



# Health, Safety and Welfare Policy



**TEC Partnership**  
Training • Education • Careers

The Grimsby Institute of Further and Higher Education (GIFHE) was established under the Further and Higher Education Act 1992 for the purpose of conducting its business. GIFHE is an exempt charity under Part 3 of the Charities Act 2011. In the delivery of its mission GIFHE uses brand names and trading styles in the public domain and includes, but not limited to: the TEC Partnership; Scarborough TEC; Skegness TEC; The Academy Grimsby, Grimsby Institute, University Centre Grimsby and Career 6. Policies, data protection registration and other documentation and legal requirements relating to or as part of the operation of brands are part of the Grimsby Institute of Further and Higher Education's legal status.

### Change Control

<b>Version:</b>	6
<b>New or Replacement:</b>	Replacement
<b>Approved by:</b>	Executive Management Team
<b>Date approved:</b>	11/12/18
<b>Name of author:</b>	Group Health & Safety Manager
<b>Name of responsible committee:</b>	Health & Safety Committee
<b>Name of Corporation committee:</b>	Resources Committee
<b>Date issued:</b>	May 2018
<b>Review date:</b>	May 2020
<b>Document Reference:</b>	HS/POL/001

### Revision History

Version	Type	Date	History
2	Review	June 2014	Annual review
3	Review	Aug 2015	Annual review
4	Review	Aug 2016	Annual Review
5	Review	May 2017	Review for Board
6	Review	May 2018	3. Accident/Near Miss Reporting, updated to include definitions.  27. New arrangement section added (Legionella) to reflect the TEC Partnership current commitment to controlling Legionella.

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## **A. Policy Statement**

### **OCCUPATIONAL HEALTH, SAFETY AND WELFARE**

1. The Grimsby Institute of Further and Higher Education (Hereafter referred to as the TEC Partnership) recognises that the Health, Safety and Welfare of its staff, learners, visitors, contractors and those for whom it provides services is of paramount importance. The TEC Partnership also recognises that good health and safety has positive benefits to the organisation and that the approach to health and safety will be based on the identification of hazards, where possible the elimination of those hazards and the control of any residual risks.
2. The TEC Partnership understands its responsibilities with regard to the Corporate Manslaughter and Corporate Homicide Act 2007 and that the Institute may be prosecuted under this act, as a result of a death or deaths for which the TEC Partnership is held responsible. Therefore, the TEC Partnership will take all reasonably practicable steps to comply with its duty of care, internal management structures and general Health and Safety arrangements detailed within this policy.
3. The TEC Partnership is totally committed to a positive Health and Safety culture and ensuring, so far as is reasonably practicable, a safe and healthy working and learning environment.
4. The Chief Executive Officer is accountable to the Corporation for the overall formulation, implementation, review and development of this policy and other health and safety codes of practice within the TEC Partnership.
5. The Executive Management Team, Senior Curriculum and Departmental management are accountable to the Chief Executive Officer for the continuing implementation and enhancement of this policy within their respective departments, curriculum areas and other areas of responsibility.
6. This policy is the direct concern of all persons at all levels within the TEC Partnership, and as such they are charged under the Health and Safety at Work, etc Act 1974 with the duty to take reasonable care of their own health and safety and the health and safety of others who may be affected by their or the TEC Partnerships activities. Employees also have the duty to co-operate with the TEC Partnership, as their Employer, to enable it to carry out its responsibilities. Thus, the TEC Partnership looks to all to maintain continuous awareness of health and safety requirements, alertness to existing and potential hazards and the need to eliminate or minimize and report them.
7. The TEC Partnership will therefore action this policy to ensure that its operations are conducted in such a manner as to, so far as is reasonably practicable, prevent accidents and ill health to its employees, learners and others who may be affected by its activities and prevent damage to plant, materials and the environment.

