

LEARNING
FOR LIFE
at Morley

MORLEY COLLEGE

HEALTH & SAFETY HANDBOOK

Morley College – Health and Safety Handbook

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Part I - GENERAL STATEMENT OF HEALTH AND SAFETY POLICY

Morley College Limited is a company limited by guarantee and a registered charity, in the further and adult education sector.

It is the policy of Morley College Limited, as a responsible employer and in accordance with the Health and Safety at Work etc. Act 1974 and other statutory requirements and recognised good practice, to strive for excellence and continual improvement so far as is reasonably practicable in the health, safety and welfare of its staff, students, visitors and of others who are affected by its work.

Excellence in health and safety needs to be considered and supported at all levels of management and by every individual throughout the College. Commitment from senior management and from Heads of Departments is of paramount importance and specific duties and responsibilities are assigned to them accordingly. However, the commitment and co-operation of staff and students of the College are essential if the highest standards of health and safety are to be ensured.

Both in legal and practical terms the responsibility for ensuring the safe conduct of any activity rests with those who control, arrange and direct the work and with those who perform it.

The College considers that health and safety controls are about the management of risk and not necessarily about the elimination of risk altogether. Health and safety controls are in place at the College in order to enable activities to be undertaken in a reasonable and safe manner and are not established to prevent activities just because an element of risk exists.

This Policy Statement emphasises the College's commitment to health and safety.

In order to ensure that the highest standards of health and safety are achieved, the College is committed to the following:

- Compliance with all the legal requirements relevant to health, safety and welfare.
- The prevention of injury and health impairment of all persons affected by the activities of the College.
- The attainment, adoption and promotion of good practice in all aspects of health and safety and the promotion of a safety culture across the Institution.
- The promotion of a healthy working environment for staff, students and visitors.

In pursuance of the stated commitments, the College's objectives are to:-

- integrate health and safety responsibilities and good practice into everyday working activities and managerial systems;
- resource appropriately health and safety management and the implementation of this Policy Statement through the provision of adequate personnel, support, expert assistance, time and funding;
- provide and maintain premises and equipment that are, so far as is reasonably practicable, without significant risk to health, safety and welfare;
- consult with employees and employee representatives and with student representatives, on health, safety and welfare matters;

- identify all significant hazards that may arise through the activities of the College, to assess the risks arising from these and to institute effective control measures to eliminate, minimize or manage these risks so as to enable those activities to occur;
- implement safe systems of work that eliminate or control, so far as is reasonably practicable, all significant hazards and risks to health, safety and welfare and to always seek to improve upon such safe systems of work;
- provide such information, instruction, training and supervision as is necessary to ensure the health and safety of staff, students and others;
- implement a monitoring, inspection and auditing procedure to ensure effective management of health and safety throughout the College, including the submission of regular reports on health and safety matters to Governors;
- encourage staff to set the highest standards of health and safety, by personal example, so that students leaving the College take with them an attitude of mind that accepts the best health and safety practice as the norm;
- make arrangements for co-ordination and co-operation with other employers or establishments where College employees or students share premises or facilities with them;
- make arrangements for co-ordination and co-operation with, plus the dissemination of relevant information to, employees of other employers and contractors who may be required to work on College controlled premises;
- promote health & safety best practice amongst staff and students and to partner organisations and others affected by the College's activities; and,
- keep all Health and Safety Policies and procedures under review so that important and relevant legislation, Codes of Practice and appropriate guidance are taken into account.

Declarations

This statement has been approved and adopted by the Governing Body of the College:



Signed:
Peter Davies CB CBE
Chair of Governors



Signed:
Andrew Gower
Principal

13 December 2016

Date of implementation of this Policy Statement, which shall hereby be referred to as the Morley College Health and Safety Policy, is 1st January 2017

Date of the next formal review of this Policy, by the College's Governing Body, will be no later than 1st January 2021.

This document should be read in conjunction with other, more specific, Health and Safety Policies, Guidance and Codes of Practice as is appropriate.

PART II - Safety Command & Control Structure

This section relates to the division of labour in respect of Health, Safety and Environmental issues; it asks **who** will carry out such functions.

1. **The overall co-ordination** of Health, Safety and Environmental issues is vested in the Governing Body. Strategic responsibility for the implementation of the College's Health and Safety Policy lies with the Principal. However, the Vice-Principal has been, as *Health, Safety and Environment Co-ordinator* (HSEC), delegated executive responsibility by the Principal for all Health and Safety matters and for ensuring the implementation of the College's Health, Safety and Environmental Policy through the line management structure of the College.

2. **The HSEC will delegate to** the Facilities Manager in their role as **College Health and Safety Advisor**, and to Heads of School and Professional Services Managers (these to be known as "departmental managers"), responsibilities for all Health and Safety matters affecting employees, students, tenants and visitors within their areas.

The duties of the HSEC include:

- 2.1 To pursue the objectives of the College in respect of Health, Safety and Environment and to monitor their implementation by departmental managers, contractors and others who use the College's premises and to report to the Governing Body through the Finance & Resources Committee at regular intervals.

- 2.2 In particular, to produce for the College a written statement of local Arrangements (see below) to ensure the implementation of the College's Policy.

- 2.3 To ensure that all employees are aware of its contents and to review and revise it as necessary

- 2.4 To monitor the development by departmental managers of an ongoing Generic and Specific Risk Assessment programme (that complies with the Management of Health and Safety at Work Regulations 1999 , any amendments thereto and with other Regulations made under the Health and Safety at Work etc. Act 1974). In addition, the development of Safe Systems of Work, and the implementation of a system to provide information, instruction, training and supervision to employees within their work/responsible areas.

