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HEALTH, SAFETY & ENVIRONMENT POLICY

Part 1. General Statement of Intent

The Corporation and CEO attach significant importance to environmental protection and to the health, safety (including fire safety issues) and welfare of its employees, learners¹ and other persons who work and visit Activate Learning College Group.

The College is committed to developing, maintaining and promoting systems to ensure that there is a positive and proactive health, safety and environmental protection (HS&E) culture that will bring about safe working practices at the College as well as preventing harm to the environment. We are committed to ensuring, as far as is reasonably practicable, the H&S of all our stakeholders², and creating a positive, proactive, and legally compliant culture. We will establish strong systems, communicate clearly, and provide resources to help all employees understand their responsibilities and in doing so support and maintain the Health, Safety and Environmental Management System (HSEMS).

We aim to maintain the highest standards of and to continuously improve by encouraging strong leadership and a common-sense approach to HS&E in our colleges and centres managed by our college staff. We aim to prevent harm to the environment and exposure to risks, injuries, and work-related ill health to all who may be affected by our activities, by:

- Defining responsibilities within the organisation;
- Maintaining safe and healthy workplaces and systems of work;
- Conducting and reviewing risk assessments to ensure safe procedures and systems of work;
- Providing and maintaining safe equipment that is suitable for its intended use;
- Set priorities to ensure that resources are directed/targeted to maximise efficiency and reduce accidents/ill health;
- Providing competent HS&E advice to staff;
- Provide suitable and sufficient HS&E information as may be reasonably required by law to staff, learners, and other persons;
- Implement and maintain an effective HSEMS which is appropriate to College activities;
- Monitoring accidents and incidents and making recommendations for corrective action;
- Encouraging a sensible and proportionate approach to HS&E.

This policy will be reviewed biennially or sooner as required.

Gary Headland, Chief Executive
Approved on 6/21/2022 9:56PM BST

Sue Sturgeon, Chair of the Corporation
Approved on 20/06/2022 11:00 BST

¹ The term learner refers to any person undertaking a form of instruction, training or course as part of a college led or shared activity on or off campus. Learner may be interchangeable depending on mode of training delivery with apprentice, WEX or student.

² Stakeholders refers to all staff, learners, visitors and contractors engaged in college activities or may be impacted upon by a college activity or process.

Purpose

This policy and its associated procedures form a framework which protects our stakeholders from occupational injury and ill health and prevents harm to the environment. This framework is built on the following key principles:

- Aspiring to 'Best Practice' in health, safety, and environmental protection,
- Complying with relevant legislation and implementing an appropriate health, safety, and environmental management system; and
- Recognising that health, safety, and a safe and secure environment is essential for good management, and should be prioritised at all levels within the organisation and supported through training and development.

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Part 2. Organisational Responsibilities

2.0. We all share a duty to ensure the health and safety of ourselves and others and we will work collaboratively to ensure that Activate Learning meets its responsibilities under both health and safety and environmental legislation. Our responsibilities are summarised below and outlined in more detail in individual job descriptions.

2.1. The Corporation

The Corporation have overall responsibility for health and safety matters within the Group and is responsible for ensuring their decisions reflect best practice in HS&E, setting the overarching principles of HS&E practice for Activate Learning, and ensuring that they have effective methods of monitoring compliance and addressing risk. The Corporation will appoint a Health & Safety Link Governor to provide support and oversight to the Group with regards HS&E.

2.2. Chief Executive Officer (CEO)

The CEO has overall executive accountability for health and safety matters and is responsible to the Corporation for the implementation of this policy and embedding a strong HS&E culture. The CEO may delegate relevant duties but not ultimate responsibility for HS&E and compliance with relevant legislation. The CEO is responsible for ensuring appropriate mechanisms of performance monitoring and management throughout the Group. The CEO's responsibilities as Duty Holder and Responsible Person are detailed within the appropriate procedures.

2.3. Chief Financial Officer (CFO)

The CFO is responsible for ensuring adequate resources are provided to support a strong HS&E culture and an acceptable level of HS&E management. The CFO acts as Chair of the H&S Board.

