



Health, Safety and Welfare Policy and Procedure

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Health, Safety and Welfare Policy

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Part 1 – Statement of Intent

1.1 Scope

This Health, Safety and Welfare Policy applies to Oatridge College and all stakeholders who enter Oatridge College i.e, staff, students, contractors, volunteers, visitors and external leases.

1.2 Statement of Health, Safety and Welfare Philosophy

Oatridge College is committed to providing a safe place to work and learn and to ensuring the health, safety and welfare of all our employees and students, so far as is reasonably practicable. The Board of Management fully accepts its responsibilities for other persons who may be affected by our activities and will take appropriate steps to ensure that our statutory duties are met at all times. In order to ensure that health, safety and welfare is successfully managed and maintained within the College, the Board of Management has delegated the College Principal and Chief Executive with the responsibility for health, safety and welfare.

The successful implementation of this Policy requires total commitment from all levels of the organisation, from the Board of Management to staff and students.

Every employee, sub-contractor, self-employed person or organisation working for or on behalf of Oatridge College is expected, as part of his/her contractual duty, to take all reasonable care to meet the health, safety and welfare aims of the College. All College stakeholders have the obligation to ensure safe and healthy work practices, to report hazards and unsafe practices according to College procedures and to report incidences e.g accidents, near miss incidents.

1.3 College Health, Safety, and Welfare Aims

Particular areas of importance to the College are:-

- (a) Ensuring the workplace is safe and without risk to health or safety.
- (b) Providing safe means of access and egress from the workplace.
- (c) Controlling levels of dust, fumes and noise.
- (d) Ensuring that plant and machinery are safe and that safe systems of work are set and followed.
- (e) Ensuring that articles and substances are moved, stored and used safely.
- (f) Providing necessary information, instruction, training and supervision for the health and safety of all employees, students, visitors and any other persons.
- (g) The provision and maintenance of a safe and healthy working environment with adequate welfare facilities and arrangements.
- (h) Ensure the College has access to competent advice with regard to health and safety on an ongoing basis.

1.4 Objectives for Health, Safety, and Welfare Performance

- Ensure all new staff undertake an IOSH Working Safely course within 6 months of taking up employment.
- Ensure all the Senior Management Team, Director of Curriculum Development and Commercialisation and Team Leaders undertake an IOSH Managing Safely course by August 2009
- Ensure that all College risk assessments are reviewed annually.
- Ensure that all COSHH risk assessments are in place by May 2009.
- Continue the programme of workplace safety inspections in conjunction with Team Leaders and Staff Representatives
- Review the College Fire Risk Assessment annually.
- Ensure refresher training for Fire Marshalls is carried out annually.
- Review the College Health, Safety and Welfare Policy annually.
- Continue to develop the Occupational Health Service and ensure health surveillance of at risk staff carried out annually
- Working with Team Leaders, identify any further health and safety training required for staff by July 2009

- Ensure the College Health and Safety Committee meets three times per year.
- Develop a system of maintenance records for all equipment by April 2009
- Ensure that statutory inspection and testing is undertaken within prescribed timescales e.g. portable appliance testing, lifting equipment.
- Ensure continued compliance with the Approved Code of Practice (ACOP L8) on Legionella by reviewing procedures annually.

This Statement of Intent was endorsed by the College Board of Management on 15th December 2008

It is the duty of everyone working within the organisation to make it work in practice.

Your co-operation and commitment is essential.

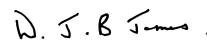
Signed



**Chairman
Board of Management**

Date **15th December 2008**

Signed



Principal and Chief Executive

Date **15th December 2008**

PART 2 - Statement of organisation and responsibility for carrying out Policy

2.1 Safety Structure for Oatridge College

Details of the current College safety structure are attached as Appendix 1.

2.2 Board of Management Responsibilities

- a) Review annually College safety, health and welfare performance against aims and objectives.
- b) Ensure that the College Health, Safety and Welfare Policy reflects current legislation and Board priorities.
- c) Ensure that College management monitors and reviews health, safety and welfare performance and reports progress to the Board of Management.
- d) Engage active participation of staff in improving health and safety.
- e) Review any significant safety, health or welfare failures and the outcome of any subsequent independent investigations and ensure that appropriate remedial action is put in place.

2.3 Designated Persons – Duties and Responsibilities

In order to ensure that health, safety and welfare is successfully managed and maintained within the College the following responsibilities have been delegated by the Board of Management.

2.3.1 The **Principal and Chief Executive** has been delegated with responsibility for the management of health, safety and welfare. It is his duty to ensure the College complies with all relevant statutory requirements. In addition, the Principal and Chief Executive will:

- chair the Health, Safety and Environment Committee;
- set policies and broad objectives on health and safety issues, following consultation with staff representatives;
- allocate resources to health and safety issues;
- approve health and safety plans .

2.3.2 The **Assistant Principals** will support the Principal and Chief Executive and drive the health and safety agenda throughout all College activities. In addition:

- the Assistant Principal Curriculum & Quality will supervise operational health and safety in the Academic Section of the College plus duties as defined for College Managers and Team Leaders in relation to Suntrap and Learning Support;
- the Assistant Principal Finance & Resources will supervise operational health and safety in the Business Support Section of the College plus duties as defined for College Managers and Team Leaders in relation to Business Support;

2.3.3 The **Competent Advisor** will advise the Principal and Chief Executive on policy and compliance issues as per Regulations 6 & 7 of the Management of Health and Safety at Work Regulations 1999 and will support the College Safety Advisor as required.

2.3.4 The **Safety Advisor** will:

- support and assist staff in the completion of risk assessments;
- promote a positive health and safety culture within the College;
- develop and monitor the College Health, Safety and Welfare Policy;
- carry out health and safety planning, in conjunction with the Principal and Chief Executive;
- implement and monitor effectiveness of health and safety arrangements and plans;
- conduct health and safety performance reviews and audits;
- carry out workplace health and safety inspections in conjunction with Team Leaders and Safety Representatives;
- ensure that staff receive relevant health and safety training;
- liaise with external organisations as necessary;

- prepare accident reports as required by the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995 (RIDDOR) and the Benefits Agency;
- analyse accident/incident records and carry out investigations as necessary.

2.3.5 Each **Manager and Team Leader** will be responsible for addressing College and statutory health and safety requirements of relevance to their operation. They must ensure that arrangements are in place so that all activities under their control are conducted without risk to personnel and College assets.

2.3.6 The successful discharge of section 2.3.5 of this Policy will impose the following duties on **College Managers and Team Leaders**:

- exercise control and direction over operations within their jurisdiction;
- ensure the health, safety and welfare of staff, students, visitors and sub-contractors;
- implement health and safety plans to achieve College objectives;
- organise and direct resources to health and safety issues as necessary;
- ensure risk assessments have been completed and that Safe Systems of Work are devised and complied with;
- consult employee's Safety Representatives during the decision making process in relation to changes which will affect their working environment – including the ordering of new equipment, articles or substances;
- maintain health and safety records as necessary within the Team;
- prepare information as required for health and safety performance reviews;
- ensure that all employees and visitors are informed of, and are fully conversant with, emergency procedures.
- continuously promote health and safety during the technical operation of work activities;
- carry out ongoing health and safety monitoring during the technical operation of work activities;
- conduct workplace health and safety inspections in conjunction with the College Safety Advisor and Safety Representatives;
- arrange and/or deliver on-the-job health and safety training as necessary;
- provide staff and students with health and safety information and equipment as necessary;
- prepare information as required for health and safety performance reviews;
- ensure that all students (including late starters to courses) receive health and safety induction in the form of written information, instruction and training.
- the **Team Leader, Engineering/Farriery** will ensure suitable arrangements are in place for the inspection, testing and maintenance of College road vehicles, pressure systems and air receivers, ropes/chains and lifting equipment, excluding the Nifty 120T.

2.3.7 The **Property Manager** will:

- oversee and monitor maintenance works throughout the College;
- organise the duties and responsibilities of staff and contractors who may be involved or affected by maintenance activities;
- ensure that all contractors abide by the College Health, Safety and Welfare Policy and procedures whilst on site.

2.3.8 The successful discharge of paragraph 2.3.7 will impose the following duties in relation to maintenance on the **Property Manager** to:

(a) Design Stage

- consult managers on changes proposed which would affect the health and safety at work of their respective employees;
- guarantee the modification of electrical isolators so that they can be locked off.

