



**Regionally Focused – Globally Engaged**

# **Health & Safety Procedures Handbook**

**January 2023**

## History of Changes

Version	Description of Change	Authored by	Date
1.1	Added 11 (E5) Individual or Firearms Attack	K Drum	August 2016
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## Introduction

This Handbook sets out the procedures of Borders College with respect to the occupational health, safety and welfare of all College employees and learners.

The Procedures apply to all other persons who may be affected by or involved in Borders College activities, acts or services – particularly visitors, members of the public and contractors.

The handbook also includes details on arrangements and procedures for specific work activities within the College and, as such, forms part of the College Health and Safety Policy.

## 01 – Access and Egress

### 1.1 Arrangements for Ensuring the Health and Safety of staff and learners

The College in consultation with workers and their representatives, will ensure that:

- (a) articles or substances do not impede safe access and egress at the workplace and that objects which may restrict safe movement within the workplace are removed immediately
- (b) any access restrictions are adhered to so that suitable and safe arrangements for work in confined spaces and other areas of high risk are guaranteed
- (c) formalised systems of work are designed and implemented in all areas of significant risk, enlisting professional assistance where required
- (d) employees are encouraged to report any situation where safe access and egress is restricted or obstructed and arrange for the appropriate remedial action to be taken immediately
- (e) access equipment is regularly inspected to ensure that it is maintained in a safe condition.

### 1.2 Safe System of Work

The following points will assist in ensuring that safe access and egress is achieved:

1. Do not store objects on the floor or in walkways; return articles or equipment to their designated storage point when they are no longer required.
2. Ensure that articles are not stored precariously on top of cabinets or on shelves. These could fall on to a passer-by.
3. Carry out regular inspections of walkways to ensure that they are free from obstructions.
4. Dispose of obsolete and waste items immediately.
5. Regularly check the suitability of lighting.
6. Ensure that flooring is suitable for the purpose and is maintained in safe condition.
7. Regularly check that there is sufficient space to move freely.
8. Closely monitor the working activities of contractors on the site, to ensure that they do not hinder safe access/egress of personnel.
9. Ensure that access equipment – eg ladders and kick-stools – is suitable for the purpose and maintained in safe condition.
10. Comply with safe working arrangements in areas of high risk or security.

### 1.3 Summary

Safe access and egress can be achieved by following the basic precautions given below:

- (a) ensure that high standards of housekeeping are maintained
- (b) regularly check access and egress routes and remove or report obstructions and other safety hazards immediately
- (c) comply with procedures where limitation of access applies.

## 02 – Accident and Near Miss Reporting

### 2.1 General Statement

This procedure outlines the actions that are to be adopted when any employee, visitor, learner, or contractor experiences an accident, near miss or dangerous occurrence on the College's premises. This will also apply to visitors and learners who are members of the public and therefore not at work.

All data is logged and analysed and included in Health & Safety Committee report and Health & Safety Annual Report.

For the purposes of this procedure, brief definitions and examples of an accident and a near miss are given below:

#### **Accident**

An unplanned event that causes injury to persons, damage to property or a combination of both. Examples include: a fall resulting in a fracture, cuts, bruising, eye injuries etc.....

#### **Near miss**

An unplanned event that does not cause injury or damage but had the potential to do so. Examples include articles falling near to people, short-circuits on electrical equipment.

This procedure covers reporting and recording procedures for managers, employees and non-employees. Suitable information and training will be given to all personnel regarding accident reporting and the location and completion of the accident form HS01. The person responsible for co-ordinating all incident reporting is the Health and Safety Manager.

### 2.2 The Accident Reporting Form

All accidents resulting in personal injury must be recorded on the College accident form HS01. These are located in the H&S Tile on The Staff Portal and contain information which must be recorded under law. The accident form will be regularly reviewed. This review will be in addition to an individual investigation of the circumstances surrounding each incident.

All near misses, dangerous occurrences and violent incidents must also be recorded and reported to management on the appropriate form as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.



## 2.3 Reporting Procedure – Staff, Learners and Visitors

If an injury renders an employee unable to complete an accident form, this should be completed by a witness or someone who is able to enter an account of the incident. The injured persons account must be entered as soon as possible after the event. Employees must ensure that they are aware of the location of the accident forms. Where the incident involves a student or visitor, the HS01 must be completed by a member of staff and signed by the injured party.

All accidents and near misses must be recorded, however minor. Unless the College is informed of these incidents, it will be unable to take remedial action.

An injury may be dealt with by a first aider, or the situation taken under control by an appointed person. However, if an emergency arises, medical assistance – eg an ambulance – must be called at the first opportunity. Any incident involving an emergency must be reported to senior management immediately.

Where an accident results in absence from work, employees must tick the appropriate box on the self-certification form. Employees who are absent as a result of an accident at work must keep the College informed of their progress, up to and including a return to normal duties.

Near Miss Report forms and violent and aggression forms are available online in the Health and Safety shared area. Injuries which occur whilst carrying out work duties off-site must be reported in the same way and the occupier of the site should be advised accordingly.

## 2.4 Reporting Procedure – Managers

If an injury, damage incident or near miss is reported to a member of management, that manager should ensure that appropriate forms are forwarded to the Health and Safety Manager. If the incident results in over seven consecutive days of incapacity for work it is reportable under RIDDOR Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 and the local enforcing authority must be informed using the HSE on line reporting form (F2508), within fifteen days. This will be completed by the Health and Safety Manager.

Major incidents (as defined in RIDDOR 2013) must also be reported to the enforcing authority immediately by telephone and be followed within 10 days by a completed Form 2508.

The telephone reporting service remains for fatal and major injuries only (via the Incident Contact Centre, on 0845 300 9923 Monday to Friday 8.30 am- 5pm). All types of incident can be reported online at [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)

The Line Manager must keep records of any developments to the injured person's health, up to and including a return to normal duties. The manager must check that self-certification forms submitted by an injured employee are completed to reflect that the absence was caused by a work accident.

The manager is responsible for assisting contractors and visitors in complying with College procedure regarding accident reporting whilst on College premises.

## **2.5 Accident Reporting Procedure – Visitors/Contractors**

Any non-employee who is involved in an accident or near miss incident whilst on College premises must report the incident immediately to the person responsible for his or her presence on site. If the person responsible is not available, the visitor/contractor must obtain the assistance of a responsible person to ensure that College procedure is adhered to.

All injuries must be reported on the accident form, however minor. Visitors and contractors should also notify their own employer where applicable.

## **2.6 Accident Reporting Procedure – Members of the Public**

If an injury occurs to a member of the public on College premises which results in their removal from site for hospital treatment, then this is notifiable to the local enforcing authority immediately and a form F2508 (revised) must be sent within 10 days.

## **2.7 Safe System of Work**

All accidents and near miss incidents must be reported, however minor. In order to achieve this, the following procedure should be adopted:

1. Obtain treatment for the injury from a first aider or other appointed person. (DO NOT move the injured person)
2. Make the area safe following the incident – eg by using barriers, warning notices – to safeguard other personnel in the vicinity (except where the accident results in a major injury, in which case the scene should be left undisturbed until advised otherwise by the enforcing authority).
3. Enter details on the accident form and return to the Health and Safety Manager.
4. Inform the injured person's manager (or a responsible person) of the incident.
5. Keep the College informed of any after-effects of the incident, including periods of total or partial incapacity for work.
6. Review existing workplace risk assessments and safe systems of work in light of the accident investigation results.

## 2.8 Summary

All personnel on site must report accidents and near-miss incidents whilst carrying out work activities on behalf of the College. The four most important steps are to:

- (a) make sure that all the relevant details are reported as soon as possible, in accordance with established procedures
- (b) remove residual hazards that may pose a risk for other people in the area
- (c) notify management of incapacity for work that results from an injury sustained during a work activity
- (d) review existing systems of work to prevent a recurrence.

## 03 – Asbestos

### 3.1 Introduction

The College acknowledges the health hazards arising from exposure to asbestos and will protect those employees and other persons potentially exposed to asbestos as far as is reasonably practicable by minimising exposure through the use of proper control measures and work methods supported by training of employees. This procedure requires the full co-operation of management and staff at all levels.

### 3.2 Arrangements for Securing the Health and Safety of Workers

No work shall commence without assessment of the potential exposure of employees and others to asbestos as a result of that work and a statement of a suitable plan of work shall be made before the work commences.

The College has an up-to-date Asbestos register on each site. These registers are held by Facilities and can be given to all Contractors visiting the premises and carrying out works.

### 3.3 Engineering Control Measures

Adequate materials and control equipment will be provided and maintained in an effective condition to minimise, so far as is reasonably practicable, the exposure of employees and others to asbestos.

### 3.4 Procedures for Dealing with Health and Safety Issues

Where an employee raises a problem related to health and safety in the use of asbestos, the College will:

- (a) take all necessary steps to investigate the circumstances
- (b) take corrective measures where appropriate
- (c) advise the employee of actions taken.

Where a problem arises in the use of asbestos at work, the employee must:

- inform a responsible person immediately, usually a supervisor or manager
- **in the case of an accident or emergency, respond quickly to ensure effective treatment.**

### 3.5 Safe System of Work

Asbestos is hazardous to the worker and to others if the proper procedures and precautions are not observed. However, it can be worked with safety if the following points are followed:

1. Ensure that you are using the correct work methods as stated by the agreed plan of work.
2. Make sure that you have the right PPE in working order and that you know how to use it correctly.
3. Check that the engineering controls are in place and working correctly, so far as you can ascertain.
4. Always check the College Asbestos register before carrying out any maintenance work.

### 3.6 Identification

All remaining asbestos on all sites has been labelled for identification purposes.

## 04 – Blood Borne Viruses

### 4.1 Introduction

There has been a great deal of concern about the spread of blood borne viruses, including HIV and Hepatitis B, C & D and Covid-19.

The College will encourage employees who have been diagnosed with a blood borne virus to obtain counselling advice and support from a responsible person. Disclosure of such information will be treated in the utmost confidence and employment rights will not be affected.

The College will take all suitable precautions to secure the safety of such personnel whilst at work and of those working in close contact with the infected person.

On the basis of existing research and knowledge of the virus, there is very little – if any – risk of employees becoming infected with this virus through contact with an infected employee. However, the College recognises that there is a residual risk from exposure to blood spillages arising from accidents or from exposure to contaminated syringes.

It is the College's intention to ensure that such risks are kept to a minimum. Suitable information and training will be provided to personnel regarding measures to deal with the risks presented by blood borne viruses in the workplace.

### 4.2 Arrangements for Ensuring the Health and Safety of Workers

The College will, in consultation with workers and their representatives:

- (a) prevent employees from coming into contact with blood spillages and make arrangements to isolate the area until it has been cleared
- (b) ensure that spillages are cleared by a responsible and authorised person who should use suitable personal protective clothing to prevent direct skin contact and splashes, etc
- (c) provide first aiders with information about dealing with spillages of blood and used needles during first aid training and ensure that the first aid boxes contain disposable gloves to protect against contamination whilst handling an injured person
- (d) allow the use of syringes at the workplace only for medical conditions (employees using syringes at the workplace for any reason other than for treatment of a medical condition may be subject to disciplinary action)
- (e) ensure the privacy and safety of persons undergoing injections, and maintain confidentiality of medical records and medical details at all times

- (f) make suitable arrangements for storage and disposal of syringes before these devices are allowed on site
- (g) if an employee reports a blood borne virus, treat this information with utmost confidentiality.

### 4.3 Safe System of Work

The following points will assist in ensuring that potential exposure to blood borne viruses is reduced to the lowest reasonably practicable level:

1. Report any medical conditions requiring the use of syringes to a responsible person.
2. Discuss and agree safe arrangements for storage, use and disposal of syringes and similar medication at the workplace. (Advice is available from the Employment Medical Advisory Service)
3. Remove immediately all persons from the vicinity of any blood spillage arising at the workplace. Quarantine the area until spillages have been cleared away.
4. Ensure that first aid boxes are regularly checked for supplies of equipment, including personal protective equipment for use when dealing with blood spillage.
5. Allow only competent and authorised personnel to clear away spillages of blood.
6. Ensure that all cuts and abrasions are suitably protected by wound dressings whilst at work, particularly in areas of food preparation.
7. Arrange for counselling and advice for any employee who requests this.

### 4.4 Summary

Protection against the minimal risk of contamination by blood borne viruses at work can be achieved by following the guidance below:

- (a) ensure that all wounds are suitably protected by dressings
- (b) ensure that employees do not come into direct contact with spilt blood
- (c) ensure that syringes used at work are stored and disposed of in a safe manner.

Additional information on blood borne viruses is available from NHS Health Scotland, 345 646 0238.

## 05 – Catering and Vending

### 5.1 General Statement

It is the policy of the College to ensure that employees have reasonable access to hot food and drinks during working hours. This will be arranged through the provision of snack and drinks vending machines and/or a staff canteen.

The College acknowledges the hazards associated with food hygiene (such as food contamination by harmful bacteria). The College, in partnership with Catering Provider, will exercise all reasonable precautions and due diligence in maintaining the highest standards of catering and vending.

The person responsible for implementation of this procedure is the designated provider of this service and the total co-operation of all employees and learners is required.

When an employee experiences a problem regarding catering and vending, he or she should inform a responsible person immediately (usually a supervisor or manager) and the College will take the necessary measures to investigate and remedy the situation.

### 5.2 Staff Canteen

The College, in partnership with the Catering provider will strive to provide food that matches its description, is nutritious and appetising and provides value for money.

### 5.3 Food brought into the College by Outside Contractors

Any persons wishing to bring prepared foods such as buffets on to the premises must ensure that food providers are registered with their local authority. Such contractors must be monitored to ensure that they are meeting legislative requirements relating to food preparation and sale.

### 5.4 Provision of Self-catering Facilities

Self-catering facilities – eg kettle, microwave oven, refrigerator – may be used by employees. Equipment must remain within the designated areas.

Employees must give due care and consideration to the safe use of catering equipment and may only use this for the intended purpose and in accordance with the manufacturer's instructions. **Employees may not bring their own kettles or catering equipment to work without first having them electrically tested by a competent electrician.**



## 5.5 Vending Machines

Vending machines (drinks, confectionery, sandwiches etc) may be provided in suitable locations for the use of employees and learners. Drinks machines will be connected to a potable water supply. All machines will be regularly restocked, cleaned and maintained to ensure that the highest possible standards are achieved.

## 5.6 General Health and Safety Arrangements

Smoking and Vaping is prohibited on college premises and high standards of hygiene must be observed in all areas where catering facilities are provided. Suitable fire extinguishers and fire blankets will be installed in any areas where cooking facilities are provided.

Defects in facilities and equipment must be reported to a responsible person immediately.

Any case of illness that may be attributable to food hygiene problems at work must be notified without delay to a responsible person.

## 5.7 Safe System of Work

The following practices must be observed to ensure the safe use of catering facilities and the provision of uncontaminated foods:

1. Report any defects or problems to a responsible person immediately.
2. Read and comply with all safety instructions relating to the equipment used.
3. Do not touch plugs or other electrical equipment whilst hands are wet or when the equipment is in contact with a wet surface.
4. Clean up any spillages from floors and work surfaces immediately.
5. Do not use a microwave oven without fully reading and understanding the operating instructions.
6. Do not overfill any kettle or other receptacle.
7. Do not leave any cooking equipment unattended whilst in use.
8. Wear gloves or use some other form of protection when handling items that have been heated.
9. Cover any open wounds, cuts and abrasions with suitable waterproof dressings.
10. Make sure that you leave the area in a clean and tidy condition.
11. Report any illness or infectious condition transmitted by food to a responsible person.

## 5.8 Summary Procedure Statement

Safe and effective use of catering facilities can be achieved by following the guidelines below:

- (a) use equipment strictly in accordance with operating instructions and for the purpose intended
- (b) observe good standards of hygiene and clean up all spillages without delay
- (c) report any defects or problems to a responsible person immediately, including infectious conditions which could be transmitted through food.

## 06 – Contractors

### 6.1 Introduction

As site occupiers, the College will plan, co-ordinate, control and monitor the activities of contract companies to effectively minimise the risks presented to employees, other persons on site and the public.

Furthermore, the College is committed to ensuring that, where any construction work is carried out at its premises, it is done so without risks to the health and safety of its employees or others and in accordance with the requirements of the Construction (Design and Management) Regulations 2015 (CDM) and related legislation.

All aspects of the appointment and management of contractors shall be overseen by the Facilities Manager.

### 6.2 Planning Supervisors and Principal Contractors

Where any CDM related work is carried out at its premises, the College will appoint, at the appropriate time, a planning supervisor and principal contractor for each project. It will ensure that those it appoints are competent and have adequate resources available to carry out their duties competently. No such appointments will be made until the College is reasonably satisfied that this is the case.

### 6.3 Approved Contractors

The College will only use contractors who have proved able to discharge their primary responsibility to safeguard their employees and other persons who may be affected by their undertakings. This will be administered in the form of an approved list of contractors. The list will be reviewed, and sanctions will be applied as a result of poor health and safety performance including written warnings, suspension, financial penalties and removal from the approved list.

