



# Health and Safety Policy

Issue 8

October 2014

## **Summary of Policy:**

This policy sets out the College's commitment to ensuring the health and safety of learners, employees, visitors, contractors and others and how the College meets its legal obligations.

## **Senior Manager Responsible for Policy:**

Director of Funding &  
Planning

## PART 1

### STATEMENT OF THE POLICY OF THE CHAIR OF GOVERNORS ON HEALTH AND SAFETY

The Chair of Governors of Tyne Metropolitan College regards health and safety as being of fundamental value, and is committed to the health, safety and welfare of learners, employees, visitors, contractors and others.

The managers of each area within the College are responsible for the provision of a safe, healthy and supportive environment for learners, employees and others by ensuring compliance with all relevant health and safety legislation. This will also ensure that no work activity can adversely affect the health and safety of others. It is the responsibility of the relevant managers to ensure that employees and learners understand the main provisions of this Health and Safety Policy.

The 'safe learner' concept is central to our policy. We will promote risk education and awareness and the learning of health and safety as an integral part of all our College activities.

The College is committed to the continuous development and improvement of College health and safety provision and to the promotion of a healthy lifestyle for all learners and staff, advocating keeping safe and staying healthy.

Whilst ensuring that the College respects and values differences in learners and staff, the College will meet its legal obligations, taking every reasonable measure within its power to discharge its responsibilities for the provision, maintenance and improvements of:

- a comprehensive health and safety management system;
- a safe and healthy place of work and working environment;
- safe plant, equipment and systems of work;
- safe handling, storage and transport of articles and substances;
- information, instruction, training and supervision;
- adequate facilities for welfare at work;
- consultation with safety representatives and the provision of appropriate facilities to enable them to carry out their task and by representation on the College Safeguarding Committee
- assessment of the risks to health and safety and implementation of the measures identified as being necessary by the assessment.

All staff are reminded of their legal duty to take reasonable care for health and safety of themselves and others and to co-operate with the College in implementing legal obligations.

Without detracting from these individual responsibilities, the College will ensure the provision of competent advice on health and safety matters.

**D. W. Midgley**

**Signed:-** .....

**15 October 2014**

**Date: -** .....

## Part 2

### ORGANISATION FOR HEALTH AND SAFETY

#### 2.1 ORGANISATION

The Chair of Governors is responsible for the maintenance of a safe, healthy and supportive environment and for the promotion of health and safety in Tyne Metropolitan College and all satellite sites. The concept of the safe learner will be a central focus.

In order to meet the stated safety objectives, the Chair has authorised the safety organisation as set out in the following organisational roles and responsibilities, and has delegated the day-to-day responsibility for ensuring its compliance to the Chief Executive and Principal.

In line with the policy for Equality & Diversity the College respects and values differences in learners and staff and will therefore ensure no member of the College community is treated less favourably whilst implementing the Health & Safety policy.

Deputy Principals, and Directors are responsible for managing and promoting health and safety within their particular areas of responsibility. General Induction and training will be provided for all staff. Specialist training will be provided where necessary.

The Senior Manager is responsible for advising the Corporation Board, the Chief Executive and Principal, Directors, employees and learners on legislation, codes of practice, guidance and best practice for the maintenance and promotion of health and safety in the workplace whilst recognising and respecting differences in learners and staff.

Employees are responsible for their own health and safety and the health and safety of others who may be affected by their acts or omissions. They are required to co-operate with the College in creating and maintaining a safe working environment.

The key health and safety personnel in the College are:

- The Chair of Governors who, through the Chief Executive and Principal, is responsible for the policy, organisation and management of health and safety throughout the College;
- The Deputy Principals, and Directors who are responsible for health and safety management throughout the College's operations;
- The Senior Manager for Health & Safety who advises on health and safety;
- College Managers;
- The College Health and Safety Advisor who prepare documentation, and advise and assist in the implementation of the College health and safety management system;

Detailed responsibilities for these persons, showing the extent of health and safety duties, are to be found in job descriptions available from HR.

#### 2.2 ORGANISATIONAL ROLES AND RESPONSIBILITIES

##### 2.2.1 Chair of Governors

While the Chair of Governors accepts ultimate responsibility, on behalf of the Corporation Board, for the implementation of the Health and Safety Policy, the authority for ensuring that actions are carried out is delegated to the Chief Executive and Principal.