(b) Management

- ensure suitable sub-contractors are appointed in relation to maintenance in the following specialist areas where a risk assessment demands specialist skills:

- asbestos related work activities, control of insects, fire extinguishers, glass replacement, lifts, street lighting, tests required by insurers, waste disposal
 - ensure statutory testing and compliance is carried out in relation to lifts, PAT testing and equipment, asbestos related work and general waste;
 - ensure statutory testing and compliance with Lothian and Borders Fire and Rescue Service advice is carried out in relation to fire extinguishers, fire detection and warning systems and evacuation.
- (c) **Information**
- maintain and disseminate information to provide clear, correct and safe procedures for staff carrying out maintenance work;
 - maintain accurate plans of the College, circuit diagrams and details of the location of valves and controls of plant or machinery;
 - maintain information on hazards associated with maintenance operations, equipment and chemical substances (COSHH) used by the maintenance section.
- (d) **Planning**
- provide precise and detailed procedures for maintenance operations. These will range from a basic plant isolation procedure to a full written Permit To Work System;
 - define the extent of the maintenance activity and the precautions required to safeguard the staff involved in maintenance and others on the premises.
- (e) **Equipment**
- ensure the provision of safety equipment appropriate to the hazards involved;
 - maintain a range of testing equipment compatible with the type of work carried out by maintenance staff.
- (f) **Implementation**
- check to ensure that safe conditions have been achieved before normal working commences;
 - stop immediately, if planned procedures fail to isolate hazards.
- (g) **Monitoring**
- monitor conditions and application of procedures, depending upon the type of work.
- (h) **Signage**
- produce clear adequate warning signage in relation to work in progress.

2.3.9 All staff must take reasonable care to work safely and not endanger themselves or others during their work activities and to:

- highlight hazards or conditions that affect the health and safety of any person lawfully within the College;
- comply with College and statutory requirements in relation to health and safety;
- not interfere with or misuse anything provided in the interests of health and safety;
- maintain a safe place of work;
- notify their Line Manager or the College Safety Advisor of any shortcomings in either the health and safety training of other employees or the College arrangements for health and safety;
- take an active interest in health and safety.

2.4 All **students, visitors and sub-contractors** must take responsibility for their own actions and to:

- protect others who may be affected by these actions;
- report any unsafe conditions to a member of College staff;
- assist in maintaining a safe place of work;
- co-operate with College staff on all health and safety matters;
- learn and follow the College rules and procedures with regard to health and safety;
- not interfere with or misuse anything provided in the interests of health and safety;
- take an active interest in health and safety.

2.5 The **College Health, Safety and Environment Committee** will :

- consist of representatives from Teams, recognised Trade Unions and specialist staff from various areas;
- be chaired by the Principal;
- meet three times per year;
- be the formal mechanism for consultation on health and safety matters;
- monitor College safety, health and welfare performance against aims and objectives.

2.6 Safety Representatives and Representatives of Employee Safety

2.6.1 Under current legislation **Representatives of Employee Safety** have a more limited role than **Trade Union Appointed Safety Representatives**. However, the College requires both categories of representatives to carry out the following functions:

- to investigate potential hazards and dangerous occurrences/causes of accidents in the workplace;
- to investigate employee complaints concerning health, safety and welfare issues;
- to make representations to Management on relevant health, safety and welfare matters;
- to represent employees in consultation with HSE inspectors and receive information from them;
- to attend Health and Safety Committee meetings;
- to carry out inspections in conjunction with the College Safety Advisor and Team Leaders.

2.6.2 College management will consult with Safety Representatives and Representatives of Employee Safety regarding:

- the introduction of any measures that may substantially affect health and safety;
- arrangements for appointing competent persons to assist the employer with health and safety and on implementing procedures for serious and imminent risk;
- any health and safety information required to be provided to staff;
- the planning and organising of health and safety training;
- the health and safety consequences of introducing new technology.

Signed

D. J. B. Jones

Principal and Chief Executive

Date **15th December 2008**

PART 3 - Statement of safety, health and welfare arrangements

3.1 Abrasive Wheels

3.1.1 The changing of abrasive wheels is restricted to staff who have:

- (a) attended an approved Abrasive Wheels course;
- (b) obtained a certificate of competence on Abrasive Wheels;

3.1.2 All grinding machines must have their direction of rotation clearly marked.

3.1.3 All fixed speed grinding machines must have their RPM clearly marked.

3.1.4 Records of all grinding wheel changes on fixed speed machines must be kept for each machine.

3.1.5 The appointed person will check the RPM of each grinding machine spindle twice per year and record that the inspection has taken place.

3.1.6 Safety goggles conforming to BS EN 166, Grade 1 impact must be worn by anyone using grinding machinery in the College.

3.1.7 A competent appointed person will check grinding wheels and true, dress, adjust the gap between the work rest and wheel, clean the visor on off-hand grinders on a monthly basis.

3.2 Access Outwith Normal Hours

3.2.1 Any member of staff who requires access to the Main Building between the hours of 6.00pm – 7.30 am Monday to Friday or at weekends requires to sign the log in the Wardens Office. The only exception to this being any work arranged in advance with the Property Manager.

3.2.2 Lecturing staff coming in to College during recognised holiday periods must also sign in the above log.

3.3 Accident Reporting and Investigation

3.3.1 It is an employer's statutory duty to ensure that all at work accidents are recorded in accident book BI510, whether or not absence from work results.

3.3.2 The College Accident, Incident or Near Miss Report Form and information on the College's accident reporting and investigation procedure for both staff and students can be found on the College intranet.

3.3.3 The Principal has a duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 and notify the Health and Safety Executive (HSE) of all reportable injuries, diseases and dangerous occurrences.

3.3.4 Incidents in the fatal, specified major injury, over 3 day injury or dangerous occurrence category must be reported to HSE's Incident Contact Centre either on-line at www.riddor.gov.uk or by completing form F2508 within 10 days. This will be carried out by Safety Advisor on behalf of the Principal.

3.3.5 Accidents in the fatal and specified major injury category must be reported to the Principal, or an Assistant Principal in his absence, who will inform the Board of Management, as appropriate.

3.3.6 Where a member of staff has been diagnosed by a physician with an occupational disease (as defined by RIDDOR), and the College has received written confirmation, Form F2508A must be completed by the Safety Advisor and processed as required by RIDDOR.

3.4 Dangerous Occurrence

- 3.4.1** A dangerous occurrence is defined under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995 as a specified incident which had the potential to result in a major injury but did not. e.g. overturn of a forklift truck, collapse of scaffold, fire/explosion closing a work premises for more than 24 hours.
- 3.4.2** Any dangerous occurrence which takes place on College property or involves College staff or students should be reported to the Safety Advisor immediately.
- 3.4.3** The Safety Advisor will inform all relevant in-house parties and will report the dangerous occurrence to the Health and Safety Executive as per Section 3.3.4.
- 3.4.4** An investigation into the dangerous occurrence will take place which may involve HSE Inspectors.

3.5 Design and Manufacture

It is the duty of anyone who designs or manufactures an article for use at work to ensure, so far as it is under his/her control, that the article is safe when used in accordance with the information supplied by him/her. The duty extends to the provision of information relating to the necessary research, testing and inspection of the article.

3.6 Drug and Alcohol Misuse

Any member of staff or student found to be under the influence of illegal drugs or alcohol will be subject to disciplinary procedures.

3.7 Eye Care

- 3.7.1** To comply with the Health and Safety (Display Screen Equipment) Regulations 1992, the College will pay a total contribution of £45.00 every two years towards the cost of glasses/contact lenses on successful completion of a probation period.
- 3.7.2** The College recognises that it has a greater duty of care to any member of staff who has a medical condition which may affect their eyesight. On receipt of medical evidence of such a condition the College will pay £65.00 when any new corrective appliance is purchased (maximum contribution per year).
- 3.7.3** To claim their contribution for the above staff should obtain an Eye Test Request Form from the Human Resources section, or from the college intranet. The form, completed by the optician, and receipt for payment of a corrective appliance should be forwarded to Finance.
- 3.7.4** Prescription lens safety spectacles will be provided for any member of staff who is required to work in an eye protection zone. A letter of authorisation should be obtained from The Human Resources section.

