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(students and members of the Public) and set appropriate health and safety standards.

health and safety performance and ensuring that any information from that monitoring is used to identify situations that create risks, and to direct actions accordingly.

Ensuring that where budgetary proposals and/or subsequent approvals are inadequate for this, appropriate steps are taken to ensure that an acceptable level of health and safety management is achieved and maintained.

3.4 Vice Principal, Curriculum and Quality

The Vice Principal, Curriculum and Quality is responsible for ensuring:

The maintenance and developmen Concep .

Appropriate sanctions are available in the event of unacceptable Health and Safety behaviour by Students.

The Safeguarding of children and vulnerable adults.

are appropriately highlighted to Governors and that support is provided for governors to complete associated mandatory training.

3.15 Duty Managers

Duty managers are responsible for undertaking any Health and Safety duties, as

on duty.

3.16 First Aiders

First Aid trained staff are responsible for;

- Providing a basic level of first aid treatment to employees, students and others as required.
- Ensuring serious cases are promptly dispatched to hospital.
- Familiarising themselves with the
- Familiarising themselves with any **"special"** first aid requirements within their work area.
- Maintaining first aid boxes, eye wash stations and any other equipment designated for first aid use, in a clean and suitably stocked condition. The first aider will complete a monthly check of first aid supplies and request any missing items.
- Completing accident reporting documentation as required.
- Assisting in accident investigation where necessary.
- Ensuring that their training and competency levels are current, and to attend training as directed by the Health and Safety Manager.
- Bringing to the attention of management any deficiencies in first aid provisions in the workplace in a timely manner.

In the event of a major incident, first aiders are to make themselves available by reporting to the incident control point to assist in dealing with any casualties etc. until the emergency services arrive on the scene and assume command.

3.17 Fire Marshals

Fire Marshals are responsible for;

- Assisting with fire/emergency evacuations and direct persons to the designated fire assembly points in the event of a fire situation (or evacuation drill).
- Providing a

The written plan and the arrangements are reviewed at six-month intervals, or when there has been a significant change to the College or employees.

Access to asbestos-containing materials in the premises is controlled to prevent inadvertent disturbance of the material and the release of asbestos fibers.

Systems are put in place to ensure that anyone liable to disturb asbestos-containing materials is made aware of their location.

The condition of all asbestos-containing materials or materials suspected of containing asbestos are inspected at agreed intervals to ascertain that there has been no damage or deterioration. Where damage or deterioration is found the asbestos-containing material will be reassessed and repaired or removed as appropriate.

There are procedures to deal with asbestos-related incidents (including the provision of information and warning systems), unless there is only a slight risk to the health of employees.

Any work on, or removal of, asbestos-containing materials are controlled to enTf1 0 0 -3(rk 1485.95 Tmd-151(co)6(n)-3(tro)-2(l)6(n)-3(tro)-2(l)6(n)-3(troto)-5(s)]TET6667

The Control of Noise Regulations 2005, applies to the College working/learning environment, therefore the College will ensure that it complies with legislative requirements. It is College policy to comply with the requirements of the law wherever it is reasonably practicable to do so.

Noise on College premises which causes distraction, annoyance or above the occupational exposure limit, will be reduced where reasonably practicable. Risk assessments will consider which areas have noise levels (if any), that may harm the hearing of employees/learners. Areas identified will be designated as Hearing Protection Zones and everyone entering the areas for any length of time are to wear appropriate hearing protection, including management, contractors and visitors.

Hearing Protection Zones will be clearly identified by appropriate signage.

Suppliers of all equipment and machinery purchased will be asked to supply an assessment of noise exposure to potential operators, which will be taken into account in buying decisions. Where reasonably practicable and consistent with other business needs, equipment will be chosen on the basis of having the lowest noise levels.

Noise induced hearing loss, due to exposure to unacceptable noise levels is a gradual process and may not be felt immediately therefore, the correct type of hearing protection must be worn at all times, whilst being exposed to varying noise conditions within the Hearing Protection Zone.

