

# **Kensington and Chelsea College**

## **Part 3 - Arrangements** September 2009

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## 1. Accident Reporting/Recording

### (a) Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

See summary at Appendix A.

In the case of a notifiable injury, disease or dangerous occurrence the Estates and Facilities Manager should be notified immediately so that he can report to the Health and Safety Executive without delay and carry out an investigation, if necessary

In the case of accidents necessitating absence from work for more than 3 days he should be informed as soon as possible in order to notify the HSE as soon as practicable and within ten days

In the event of a work-related death (employee or member of the public) the HSE must be informed without delay

If a doctor notifies the College that an employee is suffering from a reportable work-related disease, that too must be reported to the HSE forthwith by telephone (0845 300 9923) or by using the appropriate on-line form F2508 ([www.HSE.gov.uk](http://www.HSE.gov.uk))

It is a legal requirement to report notifiable injuries, diseases and dangerous occurrences to the HSE within 10 days on an approved form (F2508)

**Form F2508 (standard HSE form)** must also be completed and submitted to the Estates and Facilities Manager. These are kept in the Reception area of each Centre. At Park Walk they are kept in the Sculpture Studio

A record of **notifiable** and other **reportable** accidents should be kept in the staff personal files (HR) and in students' files which are subject to Data Protection

(b) Details of reportable accidents will be recorded on the official form F2508

**The self-carbonating copies of Report Form F2508 should be sent to the Estates and Facilities Manager**

In the event of an accident or other occurrence (eg an epileptic fit) a designated first aider should be contacted to deal with the situation. The designated first aider will be responsible for recommending that an ambulance is called, if the need for one is not obvious

Any injury sustained as a result of a collapse due to illness must be recorded

(c) All non-reportable accidents treated with first aid should be logged in the First Aid record book kept by or in the First Aid box, especially those involving blood

(d) The Estates and Facilities Manager is responsible for the provision of Accident/ Incident/ Injury Reports and Statistics to the Committee as well as the annual analysis of these

## 2. First Aid

Supplies Co-ordinator	A Thomas (Maxilla) and S White (Hortensia Art Office)
Designated First Aiders*	See below
Location of First Aid Boxes	Notices are displayed at each Centre
Maintenance of First Aid Boxes	A Thomas and S White
Person responsible for summoning an ambulance	Designated First Aider
Person to inform staff/ student's next of kin	Senior Manager on duty

\*Lists of all First Aiders are published in the Staff Handbook and displayed at each Centre in reception. The list is updated regularly by the Estates and Facilities Manager

### (a) Accidents involving blood

See guidelines at Appendix B.

Accidents involving blood, e.g. cuts, nose bleeds etc, carry the danger of Hepatitis B and HIV (AIDS). The procedures described in **Appendix B** should be followed

Ensure that the necessary record or report is made of the incident

(b) **Infectious Diseases**

Any suspected infectious disease should be reported to the Estates and Facilities Manager who will seek advice from the Community Physician

(c) **Consideration of Persons on Medication**

Staff who have to take medication as an on-going control of a long term condition (for example diabetes or epilepsy) should inform Human Resources or their Line Manager so that the appropriate action can be planned for in the event of an emergency/ crisis

Any students having to take medicine in College will be encouraged to inform their lecturers and provide relevant details. If staff are asked to store and/ or administer medicines, they must consult with the Estates and Facilities Manager before responding

The needs for the safety and welfare of these staff and students in an emergency evacuation situation will be planned for (PEEP), in conjunction with them, at the start of their employment or enrolment on a course

3. **Emergency Evacuation and Fire Drills**

See Procedures at Appendix C

(a) **Procedures and Drills**

All staff, students, contractors and visitors are required to evacuate the building on the sounding of the fire alarm or other instruction and follow the **procedures as laid down on the Evacuation Notices** or as otherwise informed/ directed (**at Induction**). The Estates and Facilities Manager is responsible for ensuring drills take place as required.

Arrangements for persons with disabilities will be planned for at the start of the employment of staff or enrolment of students on a course.