- 2.5 To be available to any employee to discuss and to seek to resolve Health and Safety problems not solved at a tactical or operational managerial level.

- 2.6 To ensure that appropriate action to remove or reduce potential hazards has been taken by each Department/Section of the College.

- 2.7 To report to the Principal those instances where no executive authority exists to allow the reduction to a satisfactory level or the removal of any hazard, and to take any short term measures necessary to maintain safety pending rectification.

- 2.8 To keep an up-to-date list of any Trade Union and Employee Safety Representatives at the College, both academic and support employees and ensure that the names of these are posted on appropriate Notice Boards and other places for all to see.
- 2.9 To be readily available to accredited Safety Representatives and to co-operate with them so far as is practicable in their efforts to carry out their prescribed functions.
- 2.10 To receive written reports from departmental managers and Safety Representatives concerning possible hazards and to respond in writing within a reasonable period of time to the issues raised.
- 2.11 To ensure that all areas are subject to regular local Health and Safety inspections by departmental managers and that records are kept showing the findings of these inspections through the Facilities Manager.
3. **The College Health and Safety Advisor** will provide support and assistance to the HSEC in ensuring the implementation of the College's Health and Safety arrangements. In particular:
 - 3.1 To set up and maintain a system for collating such information and guidance as may from time to time be issued by the Health and Safety Executive or other advisory/information bodies. To circulate such information, as appropriate, to the Local Contacts, and any Trade Union and Employee Safety Representatives, and to maintain a file of all such material readily accessible to all employees.
 - 3.2 To ensure that materials and equipment purchased for use are safe and without risk to health when properly used.
 - 3.3 To ensure that the circumstances of all accidents and incidents are appropriately investigated and recorded and that all reasonable steps are taken to reduce the likelihood of, or prevent, a recurrence.
 - 3.4 To ensure that all visitors, including those who will be undertaking maintenance work on the premises, are made aware of any hazards on site and of when and where such work activities may affect those in occupation.
 - 3.5 To ensure that concerns of waste management, potential or actual pollution and environmental harm are acted upon within a reasonable period of time, when notified.
4. **“Departmental Managers” refers to:** Heads of School/Programme Managers /Professional Service Area who are responsible for matters affecting employees, students and visitors within their areas.

Under the Guidance of the HSEC and College Health and Safety Advisor the duties of departmental managers are to:

- 4.1 To develop an ongoing Risk Assessment programme, that complies with the Management of Health and Safety at Work Regulations 1999, any amendments thereto and other specific Regulations made under the Health and Safety at Work etc. Act 1974.
- 4.2 To develop safe systems of work for all tasks undertaken within their area of responsibility.
- 4.3 To implement a system to provide information, instruction, training and supervision to all employees and students within their area.
- 4.4 To pursue the prevention of accidents and the avoidance of ill health arising from work activities.
- 4.5 To receive reports from users of the area of hazards and to take steps, so far as is reasonably practicable, to remove or reduce them.
- 4.6 To report to the HSEC instances where their normal executive authority does not allow them to deal effectively with a hazard, or if there is any doubt as to the practicability of a solution. Where necessary to take the appropriate short-term action necessary to maintain safety, pending rectification.
- 4.7 To ensure that all accidents and incidents are investigated and that records of these investigations and their findings are kept. Copies of these are to be forwarded to the College Health and Safety Advisor to enable him to monitor compliance with the College's instructions.
- 4.8 To inspect designated areas on a regular basis, both from the viewpoint of identifying hazards, and to assess the effectiveness of the local hazard reporting system and other arrangements detailed in this Policy.
- 4.9 To ensure the use of protective clothing and equipment, where appropriate, and to ensure that such clothing and equipment is properly selected, maintained, stored and renewed where necessary. To ensure that all employees and students receive the required information and instruction to use the equipment safely.
- 4.10 To ensure that employees new to a workplace are given the required Information, Instruction and Training to enable them to perform their duties in a safe manner before starting work.
- 4.11 To identify, record and report to the Health and Safety Advisor any environmental issues relating to waste, pollution or environmental health within the College.
- 4.12 Departmental managers who supervise other staff, are responsible for ensuring that they, and the staff under their control, maintain and/or provide:
 - (i) safe working conditions in workshops, laboratories and studios;

- (ii) adequate, suitable and sufficient information, instruction, supervision and training for students to enable them to work safely, particularly during demonstrations;
- (iii) plant, equipment and substances in a manner which will not adversely affect their Health and Safety and that of students, or others at all times; and
- (iv) supervision at all times when these areas are occupied, and ensure they all always locked and left in a safe condition when not in use.

5. General Duties of Employees

- a. Section 7 of the Health and Safety at Work etc Act 1974 places a strict duty on all employees while at work to take reasonable care of themselves and others who may be affected by their acts or omissions.
- b. All Employees also have a duty to co-operate with the College's Board of Governors or those with delegated management responsibilities. Employees must follow Health, Safety and Environmental instructions given by management as best practice.
- c. Section 8 of the 1974 Act requires that no person shall intentionally interfere with or misuse anything provided in the interests of Health and Safety (e.g. fire alarms, extinguishers, first aid boxes, machine guards, etc.).

