



TITLE		REF	VERSION
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LEAD PERSON		Group Head of Resilience	
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HEALTH, SAFETY & ENVIRONMENT POLICY

Part 1. General Statement of Intent

The Corporation and CEO attach significant importance to the health, safety and welfare of its employees, students¹ and other persons who work and visit Activate Learning.

The College is committed to developing, maintaining, and promoting systems to ensure that there is a positive and proactive health and safety (H&S) culture that will bring about safe working practices at the College. 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 Management System (HSMS).

We aim to maintain the highest standards of and to continuously improve by encouraging strong leadership and a common-sense approach to H&S in our colleges and centres managed by our college staff. We aim to prevent harm 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 H&S advice to staff.
- Provide suitable and sufficient H&S information as may be reasonably required by law to staff, students, and other persons.
- Implement and maintain an effective HSMS which is appropriate to College activities.
- Monitoring incidents and accidents and making recommendations for corrective action.
- Encouraging a sensible and proportionate approach to H&S.

This policy will be reviewed annually or sooner as required.

Signed

Sue Sturgeon
Chair of Corporation
Date: 11th February 2025

Gary Headland
Chief Executive Officer
11th February 2025

¹ The term student 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. Student may be interchangeable depending on mode of training delivery with apprentice, WEX or student.

² Stakeholders refers to all staff, students, 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. This framework is built on the following key principles:

- Aspiring to 'Best Practice' in health & safety by adhering to the principles of ISO 45001:2018, (Occupational health and safety management systems).
- Complying with relevant legislation and implementing an appropriate health & safety management system; and
- Recognising that health & safety 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 H&S, setting the overarching principles of H&S 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 H&S.

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 H&S culture. The CEO may delegate relevant duties but not ultimate responsibility for H&S 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 Operating Officer (COO)

The COO is responsible for ensuring adequate resources are provided to support a strong H&S culture and an acceptable level of H&S management. The COO acts as Chair of the Compliance and Risk Committee.

2.4. Chief People Officer (CPO)

The CPO is responsible for ensuring that H&S 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.

2.5. Group Executive Team (GET)

The GET is responsible for demonstrating commitment to this policy through both personal conduct and strategic decision making. The COO is a GET member and is the Chair for the Compliance Committee.

2.6. Group Leadership Team (GLT)

The GLT are responsible for implementing this policy within their areas of responsibility, including projects, and promoting a strong H&S 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 H&S records are kept within their areas.

2.7. Group Directors of Faculty and College (GDFaC)

The GDFaC 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. The Duty Manager will cover during any periods of absence from college. They will be supported in their role by the P&E Manager as well as by Evacuation Marshals, First Aiders, and any delegated staff

2.8. Head of Governance

The Head of Governance is responsible for ensuring that the Corporation is adequately equipped and informed to fulfil their duties in respect of H&S.

2.9. Group Head of Resilience (GHoR)

The GHoR is the College Business Continuity Lead and Delegated Competent Person for Health & Safety and is responsible for monitoring developments in legislation and best practice and providing advice and guidance accordingly.

2.10. Group Head of Administration and Compliance (GHAC)

The GHAC oversees operational health and safety matters. They ensure that the Health & Safety Manager and the Health & Safety Officers receive suitable training and resources to carry out their responsibilities effectively.

2.11. Group Health & Safety Manager

The Group Health & Safety Manager takes the lead on all operational health and safety concerns, ensuring that proper protocols and measures are in place to safeguard the health and safety of all individuals within the College including staff, students, visitors, and contractors.

2.12. Health & Safety Officers

The H&S Officers are responsible for providing regular H&S updates, raising any concerns of non-compliance, and immediately stopping any potentially unsafe activities until appropriate safe measures are implemented. They are also responsible within their region of responsibility for providing advice, guidance and support to relevant managers and their relevant college H&S Committee as well as monitoring H&S compliance, first aid provision, fire safety and emergency evacuation procedures, accident reporting and activity risk assessments.

2.13. 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.

2.14. Managers

Managers are responsible for monitoring and ensuring the safe working practices of staff and students 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 H&S 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.

2.15. 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 H&S 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.

2.16. Students

All students 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 Student Contract.

2.17. 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.

2.18. Health & Safety (H&S) Committee

The H&S Committee is chaired by the relevant Group Director of Faculty and College and meets during the Autumn and Summer Terms. The Campus H&S Committee reports to the College Compliance and Risk Committee. Further details of roles and responsibilities may be found in the relevant committee Terms of Reference.

2.19. College Compliance and Risk Committee

The College Compliance and Risk Committee is chaired by the COO and meets during the Autumn and Summer Terms. Further details of roles and responsibilities may be found in the relevant committee Terms of Reference.

2.20. Fire Safety Manager (Group Health & Safety Manager)

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.

2.21. 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 several nominated staff who will have received enhanced training from the H&S Officer'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.

2.22. Property & Environment (P&E) Managers

P&E Managers are responsible for ensuring a safe, stimulating, and business-like environment for students at the campus, advising on H&S 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.