### 6.4 Health and Safety Plans and Files

Where any construction work is carried out at its premises, the College will ensure that such work is planned in accordance with relevant standards or statutory provisions and that employees are provided with the necessary information relating to any risks arising out of the work, the preventive or protective measures to be taken and the procedures required in the event of serious or imminent danger.

## 6.5 Safety Rules and Procedures

Site safety rules will be issued to all contractors and will be clearly stated in contractual arrangements together with any special health and safety requirements likely to affect cost or timescales.

Permits to Work will be issued when required, this will be identified when completing the Contractor Register at Reception and issued by Facilities.

## 6.6 Equipment

Plant and equipment such as temporary access platforms, ladders, PPE, lifting equipment, internal transport vehicles and electrical equipment will not be loaned to contractors unless exceptional circumstances prevent contractors from using or hiring their own equipment, and then only with written authority to do so for a specified task and period, provided the equipment is in a sound condition and the contractor is competent to use it.

## 6.7 Co-ordination

A competent named individual will be appointed to co-ordinate each contract, including at least daily site visits and out of normal hours' communications. This individual will be expected to encourage and develop the right safety culture amongst contractors.

## 6.8 Reporting

All employees will be expected to report danger (within their capability to recognise unsafe practices) to their manager or supervisor, who will be expected to either:

- (a) stop the work if serious or imminent danger to persons or property other than the contractor's employees is foreseen  
or
- (b) notify the department or individual responsible for co-ordinating the work by telephone or in writing, depending on the circumstances.

Where construction work is carried on, such reporting and consultation will be in accordance with the principal contractor's health and safety plan or site rules.

The College, as occupier, recognises its duty to plan, co-ordinate and monitor contractors, but the primary responsibility to supervise the contractor's work and workforce rests with the contractor. Provision of adequate supervision will therefore be a major element in contractor assessment.

## 6.9 Summary

The three most important steps are to:

- (a) select, co-ordinate and monitor competent contractors who properly supervise health and safety control measures
- (b) produce proper design specifications, exchange information and demand plans which deal with the health and safety issues as they develop at each phase of the work, and which are commensurate with scope and risks in the activity
- (c) maintain regular effective two-way communications that accommodate changes and unforeseen problems promptly.

## 07 – Disability – Health and Safety

### 7.1 General Statement

In accordance with The Equality Act 2010, the College aims to provide full and fair opportunities for disabled applicants including both staff and learners. Ensuring through training and practical assistance where required, their continued employment and promotion. Employees who become disabled will be accorded every possible opportunity for maintaining their position or for re-training if appropriate.

The College Health and Safety Policy has been prepared to ensure a safe and healthy environment for all employees, learners and visitors. It recognises that those persons who require extra equipment, facility or assistance, both routinely and in an emergency, will have such needs met.

The College also aims to fulfil its obligations under its inclusiveness policy and provide full and fair opportunities for enrolment of learners with disabilities.

This obligation will extend to the placing of learners on work experience (please refer to Work Experience Policy).

### 7.2 Arrangements for securing the Health and Safety of Disabled Members of Staff and learners

The College will keep a record of all personnel who, by reason of disability, are thought to have particular requirements relating to the College's health and safety practices. The record will be regularly reviewed in terms of:

- (a) the nature of the disability and any limitations it places on either an individual's physical and/or intellectual function
- (b) the extent to which the individual requires changes (if at all) in the work environment or workplace practices
- (c) the nature of any routine practical assistance or supervision required of other people arising from the disability
- (d) any implications that would arise on an emergency basis, either as a consequence of the disability (such as an epileptic fit) or in the workplace (such as emergencies) These would be recorded on a Medical Protocol Form HS48 or Personal Emergency Evacuation Plan HS44, both which can be found in the H&S Tile on The Staff Portal.
- (e) what action has been taken on the basis of the above factors.

### 7.3 Procedures for dealing with Health and Safety Issues

Employees, learners and visitors should report any concerns regarding disability and health and safety to a responsible person (usually a manager or supervisor). Where a disabled employee, learner or visitor raises a matter concerning health and safety related to College activities, then the College will:

- (a) make all necessary investigations so as to identify the relevant details
- (b) proceed with all measures necessary to resolve the matter
- (c) where necessary, carry out a risk assessment or review.

### 7.4 Information and Training

Newly appointed disabled employees, and current employees who become disabled, will receive specific information and training on all relevant matters of health and safety. The College will ensure that the information is presented in such a way as to be readily understood by each individual. College health and safety bulletins will also be issued in such a way that disabled employees can readily access and understand them.

If the College requires the services (supervisory or otherwise) of other employees to assist a disabled person in the course either of their work or Course to expedite health and safety procedures, these employees will be trained by the College and will receive specific notice of the duties required of them, and the disabled employee or learner will be advised of the arrangement.

As a matter of good practice, the College will ensure that the workforce generally is advised of any relevant health and safety issue that affects an individual disabled employee or learner.

### 7.5 Safe System of Work

Research shows disabled people in work to have better safety records than other employees. As in all health and safety matters, experience proves that anticipating hazardous situations before they actually arise is the best method of creating and maintaining a healthy environment.

Employees or learners with physical disabilities may require specific safety measures in their workplace. These could include:

- (a) the adaptation of machinery and equipment
- (b) the re-locating of shelves or electrical sockets and switches
- (c) changes in lighting types and levels
- (d) the provision of visual as well as audible systems for communication.

**It is important to remember that mobility for all employees and learners is jeopardised by blocked walkways, badly sited and/or badly designed workstations and equipment and by trailing wires.**

In the case of employees or learners with learning disabilities, consideration also needs to be given to:

- (a) the amount of supervision (if any) required in order to complete tasks safely
- (b) the need to ensure that basic health and safety rules are conveyed, understood and carried out
- (c) the need to ensure that the actions required in the event of an emergency are understood and likely to be complied with.

Good health and safety procedures will identify how to anticipate, and overcome, any potential problems likely to confront disabled employees in the workforce.

## **7.6 Summary**

Disabled people constitute an important and valuable part of the college's workforce and learner base. An effective Health and Safety Policy will help incorporate their individual needs.



## 08 – Display Screen Equipment

### 8.1 General Statement

All reasonable steps will be taken by the College to secure the health and safety of employees and learners who work with display screen equipment (DSE).

Borders College acknowledges that health and safety hazards may arise from the use of this equipment. It is the intention of the College to ensure that any risks are reduced to a minimum. Whilst it is generally recognised that the use of DSE can be undertaken without undue risks to health, it is appreciated that some employees may have genuine reservations and concerns. The College will seek to give information and training to enable a fuller understanding of these issues.

The College has a separate “**Display Screen Equipment Policy and Procedure**” a copy of which can be found on the College Website. The total co-operation of all members of management and staff is required for the procedure to work.

### 8.2 Arrangements for securing the Health and Safety of Workers

*These can be found within the DSE Policy and Procedure*

### 8.3 Procedures for dealing with Health and Safety Issues

Where an employee or learner raises a matter related to health and safety in the use of DSE, the College will:

- (a) take all necessary steps to investigate the circumstances
- (b) take corrective measures where appropriate
- (c) advise the employee/learner of actions taken.

Where a problem arises in the use of DSE, the employee/learner must adopt the following procedures:

- inform a responsible person immediately
- For an employee in the case of an adverse health condition, advise the College Occupational Nurse and his or her own general practitioner.

### 8.4 Information and Training

*Please See DSE Policy and Procedure*

## 8.5 Job Changes

Employees who transfer to a job involving the use of DSE will be offered an eye and eyesight test. This entitlement also applies where use of DSE has become part of the work for an employee.

## 8.6 Regular Eye and Eyesight Tests

*Please see DSE Policy and Procedure*

## 8.7 Care and Replacement of Glasses

The employee is personally responsible for the safekeeping of glasses. It is an offence to interfere with, or misuse, anything provided in the interest of health and safety.

Employees are expected to show the same degree of care for glasses as for any other item of College property. Anybody failing to observe this requirement may be subject to disciplinary procedures.

## 8.8 Rest Breaks

*Please see DSE Policy and Procedure*

## 8.9 Radiation and Pregnancy

Employees and learners using DSE are not at risk from radiation. Scientific research has concluded that such concerns are unjustified. No adverse health effects have been found to arise from the use of DSE. Thus, there is no reason for a person who is pregnant, or is seeking to become pregnant, to avoid working with such equipment.

The College acknowledges that some employees and learners may not be fully convinced by these assurances. It is recognised that, where an employee or learner has a genuine concern, this can contribute to stress and ill health. The procedure is therefore that any pregnant employee may request a temporary transfer or a reduction in the volume of DSE work that she undertakes. Although no guarantee can be given, such requests will receive full and proper consideration and will be granted where this can be achieved without disruption of the College operations.

## 8.10 Assessment of the Workstation

*Please see DSE Policy and Procedure*

## 8.11 Safe System of Work

Badly adjusted furniture or equipment can result in discomfort and can even lead to disability in extreme circumstances. Poor work design can cause or aggravate these conditions. Unnecessary discomfort can be avoided by adopting the following simple precautions:

1. Make sure that all your furniture and equipment is functioning correctly.
2. Adjust furniture and equipment so that you are comfortable when working.
3. Take the opportunity to vary activities, breaking up long periods of DSE work.
4. Use your entitlement to eye and eyesight tests.
5. Report symptoms of discomfort or ill health as soon as you are aware of them.
6. Inform your employer of your training needs.
7. Do not tamper with electrical equipment – ask for assistance.
8. Do not use any furniture and equipment that is damaged/broken. Report immediately to Facilities and the H & S Manager via the Helpdesk Self Service Portal

## 8.12 Safe Use of Laptops/Homeworking

Please refer to separate DSE Policy and Procedure and Working Off Site Policy.

## 8.13 Summary

Display screen equipment has made a significant contribution to working life and can be used in complete safety where a few common-sense measures are taken. The three most important steps are to:

- (a) adjust furniture and equipment to suit your needs – do not adjust your own posture to suit the workstation
- (b) avoid adopting a static posture and avoid prolonged DSE work without a change of activity
- (c) always report problems with your furniture, equipment or health as soon as these arise.

## 09 – Electricity at Work

### 9.1 Procedures Statement

All reasonable steps will be taken to secure the health and safety of employees and learners who use, operate or maintain electrical equipment. The College acknowledges that work on electrical equipment can be hazardous, and it is therefore its intention to reduce the risks as far as is possible.

The implementation of this procedure requires the total co-operation of all members of management and staff, as well as any contractors hired to carry out work involving electrical equipment.

Where a problem arises related to electricity at work, employees and learners must inform a responsible person immediately and the College will then take the necessary measures to investigate and remedy the situation.

### 9.2 Arrangements for securing the Health and Safety of Workers

The College will, in consultation with workers and their representatives:

- (a) ensure that electrical installations and equipment are installed in accordance with the Institute of Electrical Engineers (IEE) Wiring Regulations
- (b) carry out routine safety testing
- (c) inspect and test portable and transportable equipment as frequently as required (the frequency will depend on the environment in which the equipment is used and the conditions of usage – ie how carefully it is handled)
- (d) promote and implement a safe system of work for maintenance, inspection or testing
- (e) forbid live working unless absolutely necessary, in which case a permit to work must be issued before work begins
- (f) ensure that employees who carry out electrical work are competent to do so
- (g) forbid all work by the College's staff on equipment or systems above 650 volts – such work will be carried out under contract by approved contractors who are required to be competent, trained and equipped for this work
- (h) exchange safety information with contractors, ensuring that they are fully aware of (and prepared to abide by) the College's health and safety arrangements
- (i) provide suitable personal protective equipment, if required, maintaining it in a good condition
- (j) maintain detailed records of (a)-(i) above.

### 9.3 Information and Training

The College will provide information, instruction and training for all employees and learners to enable them to carry out their duties without putting their health and safety at risk. Electrical work should only be carried out by competent persons. If it is found necessary to use in-house technical staff to carry out such work, they will be adequately trained to the level required.

### 9.4 Safe System of Work

Most people are aware of the health and safety hazards associated with electricity. To avoid injury, or worse, it is essential to adopt the following precautions:

#### Faulty Equipment

1. Report faults immediately. Do not use or continue to use faulty equipment.
2. Do not carry out repairs etc, or even fit plugs, unless you are authorised to do so.

### 9.5 Portable and Transportable Electrical Equipment

1. Personal issue equipment should be visually inspected at least once a week by the user.
2. Equipment used out of doors should be 110 volt or be supplied via a residual current device (RCD).
3. Avoid using long extension leads wherever possible. If their use is unavoidable, ensure that the connector is manufactured to BS 4343 (this has been replaced by BS EN 60309-2, but still remains current).

### 9.6 Temporary Installations

Temporary wiring must be as safe as a permanent installation and must be replaced by a permanent installation as soon as practicable if it is likely to be needed for a period longer than three months.

### 9.7 Electrical Work – High Voltage

Do not carry out work on equipment or systems above 650 volts. Only the College's approved contractors are authorised to carry out this work.

## 9.8 Electrical Work – Voltages up to 650

1. All work on electrical equipment or systems which involve the exposure of conductors must be carried out with the supply switched off, isolated and secured against re-energisation.
2. A proving test to ensure isolation must be completed before starting work and an approved test instrument must be used for this purpose.

## 9.9 Live Working

1. Live working must be avoided wherever possible. Work on – or near – live conductors is only permitted when essential for equipment fault diagnosis.
2. Only competent persons can be authorised to carry out live working.
3. A permit to work is required before working live.
4. All practicable precautions must be taken when working live to ensure the safety of persons, including:
  - (a) the use of special tools, rubber mats and gloves
  - (b) the presence of another authorised person who understands the activity and who is able to handle an emergency – eg remove the victim from further danger, administer first aid)
  - (c) the erection of safety barriers to keep unauthorised persons out of harm's way.

## 9.10 Summary Procedure Statement

Electrical accidents can have very serious consequences. To help prevent them, remember these three basic rules:

- (a) report faulty or damaged equipment; do not attempt to use it
- (b) do not try to repair faulty equipment; leave it to the experts
- (c) never use electrical equipment in damp surroundings or where flammable vapours may be present, unless you know that it is suitable for that purpose.

## 10 – Emergency Procedures

### 10.1 Procedures Statement

It is the intention of the College to ensure that any risks arising from work activities are eliminated or reduced to a minimum. However, the College acknowledges that despite these measures it cannot be assumed that a major incident will never occur. Although such an incident is highly unlikely if all risks are adequately controlled, the consequences could be catastrophic and so the College has in place certain emergency procedures to ensure injury and damage limitation in the event of such an incident.

The College will also endeavour to give information and training as often as is necessary to all employees (and other persons, such as contractors, learners and visitors) to enable a better understanding of these matters.

Any concerns employees may have regarding the College's emergency procedures should be reported to a responsible person immediately. The College will then take the necessary measures to investigate and remedy the situation.

### 10.2 Emergency Arrangements for controlling a Major Incident

In order to be prepared for any emergency event, the College will plan for reasonably foreseeable incidents and has a written plan outlining procedures to be followed in such an event. – (Please see Fire, Bomb Threat, Power Failure, Gas Leak, flooding – Section 13).

The College will, in consultation with workers and their representatives:

- (a) carry out a risk assessment to identify foreseeable major incidents for which emergency procedures would be required
- (b) establish procedures to be followed by employees in the event of an emergency situation, including:
  - (i) raising the alarm
  - (ii) means of escape
  - (iii) assembly points and “safe havens”
  - (iv) summoning the emergency services
  - (v) evacuation of disabled persons.

- (c) appoint persons to be responsible for specific procedures in the event of an emergency situation (plus deputies for those listed below to cover holiday or sick leave), including:
  - (i) incident controller
  - (ii) person in charge
  - (iii) employees responsible for shutting down plant and making it safe before evacuating the area
  - (iv) fire wardens and fire marshals
  - (v) persons responsible for emergency power supplies and lighting
  - (vi) first aidersPlease see Staff Handbook Supplement
- (d) ensure there is an up-to-date call-out list for key personnel and that this is readily accessible
- (e) clearly label all important items such as shut-off valves, electrical isolators and fire points or equipment
- (f) at regular intervals, stage evacuation drills, test and check emergency equipment and inspect the means of escape
- (g) keep all access routes for emergency services and all escape routes clear at all times
- (h) assist the emergency services by clearly marking the premises and by drawing up a simple plan of the premises – eg showing the location of hazardous substances
- (i) provide training in emergency procedures for all employees and learners plus specialist training for those with special responsibilities
- (j) where a member of staff is required to work nights, shifts, lone work or work outwith normal College hours, then a separate fire evacuation plan should be drawn up in conjunction with the Health and Safety Manager.

### 10.3 Safe System of Work

Once an emergency plan is in place, it is essential that all employees (particularly those with special responsibilities) take the appropriate actions outlined there if a major incident occurs.

#### 1. The person in charge should:

- (a) ensure that the emergency services and key personnel have been summoned and the emergency plan is activated
- (b) direct the shutting down and evacuation of any areas likely to be affected, in consultation with other key personnel, and control traffic movements within the works
- (c) ensure that personnel are accounted for and that casualties receive medical attention and relatives are informed



- (d) continually review and assess developments to predict the likely course of events, including the effects on areas outside the works
- (e) liaise with emergency services and with the HSE
- (f) arrange for a log of the emergency to be kept.