## 2.2.2 Chief Executive and Principal

The Chief Executive and Principal has day-to-day responsibility for the implementation of the policy as laid down by the Corporation Board.

The Chief Executive and Principal will ensure that:

- the health, safety and welfare of learners and staff is a fundamental value of the College;
- all learning will take place in a safe, healthy and supportive environment;
- an authorised and effective College Policy for Health and Safety is prepared and maintained;
- the Policy is reviewed and updated in line with new legislation and changes in work patterns and processes;
- reports are received by the Senior Manager which monitor the impact and effectiveness of the policies and procedures;
- employees are aware of their roles and responsibilities.
- In line with the policy for Equality & Diversity no member of the College community shall be treated less favourable than others in the implementation of the Health & Safety policy

## 2.2.3 The Senior Leadership Team

**The Members of the Senior Leadership Team** for ensuring that:

- all College users understand that the College has a clear commitment to the maintenance of a safe, healthy and supportive environment;
- the College Health and Safety Policy is implemented for the provision of all staff and learners within their area of responsibility, and that control measures have been identified and implemented as a result of risk assessments;
- all provision promotes and adheres to processes promoting the concept of the 'safe learner';
- provision will be in place to encourage learners to be healthy and safe;
- programmes, events and displays are arranged to discourage substance abuse and smoking;
- physical fitness and the avoidance of risk are promoted;
- In line with the policy for Equality & Diversity no member of the College community shall be treated less favourable than others in the implementation of the Health & Safety policy
- all staff and any new staff within their area receive health and safety induction and where necessary, this will include, features of health and safety specific to their particular responsibility;
- all procedures associated with health and safety are implemented and reviewed. Action plans are prepared where improvements are suggested by the monitoring process. Reports on the operation of the policy and procedures will be prepared for the Senior Manager with responsibility for Health & Safety;
- records are maintained in relation to staff and learner health and safety;
- all proposed new provision will take account of health and safety implications before being ratified;
- objectives are set to improve and develop the standards of health and safety and that performance is reviewed against these objectives;
- all meetings will allow for the discussion of health and safety;
- the provision of adequate staff, funds and materials is available to meet Health and Safety Policy requirements;
- when disabled learners wish to enrol that disclosure and confidentiality guidelines are followed and that risk assessments are carried out for all such learners to fulfil their potential;

- arrangements are made for the carrying out of health and safety assessments where learners are going out of College to learn, train or work;
- all individuals will have a Personal Emergency Egress Plan undertaken and implemented that require it.

#### **2.2.4 Senior Manager for Health & Safety**

The Senior Manager for Health and Safety is responsible for: -

- advising the Corporation Board, the Principal, Deputy Principals, Directors, employees and learners on legislation, codes of practice, guidance and best practice for the maintenance and promotion of health and safety so that all legal and other obligations are met;
- liaising with relevant external agencies to ensure that consistent standards are maintained and that learners are in a safe, healthy and supportive environment;
- the commission of reports on the impact of health and safety policies and procedures and communicating them to the Chief Executive and Principal and the Chair of the Governors. Ensuring that impact measures are in place and reviewed;
- ensuring that a Safeguarding Committee meets in accordance with agreed timescales and that the legal function of the committee is maintained for the discussion of health and safety issues raised by employees and learners;
- ensuring that a College health and safety management system is prepared, implemented and reviewed as required;
- ensuring that the following are carried out in accordance with statutory or College timescales or requirements:
  - statutory inspections
  - risk assessments in accordance with specific legislation
  - workplace inspections
  - fire or other evacuations or drills
- advising the Corporation Board, the Chief Executive and Principal, Directors and employees on legislation, codes of practice, guidance and best practice for health and safety in the workplace.