8. The TEC Partnership will take every reasonable measure within its power to discharge its responsibilities under this policy by:

- Providing and maintaining a safe and healthy workplace, working and learning environment with safe access and egress.
- Undertaking suitable and sufficient risk assessments.
- Providing and maintaining safe systems of work, safe plant, equipment, premises and personal protective equipment.
- Providing the necessary information, instruction, training and supervision for staff (including part time, temporary bank and others as required) to ensure their competence with respect to health and safety.
- Provide health and safety inductions to learners and necessary training as required.
- Co-operating with recognised Trade Unions in the appointment of safety representatives, and the provision of sufficient facilities to enable them to carry out their functions.
- Establishing and maintaining an effective Health, Safety and Welfare committee.
- Ensuring appropriate policies and safe systems are produced, developed, maintained and reviewed for the effective communication of Health and Safety matters throughout the TEC Partnership.
- Providing suitable and sufficient arrangements for fire prevention, detection and evacuation of persons in the unlikely event of a fire or other emergency situations.
- Providing suitable and sufficient first aid arrangements.
- Ensuring accidents and incidents are reported to the enforcing authority as appropriate, according to RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrence Regulations).
- Ensuring accidents and near miss incidents are recorded and investigated and appropriate action taken to reduce the likelihood of re-occurrence.

This policy will be brought to the attention of staff and any others to whom it may apply. This policy will be reviewed and revised as necessary.

Signature:

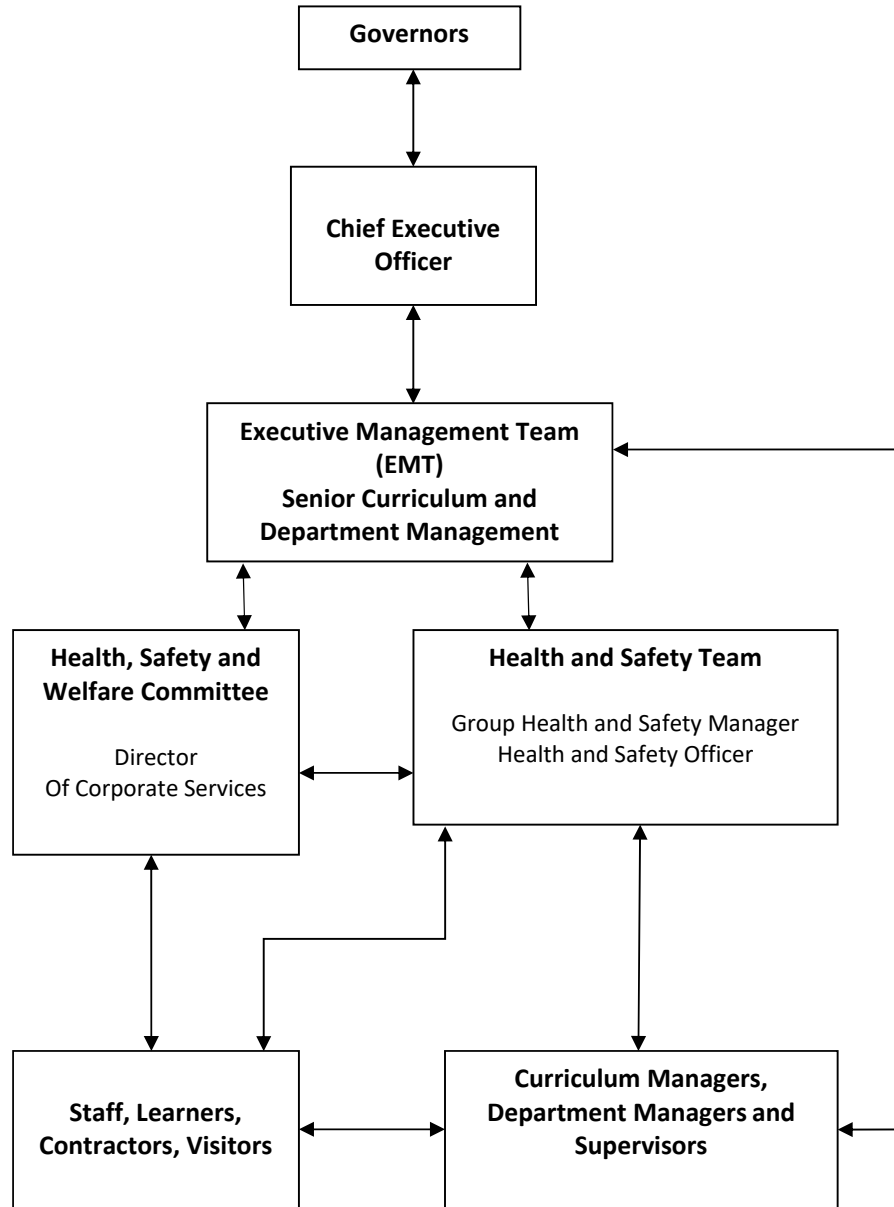


Date:

21<sup>st</sup> December 2018

Gill Alton OBE MSC, BSC (Hons), Cert Ed  
Chief Executive Officer

## B. The TEC Partnership Health and Safety Organisational Structure



### **C. Health and Safety Roles and Responsibilities**

1. Health and safety is seen as an integral part of the management function within the TEC Partnership. As such it is essential that all persons are aware of their health and safety responsibilities within the organisation both generally and individually.

2. The Corporation:

The Corporation is responsible for ensuring that health and safety standards are set and maintained and that suitable and sufficient resources are in place. In particular, the Corporation will ensure:

- The provision of suitable and sufficient health and safety training for employees, learners and others as required.
- The provision of suitable and sufficient health and safety information for all.
- The provision of suitable and sufficient safety equipment, Personnel Protective Equipment (PPE) and clothing.
- The arrangements to monitor and review the health and safety activities of the Institute.

3. Chief Executive Officer:

The Chief Executive Officer assumes overall responsibility for health and safety within the TEC Partnership, and is accountable to the Corporation for the overall implementation and operation of the Health, Safety and Welfare Policy. The Chief Executive Officer will monitor and review the policy as necessary for approval by the Corporation, and ensure through the Executive Management Team, Senior Curriculum Managers and Departmental Managers that a positive health and safety culture exists throughout the TEC Partnership.

4. Executive Management Team, Senior Curriculum and Departmental Managers:

The Executive Management Team, Senior Curriculum and Departmental Managers are responsible to the Chief Executive Officer for the overall health and safety performance within their areas and departments, and the implementation of this policy as appropriate to their areas of responsibility. They will ensure that their work programs are planned with health and safety in mind, and provide the necessary leadership and resources to encourage a positive health and safety culture and report any shortfalls.

In particular, they will ensure:

- Suitable and sufficient risk assessments are completed, monitored and regularly reviewed.
- Hazards are removed and risks controlled, so far as is reasonably practicable.
- Safe Systems of Work and Codes of Practice completed, documented and adhered to.

5. Curriculum Managers, Department Managers and Supervisors:

Within each workplace Curriculum Managers, Support Managers and Supervisors are responsible to their line management for the implementation of this policy appropriate to their areas of responsibility, ensuring a good health and safety performance and the control of risks.

In particular, they must:

- **Stop** any work immediately when there is a threat to life or where there is a likelihood of injury or property damage, until the threat is removed or a safe working method arranged and implemented.
- Ensure staff and learners (as necessary) have received suitable and sufficient training, instruction, supervision, safety equipment and clothing for them to carry out their tasks safely.
- Enforce safe working methods and procedures including the wearing and use of suitable personal protective equipment (PPE) where issued.
- Keep workplace conditions under constant review and take necessary measures, so far as is reasonably practicable, to remove hazards and control risks.
- Ensure all work equipment is safe, well maintained and accurate records kept and all inspections and tests fully documented.
- Work closely with the Health and Safety team to promote safe working practices and maintain a safe and healthy working and learning environment.
- Keep their line management informed and report training requirements, dangerous practices, accidents and near miss incidents and complete and forward appropriate written reports as necessary.

6. Staff, Learners, Contractors and Visitors:

All staff, learners, contractors and visitors are required to adopt and maintain a positive attitude towards health and safety and continuously be aware of their own health and safety and the health and safety of others.