5.1 Employees in Teaching Departments

- 5.1.1 Employees in teaching departments are directly responsible to their Curriculum Area Managers/Heads of Section in matters of Health, Safety and the Environment.
- 5.1.2 They have a duty to take reasonable care of the Health and Safety of themselves and others who may be affected by their teaching and other work activities.
- 5.1.3 They must ensure that all persons who may be affected by their activities:
 - (i) are made aware of the findings of the Risk Assessments and the Safe Systems of Work;
 - (ii) are given adequate, suitable and sufficient Information, Instruction and Training to enable them to work safely; and
 - (iii) that all plant, equipment and substances are used in a manner which will not adversely affect their Health and Safety and that of students, other employees or users of the building.
- 5.1.4 They have a duty to co-operate with the College management to enable the latter to comply with all statutory provisions.

5.2 Employees in Non-Teaching Departments

5.2.1 Employees in non-teaching departments are responsible to their Line Manager for maintaining and operating a safe and healthy working environment within their work areas for themselves and others.

5.2.2 They have a duty to co-operate with the College to enable the latter to comply with all statutory provisions.

5.3 Other Licensees

5.3.1 Any private or public organisation leasing or renting accommodation from the College is responsible for identifying and notifying Health, Safety and Environmental concerns to the HSEC or College Health and Safety Advisor directly.

5.3.2 Such organisations in 5.3.1 will co-operate fully with the College in improving the Safety and Health of the College.

5.3.3 Any organisation identified in 5.3.1 that is permanently located at the College, that is working from the College premises daily with an administrative base, shall provide evidence to the College of any Health and Safety Arrangements and key management personnel responsible for Health and Safety. Such organisations shall co-operate and co-ordinate their Health and Safety with that of the College.

5.4 Safety Representatives

5.4.1 The Safety Representatives and Safety Committees Regulations 1977 (as amended) provide for the appointment of Safety Representatives by a recognised trade union. The Regulations provide that Safety Representatives shall have the following functions:

- (i) investigate situations that could give, and have given, rise to danger in the workplace, including the causes of accidents - whoever draws attention to them (i.e. not just the constituents represented);
- (ii) look into complaints raised by any employee s/he represents relating to that employee's Health, Safety or Welfare at work;
- (iii) make representations to the employer on matters out of sub- paragraphs (i) and (ii) above;
- (iv) make representations to the employer on general matters affecting the Health, Safety or Welfare at work of the employees at the workplace;
- (v) carry out health and safety inspections in accordance with the Regulations;
- (vi) represent the employees s/he was appointed to represent in consultations at the workplace with inspectors of the Health and Safety Executive and of any other enforcing authority;

- (vii) receive information that the Inspector or Officer may wish to give concerning any facts obtained by them as a result of an investigation and any intended action that the Inspector or Officer intends to take; and
- (viii) attend meetings of the Safety Committee where s/he attends in her/his capacity as a Safety Representative in connection with any of the above functions.

5.4.2 Notification of Safety Representative Appointments

Any Trade Union formally recognised by the College under the *Trade Union and Labour Relations (Consolidation) Act 1992* and *Employment Relations Act 1999* will notify the HSEC of the details of Safety Representative appointments and a record of all Safety Representatives will be maintained.

5.4.3 Safety Representatives - Communications

Safety Representatives should establish links with line management in the College and should channel all communications through the HSEC (excepting those with their own trade union).

5.5 Representatives of Employee Safety (ROES)

5.5.1 The Health and Safety (Consultation with Employees) Regulations 1996 provides for the requirement that the employer must consult either with the employees directly or through 'Representatives of Employee Safety'. This will be the case where Safety Representatives from recognised Trade Unions do not exist or where employees have remained non-unionised or where there is a group of non-represented employees who are not union members.

5.5.2 ROES are elected, not appointed, by the group of people that they are to represent. Once selected, the employer is required to notify all employees represented by that person of the name of the representative and the group of people that are being represented by them.

5.5.3 Functions of Representatives of Employee Safety include:

- (i) to look into complaints raised by any employee in the group represented which relate to their Health, Safety and Welfare;
- (ii) to bring to the attention of and discuss with the employer any issues that arise regarding potential and actual dangerous situations and the principle of the complaints raised by those represented along with any general issues relating to the Health, Safety or Welfare of the employees; and
- (iii) to act on behalf of the workers represented in consultations with an Inspector or Officer from an enforcing agency, for example to discuss with the Inspector the issues surrounding an incident.

5.5.4 ROES should establish links with line management in the College and should channel all communications through the HSEC.

6. General Duties of Students

- 6.1 The general duties of students are no different to the duties of employees outlined in 5a – 5c above.
- 6.2 Breaches by students of health and safety rules and procedures may be dealt with under the student disciplinary code

7. Health, Safety and Sustainability Committee

- 6.1 The remit of the College Health, Safety and Sustainability Committee includes
 - a) consideration of all matters pertaining to the health and safety of the College's staff, students and visitors
 - b) advising the Principal on matters concerning health and safety
 - c) providing regular reports, through the HSEC to Governors

The full terms of reference of the Committee are made available on the College intranet

- 6.2 The College's Health, Safety and Sustainability Committee will *inter alia* afford Safety Representatives, where they exist, and/or ROES the opportunity to communicate Health, Safety and Environmental concerns and appropriate suggestions.
- 6.3 The Committee will meet once per term.
- 6.4 The membership of the Health, Safety and Sustainability Committee shall comprise:
 - The HEAC (as Chair)
 - The College Health and Safety Advisor
 - Representatives from two curriculum areas
 - Representatives from HR, IT, Learning Support and Student Services
 - A representative from the Centre for Young Musicians
 - The Catering Manager
 - A technician representative
 - Representatives from recognised Trades Unions
 - A student representative

8 Provision of Information

The College will employ a number of different means of circulating relevant information to departmental managers, employees, and students reflecting College Policy and changes in legislation. These will include briefings, direct communication from the HSEC, postings on Notice Boards, and through forums such as the College's Health and Safety Committee.

