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# Policy Statement:

## Health and Safety Policy

Date approved:	<b>March 2021</b>	Review Date:	<b>March 2022</b>		
Approved by:	Kimberly Stevenson				
Relevant to (please ✓):	<input checked="" type="checkbox"/> SRC	<input checked="" type="checkbox"/> Bede	<input checked="" type="checkbox"/> RCC	<input checked="" type="checkbox"/> NETA	<input checked="" type="checkbox"/> Skills Academy & TVC
Signed (Lead Manager):	Kimberly Stevenson				
Print Name:	Kimberly Stevenson				

# Health and Safety Policy

## 1.0 Purpose

### HEALTH AND SAFETY POLICY STATEMENT

This Health and Safety Policy is written as a requirement of Section 2 of the Health and Safety at Work Act 1974.

The Governing Body of the Education Training Collective (ETC) accepts responsibilities under the Health and Safety at Work etc. Act 1974, associated legislation and regulations applicable to the scope of the ETC's undertakings, for ensuring the health, safety and welfare of their employees and others - learners, contractors and visitors - who may be affected by the facilities and activities of the ETC.

With regard to the implementation of this Health and Safety Policy, the Governing Body accepts ultimate responsibility for health and safety, and delegates responsibility to the Health and Safety Officer as the manager responsible for assisting them in the meeting of their statutory duties.

Directors, line managers and other nominated staff have been given health and safety duties for which they are accountable.

Etc believes all accidents, incidents and occupational ill health are preventable and Etc is committed to achieving this by:

- systematically identifying all hazards, assessing the risks and eliminating and controlling all identified risks to as low as reasonably practicable
- providing adequate resources for the management of health and safety
- providing suitable and sufficient health and safety information, training, instruction and supervision
- ensuring learning takes place in a safe, healthy and supportive environment which meets the needs of learners
- ensuring all employees are competent to carry out their tasks
- encouraging all staff, learners, contractors and visitors to report hazards and to intervene in any bad practice witnessed
- embedding and establishing rigorous and robust safety management systems which will be continuously reviewed to improve and maintain safety performance
- ensuring every individual acknowledges their own personal responsibility to take all reasonable precautions to ensure their own safety and the safety of others

This Policy, together with assessment findings prepared in pursuance of other statutory regulations, will be brought to the attention of all employees via line managers.

The ETC will ensure employees are consulted on matters that affect their health and safety.

The effectiveness of the Policy will be monitored through safety inspections, emergency procedures, accident reporting, assessment reviews and quality audits. The Policy will also be reviewed annually, and at other times as may be deemed appropriate due to new equipment, hazards, process or regulations.

A handwritten signature in black ink, appearing to be 'Phil Cook', enclosed within a large, loopy oval shape.

**Phil Cook**

**Principal/Chief Executive**

**The Education Training Collective**

**Date: 01 March 2021**

## **2.0 Scope**

**All individuals, at every level, have degrees of responsibility for carrying out the Health and Safety Policy as outlined below:**

### **Individual Responsibilities**

#### **2.1 Principal/Chief Executive**

The Principal/Chief Executive has ultimate responsibility for a robust safety management system is implemented which ensure compliance with the Health and Safety at Work Etc. Act 1974 and subordinate legislation through this policy. The Principal/Chief Executive is therefore responsible for:

- providing sufficient resources to enable arrangements within the Health and Safety Policy to be implemented
- ensuring that appropriate insurance cover is maintained to satisfy both statutory and business needs
- supporting management and employees in the implementation of all aspects of this Health and Safety Policy and supplementary safe systems of work
- ensuring regular inspections are carried out and submitting such inspection report to the Governing Body
- ensuring the communication of information on health and safety matters to appropriate people
- liaising with the Governing Body on policy issues and any problems in implementing the Health and Safety Policy
- ensuring that adequate facilities are provided for trade union appointed safety representatives
- appointing a 'competent person' to enable the ETC to implement the measures required to comply with health and safety law

#### **2.2 Vice Principal: Corporate Planning and Performance**

The Vice Principal: Corporate Planning and Performance responds in the first instance to the Principal/Chief Executive. His health and safety responsibilities include:

- monitoring the effectiveness and implementation of the health and safety policy
- communicating all health and safety matters to the Principal/Chief Executive
- forwarding to the Health and Safety Officer, all identified factors in relation to health and safety
- supporting the Health and Safety Officer in all aspects of health and safety

### **2.3 Head of Estates**

- Chairing the Health and Safety Committee
- Overview of health and safety provision

### **2.4 Health and Safety Officer**

The Health and Safety Officer is the named 'competent person' for reporting in the first instance to the Head of Estates and is responsible for:

- ensuring that the objectives of this Health and Safety Policy and related policies and procedures are understood and implemented by managers and all employees
- provide support to the Principal/Chief Executive in all matters relating to health, safety and welfare so as to assist the Principal/Chief Executive discharge their statutory duties
- coordinating health and safety monitoring activities
- advising on relevant health and safety training for employees, and coordinating such training in conjunction with the Director of Human Resources.
- liaising with external bodies e.g. Health and Safety Executive (HSE), Environment Agency, local fire authority, local authority environmental health department etc.
- liaising with Heads of Departments as necessary for the identification of work equipment subject to statutory examination and / or inspection
- ensuring adequate records are maintained of statutory examinations and/ inspections
- liaising with Heads of Departments to ensure defects identified as a result of statutory examination / inspection are rectified
- ensuring that accidents, injuries diseases and dangerous occurrences are recorded, investigated and reported to the relevant enforcing authority where necessary
- ensuring that arrangements exist, via line managers, for the effective communication to all employees in all matters relating to health, safety and welfare
- preparing periodic written health and safety reports for the ETC Governing Body

### **2.5 Line Managers** (Heads of Department, other Academic Middle Managers and Business Support Team Managers)

Line managers respond in the first instance to their appropriate Senior Manager, and with regards to health and safety have delegated responsibility for their area. Their responsibilities include:

- maintaining necessary competencies to discharge their responsibilities with respect to health, safety and welfare

- ensuring the effective implementation of arrangements detailed within this policy
- monitoring the effectiveness of this policy within their delegated area of responsibility
- ensuring periodic safety inspections are undertaken with corrective actions identified , implemented recorded and reported to the Health and Safety Officer for verification
- ensuring that work spaces within their delegated areas of responsibility are safe (so far as is reasonably practicable).
- ensuring that external (off-campus) learning environments are assessed for health and safety suitability before first use, at least annually thereafter and written records submitted to the Health and Safety Officer for verification.
- undertaking or overseeing the undertaking of risk assessments as necessary e.g. including but not limited to General Risk Assessments, Manual Handling Risk Assessments, DSE Risk Assessments, COSHH Risk Assessments, PPE/C Risk Assessments.
- provide copies of all risk assessment to the Health and Safety Officer on completion
- communicating the findings of risk assessments, etc. for their area to all employees under their control
- identifying and listing all equipment requiring mandatory inspection and test, and forwarding same to the Health and Safety Officer
- ensuring all work equipment is safe prior to first use and that all defective work equipment and plant is removed from service and segregated
- complying with all health and safety procedures established within the ETC
- ensuring personal protective equipment and clothing (PPE/C) protective equipment is available and the use of PPE/C is enforced in line with risk assessment or best practice
- cooperating fully with the Health and Safety Officer and bringing to his attention any matters of concern in relation to health, safety and welfare
- undertaking the role of Duty Manager on a rota basis, where required of the specific job role, in line with established procedure and coordinating any fire or other emergency evacuation.

## **2.6 Employees**

The employees of the ETC consist of senior and middle managers, lecturers, teaching assistants, technicians, clerical staff, support staff and facilities staff. All employees are responsible for:

- complying with the legal requirements of the Health and Safety etc. at Work Act 1974 and all subordinate legislation and regulations
- complying with other primary legislation and subordinate legislation, regulations

and orders relating to the environment, fire safety and food safety.