Special arrangements are in place for **Bomb Threats and Gas Leaks**. The **Responsible Person** will ensure that training is provided. Hairdressing and Food Studies also have special arrangements. The Responsible Person will ensure that these arrangements are implemented. (**See Appendix C(i) to (vi)**)

A record of all drills and testing of the alarms will be kept.

(b) **Evacuation Notices and Signs**

Evacuation notices will be displayed in all rooms and common areas. These will indicate the quickest route out of the building, the nearest call point (alarm) and the assembly place.

Emergency exit signs indicating the route out of the building will be displayed. Appropriate signage for persons with disabilities will be put in place.

(c) **Clear Passageways**

All staff and students have to be familiar with the escape routes to be used in the event of an emergency (**Induction**). These are signed.

Clear passageway must be maintained at all times throughout the buildings, in corridors and in classrooms, to allow safe evacuation in an emergency and to avoid accidents by tripping.

All doors on escape routes and final exit doors must be kept unlocked during occupation of the buildings.

4. **Fire Fighting Equipment**

It is the responsibility of the **Building Managers** to check regularly that fire fighting equipment (extinguishers, hoses, blankets) have not been, in any way, tampered with or damaged. The Building Managers are responsible for ensuring that the equipment is serviced annually and will keep records of the service checks.

From time to time the Estates and Facilities Manager will undertake a review of the changing needs of fire fighting provision and will instruct an audit of the equipment.

The Estates and Facilities Manager will ensure a review of the Fire Risk Assessment on an annual basis.

## **5. Alarm Systems**

The Building Managers are responsible for making certain that all alarm systems (fire and intruder) are maintained in working condition and serviced bi-annually.

The fire alarm will be tested on a weekly basis to ensure that the warning systems function properly. If any member of staff finds that an alarm does not sound or does not sound loudly enough, the defect should be reported immediately to the Building Manager or to the Site Manager at Holland Park, Marlborough and Park Walk Schools. Records of the tests will be kept.

## **6 Control of Substances Hazardous to Health Regulation 1988**

The Responsible Person in each curriculum area where hazardous substances are used will ensure that COSHH assessments are carried out, documented, implemented and reviewed. The Responsible Person will ensure that any necessary, related training is provided.

**See guidelines at Appendix D.**

## **7. Electrical Safety**

**See Summary at Appendix E.**

The College, as part of its duty of care, must provide and maintain safe systems of work. Electrical safety is an important aspect of this duty. The College undertakes to comply with the Electricity at Work Regulations 1989.

The Estates and Facilities Manager will ensure that the mains electrical supply is maintained in a safe working order and inspected as required. The Responsible Persons will ensure that portable appliances are tested as appropriate.

**For Defect Reporting see Appendix G**

## **8. Dust and Fume Extraction**

These will be inspected, tested and serviced on an annual basis or at appropriate intervals to comply with COSHH and PUWER requirements. If they fail to operate or do not operate effectively they, or the machinery they serve, will be closed down and not used until they are in safe working order.

## **9. Smoking**

Smoking is not permitted on the premises of Holland Park, Marlborough, Transition, Maxilla and Park Walk Centres. At Hortensia and Wornington Centres, smoking is not permitted in the buildings. However it is permitted in the external seating areas of the cafés.

Any breach of this rule will be regarded as a serious matter as well as a breach of law.

## **10. Display Screen Equipment Regulations 1992**

**See Guidance at Appendix F**

All designated users will have a workstation assessment as soon after starting work as possible (**see Checklist at Appendix F(ii)**). They are entitled to have an eye/eyesight test to assess their need for glasses whilst using the computer screen, if they so wish.

The College operates a Voucher System to pay for these (see F(i)). The Human Resources Manager will provide the necessary information on accessing this.

The College is concerned about the use of Laptop Computers and the possible detrimental effects on users. The **Laptop Policy at Appendix F(iii)** should be followed.

## **11. Defect and Hazard Reporting**

**See Appendix G(i) for a copy of the reporting form**

It is the responsibility of every employee and other persons using the College to report, immediately, any situation which has the potential for harm so that action can be taken to rectify the problem.