Summary of Safety Organisation (Part II)

- Governing Body and Principal (**Andrew Gower**) – overall strategic responsibility
- Health, Safety & Environmental Co-ordinator (HSEC)

Name: Nick Rampley
Title: Vice-Principal
Official Address: Morley College, 61 Westminster Bridge Road
Telephone No. 020-7450-1852

- College Health & Safety Advisor

Name: tbc
Title: Facilities Manager
Official Address: Morley College, 61 Westminster Bridge Road
Telephone No. 020-7450-1920

- Departmental Managers

1. **Sara Robertson Jonas**
Head of School for Art & Design
2. **Lucie Lachnitova**
Head of School for Humanities and Applied Sciences
3. **Peter Collyer**
Head of School for Music and Performing Arts
4. **Dragana Jakovljevic**
Head of Centre – Community Learning and Engagement
5. **Sim Panaser**
Gallery Manager
6. **Alice Ross**
Head of Marketing and Communications
8. **Cliff Hobby**
Head of IT Services
9. **tbc**
Facilities Manager
10. **Luke Howson**
Head of Student Services

- 11 **Michelle Punt**
Head of Human Resources
- 12 **Jon Cole**
Head of Management Information Services
- 13 **Rachel Burgess**
Director of Finance
- 14 **Elaine Andrews**
Learning Resources Manager

The Management of Health & Safety at Work Regulations 1999 requires the organisation to maintain contacts and links with external bodies that can be called upon for assistance and advice, to supplement in-house skills and competence at Morley College. The College identifies bodies such as the following, for information and guidance:

- (1) The Health and Safety Executive www.hse.gov.uk
- (2) The Environment Agency, www.environment-agency.gov.uk
- (3) HSE Books, <https://books.hse.gov.uk>
- (4) Public Health England, www.phe.org.uk
- (5) Department for Education,
<https://www.gov.uk/government/organisations/department-for-education>
- (6) Trades Union Congress, www.tuc.org.uk
- (7) The Association of Colleges, www.aoc.co.uk
- (8) Learning and Work Institute, <http://www.learningandwork.org.uk/>
- (9) London Borough of Lambeth, www.lambeth.gov.uk

PART III - Arrangements for Health, Safety and Environment

This Part is concerned with the systems and procedures the College has in place and will strive to improve; it is concerned with the *how* and *what* aspects of Health, Safety and the Environment in contrast to the *who* of Part II above.

1. Accidents/Incidents/Injury Reporting Arrangements

- 1.1 All accidents and incidents must be reported to the Health and Safety Advisor on the appropriate College Report Form as soon as practicable. Particulars of the Accident may be entered either by the injured person or by any person acting on her/his behalf, e.g. the First Aider, the appropriate departmental manager or Safety Representative.
- 1.2 The Health and Safety advisor, or in his absence the HSEC is responsible for reporting to the Health and Safety Executive any accidents, injuries or dangerous occurrences that must be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).
- 1.3
 - (i) Accident reporting forms are available in the College Office, at Pelham Hall, from the Health & Safety Advisor or can be downloaded from the College intranet
 - (ii) Accident reporting forms must be kept by the Health and Safety advisor with a copy retained as well as in the department concerned and be readily accessible at all reasonable times to any injured employee or any person acting on her/his behalf.
 - (iii) Incident Forms are available at Reception and from the Duty Manager
- 1.4 Safety Representatives have statutory rights to inspect the site of an Accident or Incident and investigate the event affecting one of their Trade Union members. The College will assist the Safety Representative as far as is practicable and legally required.
- 1.5 Departmental managers must investigate the cause of all accidents and incidents and ensure any preventative action that can be taken is recorded and implemented.
- 1.5 All three-day plus Accidents and Incidents are to be investigated by the HSEC. Basic and underlying causes will be identified and acted upon after consultation with employees and others.

2. Risk Assessment Arrangements

- 2.1 The College will carry out suitable and sufficient generic Risk Assessments based upon the HSE Guidance 'Five Steps to Risk Assessment'.
- 2.2 The College will comply with the best practice stated in the Management of Health and Safety at Work Regulations 1999, Schedule 1 to prevent and control

workplace risks. To this effect the College has allowed for a hierarchy of risk control in the Risk Assessments.

- 2.3 The College will regularly review Risk Assessment findings and communicate within a reasonable time period such risks to those affected and review risks and risk controls at Health and Safety Committee Meetings and other forums.
- 2.4 Risk Assessments will be carried out by departmental managers with overall co-ordination by the HSEC.
- 2.5 The College will undertake training and information updates in relation to Risk Assessments.