**2. The person in charge should:**

- (a) if necessary, carry out duties (a) and (b) above until the main site controller arrives
- (b) direct operations at the scene of the incident
  - (i) until the fire brigade arrives
  - (ii) oversee evacuation of employees to assembly areas

**3. Employees (without special responsibilities) and learners should:**

- (a) not attempt firefighting or other take other emergency action for which they have not been trained
- (b) evacuate the building as soon as the alarm is heard
- (c) assist any disabled employees to evacuate the area (to nearest disabled refuge area)
- (d) switch off equipment which could further compound the risk
- (e) report to the assembly points.

Under the Management of Health and Safety at Work Regulations emergency procedures are required where there is a possibility of serious or imminent danger to employees or other persons. Detailed emergency arrangements are necessary for each College site and are based on the following principles:

- (a) Fire
  - Fire risk assessments will be carried out and reviewed on a regular basis
  - The audibility and function of any fire alarm system will be regularly tested
  - Evacuation drills will be carried out a minimum of two times per year
  - Regular inspections of fire evacuation signs, notices and the adequacy of means of escape from the premises will be carried out
  - Any fitted fire safety system – ie fire alarm, emergency lighting, smoke detection and fire extinguishing equipment will be tested and examined by competent persons on an annual basis
  - Details of the fire precautions and evacuation procedures will be brought to the attention of all College staff and communicated to all learners and visitors.

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## 11 (E1) – Fire

### 11.1 (E1) Procedure Statement

In the event of fire, the safety of life shall override all other considerations, such as saving property and extinguishing the fire. Guidelines set out by NaCTSO (National Counter Terrorism security Office) Protect UK is followed by the College.

<https://www.protectuk.police.uk/>

If a fire is discovered, the alarm shall be raised immediately by the appropriate method (such as operation of a break glass manual call point). This should be the first action taken on discovery of any fire, however small. The College refutes the notion that the alarm should be raised only in the event of a “large” fire.

All employees and learners are empowered to take this action if they believe there is a fire; no authority should be sought from any other person. The College will always support employees or learners who operate the fire alarm system in good faith, regardless of whether or not it is ultimately determined that a fire existed.

Responsibility for summoning the fire brigade is outlined in the fire procedures.

The College does not require persons to attempt to extinguish a fire, but extinguishing action may be taken only if it is safe to do so and staff have received appropriate training on using fire-fighting equipment.

Immediate evacuation of the building must take place as soon as the evacuate signal is given. (Employees and learners should be familiar with the procedure through the staging of regular fire evacuation drills.) All occupants, on evacuation, should report to the pre-determined assembly point(s).

Re-entry of the building is strictly prohibited until the fire brigade officer/ site controller in charge declares it is safe to do so. Silencing of the fire alarm system should never be taken as an indication that it is safe to re-enter the building.

Employees and learners should report any concerns regarding fire procedures, so that the College can investigate and take remedial action if necessary.

### 11.2 (E1) Arrangements for Securing the Health and Safety of Workers

The College will, in consultation with employees and their representatives:

- (a) ensure that any persons with a hearing Impairment on the premises are aware of the activation of the fire alarm, and that disabled persons are given assistance where required to the disabled refuge area

- (b) appoint persons to be responsible for specific procedures in the event of fire, including:
  - (i) the person responsible for summoning the fire brigade
  - (ii) fire wardens
  - (iii) those responsible for supervising evacuation assembly points
  - (iv) fire incident controllers responsible for liaising with the fire brigade on arrival
- (c) regularly stage fire evacuation drills, inspect the means of escape, and test and inspect fire-fighting equipment and fire warning systems
- (d) provide adequate fire safety training to employees and learners, plus specialist training to those with special responsibilities.

### 11.3 (E1) Fire Instructions – All Sites

#### On Discovering a Fire:

1. **EVACUATE** the area/room (**PRIORITY IS STAFF/LEARNERS' SAFETY**)  
Activate the nearest and/or safest fire alarm on discovery of any fire, however small. Do not wait until you have informed another person, such as a manager, switchboard operator, fire warden.
2. Give details to reception using the emergency 888 number – (see information required at reception)
3. Only attempt to extinguish a fire if it is safe to do so and if trained to use the extinguisher.
4. Evacuate the building as soon as the evacuate signal is given. (Employees and learners should be familiar with the procedure through the staging of regular fire evacuation drills)
5. Make your way to EAP (Evacuation Assembly Point)

Evacuation Procedures: The evacuation signal is given via a continuous siren and flashing beacons.

1. On hearing the fire alarm take control of the situation (*inform people of what's going on*) and proceed to your Evacuation Assembly point (EAP)
2. Close all windows and doors.
3. Do not wait to collect belongings.
4. Switch off any equipment that, if left unattended, may itself constitute a fire hazard.
5. Check the corridor to ensure your escape route is clear.
6. Ensure that the last person out closes the door.
7. Select the nearest safe exit route (always check for signs of fire).

8. Always look through fire doors before opening.
9. Report to the pre-determined assembly point(s) and report area clear.
10. Do not re-enter the building until the fire brigade officer/site controller in charge declares it is safe to do so.
11. Persons who require assistance to safely evacuate the building should follow the guidance on their Personal Emergency Evacuation Plan (PEEP). All persons who have individual needs (mobility, hearing, visual or learning disabilities) should be referred to the H&S Team to agree their PEEP.

*Fire wardens:* Check that each area of the building has been evacuated and report this to the nominated person(s) at the designated evacuation assembly point(s).

*Fire incident controller:* Liaise with the fire brigade on attendance and arrange such assistance from the College as the fire brigade may require.

## 11.4 (E1) Information required at Reception

In the event of a fire the following information is required at reception:

1. Name (Ext No)
2. Department you are in
3. Location of the fire
4. Nature of the fire
5. Any other vital information

## 11.5 (E1) Summary

In the event of fire, the three most important actions are, in chronological order, to:

- (a) raise the alarm**
- (b) summon the fire brigade**
- (c) evacuate the building – attempts to extinguish the fire should only be made if it is safe to do so.**

**Please note that copies of all Fire Risk Assessments are held by the Health and Safety Manager.**

## 11 (E2) – Gas Leak/Flood Warning

### 11.1 (E2) Procedure Statement

In the event of a gas leak, or flood warning the safety of life shall override all other considerations. Copy of the Flood Alert Procedure is available on the College Website.

If a gas leak is discovered, the following actions should be carried out immediately:

- **DO NOT** smoke or use naked flames or switch on/off electrical switches
- open doors and windows for the gas to escape
- check to see if the gas has been left on or if a pilot light has gone out (for heating purposes)
- where possible the gas supply can be turned off at the meter (the janitors on all sites should be familiar with the location of the gas points)
- inform a responsible person IMMEDIATELY and – depending on the severity of the situation and areas covered by the gas leak – then the Site Manager should take responsibility for deciding on a full/partial evacuation of the premises
- The gas suppliers should be notified also in order that they can inspect the leak, carry out any necessary repairs and give notification to the College that the area is safe to re-enter
- Flood warning information received during normal working hours will be issued to all Departments via the site AP. See Flood Procedure

### 11.2 (E2) Evacuation Procedures

Should evacuation be necessary, then this will follow the same guidelines as those set down for fire evacuation (please see Fire section). The alarm should be sounded and the building evacuated to fire assembly points. It should be stressed however that – as in all evacuation procedures – staff and learners should **REFRAIN FROM SMOKING & VAPING**.

Immediate evacuation of the building must take place as soon as the evacuate signal is given. (Employees should be familiar with the procedure through the staging of regular fire evacuation drills.) All occupants, on evacuation, should report to the pre-determined assembly point(s).

Re-entry of the building is strictly prohibited until the site controller in charge declares it is safe to do so. Silencing of the fire alarm system should never be taken as an indication that it is safe to re-enter the building.

### 11.3 (E2) Arrangements for Securing the Health and Safety of Workers

The College will, in consultation with employees and their representatives:

- (a) ensure that any persons with a hearing impairment on the premises are aware of the activation of the fire alarm, and that disabled persons are given assistance where required to evacuate the building
- (b) appoint persons to be responsible for specific procedures in the event of a gas leak. These may include:
  - (i) the person responsible for summoning the gas suppliers
  - (ii) those responsible for carrying out roll calls or supervising evacuation assembly points
  - (iii) persons familiar with the location of gas points.

## 11 (E3) – Bomb Threat

### 11.1 (E3) Procedure Statement

In the event of a bomb threat, the safety of life shall override all other considerations. In the event of a bomb threat/finding of a suspect package, the following procedure sets out guidelines to be followed by all members of staff/visitors and learners.

### 11.2 (E3) Action – Reception/Telephone Threats

On receiving a threatening telephone call please ensure the following:

- obtain as much detailed information as possible from the source using the Bomb Threat Report form HS52
- notify your supervisor or other employee
- attempt to keep the caller talking as long as possible to enable you to get as much information as possible
- immediately following the telephone call, repeat all information received so that the appropriate action can be taken – ie to evacuate or search
- report incident to Police, giving as much detail as possible
- Police will then provide information from their intelligence as to whether they consider this a viable threat
- inform a member of the Senior Management Team immediately
- invoke Emergency Plan

The decision to evacuate or search MUST be made by management based on the type of call and the information given by the caller. The call may come through a second party – e.g. the Police or Press – and if a specific time is stated for a bomb to detonate, the obvious decision would have to be ‘evacuate’.

### 11.3 (E3) Letter Bombs

Experience in dealing with letter bombs indicates that in many cases they are:

- placed in substantial envelopes, or parcels containing paperback books or
- in the form of flat letters weighing up to 102g or
- in packages the size of a conventional book or
- delivered through normal posting services.

The degree of caution to be observed in handling such items can be determined by the cumulative effect of the points giving rise to suspicion, which include the following:

- the postmark – if foreign and not familiar
- the writing, which may have an unusual appearance, lack literacy or be crudely printed

- the name and address of the sender, or if the geographical area differs from the area of the postmark
- personal or private letters addressed to Senior Management under the job title rather than by name
- weight – excessive for the size and apparent contents
- weight distribution – if uneven, this may indicate the presence of batteries
- grease marks showing on the exterior of the wrapping from inside may indicate “sweaty” explosive
- smell – some explosives have a smell of marzipan or almonds
- abnormal fastening – if the sealing is excessive for the type of package, this may be a form of trap
- damaged envelopes or packaging that exposes wires, batteries or fluid filled plastic sachets should not be handled further
- packages that rattle, feel springy or emit a ticking noise should be treated with extreme caution.

If suspicion cannot be alleviated:

- **DO NOT** attempt to open the letter/package or tamper with it. It will probably have been designed to withstand postal handling and to detonate during normal opening
- with minimum further handling, isolate it to reduce possible blast damage – e.g. by placing it in a nest of sandbags constructed to enable visual inspection
- seal off area to keep people away.

## 11.4 (E3) Bomb Search

If decision is taken to search the premises as opposed to either a full or partial evacuation, the service of the local law enforcement officers or bomb disposal authorities should be sought.

The following points must be considered when undertaking the search:

- DO NOT use portable radios transmitters as they can detonate explosive devices within a radius of 30 metres
- if possible, utilise staff members familiar with the area to be searched as they are more likely to find packages that should not be there
- as a bomb would most likely be concealed in a briefcase, box, or package, be suspicious of any items that are unattended or out of place
- seal off areas that have been searched to avoid repetition of the search.



## 11.5 (E3) Finding a Bomb

If there is any reason to believe that a bomb or incendiary device has been found, the following precautionary measures should be carefully observed:

### DO NOT

- attempt to open a suspected package; leave it in its original position
- place an open package believed to contain a bomb in water (Water is a conductor of electricity and may cause detonation)
- cut, remove or undo string or wire on a suspected package as this may release the trigger mechanism
- lift the cover of the box believed to contain a bomb.

### DO

- cordon off the area, to prevent entry by unauthorised persons whilst awaiting expert assistance
- remain calm, keep voices as low as possible; move into a positive style but do not run
- do not openly speculate within hearing distance of any employee or visitor. All actions should reflect a “business as usual” attitude.

## 11.6 (E3) Bomb Evacuation

When the decision has been taken to evacuate, the object of the exercise is to get people out quickly without panic or disorder.

Evacuation procedures will be those as set down in the guidelines for Fire. The following should also be observed:

- entry to premises below floor level should not be allowed
- evacuation assembly areas should be far enough away from the building to prevent injury from flying glass etc.
- **DO NOT** allow re-entry to the building until given approval by the Police or Bomb Disposal Officers.

## 11 (E4) – Power Failure

### 11.1 (E4) Procedures Statement

In the event of a power failure, the safety of staff, learners and visitors shall override all other considerations.

### 11.2 (E4) Action in the Event of Failure

- clarification should be sought with a responsible member of staff – ie Assistant Principal – as to whether the situation is likely to be temporary/ongoing. (This can best be achieved by contacting the local Electricity authorities for information on the circumstances surrounding the power failure)
- classes **should not** be evacuated/sent home unless authorisation has been given by the College Principal/Assistant Principal.

Evacuation of the College buildings should depend on the following factors:

- the likely duration of the power failure
- the time of day – eg daylight hours/night time
- the time of year (winter/summer) taking into consideration heating requirements
- the type of courses affected
- any safety aspects such as machinery, emergency lighting available and general illumination of areas being used.

Wherever possible disruption of normal College procedures should be minimised and all decisions affecting this should lie with the Assistant Principal or Evening Class Supervisor, should a power failure occur at night.

## 11 (E5) – Individual or Firearm Attack

### 11.1 (E5) Procedures Statement

In the event of a fast-moving incident such as a firearms or weapon attack, the safety of life shall override all other considerations. The following procedure sets out guidelines to be followed by all members of staff/visitors and learners and follows NaCTSO (National Counter Terrorism Security Office) guidance.

As per the guidance the College will implement a 'Dynamic Lockdown'. From a safe distance, this will enable us to restrict access and egress to the site (or part of), in response to a threat. The aim of lockdown is to prevent people moving into an area of imminent danger.

### 11.2 (E5) Actions to Warn Others

Upon encountering a situation where an individual or group is carrying out an attack, the priority is to keep yourself safe and follow the Stay Safe guidance below. If possible, raise the alarm by calling the emergency services on 999 and provide as much information as possible; if appropriate, dial 888 number and give reception as much information as you can. Do NOT put yourself in danger. Most public areas of the campus are covered by CCTV. The use of the fire alarm should be avoided to prevent an incorrect response to the incident.

Action once alerted that an attack is underway:

- inform a member of the Senior Management Team immediately
- invoke Emergency Plan

### 11.3 (E5) Stay Safe

'Stay Safe' guidelines are Run, Hide, Tell, and give some simple actions to consider during a firearms or weapon attack.

#### *Run*

- escape if you can
- consider the safest options
- is there a safe route? RUN, if not, HIDE
- can you get there without exposing yourself to greater danger?
- Insist others leave with you
- Leave all belongings behind

*Hide*

- If you can't RUN, HIDE
- Find cover from gunfire
- If you can see the attacker, they may be able to see you
- Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal
- Find cover from gunfire e.g. substantial brickwork / heavy reinforced walls
- Be aware of your exits
- Try not to get trapped
- Be quiet, silence your phone
- Lock / barricade yourself in
- Move away from the door

*Tell*

- Call 999 – What do the police need to know?
- Location – Where are the suspects?
- Direction – Where did you last see the suspects?
- Descriptions – Describe the attacker, numbers, features, clothing, weapons etc
- Further information – Casualties, type of injury, building information, entrances, exits, hostages etc
- Stop other people entering the building if it is safe to do so

**Armed Police Response**

- Follow officers' instructions.
- Remain calm
- Can you move to a safer area?
- Avoid sudden movements that may be considered a threat
- Keep your hands in view

**Officers may**

- Point guns at you
- Treat you firmly
- Question you
- Be unable to distinguish you from the attacker
- Officers will evacuate you when it is safe to do so

## 12 – First Aid

### 12.1 General Statement

Borders College is committed to providing sufficient numbers of first aid personnel to deal with accidents and injuries occurring at work.

To this end, the College will provide information and training on first aid to employees to ensure that statutory requirements and the needs of the College are met.

Should employees have concerns about the provision of first aid within the College, they should inform a responsible person to enable the College to investigate and rectify the situation if necessary.

The person responsible for the implementation of this procedure is the Health and Safety Manager.

### 12.2 Arrangements for Securing the Health and Safety of Workers

#### First aid personnel

First aid personnel are employees who have volunteered for the role and who have been assessed as being suitable. Where there are insufficient numbers of volunteers, the College will nominate a person from each area to take charge of the situation where an employee becomes injured or ill and requires attention. The appointed person need not necessarily be a qualified first aider but he or she will be given a clear indication of his or her responsibilities and the training required to effectively discharge them.

First aiders are qualified personnel who have received training and passed an examination in accordance with Health and Safety Executive requirements. First aid personnel will be provided with retraining at regular intervals in order to ensure that their skills are maintained.