#### **2.2.5 College Managers**

shall ensure that:-

- employees, work placement providers, learners, contractors and sub-contractors are informed of the Health and Safety Policy and any revision of it;
- employees, work placement providers, learners, contractors and sub-contractors are aware of procedures relevant to their provision and that they receive adequate instruction and training regarding its effective implementation;
- employees who take on the role of “organisers” or “provider” with regards to Work-related learning or Train to Gain and who visit other employers premises within this role, have the necessary, information, instruction and training;
- employees who organise or undertake off-site visits have the necessary information, instruction and training, particularly with regards to risk assessment;
- they liaise with Health and Safety Advisor to carry out risk assessments to manage the health, safety and welfare of College users;
- assessments are carried out on the risks to any learner taking into account age, experience, immaturity or any other special needs or circumstances including disability or medical condition. Control measures are in place and the learner and supervisor are made aware of them to fulfil potential;
- any restrictions or prohibitions that apply to any learner or young person are identified.

Competent supervision is arranged for any learner or young person. A designated person is identified to take overall responsibility for any learner or young person. Where the learner is a child (under 18) or a vulnerable adult (with learning difficulties) then formal checks of suitability should be made for reasons of child protection (see safeguarding children and vulnerable adults policies);

- safety training needs are identified and that both learners and employees receive appropriate safety training commensurate with their needs and duties whilst recognising and respecting differences in learners and staff;
- instructions are issued when necessary, concerning safe working systems, sequence of operations, potential hazards such as hazardous substances, dangerous machinery or processes and the precautions to be adopted. These instructions will include the provision of proper maintenance systems and the removal from service of defective equipment;
- health and safety induction, instruction and training must be in place for any learner or young person reflecting the result of the risk assessment, environment, tasks and the young persons age, experience and special needs This training will take account and recognise and respect differences in learners and staff;
- all personnel under their control carry out the duties placed upon them as required by the College's Health and Safety Policy;
- they ensure that employees carry out their work in a safe manner and in accordance with all applicable safety regulations; and that learners receive appropriate protection. Employees and learners will be provided with adequate competent supervision;
- the provision made for adequate first aid facilities meets the requirements of the First Aid at Work Regulations 1981, amended 2013, and that accidents and incidents are promptly reported;
- periodically appraising the effectiveness of the Policy and ensuring that any necessary changes are made;
- reporting in meetings on the effectiveness of the Policy, its implementation, accident statistics and trends and on current and future initiatives concerning Health, Safety and Welfare;
- safety audit questionnaires instigated by the Health and Safety Section are completed as required;
- reviewing the risk assessments and workplace inspections to ensure action is taken to remedy unfavourable trends;
- ensuring that training needs are identified and arranged for both learners and employees and appropriate training records are kept;
- compiling and keeping accident statistics and ensuring accurate reporting;
- ensuring that enquiries arising in connection with industrial injuries are dealt with fully, and promptly answer any related correspondence;
- ensuring that Risk Assessments required by specific legislation is carried out, are competently completed, properly recorded and the appropriate recommendations implemented;
- ensuring that all machinery, machine guards, lifting tackle, safety equipment etc. are regularly inspected by competent persons at intervals required by the relevant legislation and that records are kept in the required registers. Such inspections as are required by statute are to be co-ordinated with the Head of Estates. Ensuring that provision is made where appropriate for the use of necessary personal protective equipment and clothing, and that the wearing of such is enforced;
- a Register of all hazardous materials is maintained and kept up to date. This should include a copy of the relevant Risk Assessment Manual which includes a COSHH Reference Section for hazardous materials;

## 2.2.6 Health and Safety Advisor

The Health and Safety Advisor is responsible for:

- assisting the Senior Manager for Health and Safety in advising on matters of health, safety and welfare;
- implementing, monitoring and reviewing the College Health and Safety Policies and Procedures, and assisting managers in the preparation of reports on the assessment of the impact of Health and Safety Policies and Procedures;
- carrying out College Workplace Inspections and Fire Risk Assessments;
- where appropriate train employees on the risk assessment process;
- ensuring that all control measures identified from risk assessments are clearly stated and explained to employees;
- ensuring that adequate arrangements for investigating, dealing with and recording accidents and incidents are in place, including the provision of first aid. All legally reportable accidents, incidents and ill-health are or will be reported to the enforcing authority and investigated. Adequate arrangements will be made for first aid persons and materials;
- liaising with the Head of Estates to ensure that an Asbestos Register is maintained and that relevant contractors are given information on the type, form, amount and condition of any asbestos containing materials which they may come into contact with;
- liaising with the Head of Estates to ensure that Contractors and Sub-contractors are vetted, authorised to carry out work on College premises and are made aware of:
  - the College's Health and Safety Policy requirements
  - information regarding specific hazards in the workplace;
  - any specific instructions
  - safe system of work or procedures which may affect their employees;
- ensuring that arrangements are in place to protect visitors and others entering or using any College premises;
- auditing statutory inspections organised by the Estates Dept;
- aiding managers to carry out assessments and risk management regarding disabled staff and learners in compliance with the Disability Discrimination Act whilst recognising and respecting differences in learners and staff ;
- aiding the work of managers in promoting the concept of the safe learner;
- assisting the Senior Manager for Health and Safety in assessing the effectiveness of emergency procedures.