If there is immediate danger, steps should be taken, as required and without endangering oneself, to reduce the risk whilst help is sought from Sites staff or an appropriate person in the department. For less urgent matters, please report these using the appropriate form available from Reception. The form should be passed to the Building Manager. Less urgent defects and hazards should be reported using the departmental procedures.

## **12. Information on Health and Safety**

Information is available in the 'Staff News and Views', Staff Handbook and the Student Charter. Information and advice can also be sought from the Estates and Facilities Manager, Heads of Department, Responsible Persons, Union Health and Safety Reps and the Chair of the Health and Safety Committee.

Furthermore, advice can be sought from the independent Health and Safety Adviser who can be contacted through the Estates and Facilities Manager. Any member of staff has the right to seek and to have independent advice on matters which may affect their health and safety.

New staff will be briefed on health and safety matters in the Induction programme.

All staff must inform themselves of the contents of the College's Health and Safety Policy document and familiarise themselves with the arrangements contained therein and especially with those safe systems of work which advise their daily working activities.

Students and other users of the premises will be given basic instruction and information on health and safety and will be trained and supervised where there is significant risk.

Contractors will be given a copy of the College's "Terms and Conditions for Contractors on Site" by the Estates and Facilities Manager and will be expected to familiarise themselves with its requirements and implement them. See Appendix AA in separate file.

All Health and Safety Audit and Inspection Reports will be made available to every member of staff. They will be required to address any issues contained in the report for which they are responsible.

**A copy of the Reports will be displayed in the Learning Resources Centres at Wornington and Hortensia Centres and be available in the Reception at the other Centres as well as being on the Intranet.**

## **13. Risk Assessments**

**See example and Form at Appendix H and H(i)**

Under the **Management of Health and Safety Regulations 1999** any activity, machinery, plant, equipment, material, product or substance identified as constituting a **significant** (medium/ high level) risk to the health and safety of employees and other users (students, contractors, visitors) must be assessed and a safe system of work devised, documented and implemented. The activity, use of the machinery, etc., should be discontinued or substituted by a safer one, if possible or practicable. The Risk Assessment has to be monitored and reviewed at agreed intervals. Information, instruction, training and supervision, where appropriate, have to be provided.

If the risk is minimal (low level) it should be noted as such, and the activity, etc. should be monitored. No documented system is required unless and until some relevant change occurs and alters the level of risk (to significant).

A Risk Assessment must be completed, for each potentially harmful activity, etc. by all persons who are responsible for areas (teaching and non-teaching) where significant risk can be identified.

## **14. New and Expectant Mothers**

**See summary of Policy at Appendix H(ii)**

The College when undertaking Risk Assessments will bear in mind the need to inform all women of childbearing age of its duty to carry out further Risk Assessments, if they become pregnant. There is currently no known activity or process or substance in the College which might put at risk a woman's ability to conceive. All COSHH assessments will take this into consideration.

The help of the Health and Safety Adviser can be sought in risk identification and assessment.

**See a copy of a Risk Assessment form at Appendix H(i) .**

## **15. Gas Safety**

The requirement for maintenance and servicing will be carried out by a “Gas Safe Register” contractor.

In the event of an emergency involving gas, the relevant part of the Emergency Evacuation Procedures will be put into operation. **See Procedures at Appendix C and C(i).**

## **16. Security**

The Building Managers are responsible for ensuring that the College is securely locked up at the end of each day and the intruder alarms set. They will also ensure the maintenance and servicing of the alarms.

**Keyholders will be called out by the police in the event of the alarms being set off.**

It is every member of staff's responsibility to ensure that he/ she takes the necessary measures to make safe the materials and equipment in his/ her care. Doors should be locked when rooms containing valuable/ dangerous equipment, materials, substances, etc are not in use.