The College will ensure that there are sufficient first aid personnel within the workplace to adequately cover for every shift. This includes night shifts and weekend working (where relevant). Lists of approved First Aiders are kept at reception, who should be contacted when the services of First Aider are required.

## 12.3 Legal Indemnity of First Aiders

It is unlikely that first aid personnel rendering assistance to a colleague will become subject to legal action because of a deterioration in the colleague's condition.

However, the College has arranged to guard against this possibility by providing, through its insurance policies, indemnification for any member of staff who assists an employee who becomes ill or is injured at work, either on or off the premises.

## 12.4 First Aid Boxes

First aid boxes are provided within the workplace to ensure that there are adequate supplies for the nature of the hazards involved. All boxes will contain at least the minimum supplies which are required under law. Only specified first aid supplies will be kept.

No creams, lotions or drugs, however seemingly mild, will be kept in these boxes.

First aid boxes are maintained and restocked when necessary by authorised personnel. These personnel will be aware of the procedure for re-ordering supplies.

## 12.5 Portable First Aid Kits

Portable first aid kits are available for those members of staff who are required to work away from the normal workplace, where access to facilities may be restricted. Examples of these circumstances include:

- (a) work with potentially dangerous tools and machinery away from base location
- (b) staff travelling abroad on business
- (c) staff travelling in vehicles on a regular basis
- (d) staff whose work takes them to isolated or remote locations
- (e) staff participating in sporting or social events arranged or supported by the College.

Portable first aid kits are located in College cars/College minibuses and are available from the Health and Safety Manager.

## 12.6 First Aid/Recovery Room

This is provided to assist first aiders when administering treatment. All staff and learners, especially new recruits, must be made aware of the location of the first aid room. This room must only be used for rendering of first aid during or after illness. The location of the first aid room has been arranged so that corridors and lifts etc are large enough to allow for a stretcher, wheelchair or carrying chair to be used safely and easily.

## 12.7 Recording Accidents

All accidents must be recorded, however minor. The College has provided an accident form HS01 in which all incidents must be noted. The accident forms are available in the H & S Tile on The Staff Portal.

It is the responsibility of employees and learners to ensure that they complete the accident form and return this to the Health and Safety Manager as soon as possible after the injury has occurred. Where the injured person is unable to enter his or her account, the first aider or witness (where relevant) should enter details on the employee's behalf. Where an accident results in admittance to hospital, or inability to continue work, the relevant manager must be informed immediately.

Please see Accident and Near Miss Reporting (Section 4).

## 12.8 Safe System of Work

The following arrangements should be followed in order to ensure that suitable and sufficient provision of first aid personnel and equipment is available at the workplace:

1. First aid personnel must inform the College Health and Safety Manager when their training certification period is nearing expiry.
2. Management must ensure that employees and learners are familiar with the identity and location of their nearest first aider and first aid box.
3. Reception will hold the current list of first aiders, and they should be contacted on 2600, 888 for emergencies, should a first aider be required.
4. Ensure that information displayed on notice boards, the first aid room and first aid boxes are updated to reflect any changes in location or changes in appointed personnel which may take place.
5. Ensure that the contents of each first aid box are regularly checked to establish that supplies are sufficient to meet requirements.
6. Order replacement supplies immediately after equipment has been used.
7. Ensure that there is easy access to first aid equipment and the first aid room at all times.
8. Summon professional medical assistance where necessary.
9. Ensure that details of all accidents are reported and entered onto the HS01 accident forms.
10. All staff should note the procedure for transporting sick / injured persons to hospital, a copy of this can be found on the College Website.

## 12.9 Summary Procedure Statement

First aid personnel have been appointed to assist the College in dealing with accidents and emergencies which may occur at the workplace. The following three steps are the most important in the provision of adequate and effective first aid cover:

- (a) ensure that all employees and learners are aware of the procedures to be followed in the event of illness or injury at work
- (b) ensure that an appropriate number of first aid personnel are recruited and trained allowing for holidays etc. and that a sufficient number are present in the workplace at any given time
- (c) maintain adequate first aid equipment and facilities appropriate to the degree of risk, including for those employees and learners who work away from site.



## 13 – Hazardous Substances

### 13.1 General Statement

The College acknowledges that no substance can be considered completely safe. All reasonable steps will be taken to ensure that all exposure of employees and learners to substances hazardous to health is prevented or at least controlled to within statutory limits.

The College will undertake to control exposure by engineering means, where reasonably practicable.

Where exposure cannot be adequately controlled by engineering means, appropriate PPE will be provided free of charge after consultation with employees or their representatives.

All employees will be provided with comprehensible information and instruction on the nature and likelihood of their exposure to substances hazardous to health. The implementation of this procedure requires the total co-operation of all members of management and staff.

The person responsible for implementing this procedure is the Health and Safety Manager.

### 13.2 Arrangements for Securing the Health and Safety of Workers

The College will, in consultation with workers and their representatives, implement the following:

1. An inventory of all substances hazardous to health kept on site will be maintained, with appropriate hazard information (COSHH Assessment Registers are held within each Department).
2. The College will undertake to control exposure by following the prevention and control of risk hierarchy by:
  1. elimination
  2. reduce by substitution
  3. isolation
  4. controls by (engineering, job design, exposure)
  5. PPE
  6. discipline
3. Engineering controls will be properly maintained and monitored to ensure their continued effectiveness. This will be achieved by planned preventive maintenance and annual performance monitoring.

4. All employees, and others who may work in the affected areas, will be informed of the purpose and safe operation of all engineering controls.
5. PPE will be used only as a last resort or as a back-up measure during testing or modification of other controls.
6. The type and use of PPE will be carefully assessed and maintained according to manufacturers' instructions. Where possible, the number of different types will be minimised to prevent mistakes with servicing or replacement.
7. All operations using hazardous substances will be reassessed as required.
8. Health surveillance of employees, where indicated to be necessary by the assessment, will be carried out by qualified professionals.
9. Employee health records will be kept of all exposures to substances hazardous to health for a minimum of 40 years by Occupational Health.
10. All employees and learners will be provided with adequate information and appropriate training on the nature of the hazardous substances with which they are working, and they will be informed about any monitoring and health surveillance results.
11. All changes to control measures and changes of PPE will be properly assessed and no new substances will be introduced into the workplace without prior assessment.

### 13.3 Procedures for Dealing with Health and Safety Issues

Where an employee or learners raises a point related to the use of substances hazardous to health, the College will:

- (a) ensure that the hazard associated with the substance has been correctly identified
- (b) ensure that the assessment of the use of the substance is correct and up to date
- (c) ensure that the controls in place are adequate
- (d) correct any observed deficiencies in the control of the hazards
- (e) inform the employee or learner, and his or her representative where appropriate, of the results of the investigation and actions taken.

If an identified exposure has taken place, those affected, and their managers and representatives, will be informed immediately. Possible health effects will, in addition, be communicated to the College Occupational Health Nurse and the employee's own general practitioner.

## 13.4 Information and Training

The College will give sufficient information and training to ensure full understanding of the hazards to health posed by substances in the workplace and the importance of the control measures provided. Information will also be given to others who may be affected, such as contractors, temporary staff, visitors and learners.

Heads of Departments, Line Managers and Supervisors of areas that use substances hazardous to health will be given additional training as required to ensure the proper management of the risks.

## 13.5 Safe System of Work

Poorly maintained or adjusted control measures can result in inadvertent exposure to substances hazardous to health.

Employees and learners must be encouraged to report defects, and systems must be in place for prompt repair and for the provision of temporary replacement controls – eg **PPE**.

The following steps can be taken to minimise the risk:

- (a) ensure hazard information is kept up to date
- (b) ensure assessments are reviewed at regular intervals
- (c) ensure employees and learners are trained in the nature of the hazards and use of control measures
- (d) ensure controls are maintained and monitored
- (e) ensure all documentation is comprehensive and comprehensible
- (f) encourage employees and learners to report faults and problems
- (g) **DO NOT** allow new substances to come onto College premises without prior information being sought from the manufacturers – ie data sheets

## 13.6 Summary

Modern working methods involve the use of substances, principally chemicals, which may pose a risk to the health of people using them. No chemical is completely safe in all circumstances and any airborne dust – in significant quantities – can damage health. Since the hazard to health posed by many substances is not known, it is good practice to use working methods to minimise exposure. Where the hazards are known, specific steps can be taken. The seven most important steps are:

- (a) identify the hazard
- (b) assess the risk
- (c) eliminate, prevent or control the risk
- (d) maintain and monitor the controls
- (e) monitor the health of the workforce
- (f) ensure assessments and controls are up to date
- (g) inform and train the workforce.

***NO SUBSTANCES SHOULD BE BROUGHT ONTO COLLEGE PREMISES WITHOUT:***

- (A) FIRST OBTAINING THE MANUFACTURER'S HAZARD DATA SHEETS FOR THAT SUBSTANCE.***
- (B) A FULL COSHH ASSESSMENT BEING CARRIED OUT.***
- (C) DETAILS OF ANY NEW PRODUCTS FORWARDED TO THE HEALTH & SAFETY MANAGER.***
- (D) AN ANNUAL UPDATE OF DEPARTMENTAL COSHH INVENTORY COMPLETED AND FORWARDED TO THE HEALTH & SAFETY MANAGER BY ALL RELEVANT***

## 14 – Hybrid Working

### 14.1 General Statement

Borders College has made available a range of informal working options to help employees maintain a good work-life balance and work flexibly to get their job done. These options are made available on the understanding that they work around our business needs. It should be noted that not every role will be suitable for Hybrid Working (e.g. cleaners etc.) and approval of informal working requests are subject to operational requirements. This toolkit is designed to help staff and managers understand what hybrid working is, what working arrangements may be available and how to make hybrid working successful for both our staff and our College.

**Hybrid Working:** An INFORMAL arrangement that enables a better work-life balance. Where a member of staff, within agreed parameters which suit them, their fellow team members, and the needs of their team/department, can have greater flexibility around their normal hours, time, or location of their work. It harnesses technology to enable staff to work in ways which enhance performance and meet their needs, without traditional limitations of where and when tasks must be performed. It does not require changes to terms and conditions.

### 14.2 Legal Position

Hybrid working arrangements are covered by the **Health and Safety at Work Act 1974**. This means that we have a duty to manage Hybrid workers' health, safety and welfare.

### 14.3 Definition of Hybrid working

An INFORMAL arrangement that enables a better work-life balance. Where a member of staff, within agreed parameters which suit them, their fellow team members, and the needs of their team/department, can have greater flexibility around their normal hours, time, or location of their work. It harnesses technology to enable staff to work in ways which enhance performance and meet their needs, without traditional limitations of where and when tasks must be performed. It does not require changes to terms and conditions.

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## 14.4 Risk Assessment

A risk assessment will be completed as and where relevant for Hybrid to comply with current health and safety requirements.

The risk assessment will consider a number of health and safety factors, including the following:

- Fire safety
- First aid provision
- Ergonomic considerations
- Adequate space
- Safety considerations
- Insurance
- Secure storage facilities

## 14.5 Employees' Duties

Where permission has been granted for an employee to work at home, we will require them to demonstrate that they do not have any dependent care responsibilities during their scheduled working hours. We will also require them to carry out the following at all times:

- **Location** – employees must identify suitable location at home, which should be a separate room. This needs to be adequate to enable the employee to work productively and safely.
- **Equipment** – it may be necessary to provide equipment to a home working employee, e.g. a legally compliant chair and a computer. Where this is the case, employees are expected to take reasonable care of the equipment provided.
- **Health and safety requirements** – maintain the working environment to previously agreed health and safety standards, including fire safety.
- **Insurance** – where applicable, employees must inform their home contents insurer that extra computer equipment has been provided. The College liability insurance covers the employee at home.
- **Disruption** – employees are expected to inform family and friends regarding their homeworking arrangements in order to ensure minimal disruption.
- **Security** – homeworking employees are expected to ensure the necessary confidentiality and to only use any equipment supplied by us, for our work. This will help protect against the introduction of viruses etc.
- **Software** – No software or extra hardware will be installed except by College ISLT Staff. No software must be removed or switched off except by College staff.

## 14.6 Training

Where employees have been given permission to work at home, training and information on how to set up a workstation correctly will be given if necessary.

## 15 – Housekeeping

### 15.1 Introduction

Poor standards of housekeeping are a common cause of injury and damage at work and can create unnecessary fire hazards. Low standards often result from poor working practices and/or organisational deficiencies within the workplace.

The College recognises the need to ensure that adequate standards of housekeeping are achieved.

Examples of poor working practices include:

- (a) untidiness
- (b) lack of thought and consideration by the individual
- (c) ignoring rules and procedures.

Poor housekeeping resulting from organisational arrangements includes:

- (a) badly designed systems of work
- (b) insufficient space for work activity
- (c) inadequate storage facilities
- (d) lack of training or information
- (e) poor supervision
- (f) infrequency or inefficiency of cleaning arrangements.

### 15.2 Organisational Arrangements for Housekeeping

#### Inspections of the workplace

Workplace inspections will be carried out on a regular basis by designated personnel to identify areas where standards require improvement. These will be highlighted for remedial action.

#### Storage facilities

Storage areas have been defined within the workplace. Requirements will be reviewed periodically and whenever refurbishment or relocation takes place. Articles and substances must be stored in defined areas at all times.

### **Waste collection and removal**

Floors must be cleaned on a regular basis and waste bins must be emptied daily. Rubbish must be kept in suitable containers and must not be allowed to overflow. Combustible waste must be kept away from ignition sources. Large items of rubbish that pose a particular hazard must be removed separately and without delay.

Obsolete items of furniture or equipment must also be removed without delay, these must be reported to The facilities Team by using the Self-Service Portal.

Heads of Departments, Line Managers and Supervisors must ensure that their areas of responsibility maintain satisfactory standards of housekeeping at all times. The following duties apply:

1. Ensure that articles are not left in walkways or on the floor.
2. Ensure that there are no trailing cables.
3. Ensure that articles are stored in designated places.
4. Regularly check the working area to ensure that satisfactory standards of housekeeping are maintained.
5. Remove obsolete or unwanted articles or furniture.

### **Responsibilities – Employees**

Employees are responsible for the following:

1. Ensuring that they do not allow waste materials to accumulate in their working area and for keeping their work stations tidy.
2. Acting in accordance with information and training relating to housekeeping in the workplace.
3. Reporting problems relating to storage or removal of articles to a responsible person.

## **15.3 Safe System of Work**

In order to ensure that satisfactory standards of housekeeping are achieved the following arrangements should be adhered to:

1. Check that the workplace is free from hazards at the beginning of each day.
2. Always put articles away immediately after use.
3. Clear up any spillages, etc. immediately.
4. Do not allow objects to protrude into walkways.
5. Ensure that waste materials are properly stored and are removed on a regular basis.
6. Ensure that special arrangements are made for the removal of unusual or extra-large objects or substances.
7. Do not store articles or substances anywhere other than in designated areas.
8. Ensure the workplace is tidy and articles and substances have been put away at the end of the shift.



## 15.4 Summary

Poor housekeeping is a common cause of accidents and fire in the workplace. There are three basic precautions to prevent poor housekeeping standards:

1. Ensure that articles and substances are returned to designated locations after use.
2. Remove waste materials on a daily basis.
3. Report any problems which cannot be easily rectified.

## 16 – Legionella

### 16.1 General Statement

All reasonable steps will be taken to identify potential legionella hazards in the workplace and to prevent or minimise the risk of exposure to such hazards.

Where employees are concerned about the risk of an outbreak of legionella, they should report their concerns to a responsible person so that the College can take the appropriate measures to eliminate or reduce the risks.

### 16.2 Control of Exposure

Where potential exposure to infection cannot be prevented, there is a written control scheme to minimise exposure (see **Safe System of Work** below).

The College holds the relevant copies of Legionella Risk Assessments.

### 16.3 Health Surveillance

People exposed to significant occupational risk of infection will receive instruction in the nature of the risks and the means of controlling exposure.

Staff should report relevant symptoms.

### 16.4 Action in the Event of an Outbreak

This will include:

- (a) the identification of people who may have been exposed
- (b) involvement of the public health authorities
- (c) dissemination of information to employees and other interested parties of the nature of the risks.

## 16.5 Safe System of Work

The College shall, as far as is reasonably practicable, try to ensure:

1. Avoidance of Conditions Favouring Growth of Organisms.
2. As far as practicable, water systems should be operated at temperatures that do not favour the growth of Legionella – 60°C is recommended for hot water storage and either above 50°C or below 20°C for distribution – (care must be taken to protect people from exposure to very hot water).
3. Use of materials that may provide nutrients for microbial growth should be avoided. Corrosion, scale deposition and build-up of biofilms and sediments should be controlled. Tanks should be lidded.

**System Maintenance will be carried out within legal obligations and budgetary constraints.**

## 16.6 Sampling

Sampling for Legionella will not normally be necessary unless in the case of an outbreak or to monitor the effectiveness of precautionary measures.