3.8 Eye Protection Zones

- 3.8.1** The forge and welding workshop have been designated as Eye Protection Zones.
- 3.8.2** Individuals have a duty to wear recognised eye protection equipment which conforms to BS EN 166 prior to entering or passing through designated Eye Protection Zones.
- 3.8.3** Eye protection safety glasses or safety goggles are must be available within these areas.
- 3.8.4** Everyone involved with eye protection must receive written information, instruction, and training on the subject, so far as is reasonably practicable.
- 3.8.5** Both safety goggles and safety glasses must be adjusted so that they are close fitting.

3.8.6 Broken or faulty eye protection equipment must be reported to the person in charge and replaced immediately.

3.8.7 Safety goggles or glasses will be regularly inspected to ensure they conform to standard.

3.9 Electrical Equipment /Portable Appliance Testing

3.9.1 All future electrical installations and equipment will comply with the IEE 17th Edition and will be carried out in accordance with the Electricity at Work Regulations 1989.

3.9.2 Registers containing details of all portable electrical equipment used within College are located in the Property Managers office.

3.9.3 All portable electrical equipment shall be maintained as per manufacturer's specification and must be tested by a Portable Appliance Tester

3.9.4 Privately owned equipment, belonging to staff or students, being used on the College campus will be subject to PAT.

3.9.5 All portable electrical equipment which has been PAT will have a label attached detailing its status. Failed equipment will be removed by the property team.

3.9.6 Portable electrical equipment which has not been PAT will not have either an ID label or plug label. This equipment should be brought to the attention of the Property Manager for identification and PAT testing purposes.

3.9.7 Staff and students have a duty to inspect plugs, electrical cables and equipment upon receipt and return any equipment suspected of being faulty immediately.

3.9.8 Some electrical work may require a Control of Work slip. Advice on this is available from the Property Manager or Safety Advisor. Work on live electrical equipment requires a Permit to Work which is issued by the Property Manager.

3.10 Fire Emergency Evacuation Arrangements

3.10.1 A Fire Risk Assessment has been carried out in relation to all College buildings as required by the Fire (Scotland) Act 2005.

3.10.2 In the event of the fire alarm sounding, each room should be evacuated according to the instructions displayed. Staff and students should follow the evacuation arrows (green "running man" signs) – unless there is obvious danger from fire or smoke – which will direct them to their nearest emergency exit.

3.10.3 Staff/students with mobility problems who are using the upper floor of the new teaching block should allow the corridor to clear then make their way to the refuge area at the main entrance. They should remain there for further instruction/assistance. If staff/students cannot access this refuge area as there is obvious danger from fire or smoke they should make their way to the alternate refuge area.

3.10.4 Evacuation of the refuge area(s) will commence as soon as practicable.

3.10.5 Once outside, staff/students should make their way to the nearest Fire Assembly Point.

3.10.6 Conditions for re-entry following an emergency evacuation are as follows:

- Fire Officer/Duty Warden have confirmed that no danger exists and have re-set the fire alarm system
- Lothian & Borders Fire and Rescue Service have advised that the building is safe and that fire detection and warning systems are operating satisfactorily.
- Fog horn has been sounded to advise staff and students that they may re-enter the building

3.10.7 Fire drills/evacuations must be practiced at least twice per annum. Records of each fire drill/evacuation, including the time required to complete the evacuation, should be entered in the fire log.

3.10.8 Exit routes should be kept clear at all times.

3.10.9 Fire alarm systems will be tested weekly as follows:

- Main Building, teaching block and Clyde residence - Friday afternoons, usually between 2.00 and 3.00 (this arrangement will also apply throughout holiday periods)
- Forth and Tay residences - Wednesday between 20.00 and 21.00
- Lorn, Moray, Solway and Cromarty residences - Tuesday between 20.00 and 21.00

3.10.10 Further information on fire evacuation can be found on the College intranet.

3.11 First Aid at Work

3.11.1 A first aid service will be available during all working hours within the College.

3.11.2 A full list of first aiders and first aid box locations is attached as Appendix 2.

3.11.3 First aid kits also provided in College road vehicles.

3.11.4 Portable first aid kits are to be found with practical work equipment e.g. chainsaw and fencing equipment.

3.12 General Arrangements for Students

3.12.1 Students must be provided with written information, instruction and training in safety procedures, so far as is reasonably practicable at the commencement of their course. Students who enrol late must be provided with health and safety information, instruction and training.

3.12.2 Students must not be left unsupervised in workshops or the laboratory.

3.12.3 Students have a statutory duty to obey instructions conveyed via health and safety signs displayed throughout the College.

3.12.4 Students must look carefully, on receipt of College equipment, for damage or faults and return it immediately, unused, if damaged.

3.12.5 There are specific risks relating to new or expectant mothers. Prior to participating in practical activities, or a work experience placement, students are expected to inform the College if they are included within the above risk group.

3.13 Head Protection Zone

3.13.1 Any construction sites on campus are designated as Head Protection Zones.

3.13.2 Access to these areas is restricted. If access is required the Property Manager will authorise entry and issue appropriate head protection.

3.14 Health Surveillance

3.14.1 If the use of chemicals, substances or work in a high noise level environment may affect the health of a member of staff, despite the operation of control measures, that member of staff will be regarded as "At Risk".

3.14.2 At Risk staff will be provided with such health surveillance as appropriate having regard to the risks to their health and safety.

3.14.3 It is imperative that At Risk staff attend their health surveillance appointment.

- 3.14.4** On completion of health surveillance the relevant Line Manager will receive a “Fit Slip” (with approval of the individual member of staff). The Fit Slip will not provide results of any health surveillance tests but will indicate if any adjustments require to be made to the individuals work conditions or that the individual is fit for work.
- 3.14.5** The Safety Advisor will also receive a copy of the Fit Slip which may be provided to the Health and Safety Executive should they require evidence of a health surveillance programme.
- 3.14.6** Information, instruction and training will be provided where health hazards are located and a risk assessment indicates that work related diseases could possibly exist.

3.15 Health and Safety Information for Visitors

- 3.15.1** All visitors must comply with College signing in/out procedures on arrival and departure.
- 3.15.2** When signing in, visitors will be provided with a Visitors Guide detailing essential health and safety information which they should familiarise themselves with.
- 3.15.3** Staff should ensure that any visitors are familiar with College emergency procedures or are not left unattended during their time on campus.

3.16 Health and Safety Inspection Tours

- 3.16.1** The Safety Advisor in conjunction with Team Leaders and Staff Representatives will carry out a planned programme of health and safety inspection tours.
- 3.16.2** Following formal health and safety inspection tours an inspection report will be issued to the Senior Management Team and appropriate Team Leader.
- 3.16.3** Team Leaders should also carry out informal health and safety inspections of their own area, in conjunction with staff.

3.17 Health and Safety Training

- 3.17.1** The Senior Management Team, Director of Curriculum Development and Commercialisation and Team Leaders will be required to complete an IOSH Managing Safely course.
- 3.17.2** Any member of staff who will be involved in the Risk Assessment Programme will be required to complete the minimum of an IOSH Working Safely course.
- 3.17.3** Where self-inspections, risk assessments or safety audits identify a need for training or retraining for the members of staff then arrangements will be made for it to take place.

This could be where members of staff are exposed to new or increased risks because of:

- being transferred or given a change of responsibilities;
 - the introduction of new work equipment or a change to work equipment already in use;
 - the introduction of new technology;
 - the introduction of a new system of work or a change to a system of work already in use within the College;
 - changes in legislation lead to a need to update information or skills.
- 3.17.4** All new employees will undergo health and safety induction training which may be supplemented to meet the requirements of a specific job. Induction training will cover:
- College Health, Safety and Welfare Policy
 - First aid procedures
 - Accident reporting and investigation procedures
 - Fire and emergency evacuation procedures
 - Introduction to safety legislation relevant to all site operations
 - Site safety rules and safety procedures

3.17.5 All students will undergo health and safety induction training. Students who enrol late must be provided with the above health & safety induction and information recorded as evidence.

3.17.6 Health and Safety files will be available to staff for reference whenever required.

3.17.7 The main information source for Health and Safety is the College intranet or the Safety Advisor.

3.18 Identifying and Dealing with Potential Hazards

3.18.1 It is the duty of every member of staff and student, to identify and where practicable, eliminate any hazard or potential hazard.

