



City College

N O T T I N G H A M

POLICY AND PROCEDURE	HEALTH AND SAFETY
POLICY NUMBER	MA/U15
ACCOUNTABILITY	HEALTH AND SAFETY OFFICER
REVIEWED BY	TASAWAR CHAUDRY
APPROVED BY SIGNED	RON BELL, DIRECTOR <i>R. Bell</i>
DATE OF APPROVAL	21/5/15
NEXT REVIEW DATE	May 2016
VERSION NO.	4



European Union
European Social Fund
Investing in jobs and skills



City College Nottingham
Certification N°. 227
educationoversight.co.uk/227
Educational Oversight 2015

Accredited by the
BRITISH COUNCIL
for the teaching
of English



CONTENTS

Page No:

	<u>PART ONE: HEALTH & SAFETY POLICY</u>	
	HEALTH & SAFETY POLICY STATEMENT	3
	DEFINITIONS	3
	KEY LEGISLATION	3
	<u>PART TWO: ORGANISATIONAL RESPONSIBILITIES AND ACCOUNTABILITY</u>	
1	PRINCIPAL	4
2	HEALTH & SAFETY OFFICER	4
3	LEARNERS	5
4	TRAINING STAFF AND ADDITIONAL SUPPORT STAFF	5
5	SPECIFIC RESPONSIBILITIES FOR TRAINING STAFF	6
6	MAINTENANCE STAFF	7
7	RECEPTIONIST/FRONT OF HOUSE	7
	<u>PART THREE: ARRANGEMENTS FOR HEALTH & SAFETY</u>	
8.01	CIRCULATION & DISTRIBUTION	8
8.02	FIRE & OTHER EMERGENCIES/FIRE DRILLS/EVACUATION PROCEDURES	8
8.03	VISITORS	9
8.04	ACCIDENTS/ RIDDOR AND FIRST AID	9
8.05	CHEMICAL SUBSTANCES & MATERIALS/ COSHH COMPLIANCE	10
8.06	HEALTH & SAFETY TRAINING/CONTINUOUS PROFESSIONAL DEVELOPMENT	11
8.07	MACHINERY & PLANT	12
8.08	RISK ASSESSMENT	12
8.09	ELECTRICITY/PAT TESTING OF PORTABLE APPLIANCES	13
8.10	PERSONAL PROTECTIVE EQUIPMENT (PPE)	13
8.11	EYE PROTECTION	13
8.12	CLOTHING	14
8.13	HEARING PROTECTION	14
8.14	RESPIRATORY PROTECTION	14
8.15	INTERNAL HEALTH & SAFETY SURVEY	14
8.16	WELFARE AMENITIES & PROVISIONS	14
8.17	HOUSEKEEPING	14
8.18	DEALING WITH SPILLAGE AND LEAKAGE	15
8.19	LIFTING & HANDLING	15
8.20	MANUFACTURERS/SUPPLIERS	16
8.21	DUE DILIGENCE - CONTRACTORS	16
8.22	HIRED EQUIPMENT	17
8.23	NOISE	17
8.24	DUST	17
8.25	OFF-SITE EMPLOYER WORK PLACEMENT & PLACEMENT MONITORING PROCEDURES	17
8.26	OFF SITE LEARNING - FIELD TRIPS	18



PART ONE:

HEALTH & SAFETY POLICY STATEMENT

It is the policy of City College Nottingham (CCN) (the organisation/company) to carry out all of its functions in a manner which ensures the Health & Safety of its Employees, *Learners, and the Public.

It is the duty of the Management together with the Health & Safety Officer and all Staff to ensure that all plant equipment, machinery, facilities, substances, materials, procedures and processes are totally safe and cannot cause personal harm or impairment of health.

It is our aim to promote Health & Safety measures through appropriate training to result in safe attitudes. All Learners will be made fully aware of the hazards they may encounter in their environment, and the methods of minimising risk to themselves and to others.

In pursuance of this policy, City College Nottingham will ensure that:

- The Management takes all necessary steps to facilitate systems for Health & Safety through the Director of Operations, who accepts ultimate responsibility for Health & Safety within the organisation.
- All persons employed within the organisation strive to develop, maintain and promote a high standard of Health & Safety and welfare in all aspects of their occupation.
- The Health & Safety Policy and procedures are reviewed, and if necessary, revised and updated regularly.

This policy will be made available in Large Print form, or via Audio means, on request.