## 17 – Machinery

### 17.1 Procedure Statement

Borders College will take all reasonable steps to ensure the safety of all employees and learners working on the machinery as well as to ensure the safety of others who may be affected by the machinery. The College will seek to liaise with suppliers to ensure that any new machinery is designed and supplied to work in a safe manner.

Should employees have any problems relating to machinery safety, they should immediately inform a responsible person (usually a manager or supervisor) so that steps can be taken to remedy the situation promptly.

The implementation of the procedure needs the co-operation of all management and staff.

### 17.2 Arrangements for Securing the Health and Safety of Workers

The College will, in consultation with the operators and their representatives:

- (a) assess the operation of the machine itself, which will include the assessment of its controls, the visibility of any operating parts that need to be seen and the accessibility of all parts that need to be adjusted or changed
- (b) carry out an assessment of how the use of the machine affects its environment, including the layout of the machine and any barriers that are needed to prevent visitors coming within the danger zone
- (c) carry out an assessment of all guards, all isolation procedures of any part of the machinery and all emergency procedures; compliance with BS 5304 (code of practice for safety of machinery) will be adhered to
- (d) carry out an assessment of any chemicals involved with the machine and its use, maintenance or cleaning (in compliance with COSHH)
- (e) take all reasonable steps to minimise all the risks found from these assessments.

The College will assess the methods of any adjustments or tool changes made on the machine so that tools are fitted and carried safely. Machine guards must be suitable and should be removed and replaced safely.

### 17.3 Information and Training

The College will give the information, instruction and training necessary to ensure the health and safety of all operators and any others affected by the machinery. Managers responsible for supervising the operation of the machinery will be appropriately trained. Curriculum Learning Managers and Lecturers will be responsible for the training and supervision of learners.

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## 17.4 Safe System of Work

The College will ensure that the machinery is safely and securely positioned. The Provision and Use of Work Equipment Regulations, 1998 provide for the following safe systems of work:

1. Machinery should be maintained in an efficient state, in efficient working order and in good repair (regulation 6). This will include planned preventive maintenance – eg changing worn parts regularly before they cause damage – and periodic maintenance – eg greasing.
2. All persons who use machinery and all persons who supervise or manage the use of machinery should have available to them adequate and readily comprehensible health and safety information and, where appropriate, written instructions pertaining to the use of the machinery (regulation 8).

This information should include:

- (a) the methods by which and the conditions in which the machinery may be used
  - (b) any foreseeable abnormal situations and the action to be taken when they occur
  - (c) any conclusions to be drawn from experience in using the machinery.
3. All persons who use, supervise or manage work machinery should have received adequate training in its use for the purposes of health and safety (regulation 9).
  4. The College, in conjunction with the relevant staff, shall ensure that measures are taken to stop the movement of any dangerous part of machinery before allowing a person to enter a danger zone (regulation 11). The alternative measures required to comply with this requirement are as follows:
    - (i) provision of fixed guards
    - (ii) provision of other guards or barriers
    - (iii) provision of jigs, holders, push sticks or similar
    - (iv) provision of information, instruction and training.
  5. Any machinery or equipment at high or low temperature must be suitably guarded (regulation 13).
  6. Staff should ensure that personal protective equipment is used where necessary when using a machine and should ensure that learners also wear appropriate PPE.
  7. All machinery should have suitable controls (regulations 14 to 18) including the method of starting and restarting, the method of normally stopping and the method of emergency stopping. These controls should be clearly visible and clearly identifiable. All control systems should be safe.
  8. Isolation of all equipment or machinery from all sources of energy should be possible. Both the isolation and reconnection procedures must avoid any risks (regulation 19).
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## 17.5 Summary

The use of any machinery can involve risks. These are minimised by the following:

- (a) training in the correct method of using the machine
- (b) correct guarding of the machine and all dangerous parts and correct continual use of the guards
- (c) satisfactory maintenance of the machinery, including testing and a safe hand over back to the operators following maintenance work.

## 18 – Manual Handling

### 18.1 General Statement

Statistics show that manual handling is one of the most common causes of absence through injury at the workplace. More than one third of lost time accidents are caused in this way. These injuries may often have long-term effects. This procedure is intended to reduce the risk of manual handling injuries and to provide guidance on the measures that should be taken to ensure safe lifting and carrying at the workplace.

### 18.2 Arrangements for Securing the Health and Safety of Workers

#### Elimination of hazardous manual handling activities

The College will ensure that operations which involve manual handling are eliminated, so far as is reasonably practicable. Measures to achieve this include ergonomic design of the workplace and activity and the provision of automated or mechanical aids such as trolleys, chutes and conveyors.

#### Assessment of risk

An assessment of manual handling activities will be carried out by competent persons. Risks which are identified will be reduced to the lowest level reasonably practicable. This will often form part of the departmental risk assessment unless there is a requirement for specific tasks to be assessed separately.

### 18.3 Duties of Managers, Curriculum Learning Managers and Lecturers

Managers, Curriculum Learning Managers and Lecturers must ensure that:

- (a) where manual handling tasks are carried out or manual handling issues arise, the Health and Safety Manager should be notified in order that a risk assessment is completed
- (b) employees and learners are properly supervised
- (c) adequate information and training is provided to all persons carrying out manual handling activities
- (d) any injuries or incidents relating to manual handling are investigated, with remedial action taken
- (e) employees and learners adhere to safe systems of work

- (f) safety arrangements for manual handling operations are regularly monitored and reviewed
- (g) employees undertaking manual handling activities are suitably screened for reasons of health and safety, before undertaking the work
- (h) special arrangements are made, where necessary, for individuals with health conditions which could be adversely affected by manual handling operations.

N.B. Points (a)-(h) will be in conjunction with the College Health and Safety Manager.

## **18.4 Duties of Employees and learners**

Employees and learners must ensure that:

- (a) they report to management (in confidence) any personal conditions which may be detrimentally affected by the manual handling activity
- (b) they comply with instruction and training which is provided in safe manual handling activities
- (c) their own health and safety is not put at risk when carrying out manual handling activities
- (d) they use equipment which has been provided to minimise manual handling activities
- (e) any problems relating to the activity are reported to a responsible person.

## **18.5 Information and Training**

Suitable information and training will be provided to persons who are required to carry out manual handling activities. Training needs will be identified and reviewed by a responsible person. Refresher training will also be given at reasonable intervals.



## 18.6 Safe System of Work

Poor lifting and carrying techniques can result in discomfort and increase the risk of injury. In extreme circumstances, these injuries can have permanent effects. These risks can be reduced by adopting the following simple precautions:

1. Ensure that formalised systems of work which have been designed for the work activity are complied with.
2. Make full and proper use of aids to lifting and carrying, such as trolleys, chutes and access equipment.
3. Store heavy items between shoulder and hip height. Where possible only store small, light items above shoulder or below knee height.
4. Use the legs and knees to bend and lift – do not stoop or bend the back.
5. Avoid tasks which require stretching or twisting.
6. Ensure that regular rest breaks are taken where manual handling activities are repetitive or to prevent the onset of fatigue.
7. Ensure that there are no sharp, hot or cold edges which could cause injury.
8. Ensure that walkways are free from obstructions.
9. Make full and proper use of personal protective equipment.
10. Report any problems or concerns associated with manual handling operations to a responsible person without delay.

## 18.7 Summary Procedure Statement

More than a third of lost time injuries at work are caused by manual handling activities. Simple, common-sense measures can be taken to reduce these risks. The three most important steps are to:

- (a) follow the system of work, using handling aids properly and effectively**
- (b) never take personal risks by overreaching, twisting, stretching, stooping or over-exerting during a handling task**
- (c) report any problems in the working activity or equipment as soon as these arise and ask for assistance where necessary.**

## 19 – Medication – Administration to Learners

### 19.1 General Statement

It may be deemed necessary from time to time for College staff to become involved in the administering of prescribed medication to learners.

Where there is an agreement to undertake this task, formal training will be given.

In cases where medication may need to be administered by staff or students, a medical protocol document should be completed. Copies of these documents are kept at reception and will assist in the administration of First Aid.

This document should also be completed where staff/students are known to suffer from certain conditions, such as diabetes or epilepsy that may affect the administration of First Aid.

## 20 – Minibus Driving

### 20.1 General Statement

The use of College minibuses owned by Borders College requires to be regulated in order to maintain a high standard of safety for staff, learners and other users.

In order to help achieve this aim, the College has developed a separate **Driving at Work Policy and Procedure** which should be adopted and adhered to by all staff.

The Driving at Work Policy and Procedure details in full the College rules and regulations relating to:

- Authorised drivers
- Responsibility of the driver
- Breakdowns and accidents
- Road Safety
- Driving abroad

All staff required to drive a minibus should also refer to the College **“Educational Excursions Policy and Procedure”**.

Please note that copies of the above-mentioned Policies are available through the College web site.

The administration of permit applications and minibus driver registration is the responsibility of the Health and Safety Manager. As part of our commitment and membership of Community Transport Association, the College will ensure all minibus drivers undertake MIDAS training.

## 21 – Noise

### 21.1 General Statement

In accordance with The Control of Noise at Work Regulations, 2005 Borders College will take all reasonable steps necessary to ensure that the risk of hearing damage to employees and learners who work with noisy equipment or in a noisy environment is reduced to a minimum.

The College also recognises that noise levels below those which cause hearing damage – in offices for example – can still cause problems such as disturbance, interference with communication and stress, and will take all reasonable steps to reduce noise levels as far as possible.

The College will also take all reasonable steps to minimise the disturbance caused by noise from College premises affecting people in the neighbourhood.

Co-operation is required of all members of management and staff.

### 21.2 Arrangements for Securing the Health and Safety of Workers

#### Noise assessments

The College, liaising with Occupational Health, will carry out regular noise exposure assessments and noise level surveys of noisy areas, processes and equipment. These will be used as the basis for formulating action plans for remedial measures when necessary.

Assessments and surveys will be recorded and updated regularly, particularly when changes in work practice cause changes in noise exposure levels of employees and learners.

#### Reduction of noise exposure levels

The College will, as far as is reasonably practicable, take all steps to reduce noise exposure levels of employees and learners by means other than the use of personal protection. This will include use of reduced exposure time to ensure that the dose rate of 85 dB(A) (daily or weekly average exposure) and the level at which employers must assess the risk to workers' health and provide them with information and training is 80 dB(A). There is also an exposure limit value of 87 dB(A), taking account of any reduction in exposure provided by hearing protection, above which workers must not be exposed. In line with The Control of Noise at Work Regulations 2005.

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The College accepts that the use of ear protectors is a last resort, and is committed to continuing to seek and introduce alternative methods for reducing noise exposure levels whenever possible in the future.

### **Provision of ear protectors**

The College will provide suitable and effective ear protection to employees and learners working in high noise levels, as indicated to be necessary by the results of noise exposure assessments. It will also provide for the maintenance and repair or renewal of the protective equipment, and provide training in the selection and fitting of protectors and details of the circumstances in which they should be used.

### **Ear protection zones**

The College will designate and mark out ear protection zones, which may include particular areas, operations or pieces of equipment. All personnel and learners entering these zones will be required to wear ear protectors inside the zones, this is a mandatory requirement.

### **Use and maintenance of noise control equipment and procedures**

The College will maintain all equipment and monitor all procedures introduced for the purpose of reducing noise exposure of employees, such as enclosures, silencers, machine covers etc. All personnel and learners will be required to use these procedures and equipment correctly, and promptly report any defects or deficiencies through the appropriate channels.

## **21.3 Provision of Training**

The College will provide adequate training of employees and learners as part of its hearing conservation and noise control procedure. All employees who are subject to high levels of noise will be provided with information, instruction and training about the harmful effects of noise and what they must do in order to protect themselves and meet the requirements of the law and of College policy.

## **21.4 Procedures for Dealing with Health and Safety Issues**

Whenever an employee or learner raises a matter related to noise in the workplace as a health and safety issue, the College will:

- (a) take all necessary steps to investigate the circumstances
- (b) take corrective measures where appropriate
- (c) advise the employee of actions taken.

Where a problem arises as a result of noise in the workplace, the employee must inform a responsible person immediately.

## 21.5 Audiometric Testing

Audiometric testing is carried out by the College and is available for any employee through the College Occupational Health Nurse.

## 21.6 Safe System of Work

Working in high levels of noise without proper protection can cause irreversible damage to hearing. Even at lower levels noise can cause disturbance and stress. The risk of incurring these harmful and disturbing effects of noise can be minimised by taking the following precautions:

1. Avoid making unnecessary noise.
2. Co-operate fully when any noise assessments are being carried out so that estimates of noise exposure levels are as accurate as possible.
3. Correctly use all equipment and procedures designed to reduce noise exposure levels – eg noise enclosures, acoustic covers, silencers etc. Do not interfere with, or modify, any such equipment without authorisation, and co-operate to ensure that it is properly maintained.
4. Always wear the ear protectors provided when required to do so – eg in designated and marked Ear Protection Zones. Make sure that the ear protectors are always fitted correctly and are properly looked after.
5. Promptly report all situations which may lead to increases in noise exposure levels, such as defects in equipment or changes in work routine.
6. Participate fully in training sessions which detail the procedures to follow to avoid the harmful effects of noise. Inform the College of any training needs in relation to noise at work.
7. Advise management immediately of any problems caused by noise at work.

## 21.7 Summary Procedure Statement

The harmful effects of noise at work may be minimised by the adoption of this procedure which, whilst accepting that the use of ear protectors by employees may be the only practicable method of controlling noise exposure at present, requires a continuing effort to be made to search for and evaluate alternative methods, either by reducing noise levels or by reducing the time that employees are exposed to these levels.

## 22 – Occupational Health

### 22.1 General Statement

The College has a contract with a local Occupational Health Service provider, which offers a range of services to employees including lifestyle screening, stress counselling, medical referrals and other health issues relating to the workplace.

Appointments may be made through the Peoples Services Department and held on or off-site at the request of the staff member.

Anything discussed during counselling is completely confidential between the individual and the Occupational Health Service representative.

Ongoing and regular Occupational Health Surveillance face to face visits are carried out all staff at any risk from work related issues. This is arranged by the Health & Safety Manager and People Services.

## 23 – Outdoor/peripatetic Workers

### 23.1 General Statement

Where employees and learners are required to work outdoors or at locations away from their normal base, the College will ensure that, so far as is reasonably practicable, all steps are taken to ensure their safety and health.

It will be the duty of the employee and learners to carry out the activities in the way which the risk assessment has shown to be best, to control the risk and to comply with any safe systems of work and standard operating procedures. Where there is any doubt about the employee's or learner's ability to work safely to these agreed methods, owing to the nature of the particular location of the activity, or for reasons of safety and disability, work should not commence until the situation has been reported to – and reviewed by – their Line Manager, and a specific system of work has been prepared.

### 23.2 Arrangements for Securing the Health and Safety of Workers

#### Assessment

All risks associated with work activities will be assessed, appropriate control measures will be developed, and safe systems of work will be prepared.

#### Training

Any employee required to work outdoors or at the premises of a third party will not only be instructed in the appropriate safe systems of work and risk assessments associated with the activity

#### Control

On arrival at any site under the control of a third party, the employee must report to a responsible person – eg safety advisor – to ensure familiarisation with safety precautions relating to that site and the activities being carried on there. Should there be no person in a position to provide such a briefing, **the employee should contact his or her supervisor for further instructions**. Work should not commence until an appropriate briefing has taken place.

If, during the period of the work, the conditions change or any aspect of the task alters in such a way as to affect the degree of risk, work should stop, unless doing so presents a greater risk, and the supervisor should be contacted to agree any additional control measures which may be necessary.



**Personal protective equipment (PPE)**

Where the need for PPE has been identified by the risk assessment for the activities being carried out, or can be reasonably foreseen prior to arrival at site, this will be provided. Where there is a requirement for specialised equipment related to a third party's activities, this should be identified at the planning stage and be supplied by the party in control of the site.

**First aid**

Where employees and learners regularly work away from their base, portable first aid kits will be provided by the College. Where work is being carried out at the premises of a third party, employees should ensure that they are made familiar with the first aid arrangements applicable there and should follow these.

**Accidents**

Any accidents to employees and learners working away from their base must be reported directly to their manager or supervisor. In addition, accidents occurring on a third party's site should be reported in accordance with the local arrangements applying at that site.

**Transport**

Any changes which may affect the employee's ability to drive – eg certain health conditions or conviction – must be reported to a responsible person.

**Children**

Under no circumstances are employees or learners working outdoors or at other locations to be accompanied by any children or other unauthorised persons.

**Reporting procedures**

Where an employee experiences problems in relation to outdoor and peripatetic work, he or she should inform a responsible person immediately.

### **23.3 Safe System of Work – Line Managers’/Lecturers’ Responsibilities**

The risks to the outdoor worker and others who may be present can be eliminated or reduced by careful preparation and planning of the activity. In particular, the following precautions should be taken:

1. Devote time at the planning stage to ensure that all problems have been anticipated.
2. Ensure that all parties with control over the activities and the place of work are involved in the planning. Outside, expert advice may be required in certain instances.
3. If a risk assessment has not already been carried out, ensure that this is completed.
4. Provide the employee(s) and learners with appropriate training.
5. Take all necessary precautions to prevent injury.
6. Employees must report to the responsible person when the site is under another party’s control.
7. When working alone, ensure that the employee’s whereabouts are known and arrange for contact to be made at intervals., as per the Lone Working Policy and Procedure.
8. When others may be present, ensure that they are informed of the activities.
9. Ensure that first aid facilities are available.
10. Children and other unauthorised persons must not be allowed on site.