- taking reasonable care of their own safety and the safety of others who may be affected by their acts or omissions
- cooperating in all matters relating to health and safety management in the discharge of its legal duties under the Health and Safety at Work Act etc. 1974 and subordinate legislation
- adhere to all safe working procedures and setting a good example for learners to follow
- reporting near misses, accidents, injuries, diseases and defective equipment
- understanding that they must not interfere with any item provided for the purpose of safety or health
- participating in inspections and the Health and Safety Committee, where applicable
- bringing any health and safety concerns to the relevant managers' attention

## **2.7 The Governing Body**

The main functions of the Governing Body are:

- to seek assurance the health and safety management system is effective
- to include health and safety on its meeting agenda
- to review and / or request health and safety reports

## **2.8 Learners**

All learners are responsible for:

- cooperating with ETC to maintain a safe work environment
- observing health and safety law and ETC procedures
- dressing appropriately for study and other activities to be undertaken
- using correctly and not wilfully misusing, neglecting, damaging or interfering with equipment, materials and premises provided for the purpose of health, safety and welfare or for their own tuition or the tuition of others

## **2.9 Other specific health and safety responsibilities**

A range of other specific roles include health and safety roles responsibilities, which include but is not limited to First Aiders, Fire Wardens, Fire Marshals, Risk Assessors and Placement Organisers are outlined in the appropriate appendices of this policy support this Health and Safety Policy.

### **3.0 References and related Documentation**

The health and safety arrangements within this Policy are augmented by the attached appendices which are monitored by the Health and Safety Officer and amended as and when necessary.

#### **Appendices (To be read in conjunction with the Health and Safety Policy)**

<b>1</b>	Risk assessment
<b>2</b>	Display screen equipment
<b>3</b>	Personal protective equipment
<b>4</b>	COSHH
<b>5</b>	Emergency fire action
<b>6</b>	Accidents and first aid
<b>7</b>	Safety inspections
<b>8</b>	No smoking
<b>9</b>	Learner work placement safety vetting and monitoring
<b>10</b>	Young persons working for the ETC
<b>11</b>	Working at heights
<b>12</b>	Bomb threats
<b>13</b>	Catering knives
<b>14</b>	Sharps injuries and disposal
<b>15</b>	Internal prohibition notices
<b>16</b>	Power cuts in the dark

### **4.0 Location and access**

The Etc. Group Gateway site –Health and Safety - Policies and Procedures





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# **Procedure:**

## **Health and Safety Policy**

## **1.0 Assessment of Risk**

The ETC will ensure that hazards will be minimised, so far as is reasonably practicable. Where the elimination of risk is not possible, the remaining risks will either be avoided or reduced to an acceptable level. The measures introduced to achieve this will follow the principles of prevention and aim to combat risks at source with due regard to HSE's Principles of Sensible Risk Management.

Risk assessments prescribed under current health and safety legislation will be undertaken by suitably experienced line managers or nominated persons. The Health and Safety Officer will provide training for such assessors on request.

The Health and Safety Officer will also produce an annual schedule detailing existing risk assessments reviewed by individual departments. Copies of completed assessments will be retained on Gateway. Risk assessments will be undertaken and risk control or risk mitigation measures will be implemented in compliance with the Management of Health and Safety at Work Regulations 1999 and the specific requirements of other legislation subordinate to the Health and Safety at Work etc. Act 1974.

Risk assessments will be instigated by line managers (and their nominated employees) for the areas and undertakings and satellite premises they are responsible for. Where the level of risk is determined to be unacceptable remedial action will be taken to eliminate or reduce risk.

### **1.1 Risk Assessments required under specific Legislation**

#### **1.1.1 Management of Health and Safety at Work Regulations 1999**

- Risk assessments protecting of people from significant harm
- Risk assessments protecting of new and expectant mothers and the unborn child from harm on receiving written notification the employee is a new or expectant mother
- Risk assessments for all undertakings by a 'young person' prior to commencing the undertaking where there are risks to the 'young persons'

*(For further details see Appendix 1 – Risk assessment.)*

#### **1.1.2 The Manual Handling Operations Regulations 1992**

Risk assessments for any manual handling operations which may cause injury at work.

Manual handling assessments will be progressed by line managers or nominated persons for each area of the ETC, where deemed appropriate, with the support of the health and safety officer.

### **1.1.3 The Health and Safety (Display Screen Equipment) Regulations 1992**

Risk assessments for DSE Users' workstation and work equipment.

*(For further details see Appendix 2 – Display Screen Equipment.)*

### **1.1.4 Provision and Use of Work Equipment Regulations 1998**

Risk assessments are required for work equipment to ensure they can be operated and maintained safely.

New work equipment must meet internationally agreed standards before coming to market, however, new equipment must be assessed prior to use to ensure they are safe for each usage case.