In particular, they must:

- Follow correct working procedures as trained, including the wearing of correct Personal Protective Equipment (PPE) as required.
- Report all accidents, near miss incidents, hazards, unsafe acts and any other conditions or situations arising that may impact on the health and safety of themselves or others.
- Carry out user checks and inspections of plant and work equipment before use, report any defects and ensure proper use.
- Assist as required in the completion of accident/incident reports and investigations.
- Co-operate with management in the prevention of accidents.
- Ensure they do not abuse or interfere with plant, equipment and materials provided, or tamper with anything provided for the purpose of health and safety.
- Ensure they do not work on or operate any plant, machinery or work equipment



while under the influence of alcohol or drugs.

#### 7. Health and Safety Team:

The Health and Safety Team exists to help promote, develop and maintain positive Health, Safety and Welfare practices and procedures throughout the TEC Partnership.

In particular, they are:

- To provide competent advice, guidance and assistance to management and staff on health and safety and other related issues.
- To produce, review and update as necessary health and safety related policies, codes of practice and guidance.
- To propose, develop and monitor systems related to risk assessments undertaken by staff, and conduct, advise on or source certain specialist risk assessments.
- To co-ordinate and monitor the overall TEC Partnership safety organisation and arrangements.
- To assist in the promotion and development of a positive health and safety culture within the TEC Partnership.
- To advise the Health, Safety and Welfare Committee.
- To inform and advise management and staff on any changes to health and safety legislation and guidance, which may have a Legal, Moral and Financial impact on the running of the business and the health and safety of any person under the TEC Partnerships duty of care.
- To keep and maintain an up to date health and safety information resource.
- To receive, record and analyse Institute accident, incident and dangerous occurrence reports, to enable trends to be identified and provide advice and guidance to management to help prevent re-occurrence.
- To investigate and report to the enforcing authority any accidents, incidents and dangerous occurrences as required under RIDDOR (Reporting of Incidents, Diseases and Dangerous Occurrence Regulations).
- To carry out annual health and safety inspections and associated action plan reviews of curriculum areas and departments, provide reports and action plans for management.
- To provide and carry out health and safety related training for TEC Partnership staff (and learners as requested).
- To give presentations on health, safety and welfare at work.
- To maintain effective liaison and communication with Management and Safety Representatives.

## D. Arrangements

These arrangements cover common occupational health and safety issues. It is not an exhaustive list. The TEC Partnership will review, amend and add to it as required. In addition to these arrangements, curriculum areas and departments whose activities may give rise to specific risks shall produce their own arrangements for managing these risks.

### 1. General Health and Safety Rules and Arrangements:

The responsibility for implementing the following rules and arrangements are indicated or as detailed in part A and C of this policy.

- All operations will be carried out according to relevant statutory law and accepted codes of practice. All staff, learners, visitors and contractors will be made aware of any hazards associated with their work activities, including fire and other emergency procedures and arrangements.
- Where it is not possible to eliminate hazards or adequately reduce risks by appropriate levels of control, suitable personal protective equipment shall be provided, maintained and its use monitored.
- Every effort shall be made to avoid the need for hazardous manual handling operations. If avoidance is not reasonably practicable, then risk assessments shall be completed to identify suitable control measures to reduce the risk of injury.
- Suitable and sufficient firefighting equipment, alarm and detection shall be provided, installed and maintained throughout TEC Partnership premises. Suitable and sufficient fire risk assessments shall be completed.
- Suitable instruction and training in fire and emergency procedures, fire prevention and firefighting equipment shall be provided for staff, learners, contractors and visitors and any other persons as appropriate.
- Managers and supervisors shall ensure that all electrical equipment is effectively maintained so as to prevent danger and retain all associated documentation for any inspection.
- Managers and supervisors shall ensure that all mechanical systems, work equipment and tools are effectively maintained in accordance with the manufacturers' recommendations, legal requirements and good practice. They shall ensure that all associated documentation is retained for any inspection.
- The Institute will ensure that all waste materials are disposed of in an environmentally friendly manner.
- All necessary safety signs and any associated health and safety information shall be posted at appropriate points within TEC Partnership premises. Staff, learners, visitors and contractors are responsible for adhering to all safety signs, information and instructions.

## 2. Asbestos:

The TEC Partnership is committed to providing a safe and healthy workplace, this includes dealing efficiently and appropriately with any asbestos-containing materials (ACM) identified within TEC Partnership premises as required by The Control of Asbestos Regulations 2012. The Estates department is responsible for putting procedures in place for safely managing ACM within TEC Partnership premises in order to prevent staff, learners, visitors and contractors from being exposed to asbestos fibres.