3. First Aid Arrangements

- 3.1 The College will maintain comprehensive, integrated First Aid arrangements and Training to provide facilities as laid down in the Health and Safety (First Aid) Regulations 1981 and amendments thereto.
- 3.2 First Aid Boxes are held by the College's qualified first aiders. In addition, first aid boxes are located in:
 - The Gallery
 - Library
 - ITTR Office
 - Pelham Hall
 - RefectoryAnd all high risk classrooms (Ceramics A32, Jewellery A31, Science Lab C31, C32, C33, D11, D21, D31, E13, E14, E21)
- 3.3 A list of those holding current first aid qualifications is given at Appendix 1
- 3.4 The Health and Safety Advisor is responsible for checking and maintaining all College First Aid Boxes.
- 3.5 The College will arrange for any further updating and training in First Aid as may be required by legislation.

4. Fire Safety Arrangements

- 4.1 Regular fire drills must be held on all premises at least termly and recorded formally to enable regular reviews of procedures and targets set for evacuation.

Fire Exits must be checked daily

Fire Alarms are tested weekly and records maintained

- 4.2 Escape routes must be kept clear at all times.

- 4.3 The College's fire consultants, as engaged from time to time, are responsible for co-ordinating advice on means of escape matters and for the provision and maintenance of fire fighting equipment.
- 4.4 Fire Notices are displayed in all rooms of the College's premises and on main escape routes. Fire escape routes must be adequately signed.
- 4.5 College based Fire Risk Assessments are periodically undertaken with the assistance of external fire safety consultants. Regular local Fire Risk Assessments should be carried out by departmental managers, both when carrying out Generic Risk Assessments and other occasions. Fire Risk Assessments will identify specific fire hazards and identify measures to control associated fire risks. The College aims to develop in-house competence in Fire Risk Assessment Training. Such training will be simultaneous with Generic Risk Assessments. This is to comply with the Fire Precautions (Workplace) (Amendment) Regulations 1999.

5. Control of Substances Hazardous to Health (COSHH) Arrangements

- 5.1 Departmental managers are responsible for carrying out COSHH Assessments with respect to chemicals and other substances deemed harmful to health and hygiene of the individual. The College acknowledges the importance of COSHH Regulations 1999 and will endeavour to adopt best practice in following COSHH guidelines in general. This will include in relation to:
 - (i) use of cleaning chemicals whether in liquid or solid form by cleaners;
 - (ii) use of substances in classrooms by employees and students, in particular where fumes/vapours are released; and
 - (iii) any other substance including alcohol and prescribed substances that can be harmful to health.
- 5.2 The College will carry out COSHH Assessment training to ensure that in-house competence is developed and that suitable and sufficient COSHH Assessments can be carried out by employees.
- 5.3 Departmental managers must maintain Hazard Data Sheets and ensure all hazardous substances are clearly marked and properly stored.

6. Work Equipment Inspection and Assessment Arrangements

- 6.1 In accordance with the Provision and Use of Work Equipment Regulations 1998 (PUWER), the College will provide training for employees, to use and handle 'work equipment' safely and competently. The need for such training should be identified in risk assessments. This will relate to, in particular, potentially hazardous work equipment such as mechanical devices, lifting equipment, vehicles used to move items on Morley College premises etc. However, employees will be notified as to safe use of all work equipment, including office equipment for instance. It should be noted that any sports or exercise apparatus

that employees may use to train others on, is also work equipment and the same assessment procedures must be followed in respect of such items.

- 6.2 The College will ensure that any work equipment purchased is warranted safe by manufacturers and that appropriate instructions exist for safe use, handling and assembly.

7. Personal Protective Equipment (PPE) Arrangements

- 7.1 The College will supply (without charge) to all employees such PPE as may be necessary to enable them to carry out their work activity safely e.g. gloves, protective overcoats, spectacles etc. where deemed necessary by virtue of the risk of the activity.
- 7.2 The College will provide space for storage of essential PPE and for changing into PPE, and will make arrangements for the maintenance of any PPE to ensure it is free from damage.
- 7.3 The College will replace any PPE that is unsuitable or that hinders the effective and safe performance of work tasks.

8. Manual Handling Arrangements

- 8.1 The College will provide suitable and sufficient Manual Handling Training to those employees where regular handling, lifting, awkward movement is involved, which could lead to serious injury. Departmental managers will identify such requirements.
- 8.2 The College will attempt to minimise Manual Handling risks by providing where reasonably practicable and cost effective, manual handling devices such as trolleys, basic lifting equipment etc.
- 8.3 The College recognises that Manual Handling problems are a major cause of time-off work in industry and will follow best advice from the HSE and others, as well as inform employees accordingly.

9. Display Screen Equipment Arrangements

- 9.1 The College will arrange for DSE Assessments for all workstations and act upon any significant risk that is identified.
- 9.2 The College will develop in-house DSE Assessment training to ensure in-house competence is developed.
- 9.3 The College will offer paid eyesight tests or arrange for in-house eyesight testing for regular users of computers and other alphanumeric devices.

10. Welfare at Work Arrangements

- 10.1 The College will ensure that the College working environment is clean (practising good house-keeping at work), there are adequate rest facilities for employees as

well as changing rooms, appropriate access to clean toilet facilities for employees, clean drinking water etc., as well as for students and others.

- 10.2 The College is committed to providing adequate heating, lighting and ventilation in College property.

11. Occupational Health Monitoring Arrangements

- 11.1 Where risk assessments indicate a need, the College will arrange for Occupational Health surveillance either via direct contact with employees or via third party expertise. This will identify any potential and actual health risks to employees and students.
- 11.2 The College will act upon any health concerns expressed to the HSEC, or to departmental managers. The College will also seek and follow best advice from the Department of Health and other advisory bodies on health risks in the education sector.