### **23.4 Summary Procedure Statement**

Outdoor work and work at changing locations pose special problems with regard to hazards and control of risks. To ensure that such employees and learners are not exposed to unnecessary or excessive risk, the standards which the College would apply to activities in locations under its direct control must be reviewed, where appropriate, in association with any other parties involved, to ensure that allowance is made for any additional hazards which arise due to the location itself or changes to the way of working.

## 24 – Personal Hygiene

### 24.1 Procedure Statement

Good personal hygiene practice is important in ensuring a safe and healthy place of work, in that this will help avoid adverse effects on the employee or the product. It is particularly important that high standards are maintained where employees are exposed to substances or conditions which may be hazardous to health. This procedure highlights the standards that are required in relation to personal hygiene and the facilities available to assist employees in achieving these standards.

Co-operation of all personnel within the College is essential.

### 24.2 Arrangements for Securing the Health and Safety of Workers

#### Management responsibility

Managers should ensure that the following requirements are met:

1. Applicants for employment should be screened for pre-existing health conditions which may have been caused or exacerbated by poor personal hygiene (professional medical assistance and advice should be obtained where required).
2. Employees and learners should receive sufficient information and instruction in the standards of personal hygiene that are required and the facilities that are available at the workplace to assist in achieving these standards.
3. Personal protective equipment should be stocked, issued and maintained in accordance with College policy, and replaced or disposed of at the appropriate time.
4. Suitable laundry arrangements should be made for cleaning of overalls and uniforms.
5. Suitable facilities should be arranged for itinerant workers and those on temporary or mobile sites.
6. Work conditions and facilities, including washing and sanitary conveniences, should be adequate to enable workers to maintain good standards of personal hygiene.
7. Employees and learners should comply with College rules on eating, drinking and smoking & Vaping in the workplace.
8. Potential hygiene problems should be dealt with quickly and effectively, taking into consideration the need for medical confidentiality where this applies.
9. The College disciplinary procedure should be used to improve performance for employees persistently displaying poor personal hygiene standards which put at risk the health and safety of themselves or others.

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### Employee/learner responsibility

Employees and learners are responsible for ensuring that they maintain good standards of personal hygiene whilst at the workplace and for ensuring compliance with the College's working arrangements for achieving this requirement. Where problems are identified in working arrangements or facilities or with the health and safety of the individual, these must be reported to a responsible person immediately.

Employees and learners must make full and proper use of facilities which are provided to assist in achieving the required standards of personal hygiene. These facilities include:

- (i) washrooms and showers
- (ii) provision of soaps, cleansers, barrier creams and after-work creams
- (iii) laundering arrangements for uniforms and overalls
- (iv) personal protective equipment and clothing.

All matters relating to personal hygiene will be handled sympathetically and, where relevant, with medical confidentiality. Employees or learners who deliberately flout the prescribed rules on personal hygiene, which could affect the health of others or product quality, will be liable to disciplinary procedures.

## 24.3 Safe System of Work

Observing the following guidelines on personal hygiene will minimise health and safety problems:

1. Before starting work, check that there are no signs of skin irritation or open wounds.
2. Cover open wounds with suitable waterproof dressings and ensure that existing dressings are clean before starting work.
3. Avoid direct contact with hazardous substances at work.
4. Ensure that protective clothing is clean, changed when necessary, and regularly washed, where appropriate.
5. Ensure that protective clothing is repaired or replaced when necessary.
6. Observe the rules regarding eating, drinking and smoking & vaping in the working area.
7. Where there is a possibility of contamination, wash hands and face before eating, drinking, smoking and vaping and thoroughly wash or shower at the end of each shift.
8. Wash hands before and after using toilet facilities.
9. Do not keep contaminated rags or materials in pockets.
10. Make full use of barrier creams, cleansers and other skin creams.
11. Refrain from spitting at the workplace.
12. Report any problems to a responsible person without delay.

## 24.4 Summary

Poor standards of personal hygiene increase the risk of exposure to hazardous substances and other harmful agents at the workplace. They may also cause contamination and affect the quality of output. The following steps will reduce the risk of the adverse effects associated with poor personal hygiene:

- (a) take responsibility for health and safety by making full and regular use of all personal hygiene facilities provided by the College
- (b) follow safe systems of work to avoid creating unnecessary problems
- (c) report anything of concern without delay to a responsible person.

## 25 – Personal Protective Equipment

### 25.1 General Statement

Borders College will provide personal protective equipment to employees when the risk presented by a work activity cannot be adequately controlled by other means. Where applicable items of generic personal protective equipment will also be provided for learner use. All reasonable steps will be taken by the College to secure the health and safety of employees and learners who work with PPE.

The College acknowledges that health and safety hazards will have been identified if this equipment is used. It is the intention of the College to ensure, through the proper use of this equipment, that any risks are reduced to a minimum.

Whilst it is generally recognised that the use of PPE can be undertaken without undue risks to health, it is appreciated that some employees may have genuine reservations and concerns. The College will seek to give information and training to enable a fuller understanding of these issues.

**The College has a separate Personal Protective Equipment Procedure which details in full all requirements and procedures relating to PPE within the College.**

The implementation of this procedure requires the total co-operation of all members of management and staff. There will be full consultation with employee representatives through existing channels of communication.

### 25.2 Arrangements for Securing the Health and Safety of Workers

***Please see Personal Protective Equipment Procedure***

Where a problem arises in the use of PPE the employee/learner must:

- (a) inform a responsible person immediately
- (b) in the case of an adverse health condition advise the College Nurse and his or her own general practitioner.

### 25.3 Information and Training

***Please See Personal Protective Equipment Procedure***

## 25.4 Safe System of Work

The use of PPE is an important means of controlling risks involved in various work activities. To ensure that it is effective, it is necessary to follow the manufacturer's and employer's instructions on its correct use. The following procedures should be observed when using PPE:

1. Ensure that protective clothing fits properly and adjust PPE so that it is comfortable when working.
2. Make sure that the PPE is functioning correctly: if not, report the defect.
3. When using two (or more) types of PPE together, ensure that items are compatible when used together and that combined use does not reduce their effectiveness.
4. Report symptoms of discomfort or ill health immediately.
5. Inform the College of any training needs.

## 25.5 Summary

PPE is only effective in protecting the wearer or user where the following steps are taken:

- (a) only use PPE in accordance with the employer's and manufacturer's instructions and for the activities during which they are designed to provide protection
- (b) only use PPE if fully trained in its use
- (c) store, clean, repair and maintain PPE correctly, replacing any items which have been damaged and are no longer serviceable.

**Please note that PPE purchase for learner use will be the responsibility of the Department.**

## 26 – Personal Safety

### 26.1 General Statement

Borders College is committed to taking all reasonable precautions necessary to secure the health and safety of those carrying out work activities. This commitment extends to the protection of those employees and learners who work away from College premises.

### 26.2 Arrangements for Securing the Health and Safety of Workers

Risk assessments have been carried out for all work activities which pose a significant risk to health and safety. These must be complied with at all times. Failure to work in accordance with agreed procedures reduces the safety of people at work, is a contravention of College Safety Policy and may constitute a criminal offence.

#### Working alone

Borders College will ensure that the need for employees to work alone will be avoided wherever reasonably practicable. Where employees do work alone, personal safety must be a priority at all times. This includes ensuring that there is regular communication with a responsible person before, during and upon completion of the work. Lone workers must take the necessary steps to ensure that they do not put themselves at significant risk during the work activity, when using work equipment or as a consequence of the work environment.

Further information on lone working can be found in the Lone Working Policy and Procedure.

### 26.3 Use of Personal Equipment

Radios, iPods and other items which could cause distraction may only be used with the knowledge and approval of a responsible person. In any event, audio systems for personal entertainment must not be used where these could prevent audibility of alarms. Exposure to excessive noise levels from personal stereo equipment may damage the hearing mechanism.

Other personally owned equipment or tools must be approved by management before use.



## 26.4 Management Responsibility

Managers and Lecturers are responsible for the adequate supervision of employees and learners to ensure that they do not endanger themselves or others by work activities, practical jokes or horseplay. This requires the prevention of unapproved systems or practices, unauthorised work activities, and all other unsafe acts.

Personal audio systems and other audio and visual systems can only be used where these do not pose a risk to health and safety of individuals. All personal equipment (kettles etc) must be authorised and tested for electrical safety by a competent technician.

Attitudes to personal safety should be reviewed as part of a formal performance appraisal.

Employees and learners must be prevented from using equipment or undertaking a task which could be detrimental to their health and safety.

Additional consideration is required by managers of employees whose duties take them away from the normal workplace, or where employees are required to work alone. Any special arrangements will depend upon the nature of the risk, but may include provision of personal alarms, communication equipment or other safety devices. Professional advice on, or assistance with, personal safety should be obtained where required.

Managers must ensure that employees and learners have received sufficient information and training regarding their personal safety to enable them to work without risk, so far as is reasonably practicable.

Managers should contact the Health and Safety Manager to initiate a risk assessment, where required.

## 26.5 Employee and learner Responsibility

Employees and learners must ensure that they do not compromise their own health and safety whilst at work. If there is a perceived shortcoming in the arrangements for the work activity which could affect the personal safety of any individual, this must be reported to a responsible person. Employees and learners must work in accordance with safe working procedures at all times and comply with College policy on all matters.

Where work is undertaken away from the premises, thought and attention must be given to any hazards that are present in and around the working area. Employees and learners must also familiarise themselves with safe working procedures (including emergency arrangements) applicable to all premises which they enter. They should report any situations presenting a risk to personal safety to a responsible person immediately, so that measures can be taken to rectify the situation.

## 26.6 Safe System of Work

The following actions should be followed to ensure personal safety:

1. Always work in accordance with designated safe systems of work.
2. Promptly report to a manager or another responsible person any condition or activity which appears to be of significant risk.
3. Never deliberately misuse plant or equipment.
4. Do not tamper with anything that has been provided in the interests of health and safety.
5. Ensure that safety alarms and warnings can be heard at all times.
6. Actively participate in evacuation drills and with other arrangements.
7. If working alone, maintain regular communication with a responsible person, as per the Lone Working policy and Procedure
8. Inform a responsible person of any personal health condition which may be affected by the work activity.
9. Do not undertake tasks without having received authorisation and training.
10. Only bring personal equipment to work where this is expressly permitted.
11. Never indulge in horseplay.

## 27 – Risk Assessment

### 27.1 General Statement

The College accepts that some of its operations may, unless properly controlled, create risks to members of staff, and others, and will take all reasonably practicable measures to reduce these risks to an acceptable level. This is a legal requirement under Regulation 3 of the Management of Health and Safety at Work Regulations 1999.

The College will take all reasonable steps to ensure that risk assessments are carried out which will detail the range of hazards associated with working operations together with any necessary remedial actions.

Any employee or learner who discovers a hazard during working operations should report the hazard to management so that the necessary remedial action can be taken.

### 27.2 Procedures for Dealing with Health and Safety Issues

The current system for managerial interface with employees is via the College Health and Safety Committee.

The employee safety representatives will provide an avenue through which any concerns raised by employees, emanating from the risk assessments, can be brought to the attention of senior management for more formal discussion.

Whilst the normal information interchange will take place between senior and line management, the College has detailed The Health and Safety Manager as the senior person with special responsibility for the implementation and operation of the risk assessment process.

The Health and Safety Manager will be provided with the necessary resources to ensure the proper operation of this process.

### 27.3 Planning and Organisation

The College will, in consultation with the employees' representatives, make the necessary arrangements for a formalised approach to the assessment process.

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## 27.4 Control and Monitoring

The purpose of risk assessment is to formulate a system of control for hazards associated with daily working environment and working practices.

All items of concern arising from the completed risk assessment procedure will be discussed by the Health and Safety Committee.

Any hazards arising from the assessments given the priority of urgent or high priority action will be discussed by both senior management and the employee representatives within 24 hours, with work stopping if necessary.

The **Assistant Principal** will be charged with the responsibility for implementing any necessary changes that the Health and Safety Committee considers appropriate.

## 27.5 Information and Training

Members of staff will, where necessary, be given:

- (a) training to improve their knowledge of the risk assessment procedure
- (b) any additional detailed knowledge about how to assess risks within the working environment.

**Depending on the levels of responsibility or the hazardous nature of work, staff will undergo either the IOSH Managing Safely or Working Safely training.**

## 27.6 Safe System of Work

A risk assessment must identify all hazards within the College's operations. These will occur in the following areas:

- (a) both direct and non-direct employees (contractors, agency part-time operators) and learners
- (b) the current equipment and any equipment that is planned to be hired or purchased in the future
- (c) the materials used within the working environment (COSHH will only have covered the use of chemical aspects)
- (d) the working environment for personnel and others
- (e) current operations – ie whether or not they create a problem which could affect the quality of products and services
- (f) risks associated with each learner course.

Once a Risk Assessment has been carried out, a formal written assessment and summary of findings/action points will be issued to the Department.

Whilst trivial risks may require no action, the assessment will need to indicate the criteria used to determine this.

## 27.7 Summary Procedure Statement

The most important considerations for risk assessment are that:

- (a) all hazards are identified
- (b) appropriate control measures are defined
- (c) the risk assessment process is well documented to enable managerial control.

**Please note that copies of all Risk Assessments are available in the shared H & S area of network – U:\ Health and Safety.**

## 28 – Temporary and Casual Workers

### 28.1 Procedure Statement

Borders College will take the necessary measures to ensure the health and safety of any temporary and casual staff in its employment.

Any problems connected with temporary or casual staff should be reported to a responsible person so that remedial action can be taken.

### 28.2 Arrangements for Ensuring the Health and Safety of Workers

#### Temporary staff

The information required to be provided (under regulation 15 of The Management of Health and Safety at Work Regulations 1999 (MHSWR) to any person whom the College has employed under a fixed-term contract must include the following:

- (a) the qualifications and skills required to do the work safely
- (b) the health surveillance to be provided to the temporary worker under statutory provisions
- (c) the risks to health and safety identified by workplace assessments
- (d) any preventive measures to be taken
- (e) safe working procedures
- (f) the identity of the competent person taking charge during an emergency
- (g) any risks notified to the College arising from a shared workplace.

The College has to ensure that the employee is competent to do the job and must make arrangements for health surveillance to be conducted prior to the employee starting work. MHSWR also apply to temporary employees who work for the College through an employment agency. If the College wishes to use an employment agency, the agency must be provided with information on the following:

- (a) qualifications or skills required to carry out the work safely
- (b) the specific features of the job which relate to the employee's safety.

Under regulation 10 of MHSWR, the College must ensure that employees from the agency are provided with information on the following:

- (a) risks to health and safety arising out of that work
- (b) measures taken to comply with statutory provisions
- (c) the nominated person in their work area responsible for implementing evacuation procedures.

### 28.3 Casual employees

Under s.3 of HASAW Act 1974 the College has a duty to conduct its business to ensure, so far as is reasonably practicable, that casual employees are not exposed to risks to their health and safety.

Regulation 10 of MHSWR also has provision for the casual worker. The duties here are to provide instructions and information relating to any risks to a person's health and safety which arise out of the College's undertaking.

### 28.4 Information and Training

As with new staff, temporary or casual employees will be unaware of College procedures. There will be a need for them to undergo a certain amount of induction training, though not as extensively as for permanent staff. They should be made aware of the existing emergency procedures and the action to be taken should an emergency situation arise. This should be carried out by Line managers.

Safety training should cover topics similar to those included on the induction course. Additional topics that could be dealt with include:

- (a) the work area – what the College does, what part of the process or system the employee fits in to and what the employee will be expected to do while at work
- (b) system of work – location of the work area, process information or machinery operation instructions
- (c) personal protective equipment (PPE) – types available and how to obtain supplies
- (d) health surveillance – the employee must be provided with information on any health surveillance that may be required under statute law
- (e) site safety rules – in order for temporary workers to conform to site procedures, site rules must be brought to their attention and in particular any safety rules relating to their department or work area. College codes of practice may be used.

The College must ensure that the temporary worker is competent to do the job or, in the case of a casual worker, provide adequate supervision to ensure that basic safety requirements are complied with.

Ignoring the safety of temporary staff indicates a lack of attention to the maintenance of the College's safety standards. Depending on the employee's length of service, the training must be followed up to ensure that it has been understood and is being followed.

## 28.5 Safe System of Work

**The Line Manager should ensure the following:**

1. Ensure that all temporary employees are competent to undertake the task which they have been contracted to do.
2. Ensure that all temporary and casual staff are provided with information to enable them to work safely.
3. Supply information as required to employment agencies.
4. Ensure that the employee understands the College's systems of work and the action to take in the event of an emergency.
5. Keep records of all information and training given to temporary and casual employees.
6. Where necessary, ensure that health surveillance on temporary and casual staff is carried out prior to commencement of employment.