## 2.2.7 Persons Responsible for Buying

Those with purchasing authority will be responsible for:-

- having due regard when processing purchases that individual items meet legally required standards as laid down by the Provision and Use of Work Equipment Regulations 1998, amended 2002, and internal College health and safety rules;
- consulting with the Senior Manager for Health and Safety where any uncertainty exists;
- ensuring that requisitions for safety equipment, publications, devices and protective clothing are processed quickly and expeditiously;
- conforming with Section 6 of the Health and Safety at Work Act (as amended by the Consumer Protection Act), by ensuring that suppliers of substances are advised to send safety information concerning their product to the persons in the area or section responsible for safety;

This will assist in compliance with the Control of Substances Hazardous to Health Regulations 2002.

## 2.2.8 Employees

All employees are to be familiar with the College's Health and Safety Policy and ensure that its principles and objectives are observed on all activities under their control.

It is the duty of every employee to ensure that:-

- they take reasonable care to ensure the health and safety of themselves and others within the College who may be affected - directly or indirectly - by their behaviour on College premises;
- they co-operate with all College management on health and safety issues;
- they ensure that they are familiar with, and act in accordance with, all procedures or instructions issued to them or which have been brought to their attention in some other way;
- they act in accordance with any health and safety training they have received;
- they make full and proper use of any personal protective equipment provided for their use according to instructions or training given, reporting any loss or defect in such equipment immediately to the manager in charge;
- all equipment defects requiring attention are reported immediately;
- all machinery and equipment is maintained in a safe condition and that any safety devices fitted are used and maintained;
- all safety equipment and clothing provided to prevent injury or ill health is worn by those whose health or safety is at risk;
- where appropriate, reports of all accidents and dangerous occurrences are submitted to the Health and Safety Advisor immediately;
- a tidy site is established and a safe system of 'good housekeeping' is maintained;
- only suitable and certified lifting equipment, safety devices or equipment are used and that regular visual inspections of such equipment are carried out.

## 2.2.9 Learners

Learners have a responsibility to prevent injury to themselves, their fellow learners; and others who may be affected by their acts or omissions while at College.

In particular, learners have the following responsibilities:

- to take reasonable care to ensure the health and safety of themselves and others within the College who may be affected - directly or indirectly - by their behaviour on College premises;
- to co-operate with all College staff on health and safety issues;
- to ensure that they are familiar with, and act in accordance with, all procedures or instructions issued to them or which have been brought to their attention in some other way;
- to act in accordance with any health and safety training they have received;
- to make full and proper use of any personal protective equipment provided for their use according to instructions or training given, reporting any loss or defect in such equipment immediately to the teacher in charge;
- to refrain from taking part in any horseplay, or interfering or misusing anything provided by, or for the College, in pursuit of health and safety aims and objectives;
- to report all accidents, no matter how insignificant, to the teacher in charge, or to the main reception and to ensure the accident book is completed to ensure an investigation can be carried out;
- to report to a member of staff any situation which appears to represent a health and safety risk;
- not to use any equipment which appears to be unsafe.



### **2.2.10 Contractors, Sub-Contractors and Suppliers of Services**

Tyne Metropolitan College will only use contractors, sub-contractors and suppliers of services who have proved that they are able to discharge their primary responsibility to safeguard their employees and others who may be affected by their undertaking. This will be administered in the form of an approved list of contractors. The list will be constantly reviewed and sanctions will be applied as a result of poor health and safety performance; these will include written warnings, suspension, financial penalties and removal from the approved list.