Existing work equipment may require modification to meet existing standards periodically and following any modification and/or relocation.

Line managers will work with the Estates team to ensure servicing and maintenance of equipment in their area is carried out as necessary. The ETC's insurers will undertake all statutory testing of equipment and provide reports in accordance with these statutory requirements. The Estates team will ensure that all statutory and service/maintenance records are maintained.

### **1.1.5 Personal Protective Equipment at Work (PPE) Regulations 1992**

PPE/C should be considered as a last resort where more effective control measures cannot be implemented.

The use of PPE/C must be risk assessed before use.

*(For further details see Appendix 3 – Personal Protective Equipment.)*

### **1.1.6 The Workplace (Health, Safety and Welfare) Regulations 1992**

The Regulations set general requirements on four broad areas: working environment, facilities, safety and housekeeping. The ETC understands that they have to make sure that any workplace within their control complies with these Regulations. Such compliance will be monitored by the periodic inspections carried out by the Health and Safety Officer and other nominated persons with remedial action identified and implemented by line managers.

### **1.1.7 The Control of Substances Hazardous to Health Regulations 2002 (as amended)**

Line managers (or their nominated person) will maintain a register of hazardous substances stored, used or generated within their team and obtain the necessary Material Safety Data Sheets (MSDS) from the supplier.

Once received these will be used by the line manager or nominated person to enable them to complete a COSHH Assessment in respect of each task involving these substances.

*(For further details see Appendix 4 – COSHH)*

### **1.1.8 The Regulatory Reform (Fire Safety) Order 2005**

Premises fire risk assessments are commissioned, undertaken and / or reviewed periodically by the Health and Safety Officer.

*(For further details see Appendix 5 – Emergency Fire Action.)*

## **2.0 Blood Borne Viruses (i.e. HIV)**

The ETC recognises there is a residual risk from exposure to bodily fluids arising from injuries, medical conditions or from exposure to contaminated sharps. Procedures have therefore been established to reduce such residual risk. The ETC shall also engage in education and awareness-raising in relation to AIDS/HIV.

There is no statutory requirement for HIV-infected persons to inform the ETC of their status, however, any report made to the ETC will be treated in strict confidence.

## **3.0 Alcohol/Drug Abuse**

The effects of alcohol or drugs may lead to unsafe acts, providing unsafe conditions, and ultimately leading to personal injury to the alcohol or drug user or others. Therefore, alcohol or drug abuse at work will result in disciplinary action.

Users of legitimate medication (prescription or non-prescription) should also be aware of possible side effects (such as drowsiness) which may affect safety and notify their line manager or class supervisor so that necessary precautions can be taken.

## **4.0 Construction (Design & Management) Regulations 2015**

The ETC recognises its duties as a client under the Construction (Design and Management) Regulations 2015 to ensure any building and maintenance works are carried out in a manner and to a standard which make the project safe to construct, the resulting building safe to use and safe to maintain, and so that the whole project delivers good value.

In relation to all construction and maintenance projects within the scope of CDM the ETC will ensure that:

- it appoints the right people, who are competent to design and build, and have sufficient resources
- it allows adequate time

- it passes on key information to the construction team
- it ensures good communication and co-operation with the construction team
- it has suitable management arrangements in place
- there are adequate welfare facilities for construction workers on site
- the new or altered workplace is designed correctly to meet the standards set out in the Workplace (Health, Safety and Welfare) Regulations 1992

Additionally, in relation to “notifiable construction projects” (work lasting longer than 30 days and it will have more than 20 workers working at the same time at any point in the building project. Or, if the construction work has more than 500 person days.) The ETC as client will also do the following:

- Appoint a principal contractor and a principal designer which must be done in writing
- Ensure a construction phase plan is in place outlining the Health and Safety arrangements
- Keep and maintain up-to-date the health and safety file received from the Principal designer or the principal contractor

## **5.0 Driving**

### **5.1 Cars**

All staff driving their own cars on work-related business must have appropriate motoring insurance (which clearly and unambiguously identifies business use). It is the responsibility of the driver to ensure they have a current driving licence, the vehicle is taxed, insured and, where appropriate, has the necessary valid MOT certificate. Human Resources maintains a register of approved owner-drivers and undertakes regular documentation (driving licence, insurance and MOT) updates.