2.4. Group Executive Team (GET)

The GET is responsible for demonstrating commitment to this policy through both personal conduct and strategic decision making. A member of GET is the Chair for the HS&W Committee

2.5. Director of Governance

The Director of Governance is responsible for ensuring that the Corporation is adequately equipped and informed to fulfil their duties in respect of HS&E.

2.6. Director for People and Change (DP&C)

The DP&C is responsible for ensuring that HS&E priorities, responsibilities and competencies are reflected in all aspects of Human Resources policy, procedures and practice. This includes job descriptions, recruitment practices, reasonable adjustments, sickness management, training, performance management and staff wellbeing.

2.7. Director of Group Facilities Operations (DGFO)

The DGFO is the focal point for all Group level facilities operations and for monitoring the activities of the P&E Managers and their teams. In addition to this, he is delegated by the CEO as both the Duty Holder (Asbestos) and Responsible Person (Legionella Operations).

The DGFO is responsible for the safe management and maintenance of all premises operated by the Group, including ensuring the management of contractors, maintenance of equipment and appropriate P&E staffing on premises.

2.8. Group Head of Health, Safety & Environment (HoHS&E)

The HoHS&E is the Group's competent person for occupational health & safety and workplace environment matters and is responsible for monitoring developments in legislation and best practice and providing advice and guidance accordingly. The HoHS&E is responsible for raising any concerns of non-compliance and immediately stopping any potentially unsafe activities until appropriate safe measures are implemented.

2.9. Health, Safety & Environment Business Partners (HS&E BPs)

HS&E BPs are responsible for providing regular HS&E updates, raising any concerns of non-compliance, and immediately stopping any potentially unsafe activities until appropriate safe measures are implemented. HS&E BPs are also responsible for providing advice, guidance and support to relevant managers and the regional HS&W Committee as well as monitoring HS&E compliance, first aid provision, fire safety and emergency evacuation procedures, accident reporting, risk assessments and HS&E Action Plans. HS&E BPs are responsible for consulting with local managers and external bodies, such as the HSE and TU H&S representatives. The Senior HS&E BP is also the Fire Safety Manager.

2.10. Group Leadership Team (GLT)

The GLT are responsible for implementing this policy within their areas of responsibility, including projects, and promoting a strong HS&E culture, including through role modelling and empowering staff to stop any activity they believe is unsafe. They are responsible for ensuring that their teams and any contractors are aware of their responsibilities under this policy and are fully equipped to complete their duties safely. GLT are responsible for ensuring equipment is safely maintained, risk assessments are produced, implemented, and reviewed, and appropriate HS&E records are kept within their areas.

2.11. Managers

Managers are responsible for monitoring and ensuring the safe working practices of staff and learners in their areas and ensuring robust risk management through identification, assessment and communication of risks and safety measures. Managers are responsible for ensuring appropriate training, supervision and consultation on HS&E matters, and that safe systems of work are implemented, including the use of PPE and empowering staff to stop any activity they believe is unsafe. Managers are expected to support accident and near miss investigation as required.

2.12. Head Of Campus and Student Experience (HoCSE) and Duty Director

The HoCSE is the primary focal point on Campuses for emergencies. They will cover as the Fire Officer and Incident Commander prior to the arrival of the Emergency Services.

They will be supported in their role by the P&E Manager and Duty Director as well as by Evacuation Marshals, First Aiders, and any delegated staff.

2.13. Staff

Staff must take responsibility for the health and safety of themselves and those around them; this includes ensuring that they understand and adhere to this policy and relevant HS&E procedures and risk assessments. Staff are responsible for promptly reporting any issues, accidents or near misses and immediately stopping any activity they consider to be unsafe. Staff are responsible for only undertaking tasks in line with their competency and seeking training and support where needed.

2.14. Learners

All learners must take responsibility for the health and safety of themselves and those around them; this includes following instructions given by members of staff and under the Learner Contract.