DEFINITIONS

- A **Learner** is an individual enrolled on a programme of study with the organisation who is working towards the achievement of one or more qualification outcomes. A learner may also be known as a **student, trainee, participant or candidate**.
- A **Training Officer/Tutor/Teacher/Assessor** is a person responsible for the delivery of training and learning to learners, and/or for the assessment of learner competence. These officers will be referred to as **Training Staff**.

For the purposes of clarity within the context of this policy and procedures document, Training "Staff" includes both employed and self-employed personnel.

KEY LEGISLATION

Key legislation relevant to this policy include:

- Health & Safety at Work Act 1974
- Health & Safety Regulations 2012
- Workplace (Health, Safety and Welfare) Regulations 1992

PART TWO:

ORGANISATIONAL RESPONSIBILITIES AND ACCOUNTABILITY

1. PRINCIPAL

- 1.1 Will ensure that there is an effective Health & Safety policy operating within the company and shall be responsible together with the Health & Safety Officer for the implementation and review of it's effectiveness.
- 1.2 Will liaise with the Health and Safety Officer to review the policy ensuring that any necessary changes are made to maximise effectiveness.
- 1.3 Shall provide adequate, staff, funds and resources to ensure agreed work relative to Health and Safety is completed.
- 1.4 Shall ensure that responsibilities are properly assigned and accepted at all levels and continually review measures taken to fulfil these.
- 1.5 To ensure that all staff will be given instruction and training so that they can implement the Health and Safety Policy and procedures.

2. HEALTH AND SAFETY OFFICER

- 2.1 Serve and act as chairperson to the Health and Safety sub-committee. Arranging and forming agenda's, giving advice and/or information as necessary to all Staff and Learners.
- 2.2 Assess the effectiveness of the current safety systems and procedures, and recommending improvements to the Director of Operations.
- 2.3 Make regular inspections in conjunction with Training Staff to ensure that the Health and Safety policy is being carried out effectively.
- 2.4 Ensure that all records or documents relating to Health and Safety are available and properly maintained for both reference and audit purposes.
- 2.5 Liaise with the Health and Safety Executive, and any other relevant organisations to pass on information to responsible persons, to improve their Health and Safety knowledge.

- 2.6 Be responsible for the company's accident, dangerous occurrence recording and reporting system, ensuring records are properly maintained.
- 2.7 Monitor accident and injury statistics, carrying out investigations when necessary and providing annual reports for the Director of Operations.
- 2.8 Carry out safety induction of new staff.
- 2.9 Revise and update the Health and Safety Policy annually and at intermediate intervals as and when required.
- 2.10 Continually update the Management Team on current and planned Health and Safety developments.

3. LEARNERS

- 3.1 Must make themselves familiar with the organisations Health and Safety policy and procedures and conform to these at all times.
- 3.2 Must take due care and attention for the Health and Safety of themselves and others, including visitors, staff, and other learners.
- 3.3 Must wear and use the appropriate personal protective safety equipment (PPE).
- 3.4 Shall not misuse or interfere with anything provided by the company for the purpose of Health and Safety.
- 3.5 Must report all hazards or accidents to their immediate supervisor and/or Training Staff.
- 3.6 Are encouraged to make suggestions to improve Health and Safety, to their Supervisor, Training Staff, and/or the Health and Safety Officer.

4. TEACHING AND TRAINING STAFF (AND ADDITIONAL SUPPORT STAFF)

- 4.1 Should be fully aware of the organisations Health and Safety Policy and Procedures.
- 4.2 Should actively support and promote the organisations Health and Safety Policy and Procedures at all times.
- 4.3 Ensure that all persons, plant, equipment, materials, substances and processes conform to a high standard of Health and Safety within their occupational area.

This will include:

- 4.4 Carrying out all health and safety induction training in accordance with company policy, including the issuing and explanation of the Health and Safety pack, and completing the induction checklist and other relevant documentation, (including explanation of safety rules within their department, based upon safe working practices relevant to legislation).