12. Training Arrangements

- 12.1 The College is committed to high quality Health, Safety and Environmental Training to employees. It will offer such training as a part of Induction Training and whenever appropriate. It will develop in-house capabilities and use external agencies to achieve this.

13. Communication Arrangements

- 13.1 The College will advise and inform all employees through briefing meetings, Notice Boards, newsletters, web-site briefings, via Safety Representatives and ROES, etc. of any changes in legislation and best practice that will impact on the Health, Safety and Welfare of employees and others.
- 13.2 The College is receptive at all times to suggestions for improving safety at work and will actively encourage employees and others to suggest improvements.
- 13.3 The College will ensure that latest Health and Safety information and posters are displayed widely including on the College intranet.

14. Contractor Safety Arrangements

- 14.1 The College will require appropriate Risk Assessments, Method Statements or other evidence of safety awareness from any Contractor working on College property. The College will not permit any Contractor onto premises otherwise. In any tendering process that the College may engage in, it will also specify the centrality of safe practice from any Contractor tendering for such work.

15. Food Safety Arrangements

- 15.1 In all kitchen and canteen areas the College's contractors will ensure that food hygiene is a primary concern. The College's contractor carries out regular Food Hygiene Inspections and ensures that food and other food-related supplies are from known and recognised sources.

15.2 Canteen and kitchen areas will be kept clean and hygienic

15.3 The College's contractors will ensure that current food hygiene and handling regulations are properly adhered to and that catering employees receive appropriate and adequate training accordingly.

16. Evacuation Procedures and Arrangements

16.1 In the event of an Emergency Evacuation, whether as a result of fire or a security emergency, all occupants of the building must leave by the nearest fire exit and report to the designated assembly point. The Health and Safety Advisor, Duty Manager or duty premises officer as appropriate will report to the Senior Officer from the Emergency Services on the cause of the evacuation and the progress in evacuating the building.

16.2 No employee, student or visitor may re-enter the premises until permission is given by the Senior Officer from the Emergency Services or by a senior member of the College's management.

16.3 The College's Health and Safety Advisor will maintain regular contact with the Local Fire Safety Officer, to ensure that premises are appropriately sign-posted and adequate facilities exist for Emergencies.

16.4 The College has in place procedures for ensuring the effective evacuation of the building according to circumstances and will keep these under periodic review through the Health, Safety and Sustainability Committee.

17. Security and Emergency Arrangements

17.1 All visitors must report to Reception/Security and are issued with a visitors pass.

17.2 The College employs qualified Security Officers who are deployed at the main entrance and who carry out regular Inspections of all floors and sites.

17.3 The College has installed intruder alarm and CCTV systems on its site to monitor intruders and trespassers.

17.4 Appropriate signage and warnings are in place around the perimeter fencing/boundary of the College, warning intruders and trespassers in general that the College is secure and has CCTV in operation.

17.5 In the event of suspicious packages or unidentified baggage, the College may, if assessed appropriate, trigger an emergency evacuation and will call the police and have such items removed. Students and employees are advised at all times to keep valuables with them and not to leave items unattended.

17.6 The College has adopted an Emergency Security procedure to respond to notification that a security incident has occurred in the vicinity. The procedure is set out in appendix 2.

18. Highly Flammable Liquids and LPG Arrangements

- 18.1 The College keeps less than 50 tonnes of HFL/LPG on site, thereby it is exempt from COMAH Regulations 1999.
- 18.2 Storage of HFL/LPG is away from main teaching and administrative areas and not accessible to employees and visitors other than authorised persons.
- 18.3 HFL/LPG is inspected regularly to ensure that it is safe and non-combustible and has not been tampered with.

19. Notification of Arrangements to Students and other Lawful Visitors

- 19.1 The College will provide a copy of this Handbook to the Chairs of the Student Council and Class Representatives Association
- 19.2 The College will note in its Student Handbook that this Policy is available and can be seen by any student.

20. Health, Safety and Welfare of Young Persons

- 20.1 Those under the age of eighteen years of age and employed by the College, will receive comprehensive Induction, Information, Training and Supervision before being allowed to use any work equipment or/and any substance under EH40 of COSHH Regulations 1999.
- 20.2 Morley College will carry out a Capability Assessment of the Young Person to ensure they are capable of understanding and coping with any known risks.
- 20.3 The College will notify the parent or guardian of the Young Person of any known risks and ensure they are kept informed of any specific on-going risks.

21. Health, Safety and Welfare of Pregnant Workers and Nursing Mothers

- 21.1 Morley College recognises the provisions made under the Management of Health and Safety at Work Regulations 1999 to control the exposure to risk of Pregnant Workers, Nursing Mothers, Women of Child Bearing Age and the Unborn Child.
- 21.2 Specific Risk Assessments will be carried out vis-à-vis work activity of Pregnant Workers for instance to ensure that known risks and foreseeable risks are identified and any adverse impact on health noted and acted upon.
- 21.3 The College will endeavour to mitigate risk by seeking alternative tasks for the affected person if the main occupation is deemed to pose a health risk, whether physical, chemical, biological or ergonomic.
- 21.4 The College will ask female employees to notify the HSEC or appropriate HR Officer if they become pregnant or are returning to work after a recent pregnancy.
- 21.5 The College will provide support, guidance and information to those listed under 21.1 and is committed to welfare of such persons.