Employees are discouraged from using their own vehicle for taking sick and injured learners to hospital or home. In such situations ‘business use’ insurance must be in place and the presence of a chaperone is highly recommended.

### **5.2 Minibuses**

Employees driving the ETC owned or hired minibuses must hold the appropriate driving licence in accordance with legal requirements. They will also need a valid MiDAS (Minibus Driving Awareness Scheme) Certificate issued by the ETC on completion of a successful theory and practical assessment. This is valid for four years then needs renewing. The Estates team will ensure that up to date licence and MiDAS records are held for all minibus drivers.

It is the responsibility of the driver to inspect the vehicle for defects before commencement of the journey. It is the responsibility of the driver, as well as any other staff member attending the journey, to ensure that the passengers are secure and that their behaviour is responsible. At no time will alcohol or smoking be allowed on in the ETC owned or hired vehicles.

### **5.3 Use of mobile phones**

It is illegal to use a hand-held mobile phone or similar hand-held device whilst in control of the vehicle. This includes periods when the vehicle is stationary. In addition, the Department for Transport has advised that a driver may risk prosecution for failing to have proper control of a vehicle if the driver uses a hands-free phone when driving. If there is an incident, the use of any phone or similar device might justify charges of careless or dangerous driving. For this reason, the ETC policy for the use of mobile phones is that neither hand-held nor hands-free models are to be used by the driver whilst any vehicle is under their control and on the ETC business. It is therefore recommended that all phones should be switched off whilst driving with voicemail activated to allow messages to be left if necessary.

## **6.0 Electrical Equipment**

The ETC has an established procedure for the inspection and testing of all electrical equipment used in its premises (other than leased equipment or that of contractors), under the Electricity at Work Regulations 1989. This will be controlled by the ETC's relevant site supervisors and carried out by suitably qualified persons. Records of such inspection and testing will be maintained in a Register. Appliances will be tagged to record status of electrical safety, and faulty equipment withdrawn from use until repairs are effected. All staff will be encouraged to report any faulty equipment they discover to the Facilities team.

All newly-purchased electrical equipment must be tested before being released for use.

Contractors must on request present evidence of current portable appliance testing for all electrical equipment brought on to the ETC sites, the term "current" being based on an appropriate frequency of testing for the equipment, the type of work and the equipment's nature of use.

Staff and learners may bring personal mains-operated electrical equipment into the ETC. Where this occurs users are encouraged to obtain a portable appliance test certificate by notifying the Facilities team or an appropriate technician before the item is used on the ETC premises.

## **7.0 Environmental**

It is the intention of the ETC to manage carefully all activities to reduce any potential

environmental effects to a practicable minimum, and to promote the concept of environmental sustainability. All staff are encouraged to demonstrate a continuing commitment to environmental performance as well as compliance with all statutory requirements for environmental protection.

The ETC will comply with the 'Waste: Duty of Care'.

## **8.0 Fire Procedure**

Fire Action notices will be strategically displayed throughout all premises controlled by the ETC. The information on the notice will include:

- (a) Action required if a fire is discovered
- (b) Evacuation procedure
- (c) Arrangements for summoning the local fire brigade

*(For further details see Appendix 5 – Emergency Fire Action.)*

## **9.0 First Aid/Accident Procedures**

Under the First Aid at Work Regulations the ETC will:

- Provide first aid boxes/kits strategically located throughout work locations and in the ETC vehicles, and check these on a regular basis.
- Provide an adequate number of 'nominated' first aiders around each site and ensure their training is kept up to date, and also ensure that reception staff know how to call a first aider.
- Maintain a list of qualified supplementary first aiders for use in an emergency if no 'nominated' first aiders are available.
- Ensure that appropriate, though obviously less detailed, first aid arrangements are made for each satellite and other off-site location.
- Investigate any major or other lost time accidents and dangerous occurrences, as well as major disease outbreaks and transfer of casualties to hospital.
- Notify the Health & Safety Executive of any RIDDOR - reportable accidents (Reporting of Injuries, Diseases and Dangerous Occurrence Regulations)

*(For further details see Appendix 6 – Accidents and first aid)*

*(For checking of first aid boxes see Appendix 7 – Safety inspections)*

## **10.0 Harassment and Bullying**

The ETC recognises the serious effects of harassment and bullying on an individual's health and work performance. Such actions will be deemed unacceptable, and the ETC will be committed to providing an environment in which all individuals can operate

effectively, confidently and competently. Any complaints brought to the attention of management will be investigated and appropriate action taken.