3.18.2 College managers must take all practical steps to remove hazards at source and prevent their recurrence.

3.19 Information for Employees

3.19.1 The College will provide employees with comprehensible information on the following:

- (a) the risks to their health and safety identified by risk assessment
- (b) the preventative and protective measures
- (c) fire evacuation arrangements
- (d) any risks arising out of or in connection with the conduct of College activities.

3.19.2 Students between 16 and 18 years complete a parental permission form at enrolment that fulfils the health and safety obligations of the College. The College will subsequently inform parents, through the student, of any particular health and safety risks to which they may be exposed.

3.20 Lone Workers

3.20.1 The Health and Safety Executive (HSE) defines lone workers as “*those who work by themselves without close or direct supervision.*” The College recognises that this broadly affects two categories of staff, those who;

- a. regularly work alone
- b. occasion or potentially work alone

3.20.2 The College also recognises that some staff may be required to work in an isolated situation that may not always be working alone, and defines an isolated situation as:

Where one or more staff are engaged in regular or occasional work (either outdoors or indoors) where there are no other people who could reasonably be expected to come to their immediate aid or contact help on their behalf in the event of an incident or emergency.

3.20.3 The College Lone Worker Policy and Procedure is available from the College intranet.

3.21 Maintenance

3.21.1 Staff from the Property Team will test progressively, monitor and maintain the various college fire alarm systems. Records of weekly tests will be maintained by the Property Manager.

3.21.2 Staff from the Property Team will organise the removal and repair of portable electrical equipment which has been rejected or failed PAT.

3.22 Near Miss Incidents

A Near Miss Incident is one which had the potential to cause injury or damage but did not. Staff and students must play their individual role and complete an Accident, Incident or Near Miss Report Form when they are involved in or observe such an event. Investigating Near Miss Incidents will reduce the

chance of an injury causing accident occurring.

The Accident, Incident or Near Miss Report Form is available from the College intranet. Completed forms should be forwarded to the Safety Advisor.

3.23 Noise at work

3.23.1 Staff who are involved in the procedure for purchasing new equipment should, where applicable, look carefully at the design in respect of noise containment.

3.23.2 Noise surveys will be carried out to determine noise levels in College workshops and other areas.

3.23.3 The Noise at Work Regulations 2005 impose the following action values:

Lower Exposure Action Value - daily or weekly exposure of 80dB
- peak sound pressure of 135dB

Upper Exposure Action Value - daily or weekly exposure of 85dB
- peak sound pressure of 137dB

3.23.4 Where noise levels breach the Lower Exposure Action Value, hearing protection will be available to all staff and students on request.

3.23.5 Where noise levels breach the Upper Exposure Action Value that area will be designated as a Hearing Protection Zone. All persons within a Hearing Protection Zone MUST wear appropriate hearing protection. Within Hearing Protection Zones staff and students should put hearing protection on prior to practical activities commencing.

3.23.6 Everyone involved with hearing protection must receive written information, instruction, and training on the subject, so far as is reasonably practicable.

3.23.7 At Risk staff will be provided with health surveillance in the form of annual audiology tests as per Section 3.14 of this policy.

3.23.8 Both ear plugs and ear defenders must be adjusted so that they are properly inserted or close fitting.

3.23.9 Broken or faulty hearing protection equipment must be reported to the person in charge and replaced immediately.

3.23.10 Hearing protection will be regularly inspected to ensure they conform to standard.

3.23.11 Any member of staff who is concerned about the noise level in certain areas where they work should raise the matter with the College Safety Advisor who will arrange for a noise survey to be carried out. Results of the survey will be passed back to the individual concerned.

3.24 Occupational Health

3.24.1 Occupational Health is a branch of medicine concerned with the employees health at work. It looks at how work may affect an individual's health and how the individual's health may affect their ability to cope with their work. The focus is on the prevention of illness, and promotion of optimal health, amongst college staff. Further information on the role of occupational health is available on the College web site.

3.24.2 When in college the College Occupational Health Advisor is situated in the Board Room and can be contacted on extension 171.

3.25 Ordering New Chemical Substances, Materials and Equipment

When ordering chemical substances the following action should be taken:

3.25.1 Obtain the suppliers Materials Safety Data Sheet and other relevant information and complete a COSHH Risk assessment before the substance is used. The COSHH assessment will include the following details:

- design safe systems of work, storage and emergency procedures;
- identification and selection of suitable and sufficient personal protective equipment (PPE) for employees and students;
- training and instruction requirements;
- arrangements for any medical checks or health surveillance if required;
- waste disposal arrangements.

3.25.2 Select the safest substance, material or equipment for the job, e.g. by reference to EH40 for substances (This publication is available from the Safety Advisor).

3.25.3 When ordering any materials or equipment for use by staff and/or students safety considerations must be paramount.

3.26 Personal Protective Equipment (PPE)

3.26.1 Personal protective equipment (PPE) must only be considered as the last line of defence.

3.26.2 Risks identified by a risk assessment should be controlled so far as is reasonably practicable. Only if control measures are implemented but a risk to health and safety remains, should PPE be issued.

3.26.3 If PPE is deemed necessary this will be provided by the College. The risk assessment should determine the type of PPE to be used and the level of protection required from it.

3.26.4 Staff and students must be provided with information, instruction and training in the selection, fit, use, storage and maintenance of PPE.

3.26.5 Any PPE provided must be compatible with all other PPE and not create any additional risks.

3.26.6 A stock of PPE, excluding protective footwear, should be held in College so that any damaged equipment can be replaced immediately.

3.27 Plant and Machinery Maintenance

3.27.1 Planned maintenance schedules of plant and machinery are vital to ensure health and safety. The College will take all reasonable steps to ensure the safety of all employees and students maintaining machinery as well as the safety of those who may be affected by maintenance work.

3.27.2 Work equipment must be maintained in an efficient state, in efficient working order and in good repair. Each Team with a requirement to maintain plant and machinery must keep up-to-date maintenance records.

3.28 Plant Operatives

3.28.1 The College expects a high level of Safety Awareness from all employees and students, specifically those who are entrusted with the operation of plant, machines and equipment.

3.28.2 Plant Operatives will be provided with relevant training. Where appropriate, Plant Operatives may be required to undertake Lantra, Road Transport Industry Training Board (RTITB) or Construction Industry Training Board (CITB) Schemes.

3.29 Protection of Young Persons

3.29.1 Any young person employed by the College shall be protected at work from any risks to their health or safety which are a consequence of their lack of experience or absence of awareness of existing or potential risks or the fact that the young persons have not yet fully matured.

3.29.2 The College will not employ a young person (under 18 years old) for work where there is risk

from the following agents, process and work section:

- which is beyond his/her physical or psychological capacity;
- involving harmful exposure to agents which are toxic or carcinogenic, cause heritable genetic damage or harm to the unborn child or which in any other way chronically affect human health;
- involving harmful exposure to radiation;
- involving the risk of accidents which it may reasonably be assumed cannot be recognised or avoided by young persons owing to their insufficient attention to safety or lack of experience or training; or
- in which there is a risk to health from extreme cold or heat, noise, or vibration.

3.30 Records

- 3.30.1** The Principal and Chief Executive will maintain copies of and sign communications with the Health and Safety Executive on health and safety matters.
- 3.30.2** The Safety Advisor has a statutory requirement to maintain records of all accidents and health-related events and will maintain records of near-misses, risk assessments, COSHH assessments and RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).
- 3.30.3** The Occupational Health Advisor will maintain records relating to health surveillance.
- 3.30.4** The Human Resources section will ensure the maintenance of records relating to all staff training on health and safety including staff inductions.
- 3.30.5** The Property Manager will maintain records on local exhaust ventilation and all other associated records as required.
- 3.30.6** The Property Manager will maintain records of collected waste for uplifting by a licensed waste carrier and material safety data sheets supplied with orders for substances.

3.31 Recycling

- 3.31.1** The Environmental Protection Act and BS 7750 Environmental Management Systems puts a duty on College staff to use the facilities provided for the collection of specific materials for recycling and MUST be used. The co-operation of everyone is requested towards this goal.
- 3.31.2** A Recycling Station is located on campus in the old wash bay.