2.23. Curriculum Managers and Curriculum Leads

Curriculum Managers, assisted by Curriculum Leads are responsible for providing a point of contact for H&S matters within their curriculum area and consulting with their regional H&S Officer's to ensure safe working practices. Curriculum Managers and Curriculum Leads are responsible for monitoring day to day activity and assisting with inspections, investigations, and communication with staff.

2.24. Radiation Protection Supervisors (RPSs)

Where radiation sources are required for curriculum use, the Physics Tutor will be required to attend an RPS course and on completion, be the nominated science department RPS. They 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.

2.25. HR Business Partners (HRBPs)

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

2.26. Regional Head of Student Experience (RHoSE)

The RHoSE is the primary focal point on campuses for student facing incidents and emergencies. They will cover as the Deputy Incident Commander as part of the Incident Management Team (IMT) prior to the arrival of the Emergency Services.

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

Part 3. General Arrangements

3.0. This primary H&S Policy is supported by secondary documentation in the form of a Health & Safety Manual (Safety Manual & General Information) which details the following arrangements as procedures and processes (sections of the manual). Tertiary documentation in the form of Safety Guides provides more detailed guidance to support more technical sections of the manual. This documentation is available on the [College Health, Safety, Resilience and Business Continuity Information site portal](#). The following arrangements will have more detailed information provided within the applicable section in the Health & Safety Manual.

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 **Section 19. Work Equipment incl Abrasive Wheels**.

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, student (including apprentices and WEX activities), visitor or contractor please refer to **Section 6. First Aid Procedures**

Where an accident results in an insurance liability claim then refer to Section 33. Insurance

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 Group Head of Administration & Compliance where applicable. The H&S Team will advise on the maintenance and storage of H&S related documentation.

3.4. Animals and Assistance Dogs on College Property.

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.
- **Therapy Animal** (also known as comfort animals or therapy animals)
- **Assistance animals**

All animals will first need to be registered with the Compliance Team before being permitted on campus. Animals may be permitted in the workplace at the discretion of the appropriate Group Director of Faculty and College following a thorough review of the owner's application. For further information and guidance please refer to **Section 5. Animals and Assistance Dogs on College Property**

3.5. Asbestos

Most Asbestos Containing Materials (ACM) within our buildings have been removed over the years. Any remaining ACMs 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 Facilities 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 **Section 28. Asbestos Management.**

3.6. Classroom or Facility Use by Unsupervised Students

Unsupervised use of classrooms or facilities by students may result in accidents, injuries, or damage to equipment. Tutors have a Duty of Care responsibility towards their students. Students 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 (**refer to Section 30 for further details pertaining to H&S of Science Areas & Science Activities**)
- 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 students be permitted to use low risk areas/classrooms for private study. Prior approval by the Curriculum Manager is required and if private study is approved then it is to be arranged and monitored by the student's relevant tutor. For further information and guidance please refer to **Section 3. Offices and Communal Areas General Workplace Safety**

3.7. College Events

All college events are to be assessed for any hazards and level of risk. For further information and guidance please refer to **Section 29. Event Planning & Public Events.**

3.8. 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

³ ACOP L143 'Managing and working with asbestos'

of their DSE training. Any remedial action from the Self-assessment is to be actioned initially by the employee's manager and will be followed up by the appropriate department i.e., H&S Team, 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 refer to **Section 11. Display Screen Equipment**.

3.9. DSEAR (Dangerous Substances and Explosive Atmosphere Regulations)

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

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 **Section 8. DSEAR**.

3.10. Duty Manager

A Duty Manager will be appointed on each campus where the Group Director of Faculty and College is unavailable to be present to take control in the event of an emergency. During a 'daytime duty' they will be supported in their role by the P&E Manager as well as by Evacuation Marshals, First Aiders, and any delegated staff. For further information and guidance please refer to **Section 34. Incident Management and Business Continuity Planning**

3.11. E-Bikes and E-Scooters

While e-scooters are legally available to purchase, it is currently against the law to ride a privately owned E-scooter in any public place in the UK. This includes roads, pavements, parks, town centres or promenades. The only place a privately owned e-scooter can be used is on private land with the agreement of the landowner. Activate Learning as a landowner does not permit the use of e-scooters or other powered micro-devices such as e-hoverboards, e-skateboards, e-cycles, or similar devices on campus. For further information and guidance please refer to **Section 17. E-Bikes and E-Scooters**

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 **Section 31. Electrical Safety**.

3.13. Emergency and Disaster Planning

Procedures that 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 [College Health, Safety, Resilience and Business Continuity Information site portal](#) or the appropriate section in the Health & Safety Manual:

- Section 2. Fire Safety Management.
- Section 31. Security Management
- Section 36. Incident Management and Business Continuity Planning
- Disruption to Power and ICT (refer to campus Business Continuity Plan (BCP))
- Disruption due to weather (refer to P&E Weather Plan)

For further information and guidance please refer to **Section 34. Incident Management and Business Continuity Planning**

3.14. 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 **Section 6. First Aid Procedures**

3.15. Fire Safety Measures

Fire safety measures are co-ordinated for all College sites by the P&E Manager and assisted by the Fire Safety Manager) and regional H&S Officers. 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 Fire Safety Manager after consultation with the Exam Manager, P&E Manager and Group Director of Faculty and College. 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 **Section 2. Fire Safety Management**.