It will be the duty of every member of staff, learners and visitors to take responsibility for their behaviour and modify it if necessary. In the event of a failure to do so, disciplinary action in accordance with the ETC's disciplinary procedure may be a consequence.

## **11.0 Health & Safety Committee**

### **Purpose of the Committee**

The Health and Safety Committee is established to work in conjunction with the Employer in all matters pertaining to the health, safety and welfare of employees.

### **Functions of the Committee**

- To review and discuss accidents, injuries, illness and security incidents
- To receive details of particular accidents and to encourage the incorporation of appropriate findings into operating procedures
- To discuss and recommend general or specific safety training for employees where it is considered necessary
- To discuss and recommend ways of developing and maintaining a health, safety and security awareness amongst all employees
- To encourage the use of safety equipment and protective clothing
- To receive and discuss reports from HSE Inspectors and other external bodies

### **Limitations of the Committee**

- The Health and Safety Committee is a consultative body and, as such, it is not appropriate to use the committee for any matter which is normally dealt with through the process of collective bargaining
- It will be the responsibility of management to take executive action when necessary and therefore, membership of the Committee does not confer any executive authority on other members
- The Committee itself does not have executive powers

### **The Constitution of the Committee**

The Committee will be constituted as follows:

- Group Executive Director Planning & Infrastructure
- Group Director of Human Resources
- College Principals
- Head of Estates
- Heads of Departments



- Health and Safety Officer
- Additional invitations to be made at the request of the Group Executive Director Planning & Infrastructure

There will also be provision for the co-opting of additional members with specific interests. The Chair will oversee the recording of meeting minutes and the subsequent circulation of minutes to members, the Principal/Chief Executive, and the Clerk of the Governors. A report will also be placed on the staff Health and Safety section of the IT Gateway.

## **12.0 Health and Safety Posters**

Health and Safety Information posters (“Health and Safety Law: What You Need to Know”) will be displayed at the ETC premises. These will show the names of the relevant health and safety representatives and other contacts within the ETC.

## **13.0 Housekeeping - Access/Egress**

It is the policy of the ETC that all employees keep their workplace in a safe and clean condition. A number of work protocols have been produced to assist in this regard. The safety walk inspections (see 3.14), carried out on a periodic basis, include checks on housekeeping, and allow for remedial corrective actions to be implemented. All access and egress must be clearly maintained free from obstruction, i.e. clearways within classrooms, corridors, workshops, laboratories etc. The outside of exit doors and routes must also be kept clear.

## **14.0 Inspections and maintenance**

### **14.1 Safety walk inspections**

Safety walk inspections will be carried out at all sites at frequencies determined on the nature of the area by the Health and Safety Officer, in conjunction with other members of the Estates Team, Senior Leadership Team, other relevant employees and trade union appointed safety representatives. The purpose of the inspections will be to identify hazards and unsafe working practices. Reports will be sent to relevant area managers for the instigation of corrective actions against identified non-compliances.

### **14.2 Fire extinguishers**

Fire extinguishers will be checked periodically by an external contractor or a member of the Facilities team for correct location and obvious damage, and where necessary the fire extinguisher contractor will carry out necessary repairs. The extinguishers will also be serviced annually by the contractor.

### **14.3 First aid box contents**

First aid box contents will be checked monthly by a nominated member of staff, and supplies replenished as necessary.

#### **14.4 Other inspections**

Other inspections, including for statutory compliance, include fire alarms, emergency lighting, electrical equipment, pressure vessels, lifting equipment, local exhaust ventilation/extraction, ladders, mansafe systems and water temperature tests. The ETC recognises its duty to maintain work equipment in accordance with the Provision of Work Equipment Regulations (see section 4.1.4) and other regulations.

*(For further details see Appendix 7 – Safety Inspections)*

#### **15.0 Lone Workers/Security**

Lone working is defined where a person is without direct supervision for a significant part of their working day. Some travelling for work may be lone working.

However, where a member of staff is working alone with a group of students it is unlikely to be considered a lone worker situation in a broader sense of the term. Nonetheless, if it is an otherwise isolated location, the principles of lone working would apply.