- 4.5 Maintaining a daily register for the purposes of emergency drills.
- 4.6 Maintaining First Aid equipment in conjunction with the First Aider and/or Appointed Person.
- 4.7 Ensuring that any hazardous substances and/or materials are used in accordance with the manufacturer's guidelines, Issue and explain hazard information data sheets to all persons using substances/materials, and maintaining a signed register of trained persons in the COSHH training file.
- 4.8 Ensuring that the correct personal protective equipment (PPE) is available and the correct training given in its use, which signed for and recorded at the induction stage. This must be maintained in good order and PPE use enforced as necessary (e.g. Safety Boots, or Hard Hats on construction sites).
- 4.9 Ensuring that all machinery and plant including electrical equipment conforms to legal requirements and is maintained in a safe condition.
- 4.10 Carrying out regular Health and Safety inspections together with the Health and Safety Officer.
- 4.11 Ensuring that a high standard of housekeeping is maintained.
- 4.12 Ensuring that all lifting and handling is carried out safely and that all staff (where appropriate) receive the correct training and instruction.
- 4.13 Ensuring the safety of all visitors to the section.
- 4.14 Ensuring as far as is reasonably practical the safety of learners/students/ trainees/participants whilst on work placement, according to the Health and Safety Policy and Procedures.
- 4.15 Record all accidents and dangerous occurrences, reporting such incidences so as they can be investigated in conjunction with the Health and Safety Officer as necessary. Escort any injured person within their department to a qualified First Aider in the event of an accident and/or incident which requires medical attention, and if required, remaining with the person until no longer required.
- 4.16 Keep abreast of current and new legislation applicable to their occupational training area and brief all Support Staff and Learners accordingly.
- 4.17 Ensure as far as is reasonably practicable that unauthorised persons cannot enter occupational training areas or use equipment and/or materials, belonging to those areas.

5. SPECIFIC RESPONSIBILITIES FOR TEACHING/TRAINING STAFF:

- 5.1 In conjunction with the Health & Safety Officer, create and maintain a Personal Protective Equipment (PPE) Register for their area of responsibility.
- 5.2 Ensure that escape routes and emergency evacuation procedures are displayed and maintained in their occupational training area.

- 5.3 Ensure that all fire exits within their departments are clearly marked, accessible by means of visible direction arrows and free from obstruction at all times.
- 5.4 Report the action taken in the event of an accident requiring First Aid.
- 5.5 Report all accidents/dangerous occurrences to the Health and Safety Officer as required by RIDDOR.
- 5.6 Ensure that each occupational area has access to a First Aid box, and that they are adequately stocked at all times
- 5.7 Ensure that all health and safety policies and procedures are adhered to at all times
- 5.8 Ensure that they, and their Learners are fully aware of the fire evacuation procedures, first aid procedures, and that all other Health and Safety procedures are followed

6. MAINTENANCE STAFF

- 6.1 Regularly check emergency lighting, fire alarm system and test points at intervals as laid down in the "FIRE PRECAUTIONS LOG BOOK" and record therein.
- 6.2 Ensure that all fire fighting equipment is regularly checked and details recorded in the Fire Log.
- 6.3 Arrange, supervise and record fire drills at intervals of no less than three months.
- 6.4 In conjunction with the Health and Safety Officer and Training Staff, maintain registers for both fixed and portable electrical appliances. Ensure that all such equipment is maintained in safe working order by means of testing in accordance with relevant legislation.
- 6.5 Ensure that all works carried out have a completion certificate, which will be maintained with the register.
- 6.6 Arrange for the repair or refitting of plugs as required for any portable electrical appliances within the organisation.

7. RECEPTIONIST/FRONT OF HOUSE

- 7.1 Inform all contractors and visitors of the organisations Health and Safety Policy and Procedures.
- 7.2 Wherever possible, obtain a plan of work from Contractors giving details of the work to be completed.
- 7.3 Ensure that all Contractor Companies used by the organisation are "approved". Ensure that relevant persons receive copies of instructions, safety information and certificates if applicable.
- 7.4 Ensure that all persons sign in and out in the Visitors Book, and are escorted by the relevant staff member whilst on site.
- 7.5 Issue appropriate safety instructions as and when required e.g. fire and emergency evacuation procedures.

PART THREE:

ARRANGEMENTS FOR HEALTH AND SAFETY

All activities relative to Health, Safety and Welfare will be reviewed and updated on a continual basis by the following persons and groups:-

- **Health and Safety Officer**
- **Health and Safety Sub-Committee**

Meetings will be held by the above at least every three months, but will be held at any time in between as required.

The Sub-Committee will liaise with all other sites within the organisation, the Health and Safety Executive and such organisations as is deemed appropriate e.g. Stakeholders, Employment Services, partner colleges etc.