2.15. Trade Union (TU) Health and Safety Representatives

TU Health and Safety Representatives are responsible for working collaboratively with Activate Learning to promote a strong HS&W culture, consulting with relevant staff and conducting inspections and investigate complaints, hazards and incidents as appropriate.

2.16. Health, Safety & Wellbeing (HS&W) Committee

The HS&W Committee consists of the Executive Director for Campuses (Chair), PA to the Executive Director, Senior Managers (Faculty & Support Services), HoHS&E, HS&E BP, TU H&S Reps and Staff Reps. Further details of roles and responsibilities may be found in COP No24 Performance Measurement and Review Procedure.

2.17. Health & Safety Board

The Health & Safety Board consists of the CFO (Chair), Executive Director for Campuses, HoHS&E, H&S Champion and DP&F. Further details of roles and responsibilities may be found in COP No24 Performance Measurement and Review Procedure.

2.18. Fire Safety Manager (Senior HS&E BP)

Responsible for:

- Advising members of the College on all matters of fire safety, ensuring suitable arrangements are identified to meet the requirements of current fire legislation;
- Liaising with P&E members and external contractors in all fire precaution matters affecting new buildings, extensions, and alterations to existing buildings;
- Maintaining Fire Safety documentation (fire risk assessment, fire strategy, building information and evacuation plans);
- Preparing, organising, and carrying out fire safety training and fire drills;
- Investigating incidents involving fire-related matters and preparing management reports;
- Auditing fire safety provisions in all College buildings and advising on any remedial action;

- Liaising with the Fire and Rescue Service.

2.19. Evacuation Marshals (previously Fire Wardens)

Evacuation Marshals (previously known as Fire Wardens) may be utilised during any emergency where a building or campus may need to be evacuated such as during a fire, dangerous occurrence (major gas leak) or suspect/identified explosive device. Each campus will have a number of nominated staff who will have received enhanced training from the HS&E BP's. All other college staff will receive awareness training of the evacuation process to enable them to 'step in' if their nominated Evacuation Marshals is absent.

2.20. Property & Environment (P&E) Managers

P&E Managers are responsible for ensuring a safe, stimulating, and business-like environment for learners at the campus, advising on HS&E compliance in facilities operations and maintaining registers for the maintenance and servicing of relevant equipment and infrastructure. The P&E Manager is the Deputy Duty Holder (Asbestos) (DDH(A)) and the Deputy Responsible Person (DRP) Water Services to maintain Legionella compliance.

2.21. Faculty Managers and Technicians

Faculty Managers, assisted by Faculty Technicians are responsible for providing a point of contact for HS&E matters within their curriculum area and consulting with the HS&E BP's and managers to ensure safe working practices. Faculty Managers and Technicians are responsible for monitoring day to day activity and assisting with inspections, investigations, and communication with staff.

2.22. Radiation Protection Supervisors (RPSs)

RPSs are responsible for coordinating and advising on radiation safety within their curriculum area, developing and implementing procedures that comply with relevant legislation and providing advice, training, inspections, record-keeping, and reporting.

2.23. HR Business Partners (HRBPs)

HRBPs are responsible for providing or signposting to guidance on eye tests, Occupational Health referrals, work related stress and sickness management. HRBP's are also the initial contact for Wellbeing/Wellness matters.

Part 3. General Arrangements

3.0. This primary HS&E Policy is supported by secondary documentation in the form of Codes of Practice (CoP) which detail the following arrangements as procedures and processes. Tertiary documentation in the form of Safety Guides provide more detailed guidance to support the CoP's. This documentation is available on the [College HS&E portal](#).

3.1. Abrasive Wheels

Only competent employees should operate abrasive wheels. Employees should hold the appropriate qualification for dressing or replacing abrasive wheels.

For further information and guidance please refer to CoP No22 Work Equipment Use.