All noise reduction arrangements, such as screens, vibration, isolation and reduction precautions, will be maintained in an efficient state of repair and the result of any tests or maintenance recorded by the responsible Manager of the area.

4.6 Control of Substances Hazardous to Health (COSHH)

The Control of Substances Hazardous to Health Regulations 2002, requires employers to ensure that employees are not exposed to substances hazardous to their health and where this cannot be avoided, implement effective control measures to reduce their exposure as low as reasonably practicable.
The College acknowledges that no substance can be considered completely safe. Therefore, all reasonable st 0 5(l)12(o)6(0 1 3i00000 19-3(t)-123(b)-3(e)u)-3(bkr)13(o)6n123(b)-3(

Engineering controls will be properly maintained and monitored by planned preventive maintenance and annual performance monitoring to ensure continued effectiveness.

Systems of work, supervision or any other similar measures are reviewed at suitable intervals and revised if necessary.

All employees and others who may work in the affected areas will be informed of the purpose and safe operation of all engineering controls.

PPEs are only to be used as a last resort, or as a back-up measure during testing or modification of other controls.

The type and use of PPEs are carefully assessed and maintained according to

Where there is the potential for an explosive atmosphere to form, the location will be designated a hazardous area and classified in zones considering the likely frequency and duration of occurrence.

Suitable warning signs are displayed as appropriate in identified DSEAR areas in the College.

Potential sources of ignition within the hazardous areas will be identified and electrical equipment and protective systems will be selected considering the hazardous area classification. Other sources of ignition will only be introduced under the safe working practices of a hot work permit.

Systems, training and any information required are put in place so that staff are able to manage and control any unwanted events if they occur.

Emergency evacuation procedures are practiced on a regular basis together with unscheduled rehearsals.

Warning systems are tested on a regular basis and in line with installers and

As a College we will also develop where applicable, Personal Emergency Evacuation Plans (PEEP) to cover emergency and/or evacuation situations.
Relevant risk assessments (and the PEEP) will be reviewed at frequencies which take account of any new disabled personnel that come to work at the College

4.9 Display Screen Equipment

The Health and Safety (Display Screen Equipment) Regulations 1992, requires employers to perform suitable and sufficient analyses of workstations and ensure that the risks associated with the use of display screen equipment are eliminated or mitigated as low as reaso

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Arrangements

Assessments of the risks of working alone carried out under the Management of Health and Safety at Work Regulations 1999 will confirm whether the work can actually be done safely by one unaccompanied person. This will include the identification of hazards from, for example, means of access and/or egress, plant, machinery, goods, substances and environment, etc. Particular consideration will be given to:

- the remoteness or isolation of workplaces
- any problems of communication
- the possibility of interference, such as violence or criminal activity from other persons
- The nature of injury or damage to health and anticipated "worst case" scenario.

The College will also ensure that employees and others are given all necessary information, instruction, training and supervision to enable them to recognise the hazards and associated risks with working alone. Employees will also be required to follow the 2 556.63 Tm0 g0 G[ )]TJETQ EMC /P <MCID 6>BDC q0.000008871 0 595.32 841.92owl a

taken to ensure safe lifting and carrying of loads. In order to achieve this, the College will ensure that:

Operations which involve manual handling are eliminated, so far as is reasonably practicable.

Specific manual handling risk assessments are undertaken by competent persons to identify tasks which present a risk of injury and the precautions required to reduce the risk as low as reasonably practicable.

x Recommendations arising from the assessments are implemented and employees are informed on the findings of the risk assessments and copies of the assessments are provided to all relevant employees.

Equipment is provided where possible to minimise manual handling of heavy objects and ensure that two or more persons are available where the risk assessment identifies the need for assistance.