More specifically the Estates department shall ensure:

- Appropriate Asbestos Awareness training is provided to all TEC Partnership staff who are likely to disturb ACM as part of their normal working practice.
- Contractors who are employed to undertake work on or inspect ACM have appropriate training and/or license to undertake the planned works.
- An accurate register of ACM is maintained and inspections of known asbestos is carried out in TEC Partnership owned premises.
- Any emergency situation, relating to asbestos are suitably controlled in liaison with the Health and Safety team.

Persons must not undertake any work that involves breaking into any building fabric or surfaces e.g. drilling walls and ceilings, erecting shelving, running cables etc, without first consulting the Estates department in order to review the ACM Register. The Health and Safety team must be notified in instances where a permit to work is required.

Anyone who comes into contact with anything they suspect to be asbestos, must cease work and contact the Estates department or the Health & Safety team immediately and take any necessary measures to cordon off the area and prevent further access.

Further guidance can be found in the TEC Partnership Asbestos Policy and Codes of Practice.

## 3. Accident/Near Miss Reporting:

An **“Accident”** can be defined as any unplanned event that results in personal injury or damage to property, plant or equipment.

A **“Near Miss”** incident can be defined as an unplanned event which does not cause injury or damage, but could have done so. Examples of which include, but are not limited to: items falling near to personnel, spillages, incidents involving vehicles or electrical short-circuits.

The TEC Partnership insists that all accidents and near misses are reported, regardless of severity. Accident forms which are compliant with current legislation shall be located in all TEC Partnership premises within first aid kits.

Managers are responsible for ensuring that staff, learners, visitors and contractors are made aware of the location of the nearest accident form and first aid kit. The current accident reporting and investigation form is accessible on the Dock.

In the event of an accident or near miss the TEC Partnership Accident Reporting and Investigation Report Form (FA/1) shall be completed and forwarded to the Health and Safety team within three working days of the accident.

In order to aid the timely submission of accident forms, staff shall submit forms in person to the Health and Safety team or via a scanned and emailed copy. (original accident forms must then be forwarded to the Health and Safety team through internal mail).

Serious accidents shall be reported to the Health and Safety team immediately.

The Health and Safety team are responsible for reporting to the enforcing authority any accident, incident or dangerous occurrence as required under Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR).

#### 4. Contractors and Visitors:

The TEC Partnership has a statutory duty to ensure so far as is reasonably practicable, that people other than employees (including contractors and sub-contractors, visitors and members of the public) are not exposed to health and safety risks.

The TEC Partnership will therefore ensure that all contractors and visitors are given an induction on site, to alert them to the potential hazards in their work area and the rules and regulations in place to ensure their safety whilst on site.

The TEC Partnership as a client has a duty to ensure that all appointed contractors are competent, work safely and do not put any staff, learners or visitors at risk. The Estates department has the responsibility for managing all contractors and ensuring their competency meets the required level. The Estates department shall monitor contractors and ensure all work is carried out safely.

The Estates department shall ensure that the Health and Safety team is notified of any contractor appointed, including details of the work activities.

The Health and Safety team or those authorised by them will issue the necessary permits to work on production of a suitable and sufficient risk assessment and method statement by the contractor.

Any TEC Partnership curriculum areas or departments appointing external contractors shall inform the Estates department and Health and Safety team before any work commences.

All construction work completed shall take into account and comply with the Construction (Design and Management) Regulations 2015 (CDM 2015). Further guidance can be found in the TEC Partnership Policy for the Management of the Construction (Design and Management) Regulations 2015.

## 5. Permits to Work

The Health and Safety team are responsible for managing and administrating the permit to work system and appointing authorised persons to issue on behalf of the TEC Partnership. This system ensures proper consideration is given to the risks of a particular job or simultaneous activities at a premises or work area. The permit is a detailed document which authorises staff and/or contractors to carry out specific work at a specific premise at a certain time and which sets out the main precautions needed to complete the job safely.