3.2 Accident Reporting, Investigation and Monitoring.

An accident is defined as any unplanned event that results in causing injury or ill health to people, damage to property or the environment. A 'Near Miss' is defined as an incident that has the potential to cause harm or damage even though no harm or damage is caused. For further details of managing incidents or incident reporting involving any employee, learner (including apprentices and WEX activities), visitor or contractor please refer to CoP No1 First Aid Provision, Accident and Incident Reporting and Investigation.

3.3. Advice, Consultancy and Guidance

Where external health and safety consultancy or specialist advice is required, this should be done in conjunction with the HoHS&E and HR where applicable. The HS&E Team will advise on the maintenance and storage of HS&E related documentation.

3.4. Animals in the Workplace

Animals may be permitted in the college workplace under the following classifications:

- Working / Teaching Animals. These are animals that are used as a 'teaching aid' for animal related subjects.
- Emotional Support Animal (also known as comfort animals or therapy animals)

- Assistance animals

Other animals (pets) may be permitted in the workplace at the discretion of the appropriate departmental Director. For further information and guidance please refer to the CoP No6 Pet Animals in the Workplace

3.5. Asbestos

Most Asbestos Containing Materials (ACM) within our buildings have been removed over the years. Any remaining ACM's are identified in the campus asbestos register, are maintained in good condition, and managed to prevent the release of fibres, thereby ensuring it does not present a risk to health. It is also important that any damage to building structures – walls, floors or ceilings – is reported promptly to the Helpdesk.

The Corporation, as the employer, has ultimate responsibility for health and safety. The Director for Group Facilities Operations is the Delegated Duty Holder under the Control of Asbestos Regulations 2012. The duty to manage asbestos is contained in regulation 4 of the Control of Asbestos Regulations 2012.³ For further information and guidance please refer to the CoP No36 Group Asbestos Management Plan

3.6. Head of Campus and Student Experience (HoCSE) / Duty Director / Duty Responsible Person

A member of management will be on duty during the day and evenings while the College is open. For further information and guidance please refer to COP No47 Head of Campus and Student Experience (HoCSE) and Duty Responsible Person Responsibilities.

3.7. Classroom or Facility Use by Unsupervised Learners

Unsupervised use of classrooms or facilities by learners may result in accidents, injuries or damage to equipment. Tutors have a Duty of Care responsibility towards their learners. Learners are not permitted unsupervised in any classroom, lecture room or the following areas/classrooms under any circumstances:

- Construction related, Engineering or Motor Vehicle workshops
- Science laboratories, prep rooms, classrooms, or storerooms
- Performing Arts Studios and Creative Art rooms
- IT & Media classrooms and Recording Studios
- Training restaurants or kitchens
- Hair & Beauty Salons
- Conference rooms

Only in exceptional circumstances will learners be permitted to use low risk areas/classrooms for private study. Prior approval by the Faculty Manager is required and if private study is approved then it is to be arranged and monitored by the student's relevant tutor:

3.8. College Events

All college events are to be assessed for any hazards and level of risk. For further information and guidance please refer to COP No37 Event Planning.

3.9. Display Screen Equipment (DSE)

Employees who are required to use display screen equipment for continuous periods of an hour or more will be required to complete the online DSE training on ALO. After completing the training, they will be required to complete the Workstation Self-Assessment form, which is provided automatically at the end of their DSE training. Any remedial action from the Self-assessment is to be actioned initially by the employees manager and will be followed-up by the appropriate department i.e., HS&E, P&E and/or HR.

The College uses the Specsavers Corporate Eyecare scheme to provide eyesight tests and glasses required for DSE. For further details please also refer to COP No12 Display Screen Equipment.

3.10. DSEAR (Dangerous Substances and Explosive Atmosphere Regulations)

The College has procedures in place to ensure staff and learners remain safe and healthy in the working environment by the control of fire and explosion risks arising from the use of dangerous substances.

³ ACOP L143 'Managing and working with asbestos'

DSEAR applies if a dangerous substance is present (or is liable to be present) at the workplace and, the dangerous substance could be a risk to the safety of people because of fires, explosions or similar energetic events. For further information and guidance please refer to COP No9 DSEAR.