In order for contractors, sub-contractors and suppliers to be included on the approved contractor list they must first have filled-in and returned the Tyne Metropolitan College Approved Contractors Vetting Form. Following approval they will be sent a copy of the "Tyne Metropolitan College Safety Rules for all Contractors Entering College Premises.

They must then observe the requirements of the "Rules", the College's Health and Safety Policy and the instructions given by persons enforcing the College's safety standards at all times.

## Part 3

### ARRANGEMENTS FOR HEALTH AND SAFETY

The arrangements for Health and Safety in this section are those arrangements that affect the whole of the organisation. Detailed and specific arrangements for individual sections are to be found in the College instructions.

#### 1) New Projects and Equipment

Whenever new projects are proposed for the College or new equipment is to be introduced, safety advice may be sought from the College Health and Safety Advisor.

#### 2) Appliances and Machinery

Only competent persons are allowed to use appliances and machinery. Students may only use appliances and machinery under direct supervision of authorised Teachers or Support Staff in accordance with specific section safety instructions.

All plant and equipment is to be properly maintained. A planned preventative maintenance scheme is to be properly drawn up for each site and items affecting Health and Safety are to receive special attention;

e.g. checking of guards, interlocks and extraction systems etc.

Maintenance operations should only be carried out where appropriate safe systems of work are to be drawn up. Such maintenance (including setting and cleaning) may entail special locking off procedures carried out in accordance with local procedures and legislative requirements.

#### 3) Hazardous Materials

A register with details of all hazardous materials in use by each location is to be kept by the relevant Manager. All employees and learners are to be provided with information about usage, storage, fire precautions and first aid, for all materials that they use. Only one day's supply of each substance is to be brought into the classroom. Hazardous materials must be disposed of as special waste.

*See: Control of Substances Hazardous to Health Regulations and Approved Code of Practice*

#### 4) Safe Systems of Work

Employees have the duty to consider in detail the hazards of each 'work process' and of devising Safe Systems of Work which will, so far as is reasonably practicable, overcome these hazards.

These Safe Systems of Work are to be written up in the Department's Policy as Risk Assessments. Since work processes change, Department Risk Assessments will need to be continually updated. Co-ordination of this updating will be carried out by the relevant Manager.

In areas where risk is high, "Permit to Work" systems are to be used.

*See: Health & Safety at Work Act 1974*

*Management of Health and Safety at Work Regulations 1999, amended 2006*

## 5) Personal Protective Equipment (PPE)

Requirements for protective clothing and equipment may be identified by:

- employees or learners
- Safety Advisor
- Outside Agencies
- Management meetings

Requests for protective clothing and equipment will be made through the relevant Manager.. All PPE must conform to both statutory law and to the appropriate British Standard. Under no circumstances must PPE be purchased which falls below the required standards.

See: *The Personal Protective Equipment at Work Regulations 2002*

## 6) Monitoring Health and Safety

The College is to monitor Health and Safety at all levels, by:

- General Risk Assessments (Management of H &S at Work Regulations)
- Specific Risk Assessments (under specific regulations)
- Fire Risk Assessments
- Workplace Inspections
- Health and Safety Audits

The Health & Safety Advisor will carry out the Fire Risk Assessments, Workplace Inspections and Health and Safety Audits.

## 7) Noise

Tyne Metropolitan College will ensure that learners, employees, contractors, visitors or others will not be exposed to noise at or above any of the three action levels, or, where this is likely to be the case then an assessment will be carried out and preventative measures introduced.

It is anticipated that in most locations the noise level will remain below the 85dBA first action level but where necessary, hearing protection will be supplied to all exposed employees and students who will then be required to make full and proper use of them.

See: *Noise at Work Regulations 2008*

## 8) Fire and Emergency Evacuation

Fire is one of the greatest hazards in the College. Even minor fires can create large quantities of pungent smoke and cause difficulties with firefighting and evacuation.