8.01 CIRCULATION AND DISTRIBUTION

Heads of Departments shall be responsible for ensuring that all their staff promote the company's Health & Safety policy and procedures.

All staff shall be given a Health and Safety induction upon starting employment with the company.

Learners shall be given a copy of the Health and Safety Policy Statement as part of their course induction, with the full policy being available for inspection.

Individual safety rules for each occupational training area and general safety rules will be issued at induction.

The Health and Safety Policy Statement will be displayed in prominent positions throughout the premises/delivery sites.

An information notice board will be maintained and updated, to keep abreast of current legislation and safety issues.

8.02 FIRE AND OTHER EMERGENCIES/FIRE DRILLS/EVACUATION PROCEDURES

Training

All Staff and Learners should be instructed in the action to be taken in the event of fire, during induction.

The following key points should be covered at induction:-

- Evacuation procedure for the centre including assembly points.
- The need for fire doors to be closed and unobstructed.
- How and when to raise the alarm from a call point.
- Smoking and No Smoking rules.
- Good housekeeping practices, including waste disposal.
- Any specific fire hazards particular to occupational areas.

A common fire and evacuation procedure should be displayed together with relevant escape route plans in each department, including access points. This will give information on "No Smoking" areas, fire exits and fire fighting appliances.

All fire fighting and safety equipment will be regularly checked, serviced and records retained, to ensure maximum efficiency. This will include emergency lighting, alarm system, test points, smoke detectors and shall be recorded in the Fire Log Book.

All fires shall be recorded and investigated to establish their origin and steps taken to prevent further outbreaks.

Fire drills will be held at intervals of no less than three months and will be recorded in the Fire Log Book.

8.03 VISITORS

To assist in the protection of visitors to the centre, following rules shall apply without exception.

Visitors must:

1. Sign the Visitors Book register in the Reception Area on arrival
2. Be accompanied at all times, by an employee of the company whilst on site
3. Observe the organisations Health and Safety notices, and follow instructions given by the person enforcing the Health & Safety Policy
4. Wear appropriate personal protective clothing and/or equipment (PPE) (e.g. hard hats)
5. Keep to gangways in the centre where marked
6. Inform the organisation of any risk to their Health and Safety or welfare whilst on the premises
7. Be instructed in the procedure to take in the event of fire/emergency evacuation and follow them in the event of a fire/emergency situation.
8. Sign out when leaving

8.04 ACCIDENTS/RIDDOR AND FIRST AID

1. First Aid treatment will only be carried out by qualified First Aiders.
2. The names and locations of the First Aiders/Appointed Persons must be displayed in Reception areas at all times.
3. A First Aid kit will be kept in the administration/reception area and it shall be accessible by First Aiders. The First Aid boxes shall be adequately stocked at all times.

4. Where practicable, each occupational area will have one emergency bandage package accessible at all times.
5. All accidents or dangerous occurrences within each section should be reported immediately.
6. These will be recorded in the Accident Book and must be investigated as soon as possible and signed by the Health & Safety Officer.
7. To comply with RIDDOR, certain accidents or dangerous occurrences must be reported to the Health & Safety Officer, and also to the Health & Safety Executive.
8. A yearly report will be prepared for the senior management of the organisation, and shall include the following information:-
 - a. Number of accidents and dangerous occurrences
 - b. Types of accidents and dangerous accidents
 - c. Departments in which the above took place
 - d. Actions taken to prevent further accidents or occurrences
 - e. Outstanding modifications
 - f. Days lost through accidents/ill health
9. In the event of an injury being sustained by any person on the organisations premises which requires medical attention, the procedure will be as follows:-
 - a. The supervisor in the department will escort the injured person to a qualified first aider/appointed person.
 - b. The First Aider/Appointed person will give treatment and recommend further medical attention as necessary.
 - c. If the injured person requires further medical attention then the Duty Manager or Administrative Officer **MUST** make suitable arrangements (e.g. call the emergency service or escort the injured person to the Casualty Department)
 - d. The First Aider/Appointed person should complete the Accident Book.
 - e. The Supervisor within the section of the accident should complete an accident/investigation report form, and return this to the Health & Safety Officer.

8.05 CHEMICAL SUBSTANCES & MATERIALS/COSHH COMPLIANCE

The Control of Substances Hazardous to Health (COSHH) regulations, require all materials and substances (solvents, oils, cleaning agents etc) to be assessed for possible health effects before being used within the organisation.