3.32 Responsibilities towards Contractors

- 3.32.1** The Property Manager will be the Safety Co-ordinator in relation to other employees or self-employed persons (sub-contractors) who are working in the college, as per Regulation 11 of The Management of Health and Safety at Work Regulations 1999.
- 3.32.2** The College will ensure that employers of employees working within the College receive information to allow them to identify College employees designated as fire stewards for emergency evacuation purposes.
- 3.32.3** The College will provide information to minor employers or self employed persons of the arrangements within an area regarding health and safety, so that the party concerned can integrate him/herself into the College arrangements.
- 3.32.4** The College will ensure that the employer of any employees from an outside undertaking are provided with comprehensible information regarding the risks to the health and safety of their employees and the measures taken in compliance with the risk identified for the particular areas.
- 3.32.5** The Property Manager will check with the employees of the second employer that they have indeed received this information relating to risks.

3.33 Review of health and safety

The College shall produce annually a formal review of its health and safety performance. The review will be an action-orientated management-planning document. Accordingly the review shall contain numerical and narrative factual information including:

- accident and near-miss occurrence experience;
- summary of reports on site inspections;
- summary of Health and Safety meeting minutes;
- details of safety training provision;
- identification of the extent to which long term aims are being met.

3.34 Risk Assessments

3.34.1 Under Regulation 3 of the Management of Health and Safety at Work Regulations 1999, the College must carry out suitable and sufficient assessment of the risks to health and safety.

3.34.2 The College will consider staff to be competent to carry out risk assessments if they have had suitable training and experience in their field and have undergone health and safety training e.g. IOSH Managing Safely/IOSH Working Safely or equivalent.

3.34.3 Members of staff deemed to be competent to do so will carry out assessment of:

- (a) the risks to the health and safety of College employees and other College users to which they are exposed;
- (b) the risks to the health and safety of persons not in College employment arising out of or in connection with the conduct of College activities;
- (c) written details of risk assessments are required which record:
 - i. the significant findings of the assessment;
 - ii. the particular group identified as being especially at risk;
 - iii. details of existing and/or recommended control measures.

3.34.4 Following a risk assessment the implementation of any preventative and protective measures will be on the following basis:

- (a) avoiding risk
- (b) evaluating the risks which cannot be avoided
- (c) combating the risks at source
- (d) adapting the work to the individual
- (e) adapting technical progress
- (f) replacement by non-dangerous or less dangerous process/substance
- (g) developing a coherent overall prevention policy covering the following:
 - i. technology
 - ii. organisation of work
 - iii. work conditions
 - iv. social relationships
 - v. the influence of factors relating to the working environment
- (h) giving collective protective measures priority over individual protective measures
- (i) giving appropriate instruction to employees

3.34.5 (a) Risk Assessments shall be reviewed by the originators or other competent person if:

- i. there is reason to suspect that it is no longer valid;

- ii. there has been a significant change in the matters to which it relates; or
- iii. at least annually.

(b) Where as a result of any review changes to an assessment are required then:

- i. consultations involving the Safety Advisor and other appropriate employees will be required in order to achieve maximum risk reductions
- ii. changes to the risk assessment must be recorded in writing and the date included
- iii. where a risk assessment has been reviewed and no changes found to be necessary, the review completion date must be recorded on the Risk Assessment Checklist.

3.34.6 The standard College Risk Assessment form **MUST** be used. All risk assessments will be made available both in paper form and electronically to staff.

3.34.7 Prior to a young person joining a work experience programme, appropriate and suitably competent members of College staff will carry out a risk assessment or review a former identical risk assessment of the placement provider, taking particular account of the following:

- i. the inexperience, lack of awareness of risks and immaturity of young persons
- ii. the fitting out and layout of the workplace and workstation
- iii. the nature, degree and duration of exposure to physical, biological and chemical agents
- iv. the form, range and use of work equipment and the way in which it is handled
- v. the organisation of processes and activities
- vi. the extent of the health and safety training provided or to be provided to the young person
- vii. the risks from the following agents, processes and work:
 - work objectively beyond physical and psychological capacity
 - work involving harmful exposure to agents which are toxic, carcinogenic, cause inheritable genetic damage or harm to the unborn child, or which in any other way chronically offsets human health
 - work involving harmful exposure to radiation
 - work involving the risk of accidents which it may be assumed cannot be recognised or avoided by young workers owing to their insufficient attention to safety or lack of experience or training
 - work in which there is a risk to health from extreme cold or heat, or from noise or vibration

3.35 Risk Assessment in Respect of New or Expectant Mothers

3.35.1 Staff and students of child bearing age carrying out work of a kind which could involve risk, by reasons of their condition, to the health and safety of a new or expectant mother, or that of their baby, from any process or working condition or physical, biological or chemical agents, shall require a risk assessment as detailed in Section 3.34 of this policy, of this risk.

3.35.2 Where the preventative and protective measures detailed in Section 3.34.4 would not avoid the risks referred to in Section 3.35.1, the College shall, if it is reasonable to do so, and would avoid such risks, alter her working conditions or hours of work.

3.35.3 Where it is not reasonable to alter the working conditions or hours of work, or it would not avoid such risk, the College shall suspend the employee from work for as long as is necessary to avoid such risks.

3.36 Certificate from Registered Medical Practitioner in Respect of New or Expectant Mothers

Where a new or expectant mother works at night and a certificate from a registered medical practitioner or registered midwife shows that it is necessary for her health and safety that she should not be at work for any period of such work identified in the certificate, the College shall suspend her from work for so long as is necessary for her health or safety.

3.37 Notification by New or Expectant Mothers

3.37.1 Staff of child bearing age must notify the Human Resources section when they become pregnant, have given birth within the previous six months or are breast feeding.

3.37.2 Students of child bearing age while participating in a work experience programme are advised to inform their Team Leader or other College contact person, that they are pregnant, have given birth within the previous six months or are breast feeding.

3.37.3 College management shall not be required to take action mentioned in 3.35.2 and 3.35.3 until the employee has notified the College in writing that they are pregnant, have given birth within the previous six months or are breast feeding.

3.37.4 College management shall not require to maintain action taken in relation to an employee in a case:

- i. where the employee has notified the College that she is pregnant, and has failed, within reasonable time of being requested to do so in writing by the College, to produce for the College's inspection, a certificate from a registered medical practitioner or a registered midwife that they are pregnant.
- ii. once the employer knows an employee is no longer a new or expectant mother

3.38 Safety Management System

3.38.1 In order that activities are carried out safely, all arrangements should be written, monitored, reviewed and audited within a coherent safety management system.

3.38.2 Safe systems of work will encompass the subjects of health, safety welfare and the environment.

3.38.3 The College safety management system will be modelled on HSE's "Successful Health and Safety Management" model HSG 65, consisting of the following key management areas:

Policy: The College Health, Safety and Welfare Policy sets clear direction for the College to follow. It contains details of how the College will achieve the preservation and development of human and physical resources and reductions in financial losses and liabilities. This document demonstrates management commitment to health and safety and details the arrangements in place to meet our moral and legal responsibilities.

Organising: The College has a clear health and safety management structure with defined health and safety responsibilities at all levels of the organisation.

Planning and Implementing:

Risk assessment is at the heart of planning and implementing. All risks must be identified and measures put in place to eliminate, reduce or control these risks. There must be a planned and systematic approach to implementing the College Health, Safety and Welfare Policy through effective health and safety management.

The Policy targets specific actions intended to prepare staff for the future, improve health and safety communications, reduce risk and promote and develop a positive health and safety culture.

Measuring Performance:

Health and safety performance will be measured through both active and reactive monitoring methods. Active monitoring includes regular formal and informal health and safety inspections. A programme of formal inspections will be developed to ensure that all areas of the College are inspected annually. Ongoing informal inspections should be carried out by all staff.

Reactive monitoring includes investigation of accidents, near misses and dangerous occurrences.

Reviewing Performance:

Health and safety performance should be reviewed regularly by the Health, Safety and Environment Committee and annually by the Board of Management. Information reviewed by the Committee and the Board includes:

- Accident/incident statistics
- Progress of risk assessment completion
- Occupational health statistics
- Reports of formal health and safety inspections

It is important that the College learns from experience, both good and bad, to further improve health and safety.

Audit:

Ensures that the College learns from all relevant experience. An in-depth audit should be carried out by an independent, competent person who will look at all matters relating to health and safety. Implementing any recommendations contained in an audit report will lead to continual improvements in health and safety.

