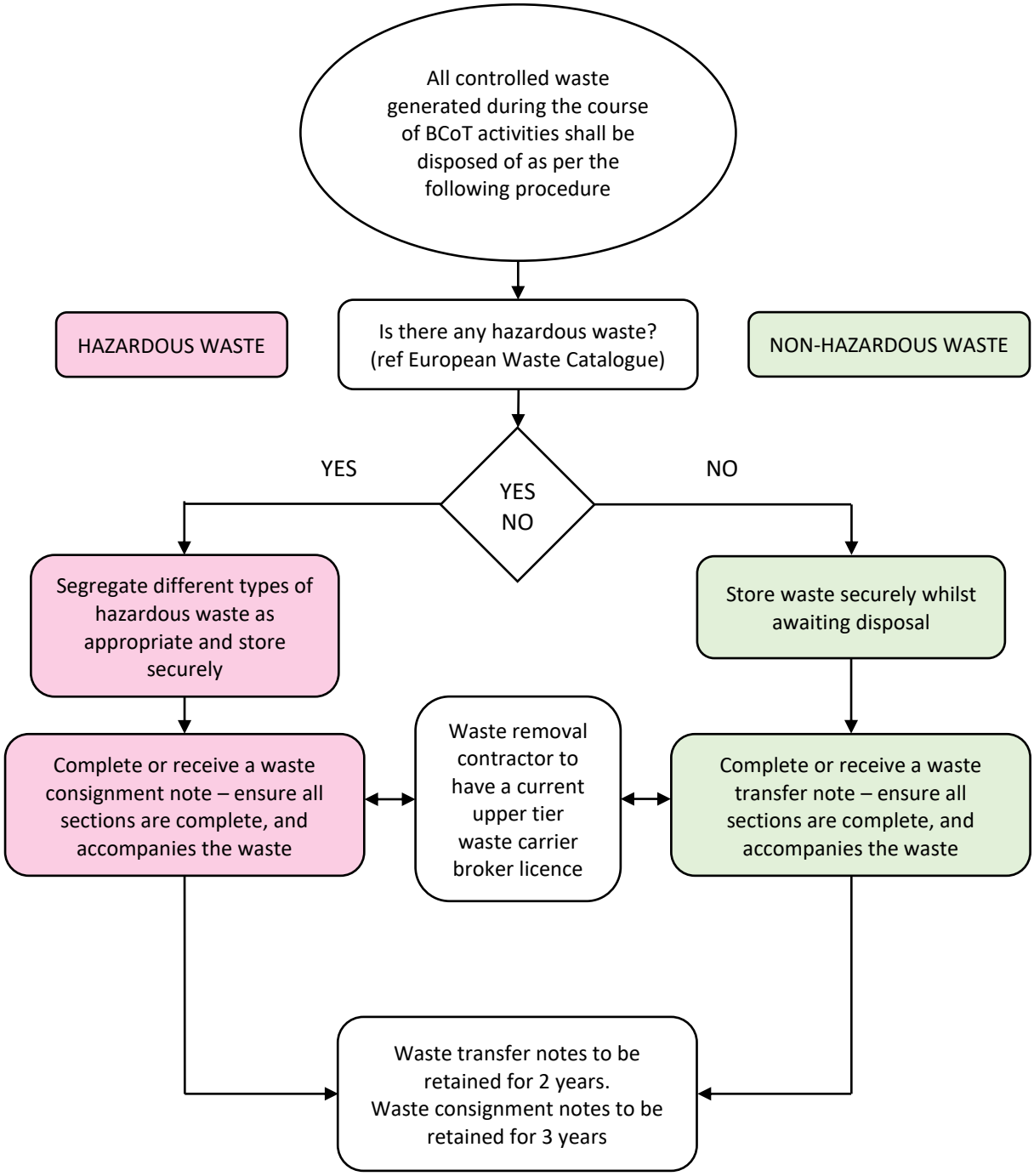
11	Good	Contractor to be used, however would require an improvement prior to updating approved sub-contractors list
13	Very Good	Contractor to be used, and added to our approved sub-contractors list
15	Excellent	Contractor to be used, and added to our approved sub-contractors list
PASS		

SECTION T

Waste Disposal

Colour Coding	
Within this procedure, actions and responsibilities are colour-coded as set out below to assist individual employees to identify their responsibilities simply and quickly.	
	Senior Management team

Procedure for Waste Disposal



Arrangements for Waste Disposal

INTRODUCTION

All waste generated during the course of BCoT activities shall be deemed “controlled waste” and disposed of in a responsible manner in accordance with our duty of care under the Environmental Protection Act.