Safety requirements will be identified by reference to the relevant suppliers/ manufacturers, hazard data sheets.

All necessary information concerning the hazards, precautions and treatments relating to these substances/materials will be passed onto staff and Learners.

Inflammable materials shall be properly stored in purpose exterior stores or special cabinets. When being used, the minimum quantity required shall be taken from the stores and returned immediately after use.

Hazardous substances should not be decanted into another container without that container being clearly labelled for use.

The organisation will act in accordance with the COSHH regulations.

In pursuance of this, the procedure for new and existing hazardous substances and materials used within the centre will be as follows:-

- a. All hazardous substances and materials used within the centre will be identified, listed and recorded.
- b. A standard letter will be sent to the manufacturer or supplier requesting hazard information sheets on the product.
- c. Assessments will be made based on the information sheets. These should give information on use, storage, protective equipment required, precautions to be taken and possible treatment necessary.
- d. All relative information should be maintained in a COSHH file which will be updated on a continual basis.
- e. All personnel using or coming into contact with hazardous substances and/or materials should be aware of the information on the COSHH assessment sheet before use.
- f. A COSHH training sheet should be completed and signed by the Learner/Student/Trainee/Participant and Trainer and then filed in the COSHH training file.

8.06 HEALTH & SAFETY TRAINING/CONTINUOUS PROFESSIONAL DEVELOPMENT

All Training Officers should strive to keep abreast of current safety legislation relevant to their own occupational training area. The main points should be simplified and adopted in a list of safety rules. These rules should be imparted to all new Students/Trainees/Participants during induction.

Induction training should also include an explanation, demonstration and issue of any personal protective equipment (PPE), which may be provided and required for the job, this should be signed for and recorded on file.

In addition, induction should include the handing over of any documentation such as permits to work, safety booklets, chemical information sheets, emergency evacuation procedures, and Health and Safety induction checklist etc.

Safety training shall form an integral part of the occupational training. Combined training serves to emphasise the need to regard Health and Safety as an embedded part of good working practice.

8.07 MACHINERY AND PLANT

It is against both the law and company rules for unauthorised or untrained personnel to operate machinery or plant. All plant and machinery must comply with current legislation.

Every effort must be made to protect Learners/Students/Trainees/Participants from hazards arising including:-

- a. Maximum guarding
- b. Comprehensive and thorough safety training and information
- c. Use of safety devices where necessary
- d. Use of personal protective equipment (PPE) where necessary
- e. Close supervision where necessary
- f. Wall and floor mounted isolator switches where necessary
- g. All machinery and plant should be maintained in good, safe, working order. This maintenance should be planned according to manufacturer's safety instructions and a records kept, including of all maintenance activities carried out.

Any person using plant or equipment of a dangerous nature in a section where he/she is not directly undergoing on an approved course or training must:-

- a. Have received training in the use, operation and safety factors by the Training Staff in that section.
- b. Be issued with or made aware of any legal requirements
- c. Be issued with a permit to work signed by him/herself and the Training Staff of that section. This permit should specify precisely what the Learner is permitted to do/not do.
- d. Remain under supervision

8.08 RISK ASSESSMENTS

In order to ensure that safe working practices are being adopted within all sections, risk assessments will be carried out.

These assessments will cover all tasks, activities and functions within the centre.

Assessments will be carried out by the following means:-

- a. Each department will list all tasks, activities or functions performed in their department.
- b. Each task, activity or function will be examined to identify associated risks.
- c. Risks will be ranked in priority order (e.g. No assessment required up to immediate priority).
- d. Control measures implemented if necessary (new or existing)

Records will be maintained of all such assessments. These will be checked and reviewed annually.

8.09 ELECTRICITY/PORTABLE APPLIANCE TESTING (PAT) OF PORTABLE APPLIANCES

The main electrical services to fixed plant and services including distribution of power supplies and all portable electrical equipment shall be maintained in a safe condition and comply with the Electricity at Work Regulations and the Regulations for Electrical Installations.

Only qualified electricians are permitted to carry out work on electrical wiring and apparatus using safe systems of work.

Anyone finding damaged or faulty electrical cables, conduits, flexes, plugs, machinery, lighting or other apparatus should report it immediately to their Supervisor or Training Officer/Tutor.

All electrical equipment including gas appliances shall be entered in a register.

There shall be two registers one for fixed installations and one for portable electrical equipment. These registers should categorise department and give details of company or persons qualified to undertake inspections.