3.39 Security

3.39.1 There must be a balance between safety and security.

3.39.2 During the normal working week all recognised emergency exit doors must remain unlocked or the locks fail to safe on activation of the fire alarm, in accordance with College written procedures.

3.39.3 The temporary closing of emergency exit doors e.g. for overhead work, should be preceded by an advance notice posted on the door.

3.39.4 Doors to lecture rooms, laboratories, workshops and store rooms should be locked by the person in charge (lecturer, technician, cleaner etc) on completion of their task.

3.40 Smoking in the Workplace

3.40.1 The College operates a Smoke Free Policy which is available from the College intranet. Smoking is only permitted in designated smoking areas which are identified by signage advising "This is a smoking area".

3.40.2 Smoking is strictly prohibited everywhere else, including whilst walking around the campus. Smokers should use the receptacles provided in the designated smoking areas for disposal of all smoking materials.

3.41 Storage, Handling and Transport of Materials

- 3.41.1 The Manual Handling Operations Regulations 1992 require that all hazardous manual handling activities be avoided and that a risk assessment is carried out for all manual handling operations which present a risk of injury.
- 3.41.2 All staff and students should avoid, so far as is reasonably practicable, the manual handling of heavy or awkward loads and should instead use mechanical aids.
- 3.41.3 Snatch or sudden loads must be avoided, particularly in cold weather.
- 3.41.4 Where a risk assessment indicates that manual handling takes place, manual handling training will be provided. Records of such training will be kept by the Human Resources Section.
- 3.41.5 Test certificates and examination reports for all lifting machinery and tackle will be held by the Team Leader, Engineering/Farriery.
- 3.41.6 Prior to using lifting equipment the user must check that the equipment is within certification by checking team records.
- 3.41.7 Users must not exceed the safe working load of machines or tackle and note the effect of sling angles.
- 3.41.8 The centre of gravity of unbalanced loads must be established prior to lifting.
- 3.41.9 Suitable packing should be available to protect slings from damage by sharp edges of loads.
- 3.41.10 Chocks must be used for objects which may roll such as pipes and drums.
- 3.41.11 Storage of items must avoid overhanging or blocking gangways.
- 3.41.12 Properly designed and constructed racks should be used for storage where possible.
- 3.41.13 Chemicals and substances must be stored in appropriate chemical cupboards/flammvaults.
- 3.41.14 Chemicals and substances should be retained in their original container so far as is reasonably practicable. When a product requires to be decanted into a smaller container for use, the smaller container must be suitable to hold that chemical or substance and the relevant health and safety information must be affixed to the container.
- 3.41.15 Alternatively, if frequent decanting is required, the chemical or substance should be purchased in the appropriate size of container to reduce the risk to health and safety.
- 3.41.16 Access to the lift motor room must be key-controlled and access doors kept locked when not in use.

3.42 Stress

- 3.42.1 The Health and Safety Executive defines stress as “*the adverse reaction people have to excessive pressures or other types of demand placed on them*”. This makes an important distinction between the beneficial effects of reasonable pressure and challenge (which can be stimulating and motivating) and work-related stress, which is the natural but distressing reaction to demands of “pressure” that the person perceives they cannot cope with at a given time.
- 3.42.2 The College Stress at Work Policy and Procedure is available on the College intranet.
- 3.42.3 Results of the stress survey have been made available to all staff.
- 4.42.4 The College currently has twenty staff who have attended the Mental Health First Aid Course and subscribes to the counselling service timefortalking.

3.43 Temporary Workers

3.43.1 Human Resources will ensure that any employee employed under a fixed term contract of employment or through an employment agency is given information on the following:

- (i) any special occupational qualification or skills required to be held by that employee if they are to carry out the work safely before the employee concerned commences their duties;
- (ii) any health surveillance required to be provided to that employee under relevant statutory provisions

3.43.2 The Property Manager must ensure that any business carrying out work in the College provides their employees with any special occupational qualification or skills required to be held by that employee if they are to carry out the work safely.

3.44 Use of Mobile Telephones While Driving Road Vehicles

3.44.1 It is illegal for drivers to use a hand-held mobile phone, or similar device, while driving. It also makes it an offence to "cause or permit" a driver to use a hand-held mobile phone while driving.

3.44.2 The legal definition of driving considers a person to be driving if the vehicle is stationary but the engine is running.

3.44.3 It is Oatridge College's policy that you must not make or receive a call on a mobile phone (whether hands held or hands free) unless you are parked in a safe place. The college does not require any employee to receive calls on a mobile phone whilst driving at any time.

3.44.4 While the law does not yet apply to hands free devices, it is strongly recommended that you do not make or receive calls using these as this distracts from driving.

3.45 Vehicles

3.45.1 Appendix 3 provides particulars of all College vehicles and the individual responsible for each vehicle.

3.45.2 The "responsible person" must ensure that drivers are properly trained and that records relating to training are kept up-to-date.

3.45.3 The "responsible person" must ensure that vehicles are checked regularly, records kept of checks, and faults rectified promptly.

3.45.4 Keys for College vehicles are kept secure when College vehicles are NOT in use.

3.46 Vibration

3.46.1 Staff who are involved in the procedure for purchasing new equipment should, where applicable, look carefully at the design in respect of vibration containment.

3.46.2 When using vibration equipment staff should avoid gripping it so tightly that their fingers experience an impaired blood supply. This practice will avoid the condition known as "vibration white finger".

3.47 Visual Display Units (VDUs)

3.47.1 The main legislation relating to VDUs is titled the Health & Safety (Display Screen Equipment) Regulations 1992.

3.47.2 The Regulations provide the minimum safety and health requirements for work with display screen equipment and cover the following subjects:

- (a) workstation design
- (b) daily routine of users
- (c) eyes and eyesight
- (d) training
- (e) provision of information

3.47.3 Knowledge in each area above is essential for those who habitually use VDUs for a significant part of their working day.

3.47.4 All staff should undertake training and complete a VDU workstation risk assessment. The risk assessment document can be found on the College Intranet. Completed risk assessments should be forwarded to the Safety Advisor who will advise staff and/or their line manager of control measures to be applied.

3.47.5 VDU Workstation risk assessments should be reviewed as and when appropriate.

3.47.6 Details of college eye care provision can be found in Section 3.7 of this policy.

3.48 Waste Disposal

3.48.1 Waste disposal will be a consideration during the selection of any article or substance to be used within the College.

3.48.2 Substances and equipment must be disposed of safely as per manufacturer's instructions or as per legislation.

3.48.3 Waste transfer documentation will be exchanged with the licensed waste carrier during the process of uplifting waste substances from the College.

3.48.4 Appropriate personal protective equipment (P.P.E.) must be worn when handling waste.

3.48.5 Teams should make every effort to prevent the accumulation of waste.

3.49 Working With Chemicals, Substances and Materials

3.49.1 Teams must keep up-to-date files containing materials safety data sheets for all chemicals, substances and materials.

3.49.2 Immediately upon receipt of substances the container labels and delivery note should be checked to make sure that the goods supplied are as ordered.

3.49.3 A COSHH Risk Assessment must be completed for all chemicals and substances. This will detail all necessary control measures to be put in place and will determine if staff using the chemicals and substances are to be deemed "At Risk" and therefore subject to health surveillance

3.49.4 Hazard warning signs must be displayed where chemicals are stored or at the entrance to where they are used.

3.49.5 Managers must ensure that first aid and fire-fighting equipment is readily available at the point of use of dangerous substances.

3.49.6 Proprietary absorbent materials or suitable sand must be available for containment of accidental spillage of chemicals.

3.49.7 Minimal amounts of chemicals/substances should be ordered/stocked.

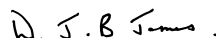
3.49.8 Appropriate personal protective equipment (PPE), as determined by the COSHH Risk Assessment, must be worn at all times when working with chemicals or substances.