- Keys, bags, passes etc., should not be left unattended
- Lost keys should be notified to a member of the Reception staff immediately
- Any lost or stolen valuables should also be reported immediately
- The police should be informed by the Building Manager of any thefts and the crime number noted
- The Building Manager or senior member of staff should be notified immediately if anyone is seen acting in a suspicious way
- Form F2508 should be completed

## **17. Intruders**

**See Policy at Appendix I**

The guidance in the Policy should be followed

Form F2508 should be used to report any incident

## **18. Violence to Staff**

**See Policy at Appendix I**

The Procedures and guidance in the Policy should be followed

## **19. Organised Journeys/ Outings**

**See Policy at Appendix J**

**See Example Risk Assessment at Appendix J(i)**

**See Guidelines on Safety on Outdoor Activities at Appendix J(ii)**

## **20. Use of the College Van**

**See Guidance at Appendix K and Mobile Telephone Policy at Appendix X**

The Estates and Facilities Manager is responsible for ensuring that the College vehicles are taxed, insured, has a current MOT, is always serviced and maintained to a legal and safe working standard. He will ensure that the drivers are acceptably qualified, experienced and fit to drive on College business. He will ensure that the van is only used for the purpose intended unless the keeper's explicit and specific, written consent for other use is given.

The “Before use” and “Weekly” checklists as for Minibuses will be used for the van.

**21. Minibus Safety**

See Code of Practice at Appendix L

See Safety Checklists at Appendix L(i) and L(ii)

See Seat Belts at Appendix L(iii)

See Transporting children at Appendix L(iv)

**22. Work Experience**

See Policy and Procedures at Appendix M

The College undertakes to ensure that any student or young person on work experience in or from the College is as safe as reasonably practicable by complying with their duty of care as required in the Regulations.

See summary of Regulations at Appendix M(i)

**23. Manual Handling and Storage**

Many accidents are caused by unplanned and haphazard storage arrangements. There is a risk of injury from lifting, tripping and stretching, and falling equipment.

All staff required to lift and carry as an integral part of their job, will receive Manual Handling training. The departmental Responsible Person will ensure that those in need of Manual Handling training are identified and that the training is provided. Where members of staff are asked to lift and carry and it is not an agreed part of their job nor have they received manual handling training, they may request an assessment of the load/ task if they think that the risk of injury is significant.

**24. Water Quality**

See summary of Prevention or Control of Legionellosis at Appendix O

The Estates and Facilities Manager will ensure the implementation of the Approved Code of Practice and the water quality control routines.

**25. HIV/AIDS**

See Policy at Appendix P

**26. Children on College Premises**

See Policy at Appendix Q

**27. Environmental Policy**

See draft Policy at Appendix R

The Policy has not been ratified – a redrafted policy is under consideration

**28. Consultation with Employees**

See summary of Regulations at Appendix S

The Unions have agreed to represent non-union colleagues in Health and Safety matters

Non-union members of staff are requested each September through the Principal's Newsletter to state if they wish to elect their own non-union members of staff to represent their interests in Health and Safety matters. The Committee membership may therefore change accordingly.

**29. Stress**

Refer to College 'Sickness Absence Management Policy and Procedure on the intranet under Human Resources.

**30. Provision and Use of Work Equipment Regulations 1998 (PUWER)**

See summary at Appendix T

The College will comply with the requirements of these Regulations. The Responsible Persons will ensure that the appropriate maintenance and servicing of machinery, equipment, tools, etc are carried out.

### **31. Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)**

See summary at Appendix U

The College will comply with the requirements of these Regulations. The Responsible Persons will ensure that the appropriate maintenance and servicing of machinery and equipment are carried out.

### **32. Woodworking Code of Practice**

See summary at Appendix V

The College has a duty to comply with this Approved Code of Practice. The Responsible Person will ensure that the conditions of the Code of Practice are adhered to.

### **33. Asbestos**

The College is aware of its duty under the Control of Asbestos Regulations 2006 to identify asbestos, record its presence, whereabouts and condition in the College and to manage it safely. **See Summary at Appendix W**

If it is **known** that asbestos is present in the work area or may be disturbed or damaged by the work processes, the Health and Safety Plan (under the Construction, Design and Management Regulations) or the pre-work risk assessment (Management of Health and Safety Regulations) will have identified this and documented control measures. The asbestos will be labelled once identified.