**Managers in each Department or Section are to ensure that:**

- combustible materials and sources of ignition are properly controlled;
- means of escape are adequate for those who may be present within the Department; and that such exits are kept clear of obstructions;
- the procedures for evacuation from the premises are understood and adhered to by all personnel;
- all staff accompany their learners and ensure that all leave the buildings and to ensure that their areas are cleared.
- If disabled staff or learners are left at a refuge point the designated manager,

- who will be wearing a fluorescent yellow jacket, is informed;
- any other relevant safety information is reported to the designated manager;
- Personal Emergency Egress Plans (PEEPS) are in place and understood by all relevant staff and learners.

**The Head of Estates will ensure that:-**

- fire detection and warning systems are maintained, tested and are operating correctly;
- the fire extinguishers and fire hose reels are (visually) in good condition and are inspected and maintained by a competent person in accordance with BS 5306 Part 3 : 2003 – Fire Extinguishing Installations and Equipment on Premises. Code of Practice for the Inspection and Maintenance of Portable Fire Extinguishers;
- systems are in place to protect and assist all staff, visitors and learners during evacuations;

**See relevant evacuation procedures in the Corporate Toolkit/ Moodle**

- Fire Action Notices – displayed throughout the College campuses
- Evacuation Procedures – Disabled Persons
- Fire Procedures at Tyne Metropolitan College
- Site Plan for the Queen Alexandra Campus showing the Assembly Points and the Fire Brigade meeting point
- Site Plan for the Coast Road Campus showing the Fire Assembly Points and the Fire Brigade meeting point
- Site plan for TMC showing the Fire Assembly Points and the Fire Brigade meeting point.

**9) Welfare**

The Head of Estates is responsible for co-ordinating the administration of welfare facilities in each location. This will take into account such items as washing, sanitation, drinking water and cloakrooms.

*See: Workplace (Health, Safety and welfare) Regulations 1992, amended 2002.*

**10) Legal Records, Duties and Prescribed Abstracts**

Statutory records, registers and certificates are shown below. The Head of Estates and the Health and Safety Advisor are to ensure that this list is updated in accordance with statutory requirements.

**PRESCRIBED ABSTRACTS AND NOTICES TO BE  
DISPLAYED**

Information for Employees Placard - Health and Safety Law - What you should know

Employers' Liability (Compulsory Insurance) Certificate of Insurance

Electric Shock – to be displayed where appropriate

First Aid (No official placard)

Details of facilities and arrangements for First Aid

College Safety Policy – Statement of the Chair of Governors

## 11) Safe Place of Work

Good housekeeping is an essential hazard control measure.

The following precautions must be taken by all staff and learners:-

- dispose safely of waste materials;
- keep corridors, passages and stairways clear;
- clean up spillages immediately;
- keep work tops, desks and tables clear and tidy;
- ensure access to fire equipment at all times;
- keep exits and entrances free from obstructions;
- stack stored items carefully so that they cannot fall;
- report defects in equipment, stairs, walkways, doors, etc.;
- report dirty or faulty lighting systems;
- keep warning notices clear and up to date.

## 12) Electrical Repairs Policy

Repairs to the College's electrical supply or to fixed equipment in the College are only to be carried out by competent persons. Defects in electrical equipment are to be reported as soon as they are discovered. All work carried out on any electrical apparatus or appliance must be carried out using competent tradesmen who are operating in accordance with equipment maintenance schedules.

See: *Job Descriptions: - Electricity at Work Regulations 1989*

*- Procedure for Contractors Safe Working & H & S*

*Rules for all Contractors entering College Premises*

## 13) Manual Handling

All moving and handling operations must be handled through Estates helpdesk

See: *Manual Handling Operations Regulations 2003*

**Only trained personnel should carry out Moving & Handling**

## 14) Communications

Communications follow the basic chain of management and line of authority. Safety communication is to follow the same chain up to the Line Manager or Directors to the Principal. Personnel finding hazards are to report them to their line manager and remedial action is to be taken. Managers are to seek specialist advice when this becomes necessary.

## 15) Safeguarding Committee

The Safeguarding Committee, which covers health and safety matters, will comprise of nominated representatives in relation to specific sites plus duly elected representatives from relevant trade unions and the committee will meet at least once per term.

In relation to Health and Safety, the Safeguarding Committee includes the following functions, to:-

- view the College's Health and Safety Policy in overall perspective; make recommendations on matters of Health and Safety Policy; consider matters referred by Managers
- examine accident trends in the College and make recommendations where possible to reduce accidents and incidents.