3.50 Workshops

- 3.50.1** Lecturers must instruct students on the appropriate safety procedures and processes which involve known risk. This may include the provision of written information on health & safety.
- 3.50.2** Lecturers must ensure that students make proper use of safety equipment and that they know how to take care of safety equipment, so far as is reasonably practicable.
- 3.50.3** Machinery should be operated by one person at any one time.
- 3.50.4** Lecturers must ensure that students wear appropriate personal protective equipment/ clothing whilst within any workshop within the College.
- 3.50.5** Machines must not be left unattended whilst in operation.
- 3.50.6** Students are expected to use the equipment provided to clean up their workstation prior to leaving the workshop.
- 3.50.7** Marked passageways must be kept clear at all times.
- 3.50.8** Spillages of oil, water etc, must be removed immediately by the individual who caused the spillage.
- 3.50.9** Staff may normally work alone in safety, however, prior arrangements should be made with the manager responsible for the workshop so that they can make periodic visits and monitor the situation.
- 3.50.10** Certain materials have known health hazards and regulations, codes of practice and guidance notes are therefore available. Asbestos, lead, mercury, hardwood and softwood dust, chromium, isocyanates, medium density fibreboard (MDF) and cellular plastics are all such materials. Teams should purchase relevant H.S.E. publications and make appropriate arrangements prior to working with these materials within College workshops. Under no circumstances should asbestos be brought into College workshops.
- 3.50.11** A supply of barrier cream, liquid soap, moisturiser and paper towels is available in workshops.
- 3.50.12** Local Exhaust Ventilation Systems (LEV) must be in operation where provided, prior to the commencement of any process likely to produce fumes or dust.
- 3.50.14** Prior to leaving a workshop, the lecturer or technician should so far as is reasonably practicable, ensure that :
- (a) the power is switched OFF;
 - (b) each individual machine isolator is switched OFF;
 - (c) where appropriate, each individual machine is switched OFF;
 - (d) where appropriate, the gas mains is switched OFF;
 - (e) all guards have been replaced securely;
 - (f) all students and staff have left the workshop;
 - (g) the lights are switched OFF;
 - (h) the door(s) is/are locked.;

NOTE : The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), Provision And Use Of Work Equipment Regulations 1998 (PUWER) and BS 5304 : 1988 Safeguarding Of Machinery are the current reference documents on the principles of safeguarding of machinery and equipment applicable to all sections of industry.

Signed

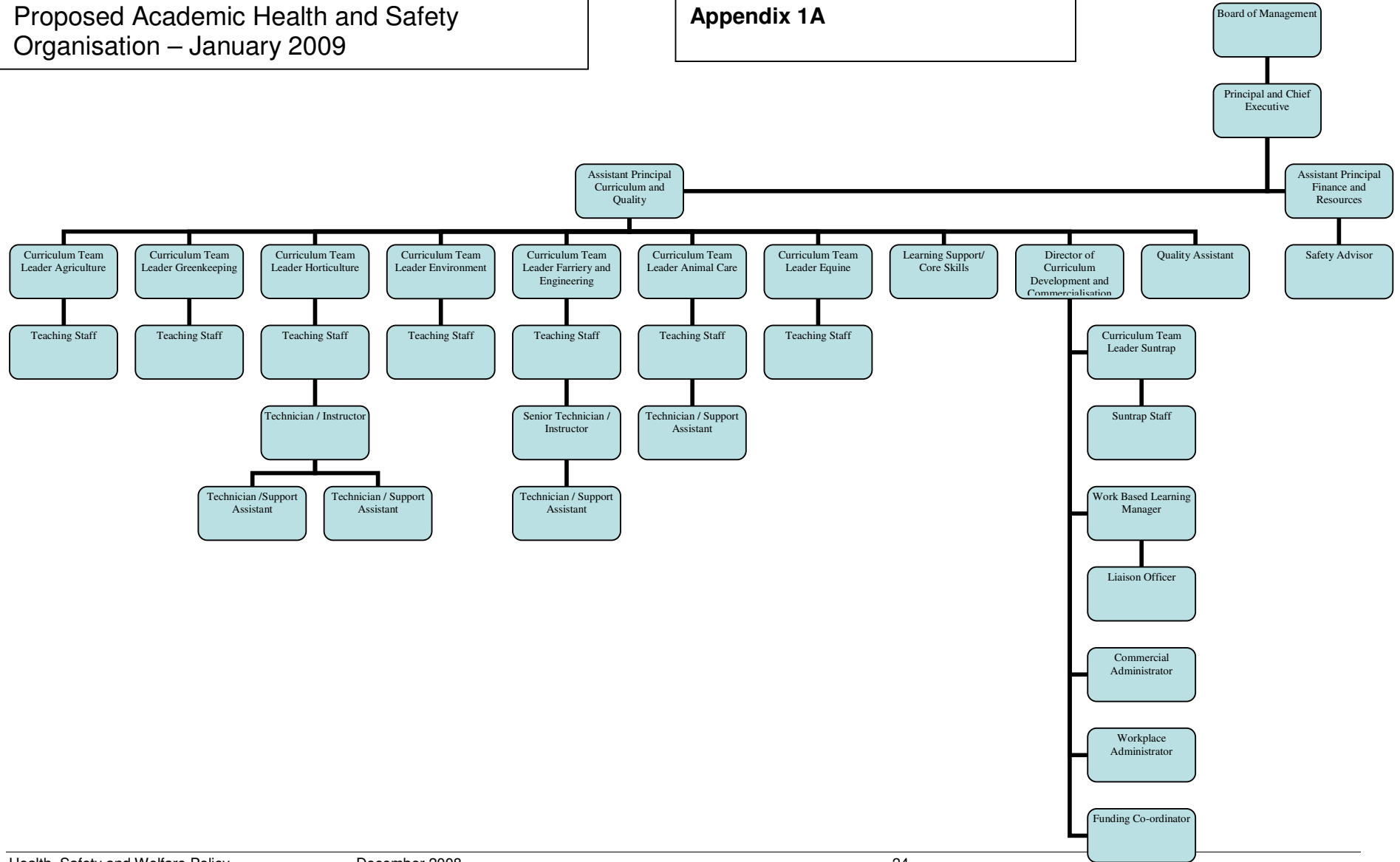


Principal and Chief Executive

Date **15th December 2008**

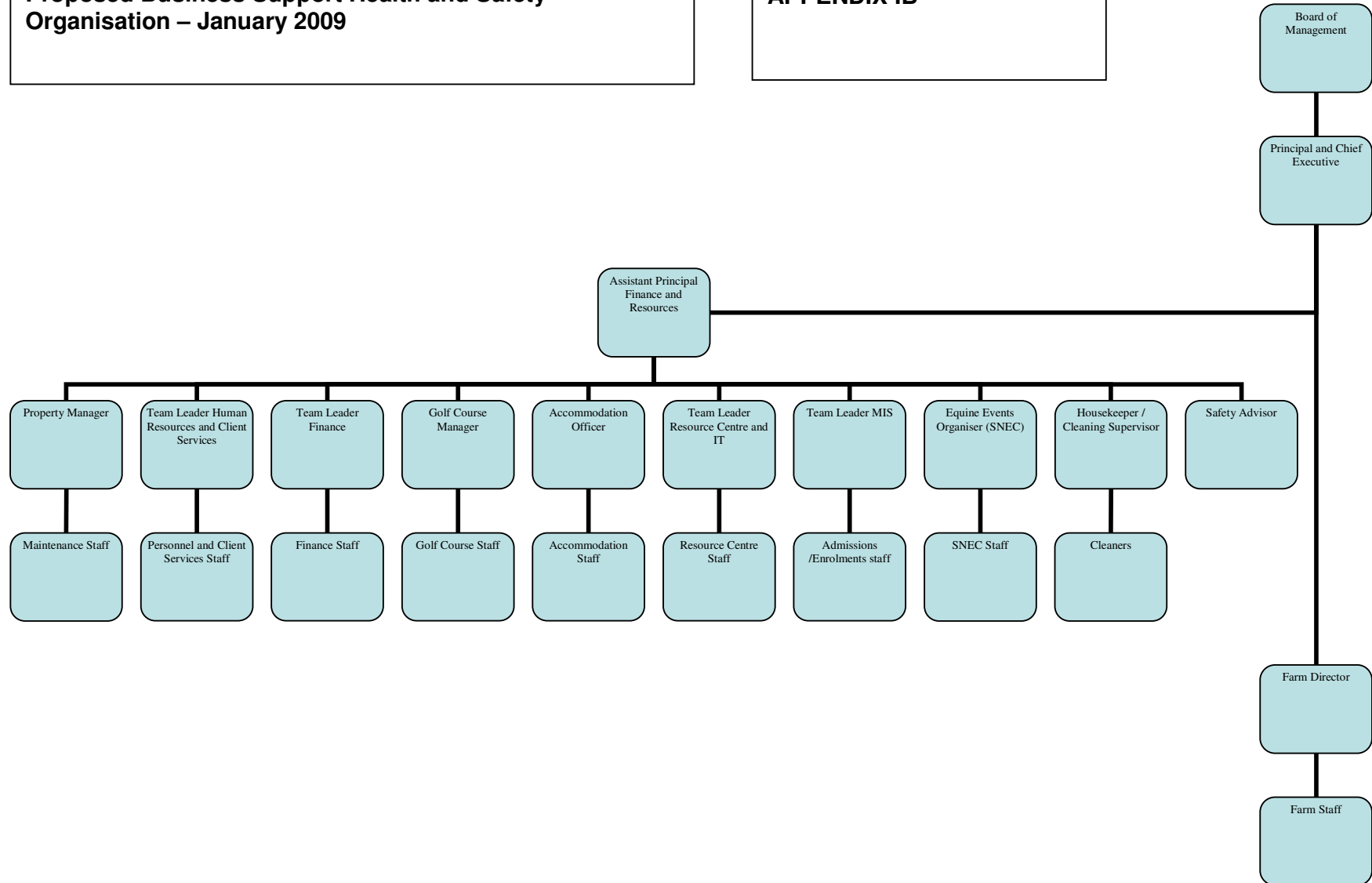
Proposed Academic Health and Safety
Organisation – January 2009