3.11. Educational Trips and Off-Site Activities

All educational trips and off-site activities are to be assessed for any hazards and level of risk. For further information and guidance please refer to the Group Administration Educational Visits SharePoint portal: <https://activatelearning.sharepoint.com/sites/StudentTrips>. Applications are to be submitted to the Governance team for approval.

3.12. Electrical Equipment

Periodic inspection and testing of the fixed electrical installation and periodic inspection and testing of portable electrical equipment will be conducted by appointed contractors. For further information and guidance please refer to COP No46 Inspection & Testing Of Electrical Equipment

3.13. Emergency and Disaster Planning

Procedures have been implemented to ensure foreseeable emergencies and disasters have been considered and practiced where appropriate and feasible. For further information and guidance please refer to the following guidance pages on the HS&E SharePoint site or CoP:

- Fire Safety (COP No45 Fire Safety Management).
- Security and Emergency Procedures
- Disruption to Power and ICT (refer to Business Continuity Plan (BCP))
- Disruption due to weather (refer to P&E Weather Plan)

3.14. Environmental Management System (EMS)

An EMS will be developed during AY 22/23 and will be supported by a COP providing further guidance. The EMS will include carbon reduction measures and sustainability initiatives.

3.15. First Aid Arrangements

The College has appropriate First Aid provisions relevant to the work activity conducted and the number of employees located on the site. For further information and guidance please refer to the CoP No1 First Aid Provision, Accident and Incident Reporting and Investigation

3.16. Fire Safety Measures

Fire safety measures are co-ordinated for all Activate Learning sites by the P&E Manager and assisted by the Senior HS&E BP (Group Fire Safety Manager) and regional HS&E BP's. These include arrangements for:

- fire risk assessment,
- evacuation,
- provision and maintenance of fire related equipment (emergency lighting, fire detection and extinguishers, fire alarm systems, fire signage),
- training,
- record keeping.

Fire Evacuations (fire drills) are arranged by the Group Fire Safety Manager after consultation with the Campus Exam Manager, HoCSE and P&E Manager. Fire evacuation arrangements are detailed in separate procedures. On non-College owned sites, arrangements of the site controller are to be followed. For further information and guidance please refer to the COP No45 Fire Safety Management.

3.17. Fluids and Gases under Pressure

All pipe work i.e., water (hot and cold), compressed air, and gas must be identified and clearly marked. Pipe work containing water (hot and cold), compressed air, and gas must be isolated and drained before any work is undertaken. Compressed gases must be used and stored as laid down in the manufacturer's guidelines and current legislation. For further information and guidance please refer to the COP No29 Pressure Systems.

3.18. Health & Safety Consultation and Communication

The College has a regional HS&E Committee (Surrey, Berkshire and Oxfordshire) which meets in December and June/July. Outstanding actions from the regional meetings are reviewed by the H&S Board. Minutes of the meetings are available on the HS&E website. In addition, the HoHS&E produces a summary report and dashboard (Dec and July) and a full HS&E report in Sep/Oct reviewed by the

GET and Corporation. HS&E is also to be reviewed regularly on College management and team meetings.

Access to the HS&E Policy is available to all staff, learners and interested parties on the [College external website](#). A copy is also available to all staff internally on the [HS&E SharePoint site](#). A hard copy of the General Statement of Intent will also be on display on the HS&E noticeboards located near to Reception.

We encourage engagement by inviting and responding to feedback, ensuring the learning philosophy and our values are embedded in our policies and culture. We provide learning and development opportunities through ALO on all our policies and procedures. Staff and students are encouraged to provide feedback using the [Health and Safety Comments or Concerns](#) QR code displayed on H&S posters and notices around campus.

3.19. Health, Safety & Environment Monitoring, Reporting and Review Performance

HS&E is regularly reviewed by the H&S Board, HS&E Committees (please refer to terms of reference), HoHS&E, HS&E BP's and by departmental managers. HS&E monitoring (inspections, audits, and spot checks) will be carried out at the appropriate intervals as detailed within the audit & inspection programme. Where a significant hazard or deficiency is identified, the H&S Board will be notified ASAP. Progress against the HS&E Action Plan will be reviewed by the HS&E Committee not less than once a year. Further details are found in COP No41 Performance Measurement and Review Procedure.