See: *Health and Safety at Work Act 1974*

*Safety Representative and Safety Committees Regulations 1977*

## 16) Office Safety

Safety is often neglected in administrative offices and staff rooms. Persons in charge of and who work there should bear in mind the following points:-

- electrical appliances, office machinery, fires, kettles, etc are to be registered and regularly inspected by a competent person (this includes 'private appliances'). This inspection comprises an annual visual examination and an earth leakage test which is carried out by a contractor whose staff are trained in portable appliance testing.
- tripping hazards are common; open filing cabinets, trailing leads and poor floor covering may cause slips, trips and falls;
- fire precautions must be observed. Fire fighting appliances must be marked and clearly accessible. Passageways and exit routes must be kept free from obstructions;
- working areas are to be kept free of paper build-up so that fire spread can be restricted.
- regular audits of office spaces will be carried out by the Health & Safety team

## 17) Work-Related Stress

Tyne Metropolitan College recognises that work-related stress is a health and safety issue and is committed to minimising risk due to stress in the workplace. The College have introduced a Wellbeing at Work Policy which highlights the physical, intellectual, emotional and behavioural signs of stress so that this can be quickly identified by members of staff and managers, and reinforces the College's commitment to appropriately identifying and minimising causes of work related stress. Additionally the College supports risk assessments for all members of staff raising concerns over work related stress, undertaken, monitored and reviewed by the line manager. Sickness absences due to work related stress are monitored by the HR department who contact any member of staff absent due to work related stress in the first 5 days of absence and arrange a home visit.

Potential stress causing circumstances will not be obscured or disguised. An open approach will be encouraged whereby staff feel comfortable to discuss any problem, in confidence if necessary, without any threat to themselves, with a manager who can listen, agree on, and have the authority to act on, an appropriate 'Course of Care', and/or implement a 'Safety Management Action', involving:

- consultation with other staff;
- encouraging other staff to report their views and observations;
- risk assessing all circumstances to identify risks to employees' Health and Safety with regard to their mental well being at work;
- ensuring a blame free culture in all dialogue;

- ensuring equity of treatment;
- access to an external Staff Counselling Service.

## **18) Induction**

The Human Resources Department co-ordinate a Compulsory Induction Course and ALL new employees are required to attend.

This includes general information on Health and Safety and on the Health and Safety Policy Document.

In addition to information on the H&S Policy, all staff will receive information on:-

- Risk Assessments relevant to their area of work;
- Fire Safety and Evacuation Procedures

Line Managers will give new employees Health and Safety training on "Safe Systems of Work" within their sections, and, where the need for specialist training is identified, arrange for training to be undertaken through the relevant Manager.

Training on new methods of working or new equipment will be considered at the planning stage. These needs are to be identified by the planners in conjunction with the Persons Responsible for Health and Safety.

The induction tour of new staff to College and/or area will include the following headings-

- General
- Health and Safety
- Specific job-related tasks

### **a) General**

Department/Management introductions

Tour of workplace

Personal responsibilities

### **b) Health and Safety**

- Health and Safety Policy
- Fire - Precautions/exits/extinguishers
- Accident/first aid reporting
- Hazards within the work place
- Hazards associated with work
- Safe use and care of Personal Protective Equipment
- Defect reporting

### **c) Specific Job Related Tasks**

- COSHH Assessments
- Risk Assessments
- Safe Systems of Work

## 19. CONTROL OF DOCUMENT

The senior member of staff with lead responsibility for health and safety will review this policy for effectiveness and the need for change each year. The Policy will normally be approved on a three-year cycle, unless there is a need for prior change. Recommendations for change will be made through the Safeguarding Committee to the Senior Leadership Team and then to the Corporation Board. The latest version of the document will be maintained on the College Toolkit.

**Prepared by:** **Director of Funding & Planning**

**Equality Impact Assessed by:** **Director of Funding & Planning**

**Tracking and validation:** **Executive Officer**

**Corporation Board** **D.W. Midgley**

**Approval:** **Signed: .....**

**15 October 2014**

**Date: .....**

**October 2017**

**To be reviewed:** **Date: .....**