3.16. Fluids and Gases under Pressure

All pipework 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 **Section 23. Pressure Systems**

3.17. Health & Safety Consultation and Communication

The College convenes campus H&S Committees which meet in November and March. Outstanding actions from these meetings are reviewed by the College Compliance & Risk Committee which meet in December and April. Minutes of the meetings are available on the Health, Safety, Resilience and Business Continuity SharePoint site. In addition, the Group H&S Manager produces a summary report and dashboard for each of the Committees. H&S is also to be reviewed regularly on college management and team meetings.

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

3.18. Health and Safety Monitoring, Reporting and Review Performance

H&S is regularly reviewed by the Campus H&S Committees (please refer to terms of reference), Group Compliance & Risk Committee, Group H&S Manager and by departmental managers. H&S monitoring (inspections, audits, and spot checks) will be conducted at the appropriate intervals as detailed within the audit & inspection programme. Where a significant hazard or deficiency is identified, the Compliance Committee will be notified ASAP. Progress against the H&S Action Plan will be reviewed by the College H&S Committee and Group Compliance & Risk Committee not less than once a year. Further details are found in **Section 1. Performance Measurement and Review**.

3.19. Health & Safety 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 H&S Policy and instructions on the College fire and emergency procedures and accident reporting. Details of the training provided will be recorded and made available on request. Further details are found in **Section 33. Health and Safety Training**

All employees are required to complete the relevant mandatory ALO on-line H&S training as well as any job specific training identified by their manager. Duty Managers and Evacuation Wardens are also required to complete additional training with the H&S Officer's. Evacuation Wardens 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.

3.20. 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 H&S SharePoint site](#) and **Section 11. Display Screen Equipment and Section 16. Lone Working.**

3.21. 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 conducted 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 students whereby 'Hot Works' will be included within the course risk assessment.

For further information and guidance please refer to **Section 24. Safe Systems of Work** incorporating Confined Spaces, Electrical Safety, Permit to Work (PtW), Hot Working and Construction and Excavation.

3.22. Drugs and Alcohol Misuse

Admission to the premises may be refused to any staff or student 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 procedure Drugs & Alcohol Misuse Ref HRPRO029**

3.23. 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 **Section 7. Legionella Management and Control**

3.24. 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 **Section 16. Lone Working.**

3.25. Machinery and Equipment

Employees and students 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 **Section 19. Work Equipment incl Abrasive Wheels and/or Section 20. Lifting Equipment.**

3.26. 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.

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

⁴ L8 HSE Approved Code of Practice Legionnaires disease

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 information and guidance please refer to **Section 26. General Safety of Visiting Workers / Contractors, Sub-Contractors and Outside Workers.**

3.27. 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 are 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 **Section 10. Manual Handling Operations.**

3.28. New and Expectant Mothers

An Expectant Mothers' risk assessment will be completed once the employee/student 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/students if they are feeling unwell or need to rest. For further information and guidance please refer to **Section 18. Young Persons and New and Expectant Mothers**

3.29. Noise and Vibration at Work

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 H&S Officer 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 **Section 21. Noise and Section 22. Vibration at Work.**

3.30. Occupational Health, Health Surveillance (HS) and Health Monitoring (HM)

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. H&S Officer'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. The College HS & HM programme will include workplace monitoring, HAVS assessments, Lung Function testing and hearing tests. For further details refer to **Section 14. Health Surveillance & Health Monitoring.**

3.31. Personal Protective Equipment (PPE)

Managers are to ensure that the correct PPE is available to staff, that it is kept in 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 **Section 15. Personal Protective Equipment (PPE) and Respiratory Protective Equipment (RPE).**

3.32. Radiation Safety

The Ionising Radiations Regulations 2017 are enforced by the Health and Safety Executive and are intended to protect people who may be affected by work involving ionising radiation. Misuse of radiation sources can result in a long-term health risk and breaches of these Regulations can result in halting of the work and likely prosecution. For further information and guidance please refer to **Section 27. Radiation Safety incl Disposal of Radioactive Waste**

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 **Section 4. Assessment and Management of Risk**

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

Formal SSoW will be developed by managers, with the assistance of the H&S Officer 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 **Section 24. 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 **Section 13. Smoking in the College Environment**.

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 H&S Officer. 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 **Section 12. Management of Hazardous Substances**

3.38. 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>. For further information and guidance please refer to **Procedure Ref LSPRO036**

3.39. 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). Mobile Phones should not be used when driving due to their distracting nature. Fully, hands-free in-car communication systems are approved. Please refer to **Section 25. Workplace Transport and Traffic Management**.

3.40. 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.

3.41. 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 **Section 25. Workplace Transport and Traffic Management**.

3.42. 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 **Section 9. Working at Height**

3.43. Work Experience Placements and Apprentices.

Legislation places the responsibility on employers to maintain the health, safety, and wellbeing of our students while 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**.

3.44. 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 **Section 18. Young Persons and New and Expectant Mothers**.

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