3.20. Health, Safety & Environment Training & Induction

All new staff starters will receive appropriate induction from their manager regarding H&S relevant to their area of employment, including a summary of the HS&E Policy and instructions on the College fire and emergency procedures and accident reporting. Details of training provided will be recorded and made available on request.

All employees are required to complete the relevant mandatory ALO on-line HS&E training as well as any job specific training identified by their manager. Duty Directors, HoCSE, Duty Responsible Person and Evacuation Marshals are also required to complete additional training with the HS&E BP's. Evacuation Marshals are responsible for familiarising themselves with the College's emergency procedures.

All students (including apprentices) undergo mandatory training during their induction which is refreshed regularly.

3.21. Home Working and Agile Working

The risks of working at home with DSE are the same as using DSE in the workplace. The risks are increased if the home workstation equipment cannot be adjusted to achieve good posture. If staff predominantly work at home using DSE, they still need to complete a [DSE assessment](#) which will need to be sent to their line manager. The Home Worker will also need to complete a 'home working assessment' if they work from home on a regular basis. [Home working assessment form](#).

If the manager has agreed to their staff working from home or 'agile working' then the College and that manager has a responsibility to ensure that their staff are working in a safe environment with safe and suitable equipment. Refer to the [DSE and Home Working page on the HS&E SharePoint](#).

3.22. Hot Work Operations

This is defined as a temporary operation with a tool at such a high temperature that could create a fire, irrespective of whether the work is done by an employee or by a contractor. Examples are welding, brazing, soldering, 'hot' cutting (e.g., Oxy-Acetylene Cutting) or grinding.

Hot Works carried out by contractors or college staff will be done so under the control of a [Permit to Work](#) issued by the P&E Department unless it is part of a regular course of training for learners whereby 'Hot Works' will be included within the course risk assessment.

For further information and guidance please refer to the COP No31 Safe Systems of Work incorporating Confined Spaces, Hot Working and Construction and Excavation.

3.23. Intoxicants and Drug Abuse

Admission to the premises may be refused to any staff or learner where there is reasonable suspicion that they are incapable of performing their duties/studies as a result of intoxicants or drugs. If an employee's doctor has prescribed medication which may influence their ability to perform their duties, then they are required to register this with their manager or HRBP. The employee may be required to

undertake an Occupational Health assessment. For further guidance please refer to the HR policy on Misuse of Drugs.

3.24. Legionella

As the legal 'Duty Holder'⁴, the CEO shall appoint a person in writing to take day-to-day responsibility (the Responsible Person) for controlling any risk from legionella bacteria. The Director for Group Facilities Operations is the Responsible Person (Water Services). The Property & Environment Manager is the Deputy Responsible Person (Water Services) and shall have sufficient authority to act on behalf of the Duty Holder. For further information and guidance please refer to the COP No32 Legionella Management and Control Plan.

3.25. Lone Workers

This procedure should be implemented whenever there is an occasion that an employee may have to work by themselves, and a specific risk assessment produced. From the risk assessment a Safe System of Work should be implemented. The system should include checks on the lone worker at regular intervals either by telephone, email or other appropriate means. For further information and guidance please refer to the COP No18 Lone Working.

3.26. Machinery and Equipment

Employees and learners should only use machinery or equipment for which they have been trained and must do so in accordance with the manufacturer's guidelines, risk assessment and any formal safe system of work and/or procedures in place.

Machinery or equipment designed to be used in conjunction with any guard must not be operated unless that guard is in place. All guards, interlocks and other safety devices are to be checked by the competent user of the equipment and/or the room technician prior to its use.

For further information and guidance please refer to COP No22 Work Equipment Use and/or COP No24 Lifting Operations and Lifting Equipment.