ARRANGEMENTS

RESPONSIBILITY	ACTION
Facilities & Estates	Shall ensure that all waste materials are stored and disposed of in accordance with organisation procedures and relevant legislation.
Facilities & Estates	Shall ensure that disposal of all “non-hazardous waste” and “hazardous waste” is accompanied and recorded through a system of signed “Waste transfer note” or “waste consignment notes”. They must also ensure that they use an authorised business as regulated by the Environment Agency.
Facilities & Estates	Shall ensure that all Consignment and waste transfer notes are kept on file for at least the minimum retention periods.

WASTE MANAGEMENT DUTY OF CARE

The duty of care applies to “controlled waste”. Waste is defined as "any substance or object which the producer or the person in possession of it discards or intends or is required to discard". Additionally, the duty of care applies to anyone who is the holder or carrier of such waste. The only exception to this is for occupiers of domestic property for the household waste generated from their home.

“Controlled waste” means waste from households, commerce or industry. A further subdivision can be made into “hazardous” and “non-hazardous” wastes depending on the effect of these wastes on health and the environment.

"Producer" means anyone whose activities produce waste or who carries out pre-processing, mixing or other operations resulting in a change in its nature or composition.

“Holder" means anyone who imports, produces, carries, keeps, treats or disposes of controlled waste or, as a broker, has control of it.

The Environmental Protection (Duty of Care) Regulations, the Controlled Waste Regulations and the Hazardous Waste Regulations place legal responsibilities on waste producers and holders to ensure that the disposal of all controlled waste is safely managed and that records are kept for audit by the relevant authorities.

AUTHORITIES AND ADVISORY BODIES

The following authorities and advisory bodies should be consulted where appropriate:

- The Environment Agency (EA)
- The Scottish Environment Protection Agency (SEPA)
- The Health and Safety Executive (HSE)
- The Local Authority Environmental Health Department
- The Local Authority Waste Disposal Department

DISPOSAL CONTROLS

All waste processes must be regularly monitored. This should include weekly (or daily) checks on all waste collection areas, checks on the correct segregation of waste and checks on the contractors who remove the waste.

Appropriate documentation must be completed to provide an auditable trail for the waste.

Carriers must be registered in order to collect waste, and the disposal and recovery facilities must be licensed to take the waste.

It must be remembered that the duty of care for waste continues all the way down the line to the point of final disposal. Thus, if an incompetent contractor allows waste to escape after collection, then the responsibility may rest with the producer of the waste. It is therefore crucial that organisations select registered waste carriers and legitimate waste disposal sites as regulated by the Environment Agency/SEPA.

In summary, the following actions must be carried out:

- Appoint a competent upper tier waste carrier, ensuring that they are registered and hold an appropriate license (this can be checked through the EA's website)
- Ensure that appropriate documentation is completed and accompanies waste:
    - Waste transfer notes for non-hazardous waste (see example form below)
    - Hazardous waste consignment notes for hazardous waste (multi-part forms are available from the EA or SEPA)
- Ensure documents are securely filed (waste transfer notes must be kept for a minimum of 2 years and hazardous waste consignment notes for a minimum of 3 years)
- Ensure that the final disposal site is registered and has a license to accept specific types of waste

It is strongly recommended that you also:

- Get references from other clients before you appoint a waste sub-contractor. It may also be appropriate to audit the contractor on issues such as staff training, equipment and vehicles, any previous convictions for waste offences, and policies and procedures
- Visit the disposal or recovery facilities that finally deal with the waste. It may be appropriate to audit the facility to ensure compliance with your duty of care and legal obligations