Appendix 1A



**Proposed Business Support Health and Safety
Organisation – January 2009**

APPENDIX IB



FIRST AIDERS

Appendix 2

NAME		Department	Tel. Ext. No.
Sharon	Anderson	Equine	124
Jim	Barclay	Equine	126
Lucy	Brindley	Unit Manager (Equine)	855472
Louise	Bulmer	Equine	123
Ann	Burns	Horticulture	132
Neil	Burns	Animal Care	125
Matt	Carlyle	Engineering Residential	122
Daniel	Cochrane	Maintenance.	147
Niall	Evans	Environment	157
Graham	Gilfillan	Technician	145
Brian	Inglis	Golf Course	859636
Stewart	Irons	Suntrap	0131 339 2891
Shirley	Kirkpatrick	Student Services	101
Elspeth	MacDonald	Equine	124
John	Mallon	Technician	145
Margaret	Martin	Business Support	103
Kaz	McCoy	SNEC	167
Davy	Millar	Technician	144
Brian	Miller	Landscaping	131
Joy	Miller	Agriculture	134
Lynne	Morrison	Sodexo	135
Lisa	Morton	Horse Unit Assistant	170
Bill	Mullen	Ass. Campus Manager	148
Elizabeth	Nairn	Equine	07714 983 268
Martin	Neal - Trainer	Engineering	158
Sarah	Reay	Environment	157
Denise	Riley	Campus Manager	148
Martin	Riley	Technician	145
Catriona	Samuel	Farm (Sm. Anim.Care)	857071
John	Smith	Oatridge Golf Course	859636
Neil	Sutherland	Farm	161 - 864805
Gillian	Turnbull	Equine	125
Christel	Young	Resource Centre	107

First Aid Equipment/Boxes may be found at:

Engineering Workshop	Wardens Office	Golf course Reception
Tractors/Estate Workshop	Student Services	Farm Office
Hortic Machinery Workshop	Laboratory	Stables
Landscaping Workshop	Suntrap Centre Office	Pig Unit

(Small first aid boxes can be found with practical working equipment i.e. Chainsaw box, Fencing box etc and in College Minibuses).

First Aid boxes are checked on a regular basis (termly) by the Safety Advisor, please inform the Safety Advisor when you have used materials from a first aid box and supplies are getting low.

	Make	Model	Type	Reg. No.	Person Responsible
College	Ford	Transit	Minibus	GX54 LKG	Team Leader Engineering/Farriery
	Ford	Transit	Minibus	BD07 ECA	Team Leader Engineering/Farriery
	Ford	Transit	Minibus	BK57 BJJ	Team Leader Engineering/Farriery
	Ford	Transit	Minibus	BT57 NPA	Team Leader Engineering/Farriery
	Peugeot	307	Car	LY07 AKG	Team Leader Engineering/Farriery
	Peugeot	307	Car	DS06 FFY	Team Leader Engineering/Farriery
	New Holland	1920	Tractor	V410 EKS	Team Leader Engineering/Farriery
	Ford	1920	Tractor	M997 WPU	Team Leader Engineering/Farriery
	MF	230	Tractor	Y487 BLS	Team Leader Engineering/Farriery
	MF	230	Tractor	H156 RSG	Team Leader Engineering/Farriery
	MF	230	Tractor	F654 RKV	Team Leader Engineering/Farriery
	MF	230	Tractor	F365 KSH	Team Leader Engineering/Farriery
	MF	230	Tractor	C214 USF	Team Leader Engineering/Farriery
	MF	230	Tractor	B318 KSX	Team Leader Engineering/Farriery
	MF	135	Tractor	ONS 223P	Team Leader Engineering/Farriery
	MF	550	Tractor	CLS 460V	Team Leader Engineering/Farriery
	JD	855	Tractor	R941 FFS	Team Leader Engineering/Farriery
	Manitou	MLT627	Forklift	SN57 MKF	Team Leader Engineering/Farriery
	Desta	1622LX	Forklift		Team Leader Engineering/Farriery
	JD	1950	Tractor	K287 ESG	Team Leader Engineering/Farriery
	Ford	5640	Tractor	L994 NVX	Team Leader Engineering/Farriery
	Renault	95X	Tractor	N761 GSF	Team Leader Engineering/Farriery
	NH	8360	Tractor		Team Leader Engineering/Farriery
	MF	6255	Tractor	SN53 ATU	Team Leader Engineering/Farriery
	NH	TM120	Tractor	SN53 JYK	Team Leader Engineering/Farriery
	NH	T6010	Tractor	SN58 EMV	Team Leader Engineering/Farriery

	Kubota	RTV 900	Utility vehicle		
	Kawasaki	Mule 550	ATV	Y974 BFS	Team Leader Engineering/Farriery
	Kawasaki	KLF300C	ATV		Team Leader Engineering/Farriery
	Honda	TRX300	ATV		Team Leader Engineering/Farriery
	Honda	TRX350	ATV		Team Leader Engineering/Farriery
	Yamaha	Bruin350	ATV		Team Leader Engineering/Farriery
	Honda	Fourtrax ES	ATV		Team Leader Engineering/Farriery
	Hayter	T224	Ride on mower		Team Leader Engineering/Farriery
	Toro	216D	Ride on mower		Team Leader Engineering/Farriery
	Huxley	358P	Ride on mower		Team Leader Engineering/Farriery
	Bantam	10	Utility vehicle		Team Leader Engineering/Farriery
	Grillo	PK1000	Utility vehicle		Property Manager
Farm	JD	6820	Tractor	SR04 JGV	Farm Director
	JD	6920	Tractor	OU54 BWK	Farm Director
	Renault	106	Tractor	R944 FFS	Farm Director
	Renault	70-12	Tractor	N374 XHH	Farm Director
	MF	390	Tractor	L281 HMS	Farm Director
	MF	565	Tractor	AFS 691W	Farm Director
	MF	550	Tractor	SSR 723S	Farm Director
	JCB	TM310	Forklift	SN08 EBL	Farm Director
	JCB	3D	Digger	Q289 XSC	Farm Director
	Case		Skid steer		Farm Director
	Claas	Dominator 208	Combine	J227 TSX	Farm Director
	Landrover	Defender	4 x 4	N938 FSF	Farm Director
	Honda	Foreman	ATV		Farm Director
Golf Course	Iseki	TK538	Tractor		Course Manager
	Kawasaki	Mule Diesel	ATV		Course Manager
	JD	3235B	Ride on mower		Course Manager
	Jacobson	Greens king 4	Ride on mower	Maintenance contract	Course Manager
	Jacobson	Tri king	Ride on mower		Course Manager
	Jacobson	HR	Ride on mower		Course Manager
	Club car	Electric	Golf caddy		Course Manager
	Club car	Electric	Golf caddy		Course Manager