If it is **suspected** that asbestos is present in the work area and that it will only be discovered in the course of the work, the Health and Safety Plan or the pre-work risk assessment will have identified this and will have documented subsequent, necessary control measures. The contractor and all operatives will be informed of the risk.

If it is **not suspected** that asbestos is present in the work area, but it is known that asbestos is, or has been, present elsewhere in the building the contractor and all operatives will be advised of this and be instructed, on discovery of a suspicious material, to cease work, to allow no one to enter the area and to report the discovery of the material to the Project Manager/ Estates and Facilities Manager, immediately. The appropriate steps for isolation, testing and, if necessary, removal will ensue.

If it is **not suspected** that asbestos is present in the work area and it is not known to be present in the building, the contractor and all operatives will be instructed, on discovery of a suspicious material, to cease work, to allow no one to enter the area and to report the discovery of the material to the Project Manager/ Estates and Facilities Manager, immediately. The appropriate steps for isolation, testing and, if necessary, removal will ensue.

The College will have the on-going condition of any remaining, known asbestos which is not enclosed and the access to any known enclosed asbestos, inspected at least once a year. Any such asbestos at greater than usual risk of damage will be inspected on a more frequent basis depending on its vulnerability. Any consequent, removal action will be undertaken by the approved, control methods.

### **34. Work at Height**

The generic Risk Assessment gives a basic indication of the control measures which have to be implemented for working safely at a height. A specific risk assessment has to be carried out whenever anyone is working at any height, i.e. at above ground/ floor level. The higher and more difficult the height, conditions and task the greater the risk and need for the assessment. All staff are required to discuss the working at height activity with their line manager, if they have any doubt about the risks in the task. They must not put themselves at risk by undertaking a task which puts them at greater risk than normal.

Managers are responsible for ensuring that all the necessary equipment is safe and available before allocating a task at height.

### **35. Mobile Telephones**

**See Policy at Appendix X.**

Whilst recognising that mobile telephones are an efficient method of communication, the College is concerned about their use by staff and students in class and the breaking of the law whilst driving on College business. It, therefore, requires their use not to interfere with the management of classes and the adherence to the use of mobile telephones whilst driving policy.

Breaches of these rules will be considered serious matters.

### **36. Health and Safety Training**

Staff will be given the opportunity to attend relevant Health and Safety training which they can apply for through either the **Responsible Person or the Bursar**. Where the training is necessary for the individual to do the job safely, the employee must not carry out the task before the training has been successfully undertaken.

### **37. Staff and Students Working at other (non- College) sites**

**See Policy at Appendix Y**

Whenever staff or students work off-site, in compliance with its duty of care, the College requires an assessment of the risk to be carried out and any remedial action or control measures to be implemented.

### **38. Other Users**

Other users of the premises will have a copy of this Policy and are required to co-operate with the arrangements contained herein insofar as they affect their health, safety and welfare and that of the occupants of the College. Conversely, other users will provide the College with a copy of their Policy so that the College can co-operate with them with regards to health, safety and welfare.

### **39. Parking**

The **Building Managers** are responsible for safe parking arrangements. Parking is not allowed in any non-designated part of the College

### **41. Health and Safety Checklist**

**See Appendix Z**

This Checklist is available to Departments for carrying out internal inspections.

### **42. Contractors on Site**

**See Code of Practice "Contractors on Educational Premises" at Appendix AA in separate file**

The Code addresses the issues of construction, scaffolding, Noise, Stripping of Paint, etc. It will be handed to the Contractor prior to the work being undertaken, normally at the tendering stage.

Contractors will be asked, at the tendering stage, to provide evidence that they actively manage Health and Safety. Where required, they will have to show their Health and Safety Policy, Safe Systems of Work procedures, Risk and COSHH assessments as well evidence of operative training in relation to their own and others' safety whilst working.