All portable electrical equipment shall be checked every 12 months and test certificates recorded.

All fixed installations shall be checked every five years; not on 13 amp sockets), and test certificates recorded.

All new works require a completion certificate and any action taken must be recorded in files provided.

A person within the organisation will be nominated to repair and fit plugs on Portable appliances

8.10 PERSONAL PROTECTIVE EQUIPMENT (PPE)

All necessary personal protective equipment (PPE) and clothing shall be provided free of charge by the centre.

All such equipment will comply with the relevant British Standards. Instructions will be given on the use and storage of this equipment.

All equipment should be issued at induction and a record will be kept on file of all PPE issued and training given.

8.11 EYE PROTECTION

Eye protection will be worn for all processes specified in the protection of eyes regulations, and wherever there is a risk of eye injury.

Signs will be erected where eye protection is necessary and students informed by Tutors

8.12 CLOTHING

Suitable clothing must be worn by all Staff and Learners/Students/Trainees/ Participants.

No loose articles of clothing or jewellery may be worn whilst operating hazardous machinery.

Overalls and gloves shall be provided where necessary.

Training Staff and Learners in construction must wear suitable robust footwear, preferably Safety Boots.

8.13 HEARING PROTECTION

Staff and Learners that may be affected by high noise levels will have access to hearing protection.

This must be worn where noise levels exceed 90 dB(A).

Signs will be displayed where equipment must be worn.

8.14 RESPIRATORY PROTECTION

Wherever possible, suitable ventilation or extraction will be provided to reduce exposure to dangerous fumes, vapours and gases.

Where such measures are not possible, suitable respiratory protection will be available.

All Staff and Learners should be made aware of circumstances in which they "must" wear equipment provided.

8.15 INTERNAL HEALTH AND SAFETY SURVEY

A Health & Safety Audit shall be carried out of the organisation at intervals of no more than yearly.

Inspections will be carried out in conjunction with Training Staff to ensure that the Health and Safety Policy is being implemented out effectively.

These will be done monthly, with a view of checking all areas over a 12month period at least once.

8.16 WELFARE AMENITIES AND PROVISIONS

In order to ensure that good hygiene is encouraged, the organisation provides appropriate welfare facilities in accordance with the Workplace Health & Safety and Welfare Regulations.

8.17 HOUSEKEEPING

It is the responsibility of all personnel to ensure that all areas within the premises are maintained in a safe, clean and tidy manner.

All waste is to be disposed of in a safe and responsible manner.

All gangways are to be kept clear, and fire exits are to be kept unobstructed.

Adequate time, resources and facilities must be available for cleaning.

8.18 DEALING WITH SPILLAGE AND LEAKAGE

Immediately mark off the affected area by either placing warning signs around the area and/or instruct a member of staff or Learners to warn others of the danger whilst the warning signs are located.

Warning signs are kept in the cleaners store room (the key is kept at reception).

The person causing the spillage shall be responsible for ensuring that it is cleaned up and any necessary actions are taken.

The person causing/locating the spillage shall inform reception staff of the location if it cannot be cleaned up immediately.

Mops, buckets, cleaning materials and Personnel Protective Equipment (PPE) can be found in the cleaners store room.

The person cleaning up the spill shall ensure that any Personnel Protective Equipment (PPE) necessary for the task is worn.

In the event of a spillage/leakage of any **HAZARDOUS LIQUIDS / CHEMICALS** then the following persons must be informed:- Director of Operations, Health & Safety Officer, Maintenance Department and duty receptionist.

The Health & Safety Officer or a Senior Member of Staff in their absence shall ensure that the area is secure and the relevant Emergency Services are informed.

The person responsible for causing the spillage/leakage shall ensure that the incident is recorded in the Accident Book so that any necessary investigation are carried out and any remedial actions are-taken.

8.19 LIFTING AND HANDLING

All personnel should take care to lift and handle objects safely using the correct technique.

Any person handling large, heavy, awkward or sharp objects should take the necessary precautions or request assistance.

All materials and substances should be stored safely so as not to cause risk to others.

Manual handling activities shall be assessed and recorded in a register.

8.20 SUPPLIERS AND MANUFACTURERS

The organisation will consult with the Health and Safety Executive, other interested authorities, machinery and plant manufacturers and material suppliers to check that the premises, processes, machines and materials are used in accordance with relevant legislation.

Instructional booklets and safety information (where applicable), must be handed in upon purchase.