Lone working is not always hazardous or unacceptable but will depend on a range of circumstances and adequate control measures. Guidance on individual situations is issued by the ETC in a separate guidance note.

#### **16.0 Control of Noise at Work Regulations 2005**

The ETC recognises the general obligation on the Employer to reduce the risk of hearing damage to the lowest level reasonably practicable. The object of the Control of Noise at Work Regulations is the preservation of persons' hearing by the assessment of noise exposure. Information, instruction and training regarding hearing protection will be provided to all employees.

The ETC will undertake noise surveys at appropriate intervals and take action where noise level exposures are found to exceed 80dbA (L<sub>EPd</sub>).

- Areas where noise levels exceed 80dbA (L<sub>EPd</sub>) will be designated Advisory Ear Protection Zones; ear protection will be available and its use will be optional.
- Areas where noise levels exceed 85dbA (L<sub>EPd</sub>) will be designated Mandatory Ear Protection Zones; ear protection will be provided and its use will be mandatory.

#### **17.0 Occupational Health, Welfare and Stress**

The ETC recognises the benefits and importance of promoting and maintaining the health and wellbeing of its workforce and will retain the services of an occupational health service provider to whom staff referrals on medical grounds will be made as deemed necessary. Sickness absence will be monitored on a regular basis both by line managers and by the Human Resources Team and appropriate remedies will be sought where it is believed that work may be a contributory factor in ill-health.

Stress is recognised as a major health issue in today's workplaces, and the ETC will seek to monitor and control such effects through training, assessments, monitoring and good working practices. Account will be taken of the Health and Safety Executive's Management Standards for work-related stress. An Employee Assistance Programme via a telephone helpline service will be available to all staff, together with face to face counselling where appropriate.

General health promotion, including the adoption of a number of specifically relevant campaigns, will form a part of the ETC's overall health promotion strategy to both staff and learners.

## **18.0 Off-site Educational Visits**

The ETC recognises not only the educational benefits of learner off-site educational visits but also the potential risks created by carrying out such activities away from the ETC sites. All off-site educational visits will therefore be subject to prior approval by an ETC manager (the level of management being dependent on the nature of the visit).

Following approval in principle, full approval will only be given on completion of necessary documentation – full itinerary, risk assessments, details of transport arrangements, and medical and consent forms. All staff involved in organising or supervising educational visits will be required to undergo training in the ETC's off-site educational visits procedures, and for this training to be updated periodically. All staff taking part in visits with children and vulnerable adults must have received a DBS (Disclosure and Barring Service) enhanced disclosure.

*(For further details see Procedure Curriculum 1 – Off-site Educational Visits Procedures – and related documentation.)*

## **19.0 Outreach Provision**

Due care and attention will be paid to the health and safety of all ETC staff and students in outreach (off-site) teaching locations, (see also 4.15.5). A centre will only be used if the ETC obtains a reasonable degree of assurance as to the safety of the premises for use by its staff and learners. Such an inspection will not be deemed to constitute a full health and safety inspection of the premises.

## **20.0 Partnership and Subcontractor training provision**

Where registered ETC learners receive training via partnership or subcontractor organisations, these organisations will need to meet the requirements of the ETC's Pre-Qualification Questionnaire (which includes health and safety requirements) on an annual basis. Where these organisations place learners on work experience placements confirmation will be sought by the ETC that suitable arrangements exist for the vetting of those placement providers by the organisation. Although the ETC will not hold the vetting details from these organisations, the Health and Safety Officer will from time to time audit these organisations' vetting arrangements to ensure they are of such a standard as would be expected by the ETC and may request sample copies of some vetting reports.

## **21.0 Safety Induction and Subsequent Training**

The Health and Safety Officer will be responsible for coordinating health and safety training, in conjunction with the HR Director. The ETC will produce a Training Strategy and baseline training requirements, to meet both statutory requirements and the findings of risk assessments. Current training needs will be identified each year via the annual Training Needs Analysis. Individual training needs and requests may also be identified by the annual staff appraisal scheme in which all staff participate. The strategy will also identify in-house expertise to satisfy such needs and where necessary, an approved external training organisation will be commissioned to undertake specialised training.