22. People with Disabilities

- 22.1 Morley College has access and egress arrangements in place for people with disabilities at work or attending courses. This includes access ramps and lifts to most floors for wheelchair users.
- 22.2 In the event of a fire or an emergency, the College has made special arrangements for their safety and evacuation of wheelchair users and people with mobility difficulties, whose need will be individually assessed.
- 22.3 People with disabilities will be afforded assistance by Security and Administration employees at any time during the working day.
- 22.4 Arrangements exist for toilets for people with disabilities and are checked and maintained daily by cleaning employees.
- 22.5 The College is committed to compliance with disability discrimination legislation.

23 Persons with Mobility Difficulties

- 23.1 Specific support can be provided to students and visitors with mobility difficulties by Security and Administration.
- 23.2 Any health problems and health risks in the use of work equipment or/and substances by such persons will be identified by Risk Assessment and if deemed appropriate, permission denied to such a person on the use of such items on Health and Safety grounds.

24 Children on Premises

- 24.1 The College or those using College premises to train or educate children (those that have not reached school leaving age) must make such persons and their guardians fully aware of all Health and Safety procedures and rules, such as those concerning Fire Evacuation, use of Emergency Exits, First Aid Facilities etc. This must be undertaken at the commencement of any course or event at the College.
- 24.2 So far as is practicable, the College does not permit children unrestricted movement on College property.

25 Smoking

- 25.1 Morley College does not permit smoking or use of e-cigarettes on College property. The College requires employees and students to smoke off the College premises and away from College entrances.

26 Alcohol and Drug Use/Misuse

- 26.1 Any employee or student consuming controlled substances (those classified under the Misuse of Drugs Act 1971 as amended) will be in breach of both the

criminal law and either the Terms of their Contract of Employment or of the Student Code of Conduct. The College will advise employees or students who have such addiction to controlled substances, on assistance and where it can be sought.

- 26.2 Employees under medication (prescribed substances) must notify their Line Manager. If particular facilities are needed for the administration of a prescribed substance on medical grounds then the College will offer assistance.

27 Mechanical and Electrical Safety Arrangements

- 27.1 Regular daily and weekly visual Inspections will be carried out of boiler rooms, heating systems, air-conditioning systems and other similar systems.
- 27.2 A record of maintenance of all such items will be kept. The College is committed to Planned Preventative Maintenance (PPM) and will act upon mechanical and electrical problems identified.
- 27.3 The College, in compliance with Electricity at Work Regulations 1989 and associated regulations, will use competent persons to inspect, assess and maintain electrical equipment. Maintenance reports will be kept on file.

28 Environmental Arrangements

Morley College views quality of life issues as central to well-being at work.

- 28.1 The College is committed to identifying, assessing and managing waste in the least harmful way to the physical environment. The College will seek to adopt less harmful alternatives, particularly in its cleaning, catering, and educational activities.
- 28.2 The College is committed to re-cycling waste as far as is practicable.
- 28.3 The College discourages litter dropping and provides adequate bins and disposal sites throughout the College.
- 28.4 As far as the College is aware it does not carry out any Prescribed Process under the Environmental Protection Act 1990, for which Authorisation Licence is needed. The College does not preclude the use of Environmental Impact Assessment in the future if expansion of its site is needed or if required to do so by the Environment Agency. Irrespective of legislative requirements, the College is committed and will make arrangements for the use of best available techniques not entailing excessive costs when considering environmental issues and pollution control.
- 28.5 Noise pollution and its adverse affects on welfare of employees, visitors and surrounding areas is of concern to the College, who will carry out Noise Monitoring if necessary to ensure noise levels are kept within acceptable limits.

29. Equal Opportunities & Safety at Work

29.1 Where employees and others who use the College's premises do not readily comprehend English, any information provided to secure their safety (whether oral, written or in the form of safety signs) must be given in an understandable form. Whenever appropriate, pictorial signs will be used.

30. Lone Working

30.1 The College is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of its entire staff whilst at work. There are occasions when staff will be required to work alone, without close or direct supervision or contact with another person. This type of activity poses an increased risk to those staff which must be appropriately managed

30.2 Wherever possible, lone working should be avoided. Where this is unavoidable the Line Manager, in conjunction with the member of staff concerned, should conduct a suitable and sufficient assessment of the risks attendant in the proposed work. A standard College risk assessment form should normally be used to record the findings.

30.3 The Line Manager must ensure that the Lone Worker understands the identified risks and control measures and that s/he has received adequate training to ensure competence for the task to be undertaken.

30.4 The Line Manager must decide the level and method of supervision required based upon the magnitude of risk as identified by the risk assessment, such as periodic observation of people working alone, particularly when the worker is new to the activity, or regular contact between the lone worker and Line Manager/a colleague/Security, using either telephone or radio.

31. Work Placements

31.1 Some College courses may involve a work placement at other premises. In such cases, a risk assessment must be undertaken before the placement commences.

31.2 Detailed arrangements governing work placements, including those relating to health and safety, are set out separately in the College's Works Placement policy

32. Stress at Work & Arrangements

32.1 The College shall, so far as is reasonably practicable, provide a place of work free from foreseeable risk. The College will, as far as possible, identify key ergonomic issues that may lead to occupational stress, such as workstation design, inadequate work equipment etc.

32.2 The College will consult with employees, Safety Representatives and ROES on issues of occupational stress through the Health and Safety Committee and other appropriate forums. The College will follow HSE's Five Steps to Stress at Work approach.