8.21 DUE DILIGENCE: DUTIES FOR CONTRACTORS

Contractors means, any persons working or delivering to the organisations premises who are not employed by City College Nottingham.

Ensure Safe Systems of Work, whether from the contractors Company, or from City College Nottingham are followed while on the premises and that are aware of their responsibilities under the Health & Safety at Work etc Act 1974.

Provide details of the contractors Company's, Health & Safety Policy, including safe systems of work for the tasks to be undertaken, if requested to do so by the Health & Safety Officer, or an appointed representative.

Ensure that all necessary precautions, (including PPE), etc are taken while the task on CCN sites or premises is being completed.

Ensure that they do not take unnecessary risk, cut corners to complete the task in a shorter time, or endanger the life or well being of either themselves/themselves, CCN PERSONNEL, Learners, clients, visitors, other contractors, or members of the general public, while the task/job is being completed.

Ensure that they have the necessary registration, skills and competence to complete the task/job in hand, and that they have received sufficient training, (whether from the contractors Company, or from CCN etc), to complete the task competently and safely.

Provide evidence of such skill and/or competence if requested to do so by the Health & Safety Officer, or an appointed representative.

Inform the CCN person in charge, reception, or the Health & Safety Officer, if they sustain any injury or accident or are involved in any incident while on CCN premises, including those reportable under RIDDOR.

Be familiar with the organisation's fire and evacuation policies and procedures.

Ensure that equipment being used on CCN premises is free from defect, meets current Health & Safety guidelines for Work Equipment, and is being used in accordance with the manufacturer's guidelines.

Report without delay any instances where either the contractors Company or CCN's Health & Safety policy has not been followed, or circumstances that may arise that would make it difficult for the policy to be followed to the Health & Safety Officer.

Sufficient Public Liability Insurance exists from the contractors Company to cover the task to be completed, and to provide details of that policy if requested to do so by the Health & Safety Officer or an appointed representative.

8.22 HIRED EQUIPMENT

All hired equipment should be issued with relevant instructions for use, and certificates if applicable. If these conditions are not met, then the equipment should not be hired.

8.23 NOISE

The nature of some processes within the organisation, may produce excessive noise levels which may be harmful to health.

The organisation will select and install all new equipment to operate within safe working levels of noise emission and will generally seek to reduce the exposure of Learners and Staff, to noise.

Where noise levels reach 90 dB(A) the centre will provide ear defenders.

The measurement of noise levels will take place at intervals as laid down by legislation.

8.24 DUST

Some operations within the centre could produce levels of dust which could be harmful.

The installation of extraction of excessive dust will be installed, as required by current legislation.

The measurement of dust levels will take place at intervals laid down by legislation.

8.25 OFF-SITE EMPLOYER WORK PLACEMENT & PLACEMENT MONITORING PROCEDURES

Training providers have a legal, contractual and moral duty to ensure that employers who have engaged either employed and/or non-employed status Learners provide a working environment which will enable them work in a safe and healthy manner.

To fulfil this duty, a Health and Safety assessment must be conducted on all work placement employers before a Learner is allowed to commence on a course of study. Any assessment which identifies a risk will require action by the employer to be completed prior to the Learner being inducted, or if there is a significant risk, the employer may not be deemed suitable.

A placement profile will be compiled, which will include:

- General details of the placement company/employer
- The Placement agreement, including supervisory responsibility
- Health and safety information and records
- Placement monitoring record

The placement profile is a live document and should be taken on monitoring visits to allow it to be regularly updated and track progress.

The frequency of monitoring visits will be in line with funding guidelines/codes of practice.

If an accident occurs then it must be thoroughly investigated, an analysis undertaken of the cause(s), and preventative measures implemented to prevent re-occurrence. Accidents must also be reported to funding partners.

The above must be fully recorded to provide documentary evidence of events, in order to safeguard all party's interests and minimise risk.

8.26 OFF-SITE LEARNING – FIELD TRIPS

A field trip is any activity where teaching, learning and assessment take place away from the main College Campus (or the normal site of delivery eg community venues), which add value to the learning experience.

All Field Trips must be effectively planned and managed to identify and minimise health and safety risks to learners and staff when off site.

Class Tutors will be responsible for the completion of an "External Off Site Risk Assessment Form" in advance of a planned Field Trip, and submit this to their Team/Departmental Leader for approval and authorisation, no later than ten working days prior to the planned Field Trip date.