The Training Strategy will include:

- Induction Training (for both staff and learners)
- Basic Health and Safety and Fire awareness training for all staff
- Current Health and Safety Policy implementation
- Fire Procedures at individual sites (training specific to different roles)

Line managers or nominated 'competent persons' will also receive the necessary training to enable them to carry out safety inspections and risk assessments for their area of responsibility. This training will be provided on request.

All employees will be instructed as to any danger which may exist at their place of work and will receive such training as may be deemed necessary to enable them to do their job satisfactorily.

## **22.0 Smoking**

Smoking and the use of E-cigarettes is prohibited in all buildings and vehicles belonging to or hired by the ETC, in accordance with the requirements of the Health Act 2006 and related smoke free legislation.

It will be the responsibility of all managers to ensure that the smoking rules are implemented and that all staff are aware of and adhere to the rules. All staff will be requested to ensure that learners, visitors and contractors are also aware of the smoking restrictions and that they abide by them.

The ETC will by promotional activities and the provision of information encourage smoking cessation and seek to offer support to those staff and learners wishing to give up smoking.

*(For further details see Appendix 8 – No smoking.)*

### **23.0 Visitors and Contractors**

The ETC has an established 'visitors' procedure, whereby all visitors must report to Reception and be provided with a 'visitor's pass'. In accordance with the ETC safeguarding procedures, they may be asked to provide identification. Visitors will be collected from Reception, and will be expected to follow procedures in relation to security, fire and smoking. Such procedures will be drawn to their attention by the Receptionist. Basic health and safety information will also be displayed at the reception desks.

Appropriate visitor procedures will operate in relation to each satellite premises.

Contractors will be subject to the ETC's contractor and permit to work procedures and must obtain appropriate authorisation before commencing work. Appropriate risk and COSHH assessments and method statements will be required prior to work commencing. All contractors will be drawn from a verified approved list and details will be required of their health and safety policies and their insurance. Contractors will be supervised by the ETC's Site Managers or their nominees.

### **24.0 Work and Work Experience Placements**

Where learners undertake work experience (including work-based learning) by the ETC as part of a programmes of study, the ETC will seek assurance about the employers' (placement providers' )standard of health, safety and welfare. Work experience will only proceed where health, safety and welfare standards are deemed acceptable by the Work Placement Coordinator (or person fulfilling a similar role).

Seeking assurance is not intended to be an exhaustive process, it is intended to give the ETC a reasonable degree of confidence learners' will be safe on placement.

Seeking assurance will be carried out by competent employees, and the system will be co-ordinated by the Health and Safety Officer.

*(For further details see Appendix 9 – Work-placement Safety Monitoring and Vetting.)*

## **25.0 Young Persons Working for ETC**

Where young persons (under 18) are working for the ETC, whether in employment, apprenticeship or work experience, the ETC will be mindful of legal restrictions imposed due to their age, immaturity and lack of experience, and will produce a relevant young person's risk assessment. If the young person is under 16 a copy of the assessment will also be sent to their parents/guardians and a signature required from them.

*(For further details see Appendix 10 – Young Persons Working for the ETC)*

## **26.0 Work at Height**

Working at height is the biggest cause of workplace deaths and one of the main causes of major injury. The ETC recognises the duties placed upon itself and its employees under the Work at Height Regulations 2005 (as amended) to safely manage work at height to the extent that it controls the work, not only of the ETC employees but also of contractors. It also recognises the duties placed on all employees to report any activity or defect relating to work at height which they believe is likely to endanger their own safety or that of another person.

The ETC will ensure that no work is done at height if it is reasonably practicable and safe to do it other than at height. Where this is not reasonably practicable work equipment or other control measures will be used to prevent falls. Where the risk of a fall cannot be eliminated work equipment or other measures will be used to minimise the distance and consequences of a fall should one occur.

*(For further details see Appendix 11 – Working at Heights.)*

## **27.0 Food Safety**

Tees Valley Catering is responsible for managing commercial food safety throughout the ETC. The Tees Valley Catering Manager will ensure compliance with the Food Safety Act 1990 and Food Hygiene Regulations 2006. Tees Valley Catering will ensure food safety management procedures based on the HACCP (hazard, analysis and critical control points) are in place and followed. The Health and Safety Officer will assist in ensuring compliance with periodic safety audits.