## 28.6 Summary

The College has a duty to provide temporary employees with training and information on College procedures and systems. All temporary staff should receive this information prior to starting work and the College must ensure that these staff are competent to do the job.

The information should contain details of the systems of work and action to be taken in the event of an emergency. Where necessary, temporary employees should receive health surveillance before and during their time of employment.



## 29 – Vibration at Work

### 29.1 General Statement

In July 2005, the UK and other European Union member states implemented the physical agents (Vibration) directive. This is known as the “The Control of Vibration at Work Regulations 2005”. This legislation is designed to prevent injury at work through the use of equipment and machinery which causes either hand arm vibration or whole-body vibration.

Under the Vibration at work regulations, the College will so far as is reasonably practicable ensure:

- That a risk assessment is carried out of all equipment and machinery which falls under this category and in addition, vibration measurements of such equipment and machinery which causes either hand arm vibration or whole-body vibration.
- Exposure is reduced to a minimum where measurements indicate a high vibration reading.
- The necessary information and training is provided to staff and learners.
- That health surveillance is provided to those members of staff exposed to hand arm vibration/whole body vibration
- That exposure limits are not exceeded

### 29.2 Hand Arm Vibration

Hand arm vibration or HAVS causes symptoms in fingers, hands and arms caused by vibrating tools. Regular long-term exposure to hand arm vibration may cause diseases, which are painful and disabling.

### 29.3 What are the Signs?

It is very important to watch for early symptoms and report them. These include:

- Tingling fingers
- Fingertips that turn white or blue
- Trouble picking up small objects
- Reduced sense of heat, cold and pain in the hands
- Numbness or clumsiness with hands
- Trouble buttoning and zipping clothes

Vibration is not the only thing can reduce the blood supply to your hands and fingers. Your chance of getting HAVS goes up if you are exposed to vibration combined with other risk factors that also cut down the blood supply:

- Cold
- Loud Noise
- Tobacco smoke

### 29.4 What Should I Do if Symptoms Develop?

- If you suspect that you have symptoms of HAVS or WBV then see your doctor
- Also report your concerns to your employer, or occupational health
- It is your responsibility to follow safety guidelines as laid down by the College

Further information can be found in the Control of Vibration at Work Procedure.

### 29.5 Whole Body Vibration

Is caused by standing or sitting on industrial machinery or equipment particularly over rough terrain. Regular exposure to Whole Body vibration is associated with back pain alongside other factors such as poor posture and heavy lifting.

Look out for whole body vibration risks where any commercial / industrial construction vehicles are driven regularly for most of the day.

## 30 – Violence and Aggression at Work

### 30.1 General Statement

The College is committed to taking all reasonable precautions necessary to secure the health and safety of all employees and learners carrying out work activities and, in particular, in helping to combat violence and aggression.

The College will endeavour to support those members of staff and learners who have been assaulted or suffered verbal abuse within the College.

### 30.2 Reporting of Incidents

A violence and aggression Threatening Behaviour form HS10 is available on the H&S Tile on the Staff Portal for completion, should an incident arise. It is important that staff report all incidents so they can be investigated, and control measures put into place if required. The College are also required to report incidents to the Funding Council on an annual basis.

### 30.3 Information and Procedures

The College have a Violence and Aggression at Work Procedure, which is available from the College Website. This outlines the procedures for:

- reporting of incidents
- preventative strategies
- dealing with aggression
- home visiting
- support available for staff

## 31 – Visitors

### 31.1 Procedure Statement

Borders College accepts its responsibility to ensure the health and safety of all personnel who come directly or indirectly into contact with this College or the consequences of its activities. The College has devised the following arrangements to enable this responsibility to be effectively discharged.

### 31.2 Arrangements for Ensuring the Health and Safety of Workers

#### Information and communication

Any special arrangements required by the visitor(s) must be ascertained, where practicable, before arrival. This may include bringing vehicles or other machinery or substances on to site, or providing facilities for disabled persons or those with language difficulties.

Upon arrival the visitor(s) must complete required details in the register/visitors' book, which is located at Reception. All visitors will also be issued with a badge which must be displayed at all times. Visitors must be informed of the risks to which they may be exposed whilst on site and of the emergency arrangements, including the location of assembly points. Visitors must sign out before leaving the premises and College property must be returned.

Any problems encountered by visitors, or by employees with regard to visitors, should be reported to a responsible person so that corrective action can be taken.

#### Supervision

Adequate supervision must be maintained while the visitor is on site. This includes ensuring the safe handling, transport and use of any articles and substances. Supervision must also be adequate to prevent the visitor from straying into hazardous areas and exposing themselves to danger. Details regarding arrangements for these, where applicable, must be ascertained and approved before entry is permitted.

Children must be accompanied by a responsible person at all times. Permission to bring children on to site must be granted by a responsible person before they enter the premises. A child is someone who is under the age of 16 years.

### **Security arrangements and high-risk areas**

Security arrangements must be adhered to when visitors enter the building. Particular care must be taken of visitors entering areas of higher risk and all systems of work which are in operation must be fully complied with. Where a visitor is required to enter an area where limitation of access arrangements apply, access must be authorised and monitored by a responsible person.

All hazardous areas must be suitably controlled by locking or guarding at all times, so as to prevent unauthorised personnel from gaining access. Particular consideration to security must be made when the premises are unoccupied. Warning signs which comply with BS 5378 Safety signs and colours must be clearly displayed where hazards are present.

### **Personal protective equipment**

***Visitors will be required to use any personal protective equipment that is necessary to safeguard their health and safety.***

### **Emergency procedures**

Full details of emergency procedures must be clearly indicated to visitors before entering the premises. Where an emergency arises, measures must be taken by a responsible person to ensure that visitors are accompanied to a place of safety and that they comply with College procedures. Visitors must be accounted for during emergencies and evacuation drills.

### **Accidents to visitors**

Accidents and near miss incidents which occur to visitors must be reported and followed up, in accordance with the College Accident Reporting Procedure. Whilst the employer of a visitor (where applicable) is responsible for first aid provision, the College's policy is to allow visitors the same access to first aid as its own employees. Where an incident results in a visitor's admittance to hospital, he or she must be accompanied by a responsible person. Records of follow-up action and any subsequent communication between the visitor and the College must be kept.

### **Duties of managers**

Managers have overall responsibility for visitors who enter their areas of authority. It is a management responsibility to ensure that this procedure is fully complied with and that any problems have been adequately resolved at the earliest opportunity and before visitors are permitted to proceed with their intended activity.

### Duties of employees

Employees must take responsibility for visitors in their care and should ensure that the requirements of this procedure are adhered to at all times. Additional care and attention must be taken where children or disabled visitors enter the premises.

Employees are responsible for making safe any plant and equipment with which they have been working.

### 31.3 Safe System of Work

1. Ascertain any special arrangements required by visitors before their arrival. This may include bringing vehicles, machinery or substances on to site or making arrangements to deal with personal needs.
2. Upon arrival visitors must enter the relevant details into the visitors' book.
3. All visitors must be advised of the risks to which they may be exposed whilst on site and the emergency arrangements, including the location of assembly points. This information is detailed on the H&S Information for Visitors leaflet, available at reception.
4. All security arrangements must be adhered to when visitors enter the building.
5. The responsible person must ascertain from visitors any risks to themselves or others arising from their activities whilst on site.
6. Visitors will be required to make full use of any personal protective equipment that is necessary to secure their health and safety.
7. Where entry into areas of limited access is required, this must be authorised and monitored by a responsible person.
8. All visitors must be supervised whilst on College premises.
9. Visitors must be accounted for during emergencies and evacuation drills.
10. No children may enter the premises without approval from an authorised person and must then be accompanied by a responsible person at all times.
11. Visitors must sign out before leaving the premises.
12. All hazardous areas must be suitably locked, guarded and signed as necessary to prevent unauthorised personnel from exposure to risk. Particular consideration must be given to security when the premises are unoccupied.

### 31.4 Summary Procedure Statement

The College recognises its responsibility to ensure the health and safety of all persons who visit its premises. The three most important steps to take are listed below:

1. Make sure that a responsible person knows the whereabouts of each visitor at all times.
2. Make sure that all visitors are made fully aware of all the arrangements for health and safety that apply to them.
3. Take all reasonable steps to prevent visitors, including trespassers, from becoming exposed to hazards.

## 32 – Washroom and Toilet Facilities

### 32.1 Procedure Statement

It is the policy of the College to ensure the health, safety and welfare of all employees and learners, so far as is reasonably practicable. The College recognises the need to provide a safe working environment and that this includes the provision of sufficient washing and sanitary conveniences.

### 32.2 Arrangements for Ensuring the Health and Safety of Workers

#### Provision of facilities

Appropriate sanitary conveniences are provided throughout the workplace. Sufficient numbers of conveniences are available for men and women.

Where employees and learners are required to work off site, arrangements will be made by a responsible person to ensure that facilities are available. These arrangements will be communicated to employees before commencement at the workplace concerned.

Where showers and/or baths are required for reasons of health and safety these will be provided and maintained in safe condition and must only be used by authorised personnel.

Appropriate facilities for disabled personnel will be provided.

#### Maintenance of facilities

Arrangements have been made to regularly clean and maintain sanitary and washing conveniences. Any reported defects in facilities will be remedied, as soon as is reasonably practicable. Where facilities are temporarily unavailable, such as during maintenance and repair work, suitable alternative arrangements will be implemented.

Regular testing and examination of ventilation and water systems will be undertaken to ensure that the required standards of health and safety are maintained. Water temperatures will be controlled to ensure the health and safety of users. Where adequate temperatures are not maintained, a responsible person must be notified immediately.

#### Use of facilities by contractors, visitors and learners

Visitors, contractors and learners must ensure that facilities are left in clean and tidy order.



### Reporting problems

Any defects in washing and sanitary facilities must be reported immediately to a responsible person for investigation and action.

## 32.3 Safe System of Work

In order to assist the College in maintaining suitable washing and sanitary facilities the following procedures must be followed:

1. Only use those facilities that you are authorised to use and for the intended purpose. Hand basins should not be used for rinsing of mops or soiled rags etc.
2. Leave the facilities in clean and tidy condition after use.
3. Report any defects or problems to a responsible person.
4. Ensure that spillages of water or other slip hazards are cleared up immediately.
5. Use sanitary disposal units for their intended purpose.
6. Do not leave spare toilet rolls or towels etc on the floor. Keep them in their designated locations.
7. Inform management of any special needs in relation to provision or use of sanitary or washing facilities.
8. Do not smoke in toilets or washrooms.
9. Inform visitors and contractors of facilities which are available to them.

## 32.4 Summary

To ensure that suitable and sufficient washing and sanitary conveniences are maintained, the three points listed below should be followed:

- (a) use washrooms and toilets only for their intended purpose
- (b) clean up after yourself and ensure that all facilities are left in clean and tidy order
- (c) report any damage, blockage, leakage or other defect to a responsible person without delay.

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## 33 – Waste Disposal

### 33.1 Statement

This College is committed to ensuring the health, safety and welfare of its employees, learners and of others who may be affected by the waste materials which result from its work. The College's procedure is to arrange for the disposal of all waste products regularly, safely and in accordance with statutory requirements.

The waste disposal arrangements will be regularly reviewed. Recycling initiatives will be taken where reasonably practicable in order to help protect the environment and make better use of resources.

### 33.2 Arrangements for Securing the Health and Safety of Workers

#### Waste disposal containers

Suitable receptacles for the collection of waste are provided in strategic positions throughout the workplace. Waste products must only be placed into those receptacles that have been allocated for that purpose. Containers must be adequate to prevent the escape of waste. Waste containers are emptied regularly and are removed by an authorised person. If additional disposal facilities are required these may be obtained by request from a responsible person. Where "Substances Hazardous to Health" are to be disposed of, then these should be notified to the Health and Safety Manager on the forms supplied with your COSHH assessment folder.

Where it can be determined that certain waste is suitable for recycling, the appropriate containers will be supplied and clearly marked.

#### Disposal of hazardous waste

Suitable arrangements will be made for the disposal of hazardous waste that is generated as a by-product of a work activity. The correct pre-notification and documentation procedure will be followed for Special Waste.

Arrangements for the removal of special waste – eg liquids, asbestos and other hazardous substances – must be made with the **Health and Safety Manager**. Liquid waste, other than normal effluent, must not be poured into the sewers. Arrangements for disposal of liquid waste can be made with the Health and Safety Manager.

Employees will be supplied with any personal protective equipment necessary for the safe handling of waste materials. Reminders for any chemical disposal will be sent out at the end of each academic year.

**Management responsibility**

Managers must ensure that this procedure is adhered to within their area of authority. Special arrangements regarding disposal of waste products must be organised in association with the Waste Regulation Authority or a competent and licensed contractor.

**Employee/learner responsibility**

All employees and learners must ensure that they dispose of waste products in receptacles specifically provided for that purpose, taking note of any segregation requirements. If an appropriate container is not available, this must be reported to a manager who will make suitable arrangements.

The use of personal protective equipment may be necessary during the handling of some wastes. Any requirement must be established before the waste handling activity commences.

Employees and learners should be aware of their responsibilities under the “Duty of Care”. Employees must report any problems which arise regarding waste disposal to a responsible person (usually a manager or supervisor) so that corrective action can be taken.

**33.3 Safe System of Work**

This system of work has been designed to ensure that disposal of waste at the workplace is carried out safely and in accordance with the law:

1. Use only designated receptacles for holding waste products. Do not put waste materials in receptacles that have not been allocated for that specific purpose. Take note of any segregation requirements – e.g. for hazardous waste or recyclable materials.
2. Do not discard waste carelessly into receptacles; place it properly inside the unit.
3. Do not overfill waste containers. Inform a responsible person when additional resources are likely to be required.
4. Report any leakage or overflow of waste from a waste container to a responsible person.
5. Ensure that any spillage of substances at the workplace is cleared in an approved manner and that any materials used for clearing are properly disposed of.
6. Make a note of any special arrangements or precautions that will have to be taken by the authorised waste remover.
7. Do not use disposal preparation equipment and machinery unless you are trained and authorised to do so.
8. Wear any personal protective equipment that is required for the safe handling of waste products.

### 33.4 Summary

To ensure that waste is disposed of safely and in accordance with statutory requirements, the three steps below should be followed:

- (a) do not allow waste to accumulate but regularly move it to properly marked and suitable containers
- (b) ensure compliance with the Duty of Care imposed by the Environmental Protection Act and all relevant waste regulations
- (c) report any problems regarding waste or waste disposal immediately to a responsible person.

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## 34 – Window Cleaning

### 34.1 Statement

All reasonable steps will be taken by the College to ensure the safety of employees engaged in window cleaning operations as well as any contractors or self-employed persons engaged in these activities.

Where employees are undertaking these operations, the work activity will be subject to risk assessment, and any control measures found necessary as a result of the assessment will be introduced. Where contractors or self-employed persons are engaged, they will be competent.

### 34.2 Arrangements for Securing the Health and Safety of Workers

The College will, in consultation with workers and their representatives:

- (a) carry out, or monitor, risk assessments of work activities involving window cleaning
- (b) ensure all necessary measures are taken to reduce any risks found as a result of the assessment
- (c) ensure all plant and equipment used in the operation is suitable, of good construction, of sound material and free from defect
- (d) ensure that all plant and equipment is obtained from reputable suppliers and manufacturers and conforms to the relevant British and European Standards (further guidance on the correct use of the equipment is contained in HSE guidance note GS25 –Prevention of Falls to Window Cleaners – available from HSE Books)
- (e) where independent window cleaners are employed, check them for competence prior to hiring them and monitor their work activity to ensure they are operating in a safe manner and not endangering the safety of themselves or others
- (f) ensure all plant and equipment is stored correctly
- (g) implement a reporting system, so that employees' concerns about window cleaning operations are relayed to a responsible person and corrective action taken.

### 34.3 Safe System of Work

The major hazard of window cleaning is falls – from external window sills or ledges, from ladders, from suspended scaffolding or boatswain's chairs, through fragile roofs or from parts of the building being used as handholds or footholds. The following precautions should help reduce the likelihood of such accidents occurring.

1. Ensure the necessary measures have been taken, either by yourself or the contractor, to reduce risks. These measures will include:
  - (a) selection of suitable plant and equipment and system of work
  - (b) checking plant and equipment before commencing any window cleaning operation
  - (c) removal of any defective equipment from service
  - (d) prompt reporting of defective equipment, or lack of anchorage points, by employees to their employers
  - (e) correct storage of plant and equipment between operations.
2. Where the exterior side of a window can be cleaned from the inside, ensure that there is no risk of falling through the open window. (This will depend on the window cleaner's height, the length of his or her reach, the depth of the sill and the arrangement of furniture etc. Sufficient information and training should be given to prevent the practice of stepping on to the outside sill.)
3. Ensure that you have received the relevant information and training related to general procedures and specific procedures to be followed in order to avoid risks.