3.27. Management of Contractors and Visitors

The safety of contractors and visitors, whilst they are on the premises, is the responsibility of the member of staff who sponsors the visit (the Host). It is the responsibility of the sponsor/host to warn visitors of any known hazards to which they may be exposed to whilst at work on the site. For further information and guidance please refer to CoP No24 Management Of Visiting Workers / Contractors.

Reception or the person responsible for receiving visitors to site (host), will ensure that the visitor enters their details in the visitor's book. The host or their deputy, where applicable will escort the visitor(s) from reception to their office or meeting room. Known and approved Visitors, Contractors or Suppliers are permitted unaccompanied access after an appropriate member of staff has received them into the building and provided an acceptable level of induction. In the event of an evacuation from the premises the Host must ensure that visitors are escorted to a fire assembly point, if safe to do so. If the visitor is missing, then the Duty Manager should be made aware of this.

The P&E Manager will likely be the host for any contractors working on campus. For further details of Refer to COP No34 Management of Visiting Workers and Contractors.

3.28. Manual Handling Operations

All staff are required to complete the online H&S Risks & Responsibilities training which includes an element referring to manual handling training. Additional practical training will be provided to staff where regular manual handling operations is routinely conducted. The College will provide appropriate mechanical handling equipment to reduce or eliminate risks where possible. For further information and guidance please refer to COP No10 Manual Handling Operations.

3.29. New and Expectant Mothers

An Expectant Mothers' risk assessment will be completed once the employee/learner has advised the College that they are pregnant. The risk assessment will be reviewed by the manager at appropriate intervals throughout the pregnancy and upon their return to work/learning after their maternity leave. Facilities will be made available for pregnant employees/learners if they are feeling unwell or need to rest. For further information and guidance please refer to COP No20 New and Expectant Mothers

3.30. Noise and Vibration at Work

⁴ L8 HSE Approved Code of Practice Legionnaires disease

Managers are responsible for ensuring that their staff are not exposed to excessive noise or vibration in the workplace and shall reduce exposure through the use of technical engineering solutions and management controls. If as a last resort after all other control measures have been deemed insufficient it is identified that staff are required to wear hearing protection (noise safety) or gloves (vibration) then it is to be suitable and provided at no cost to the employee.

The regional HS&E BP is the designated Hearing and Vibration Protection Officer and should be notified if it is believed that an activity or an area may require a Noise or Vibration Assessment. For further information and guidance please refer to COP No25 Noise and Vibration at Work.

3.31. Occupational Health, Health Surveillance and Monitoring

The occupational environment and health of employees will be monitored where appropriate to ascertain that their well-being is not impaired by the working conditions. The Occupational Health (OH) provider will conduct routine referrals, health checks and assessments. HS&E BP's will conduct routine Noise Assessments, Air Quality Assessment of workplace areas and DSE Assessments. Managers wishing to refer employees to OH should contact HR to make an appointment. A new 3-year Health Surveillance programme will commence Sep 22 and will include workplace monitoring, HAVS assessments, Lung Function testing and hearing tests. For further details refer to COP No14 Health Surveillance.

3.32. Personal Protective Equipment (PPE)

Managers are to ensure that the correct PPE is available to staff, that it is kept in a good condition and replaced, as necessary. PPE will be freely available to staff as required, along with the appropriate level of training in its use. For further information and guidance please refer to COP No15 Use and Management of PPE.

3.33. Restricted Access

All areas of high risk e.g., boiler and plant rooms, must be appropriately identified to prohibit unauthorised entry. Areas identified as restricted access must always be adhered to, and only those persons authorised may enter these areas. Specific areas at each college requiring a Permit to Work to access is to be signed 'Hazardous Area - No Access without a Permit to Work.'