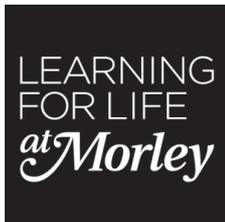
33. Violence at Work to employees

- 33.1 The College will report to the HSE any acts of physical violence, which are reportable under RIDDOR 1995, using Form F2508. The said act will also be recorded in the Accident Book and be investigated.
- 33.2 Acts of physical violence by employees against other employees or from students/outsideers are reportable. The College will investigate any allegation and make recommendations.
- 33.3 The College gives equal importance to psychological intimidation of employees, sexual threats, verbal threats and recognises the negative impact this can have on Welfare at work as well as Health and Safety of the individual. The College will arrange for private advice and counselling of any employee threatened or attacked.

34. Review of Arrangements

These arrangements will be reviewed by the Health, Safety and Sustainability Committee on an annual basis or sooner if there is a significant change to the working environment. Where deemed appropriate, the HSEC will submit recommendations on changes and updates to the Principal and the Governing Body for consideration.

March 2017



Current First Aiders List 2016-2017

Name	Ext no	Date certificate expires
Silvia Hernandez-Reyes	1945	28 May 2017
Fred Morris	1915	19 May 2018
Matthew Gilbert	1920	28 May 2018
David Newlyn	1915	19 May 2017
Marie Randall	1865	29 May 2017
Muhammad Shakil	1933	28 October 2018
David Lipington	1808	19 May 2018
Sheila Vollmer	1859	19 May 2018
Belinda Edwards	Art & Design Office	29 May 2017
Paul Underwood	Humanities & Applied Sciences Office	28 October 2018
Flavio Li Vigni	1885	28 October 2018
Steven Hodgson	Pelham Hall	28 October 2018
Sara Ekenger	Pelham Hall	28 October 2018
Pippa Jameson Evans	1828	25 October 2019
Kantuta Carroll	Lewington	25 October 2019
Gemma Bergomi	1872	25 October 2019
Ruth Abban	1934	25 October 2019
Melissa Coleman	1819	25 October 2019
Paul Kemp	1934	25 October 2019
Benjamin Coleman	1916	25 October 2019
Saki Hegarty	1834	25 October 2019
Non-Morley Staff		
Kerron Edwards	1865/1938	24 August 2018
Malachi Peters	1865/1938	24 August 2018

Security Emergency Procedure

1. The aim of this Procedure is to provide guidance to those members of staff who may be required to take action in the event the College is notified of a security emergency in the area.
2. The Procedure will also inform the training that certain staff will need and identify which staff that will apply to.
3. It is recognised that the College could be notified of an incident through a number of possible methods: via the Waterloo and South Bank radio service, by telephone, in person by a member of the police or security services, or through public news channels.
4. It is, therefore, vital that in addition to a College Emergency Co-ordination Team (see (7) below), other key managers (other members of the Senior Management Team, and Heads of IT Services, Marketing and Management Information Services), front-line staff (security personnel, premises assistants, members of Student Services and Executive Support teams) are familiar with this Procedure and with the action that it may be necessary to take.
5. Notification of a security incident in the locality is likely to give rise to two possible scenarios:
 - a) the College is advised by the security authorities to evacuate the building with immediate effect
 - b) the College is advised not let anyone leave the building but to “lock-down”.
6. The person receiving the notification must ensure they obtain as much information as possible by following this check-list:
 - who is making the notification?
 - what is the nature of the threat?
 - where is the threat at present?
 - are there any restrictions as to the direction people may go?
 - are there any restrictions affecting public transport?
7. The person receiving the notification must then pass on this information to the Emergency Co-ordination Team (ECT): Vice Principal (or in his absence, another member of the SMT), the Facilities Manager (or in his absence, one of the duty Premises staff) and the Head of Student Services. Having assessed the notification appears genuine, the ECT will then determine the appropriate course of action.

In the event of being advised to evacuate the building:

8. The ECT will ensure the fire alarm is sounded in order to evacuate the building.
9. The ECT, supplemented by members of the Premises and Security team will cover each emergency exit in order to ensure those leaving the building do not assemble at fire points but are made aware of the threat and to pass on to any further information that has been given about the direction they should head for or avoid, or on any restrictions to public transport.

10. A member of the ECT will ensure classes at Pelham Hall and, if appropriate, the Kings College Mathematical School are notified of the situation and that staff and students can take appropriate action.

11. The Head of MIS, or his deputy, will remotely trigger the pre-prepared messaging systems advising students who may be on their way to College or still at home, not to travel any further towards College.

12. The Head of Marketing, or her deputy, will remotely post a message on the College website and on Moodle advising students, staff and others not to travel any further towards the College.

In the event of being advised to “lock down”:

13. The following procedure will be activated by the ECT:

- i) The security and premises teams will secure all external doors as a first priority (including disabling those operated with key fobs)
- ii) Designated members of staff will inform occupants of the building of the situation and any further advice as instructed by the executive team, as follows:
 - a) premises and security teams – basement and ground floor of main building; C10/11; Nancy Seear Building; Gallery and Art Block.
 - b) executive support team – Refectory, Library, B10 corridor
 - c) student services team – B20; C20; B30 and C30 corridors

NB – this process will include advising staff to ensure windows are closed

iii) The Head of MIS, or his deputy, will trigger the pre-prepared messaging systems advising students who may be on their way to College or still at home, not to travel any further towards College