Employees involved in manual handling activities are trained in the safe techniques to use and instructed to report to any health and safety concerns to their line managers

Safe systems of work are used when carrying out manual handling tasks.

Records of manual handling risk assessments are retained for at least 5 years

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

4.22 New and Expectant Mothers

The Management of Health and Safety at Work Regulations 1999 requires employers to hich

Provide adequate accommodation for correct storage of PPE.
Provide adequate maintenance, cleaning and repair of PPE.
Inform staff and students of the risks that their work involves and why PPE is required.
Train staff in the safe use and maintenance of PPE.
Review assessments and reassess the need for PPE and its suitability whenever there are significant changes or at least annually.

4.26 Portable Electrical Appliances

Portable electrical equipment is defined as that which is not permanently attached electrically so as to form part of a fixed electrical installation. It is connected to an electrical supply via a flexible cable and plug to a socket outlet. For the purposes of this document, removable mains lead and extension leads will be classified as items of portable electrical equipment.
Failure to maintain portable electrical equipment adequately is a major cause of electrical accidents. Therefore, City of Bristol College undertakes to comply with the Electricity at Work Regulations (1989) made under the Health and Safety at Work Act (1974) and all future statutory requirements concerned with the inspection and testing of portable electrical appliances.
The College wishes to adopt all other reasonably practicable means to eliminate hazards and reduce the risk of injury or damage arising from portable electrical appliances.
There are legal duties on manufacturers and suppliers covering the initial integrity (safety) of new electrical appliances. There are general duties, covering the use and maintenance of appliances, designed to ensure that they remain in a safe condition.
The particular legal duties relating to the use and maintenance of electrical appliances are contained in the Electricity at Work Regulations (1989). These apply to all work activities and place requirements on employers, self-employed and employees (duty holders), designed to control risks which can arise from the use of electricity. The regulations require certain safety objectives to be achieved and do not prescribe the measures to be taken. This allows the duty holder to select precautions appropriate to the risk rather than have precautions imposed which may not be relevant to a particular work activity.
The Electricity at Work Regulations (1989) requires any electrical equipment that has the potential to cause injury is maintained in a safe condition. Although not required or specified by the regulations, Portable Appliance Testing (PAT) is carried out throughout the college at set intervals. PAT testing at the college is a safety measure in addition to regular visual checks and maintenance of all relevant electrical equipment.

4.27 Procedures and Guidance Documents (Bulletins)

Where appropriate the Health and Safety Manager will produce and update subordinate Safety Procedures and guidance applicable to activities throughout the College. These, following consultation with the SLT, Senior Managers and Trade Union Safety Representatives, shall be sent to the Governors and Principal for

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It takes or directs visitors to the fire assembly point in the event of an evacuation of the premises

It records all injuries/accidents to visitors using the accident reporting system and carry out a thorough investigation.

Visitors should be made aware that they are not permitted to wander freely around workshops and other practical areas. TB0(e)-3(st2 Tm0 g0 G[V)-2(isi)4(to)-5(rs)-88(sh)-3(o)-3(u)-3

4.38 Work Experience and Work Based Learning (Apprenticeships)

For Work Experience and for Work Based Learning, the college will as part of its duty of care to its students, ensure, as far as is reasonably practicable, that students are not exposed to risks to their health and safety. The college will conduct a risk assessment on the working environment, and personal risk assessments on

Health and Safety legislation, confirm that adequate insurance cover is in place, provide students with a health and safety induction. The college will continue to monitor health and safety during work placement and receive feedback from students and employers at the end of the placement.

4.39 Working at Height

The Work at Heights Regulations 2005 requires employers to eliminate or mitigate the risks associated with work at heights as low as reasonably practicable. To achieve the requirements of this legislation, the College will ensure that;

Work activities that involve work at heights are identified and the need to undertake work at height will be eliminated whenever it is reasonably practicable to do so.

Risks associated with those activities where work at heights cannot be eliminated are evaluated and steps are taken to control them

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