3.34. Risk Assessment

A crucial part of a good safety management system is hazard identification and risk management to ensure adequate control. It is the responsibility of all managers to ensure that risk assessments are conducted by competent personnel within their areas of responsibility. The MyCompliance Risks module is to be used to produce and record risk assessments. Managers are to ensure that all staff are familiar with the contents and requirements of the risk assessments. For further details on the risk assessment process please refer to COP No8 Risk Assessment or to the appropriate stand-alone guidance i.e., risk assessing Working at height within COP No27 Preventing Falls and Falling Objects.

3.35. Safe Systems of Work (SSoW) and Permit to Work (PtW)

Formal SSoW will be developed by managers, with the assistance of the HS&E BP and P&E Manager where applicable, to cover potentially hazardous/dangerous operations in areas under their control. Managers and P&E will be responsible for ensuring that work is conducted in accordance with these SSoW. For further information and guidance please refer to COP No31 Safe Systems of Work.

3.36. Smoking

Activate Learning does not permit smoking inside any of its owned or managed buildings or vehicles. Smoking, including vaping, is only permitted in 'designated smoking areas,' which are clearly identified. For further information please refer to the CoP No13 Smoke Free.

3.37. Substances Hazardous to Health (including Biological and Viruses)

Managers whose departments purchase hazardous substances will ensure that a Material Safety Data Sheet is obtained from the manufacturer or supplier for the product. If any doubt exists as to whether the product is classified as hazardous, please contact the manufacturer or the HS&E BP. Substances identified as hazardous should not be used until a COSHH risk assessment has been completed, and appropriate training and information has been provided. For further details please refer to the guidance on COP No11 Control of Substances Hazardous to Health (COSHH).

3.38. Vehicles, Mobile Phones and in-vehicle technology

All staff driving personal vehicles for college use must have the appropriate UK driving license and vehicle insurance (business use), please refer to COP No48 for Workplace Transport Mobile Phones.

should not be used when driving for any purpose, including playing music, scrolling through playlists, reading texts or answering calls. It is recommended that the mobile phone is put into the glove box or a bag before setting off so as not to become a distraction. It is allowed to make contactless payments for example at drive throughs as long as your vehicle is stationary. Fully, hands free in- car communication systems, including their use as satellite navigations, are still approved as long as the phone is not touched whilst moving.

3.39. Welfare Facilities and Wellbeing

The provision of welfare facilities is a legal requirement. The wellbeing of staff is a moral requirement as well as in some cases a legal requirement. Please refer to the [HR Wellbeing SharePoint portal](#) for further details.

3.40. Workplace Transport (including Minibuses)

Our aim is to ensure a safe vehicle and driver environment, as appropriate and relevant to each campus. In particular, where reasonably practicable, we will ensure that there are adequate management controls in place to conduct suitable and sufficient assessments for all vehicle operation types, that control measures are in place, and that these are continually monitored and reviewed in order to minimise or if possible, eliminate foreseeable transport related hazards. For further information and guidance please refer to COP No48 Workplace Transport and Traffic Management

3.41. Working at Height (W@H)

W@H is work in any place where a person could fall from a distance which is liable to cause personal injury. Where W@H cannot be avoided a risk assessment must be completed. A SSoW should also then be implemented and adhered to. Roof Access – no access is permitted to any roof area without the authorisation and agreement of the P&E Manager who will agree a SSoW and will issue a PtW if necessary. For further information and guidance please refer to COP No27 Preventing Falls and Falling Objects

3.42. Work Experience Placements

Legislation places the responsibility on employers to maintain the health, safety and wellbeing of learners under their temporary employment as they would do for their standard employees. We maintain our Duty of Care to providing a suitable and safe environment through a process of inspection and monitoring of the employer. The College uses the Grofar Work Placement Management System. This process is explained further in the WEX Policy - The Management of Health and Safety of Work Experience Placements.

3.43. Young Person(s)

Young Person(s)⁵ will be provided with a higher level of training, information and supervision considering their inexperience, lack of awareness of existing and potential risks and their immaturity. Risk Assessments of activities involving Young Persons will need to be suitable and sufficient with young persons considered. Refer to COP No19 Young Persons.

⁵ HSE classifies Young Persons as those under 18yrs and a Child as those under 16yrs.