### 34.4 Summary

The three most important steps with regard to safe window cleaning operations are to:

- (a) carry out risk assessments of each operation in order to identify specific as well as general hazards related to each operation
- (b) use trained staff to carry out the operations and ensure that they are familiar both with the general and specific procedures, including permit to work systems, which must be followed
- (c) use suitable, well-maintained plant and equipment which must be inspected at regular intervals and prior to use, so that any defects found are reported and result in the plant or equipment being removed from service immediately.

## 35 – Pregnant Workers and New Mothers

Borders College will take all reasonable steps to safeguard the health, safety and welfare of new or expectant mothers, and of their unborn children, including both staff and learners.

The College undertakes to assess all risks to new or expectant mothers arising from their work activities and to take appropriate preventive or control measures. This assessment also covers learner activities.

Relevant training will be provided in identifying risks and implementing controls.

The College undertakes (when relevant) to regularly monitor the work undertaken by new or expectant mothers, especially during the development of pregnancy, in order to continually assess the individual's ability to work safely and without risk. All problems identified will be addressed, so far as is reasonably practicable, and all risks will be adequately controlled, and safe systems of work established.

Arrangements will also be made, where appropriate, for reasonable and appropriate health programmes for pregnant workers and new mothers and the necessary steps will be taken to determine whether it will be necessary to impose limitations or special arrangements on medical grounds.

The College will provide all reasonable facilities to ensure the appropriate standards of welfare for all employees.

The law, at present, requires employers to assess risks to their employees, including new and expectant mothers. It is essential, therefore, that notification of pregnancy for both staff and learners should be given to the Health and Safety Manager. If a member of staff/learner chooses not to notify the Health and Safety Manager of their pregnancy then the College cannot ensure the health and safety of both mother and child without a formal risk assessment.

### 35.1 Safe System of Work

In determining what risks there are, **pregnant workers and new mothers/learners and their Line Managers/Lecturers** should consider following:

1. Exposure to physical agents such as vibration, noise, temperature extremes, poor or prolonged working postures and repetitive movements **should be avoided or at least minimised**.
2. **Manual handling activities should be limited**; this is particularly important as these abilities will alter as the pregnancy develops.
3. Exposure to ionising radiation should be avoided where possible. If exposure is necessary, it should be reduced to the lowest level and strict controls, including personal dosimeters provided.

4. Exposure to biological agents, **especially agents capable of causing abortion should be avoided**. If exposure is necessary then the strictest controls should be implemented, paying particular attention to the containment requirements detailed in Schedule 3 to the Control of Substances Hazardous to Health Regulations 2002 (COSHH).
5. Exposure to chemical agents such as mercury, lead, substances absorbed through the skin, cytotoxic drugs, carbon dioxide and chemicals labelled as follows should be avoided or at least reduced to the lowest level possible:
  - (a) possible risk of irreversible effects
  - (b) may cause cancer
  - (c) may cause heritable genetic damage
  - (d) may cause harm to the unborn child
  - (e) possible risk of harm to the unborn child
  - (f) may cause harm to breast fed babies.
6. Personal protective equipment (PPE) should be worn as a last resort, and must be suitable for controlling the identified risks.
7. Pregnancy is not a static condition, and the nature and degree of risk will change as the pregnancy develops. These physiological changes must be taken into account when assessing the risks. The physiological aspects of pregnancy which need to be considered are:
  - (a) morning sickness, which is relevant where early morning shift work is undertaken or where there is exposure to nauseating smells
  - (b) backache associated with poor or prolonged posture or manual handling activities – this will become increasingly significant as the pregnancy advances
  - (c) haemorrhoids and varicose veins are associated with posture, the former also with hot work environments
  - (d) being pregnant may affect PPE to fit properly. Consequently reduce the level of protection offered. It will also affect the amount of work space needed for a pregnant woman to work comfortably, their ability to perform manual handling correctly and safely, and her co-ordination, mobility and dexterity. Consideration must be given to source suitable PPE
  - (e) Consideration may need to be given to evacuation routes, especially where they involve awkward and difficult stairs, ladders etc
  - (f) many pregnant women will need to make increasingly regular visits to the toilet, so it is important that they are able to leave their job easily and have readily accessible facilities
  - (g) as the pregnancy develops, increasing tiredness will become an important factor and will affect shift work or overtime. This will also be significant where long periods of concentration are necessary and/or where machinery is operated etc



- (h) the increasing size of a pregnant woman may also adversely affect her balance, so hazards associated with slippery or uneven floors etc will need to be highlighted.

## 35.2 Summary Procedure Statement

Women may be exposed to additional risks at work due to physiological differences which make them more susceptible to harm in certain situations. These risks may be amplified for new or expectant mothers, where risks to unborn children must also be addressed. The consequences of hazardous work activities on the ability of women to have children should also be taken into account:

1. Each employee/learner should be considered as an individual when identifying and controlling risks.
2. The risks to women and especially new or expectant mothers must be identified and controlled.
3. The risk assessment should be dynamic and take account of the physiological changes that occur during pregnancy.
4. Careful consideration should be given to any restrictions or other actions placed on the type of work which may be undertaken by women.

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## 36 – Working Alone

### 36.1 Statement

The College will ensure, so far as is reasonably practicable, that employees and self-employed contractors who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety. Measures will also be adopted to protect anyone else affected by solitary working.

Solitary working exposes employees and others to certain hazards. The College's intention is either to entirely remove the risks from these hazards or, where complete elimination is not possible, to reduce them to an acceptable level.

The co-operation of management and employees is essential.

### 36.2 Arrangements for Securing the Health and Safety of Workers

The College has developed and put in place a Lone Working Policy and Procedure which details the steps to ensure employee safety, if their role involves working alone.

Assessments of the risks of working alone carried out under the MHSWR will confirm whether or not 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, environment and atmosphere etc. Particular consideration will be given to:

- (a) the remoteness or isolation of workplaces
- (b) any problems of communication
- (c) the possibility of interference, such as violence or criminal activity from other persons
- (d) the nature of injury or damage to health and anticipated “worst case” scenario.

#### Information and Training

Employees and others will be given all necessary information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone. Employees will be required to follow the safe working procedures devised which will include the provision of first aid, communication procedures and awareness of emergency procedures. All employees are required to co-operate with these efforts to ensure safe working and to report any concerns to management.

### 36.3 Summary

Working alone is not illegal, but it can bring additional risks to a work activity. The College has developed policies and procedures to control the risks and protect employees, and employees should know and follow them. Apart from employees being sure that they are capable of doing the job on their own, the three most important things to be certain of are that:

- (a) the lone worker has full knowledge of the hazards and risks to which he or she is being exposed
- (b) the lone worker knows what to do if something goes wrong
- (c) someone else knows the whereabouts of a lone worker and what he or she is doing.

## 37 – Work Related Upper Limb Disorders

### 37.1 Introduction

The College is aware that some repetitive activities, or combination of activities, can result in the condition referred to as WRULD or RSI. This commitment extends to taking all reasonable precautions necessary to secure the health and safety of employees and learners through the application engineering and sound ergonomic principles. Due to the nature of WRULD it is a clear responsibility of all employees to consult and inform management of perceived risks and of any symptoms.

### 37.2 Arrangements for Securing the Health and Safety of Employees

1. Risk assessment of all activities to identify risks which could lead to WRULD. Repetitive and non-repetitive jobs will be identified and classified.
2. Evaluation of the possible methods of hazard elimination – eg does the job have to be done this way, can it be improved by engineering, equipment or design methods etc.?
3. Through the risk assessment process to identify, reduce and control situations and activities which create health risks due to:
  - (a) extreme joint movement
  - (b) excessive force levels
  - (c) highly repetitive and stereotyped movements
  - (d) poor design of tools, work stations and equipment
  - (e) lack of job rotation and job variation which results inadequate recovery periods.
4. The overall objective is to adopt basic design and engineering principles with the objective of fitting the task to the individual, as far as reasonably practicable.
5. To establish capability needs for tasks.
6. To implement self and management referral systems for employees who may experience symptoms. Referral would be to Occupational Health.
7. To ensure all applicants are made aware of the job requirements and of their responsibilities to report symptoms – eg to warn and educate applicants before they start a job known to involve high-risk activities.
8. To provide adequate training from day one.
9. To provide competent, informed and adequate supervision.

### 37.3 Summary

WRULD is a condition which basically falls into two broad categories:

- (a) *distinct*: definite syndromes with well-defined signs and symptoms – tenosynovitis, tendonitis, trigger finger/thumb, tennis elbow, carpal tunnel syndrome, rotator cuff syndrome, bursitis, Dupuytren’s contractures, also known as Palma Fibromatosis.
- (b) *ill-defined*: such as back and neck aches and pains which do not follow any specific pattern.

There is a general agreement that WRULD is preventable by good engineering and the application of sound ergonomic principles. However, as there is little visual evidence of the condition, the early reporting of symptoms is crucial. The need is to:

- (a) obtain early diagnosis and adequate treatment
- (b) identify if transfer to alternative employment is needed either temporarily or permanently, avoiding the basic cause of the condition
- (c) record all symptoms and complaints to identify and facilitate investigation of problem areas
- (d) record actions taken by the College.

It is viewed that termination of employment is the last resort. It would be detrimental to the College if an employee refused to report pain due to the fear of loss of job.

To reduce the health risks the key element is to remove the hazards, where reasonably practicable, by design and then control remaining risks by the following:

1. Job variation – to ensure greater number of sets of muscles are used and to spread the risk to below the threshold levels which can cause injury rather than concentrating the risk on a relatively small number of employees – to provide better cycles of work and recovery. This can be achieved by designing in job variety. During breaks from repetitive tasks the employee should do work using other muscle groups.
2. Acclimatisation of new operators or those returning after a period of absence – e.g. annual leave – should be given time to settle and attain their previous levels of work.

## 38 – Working with Ladders

### 38.1 Statement

In order to comply with The Work at Height Regulations, 2005 all reasonable steps will be taken by the College to ensure the safety of employees and learners who work with ladders. All work activity using ladders will be risk assessed and, as a result of that assessment, suitable ladders will be provided. Control measures will be introduced to reduce the risks to a minimum and information and training will be provided to employees and learners.

### 38.2 Arrangements for Securing the Health and Safety of Workers

The College will, in consultation with workers and their representatives:

- (a) carry out a risk assessment of work activities involving the use of ladders
- (b) take all necessary measures to reduce any risks found as a result of the assessment
- (c) ensure all ladders supplied are of good construction, sound material and are suitable for the tasks to be performed
- (d) ensure all ladders used are clearly identified and regularly inspected and maintained
- (e) ensure ladders are stored in a way that does not lead to warping, defects or reduction in strength
- (f) implement a reporting system, so that any concerns, problems, risks or defects encountered while using ladders can be reported to a responsible person and the appropriate action taken.

### 38.3 Safe System of Work

Ladder accidents are mainly due to the following causes:

1. Using a ladder for the wrong purpose – eg as a working platform instead of scaffolding.
2. Using the wrong type of ladder – eg a metal ladder near overhead electricity lines.
3. Dropping tools or materials from a ladder due to lack of adequate means of carrying them.
4. Inadequate securing of ladders, resulting in falls.
5. Ladders not extending far enough above their landing place, leading to falls.
6. Using defective or poorly maintained ladders.

Many of these accidents can be avoided by adopting the following precautions:

- (a) take necessary measures to reduce risks found as a result of risk assessments carried out by the College. These will include:
  - (i) selection of suitable ladders
  - (ii) inspection before use
  - (iii) keeping records of ladder identification, inspection and maintenance
  - (iv) correct storage between use
  - (v) use of ladder at correct angle (75° – ie one metre out at the base for every four metres in height)
  - (vi) secure fixing or footing during use
  - (vii) ensuring only one person is on the ladder at a time
  - (viii) ensuring suitable footwear is worn
  - (ix) use of tool-carrying bags to leave both hands free to hold ladder
  - (x) reporting of defects and removal of ladders from service, if necessary
- (b) obtain the necessary instruction, information and training concerning ladder safety
- (c) ensure that all ladders are from reputable manufacturers and suppliers and that they conform to the relevant British and European standards.

## 38.4 Summary

The three most important steps with regard to ladder safety are to:

- (a) match the ladder to the job: check whether the type of work activity requires the use of a ladder and, if so, whether the ladder is suitable for the task
- (b) ensure the ladder is in good condition: check that it has been inspected and stored correctly, that repairs have been carried out correctly, that it has been regularly maintained and that it is free from defect, of good construction and of sound material
- (c) ensure that the person using the ladder knows how to do so safely, has been trained, and has been given any additional information relevant to the specific task being undertaken.

## 39 – Young Persons/Learners

### 39.1 Introduction

The College is aware of the additional risks that may follow as a consequence of the employment of young persons and will take all measures necessary to minimise those risks so far as is reasonably practicable. The College will assess and document the additional risks and measures provided to ensure the health and safety of young persons.

The College is aware of the statutory restrictions imposed upon work undertaken by young persons and will comply with these restrictions. Young persons will be given the raised level of information, instruction, training and supervision required to enable them to work safely.

Employees' concerns regarding young persons in the workplace should be addressed to a responsible person (a supervisor or manager), and measures will then be taken to investigate the circumstances and provide a solution.

### 39.2 Arrangements for Ensuring the Health and Safety of Workers

#### Learners and young persons on work experience within the College

All reasonable steps will be taken by the College to secure the health and safety of young persons placed within the College on courses or work experience programmes.

There will be thorough preparation before pupils/learners arrive, enabling a risk assessment to be undertaken of any hazards to which they may be exposed.

On arrival on College premises a thorough induction is undertaken, not only to provide an introduction to work experience and the world of work, but to explain any health and safety rules, regulations and precautions that must be taken.

#### Young persons on placement (from college, school, learners etc)

The College will ensure that:

- (a) learners are fully briefed
- (b) staff at all levels, who will be involved in the exercise, know exactly what their responsibilities are and have clear details as to the extent of the work which may be undertaken.



The College will identify the activities in which the pupils/learners are to be engaged and ensure that all risks are controlled, and a safe system of work implemented. The College will also determine whether it will be necessary to impose any limitations or special arrangements on medical grounds – eg where a learner suffers from asthma, defective colour vision or hearing impairment etc.

### **Training and supervision**

The College recognises that training, coupled with proper supervision, is particularly important for young persons because of their relative immaturity and unfamiliarity with the working environment.

In addition a health and safety induction checklist will be completed for “in-house” work experience learners.

## **39.3 Safe System of Work**

In addition to the specific training they will need to carry out their assigned work tasks, **young persons need to be aware** of the following general rules for safeguarding their safety and the safety of others:

1. Games and practical jokes are not appropriate in the workplace. Potentially serious injuries could result from such conduct.
2. Work areas and gangways need to be kept tidy. Do not leave things lying where people could trip or bump into them.
3. Good hygiene, and the use of barrier creams where appropriate, are needed to prevent risks to health and safety from dangerous articles and substances in the workplace.
4. If protective equipment and clothing is issued, this needs to be used and kept in a good condition.
5. Running in the workplace can be dangerous and should therefore be prohibited. Safe routes must always be used.
6. Lifting and carrying should be carried out correctly and supervisors should arrange training.
7. The safe use of ladders requires training. Ladders should be checked before use and roofs should not be walked on without taking adequate precautions.
8. Compressed air is used for approved purposes only. It should not be used for cleaning machines, benches or clothing.
9. Electricity is very dangerous and should only be used according to instruction.
10. Machines must not be used unless training has been given, including the uses of safety guards etc.
11. Hazard warning signs for harmful substances need to be recognised and the instructions of the supervisor followed.

12. Care must be taken when handling flammable substances and smoking & vaping prohibitions must be observed. Carelessly discarding rubbish or smoking materials presents a fire hazard.
13. Any injury must be reported.
14. Be aware of emergency and first aid arrangements.

### **39.4 Work Experience Placements outwith the College**

New legislation required to implement the health and safety provisions of the “European Directive on the Protection of Young People at Work” came into force on 3rd March 1997. This legislation – the Health and Safety (Young Persons) Regulations 1997 – has now been integrated into the Management of Health and Safety at Work Regulations.

The College has a separate Work Experience Policy and Procedure for learners on placements out with the College and this should be referred to. The Policy and associated procedures relating to Work Placements are managed by the Employer Engagement team.

This is a College responsibility and, where risk assessments have already been carried out in a work premises and these take into account the work activities being undertaken by the learner, then no further action will be necessary.

Where no risk assessments have been carried out then the learner **MUST NOT** be placed in that environment until assessment has been carried out.

The above requirements do not apply to occasional work or short-term working involving:

- domestic service in a private household
- work regarded as not being harmful, damaging or dangerous to young people in a family undertaking.

Employers must also notify parents of young workers under the minimum school leaving age (just before or just after 16th birthday) of the key findings of the risk assessment and the control measures taken.

### 39.5 Summary

Young persons may be exposed to additional risks at work due to their lack of knowledge, experience and possible immaturity. The following procedures should be implemented to ensure their safety:

1. Risk assessments undertaken on any process or procedure, when performed by experienced adults, should be reassessed in the light of the lack of experience of the young person.
2. Additional training, instruction and supervision should be provided until the young person has demonstrated a satisfactory degree of competence.
3. Careful attention should be given to any restrictions placed on the type of work which may be undertaken.

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