The objectives of the permit to work system are more specifically to:

- Induct contractors to a specific premises.
- Take receipt of and review risk assessments and method statements prior to the commencement of work.
- Specify precautions to be taken, including safe isolation from potential risks such as hazardous substances, electricity and other energy forms.
- Ensure that persons occupying a premises or work area are notified of all hazardous work being undertaken.
- Provide a procedure for times when work has to be suspended, ie stopped for a period before it is complete, for example:
  - If there is a general alarm.
  - For operational reasons.
  - Adverse weather.
  - There is a change to the nature or scope of the work.
  - Where there is conflict with another scope of work.
- Provide for the control of work activities that may interact or affect one another.
- Provide a formal hand-back procedure to ensure that the part of the premises or work area affected by the work is in a safe condition and ready for reinstatement.

## 6. Electrical safety:

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

The TEC Partnership will ensure that:

- Electrical installations and equipment are installed in accordance with the Electricity at Work Regulations and other relevant standards.
- Fixed installations are maintained in a safe condition.
- Portable equipment is inspected and tested in accordance to the TEC Partnership Portable Appliance Testing (PAT) Procedure.

- Before work is carried out on electrical systems a competent person must first carry out a suitable and sufficient risk assessment.
- Safety information is exchanged with contractors and sub-contractors.

TEC Partnership staff must not undertake any work on electrical equipment or installations on TEC Partnership premises without receiving sufficient training.

The Estates department shall arrange for all fixed installations to be tested every 5 years. All installations will conform to the requirements of the latest edition of the Institute of Electrical Engineers (IEE) Regulations for Electrical Installations, and all work shall be carried out in accordance with the Electricity at Work Regulations and IEE Wiring regulations.

Electrical socket outlets must not be overloaded. When it is necessary to use extension leads it must be for a short period only until additional sockets can be fitted by a competent electrician. Any extension leads must be PAT tested by a competent electrician and be surge protected.

Before any electrical equipment is used staff must undertake a visual inspection to ensure sockets, plugs and leads are not damaged. If there is any damage the equipment must not be used.

Any electrical equipment must be suitable for the environment in which it is to be used. Only portable or low voltage equipment should be used in outside areas.

The Estates department shall arrange for regular PAT testing to be carried out by competent persons. Further guidance can be found in the TEC Partnership Portable appliance Testing Procedure.

#### 7. Emergency Plans and Crisis Management:

The Chief Executive Officer and Executive Management Team shall ensure that plans and guidelines are prepared to cover crisis which could put persons at risk and seriously affect the TEC Partnership as a business. The plans and guidelines shall indicate actions to be taken to ensure that the following priorities are met:

- To ensure the health, safety and welfare of staff, learners, visitors and the general public.
- To protect the integrity of the TEC Partnership name and public reputation.
- To maintain the normal business and operations of the TEC Partnership.

The guidelines and plans shall be agreed by the Disaster Recovery Team. Regular training and rehearsals/table top exercises shall be carried out. Further guidance can be found in the TEC Partnership Policy & Guidelines for Managing an Incident and Crisis.

#### 8. First Aid:

The TEC Partnership has a duty under the Health & Safety (First Aid) Regulations 1981 to assess its first aid requirements and ensure that there is adequate provision in place.

In liaison with the Health and Safety team, managers shall assess the first aid requirements within their respective areas of responsibility. They shall ensure that there is sufficient provision in place, including designated first aiders and first aid kits. A sufficient number of first aiders shall be nominated to ensure adequate cover at all times, including sickness, leave and other absences. All designated first aiders must hold a current first aid at work certificate, as stipulated by the Health and Safety Executive (HSE). Managers shall assist in the recruitment and the retaining of volunteer first aiders. They shall also ensure nominated staff are released for training and have sufficient time and resources to perform their duties as first aiders.

In Liaison with the Health and Safety team, managers shall ensure that notices are posted in a prominent position within their areas of responsibility, detailing the names and locations of the designated first aiders and the locations of first aid kits.

Departmental first aid kits shall be checked monthly by nominated in date first aiders using the First Aid Kit Checklist form (located on the Dock). Checks should be made as to equipment levels and expiry dates on equipment. Replacement of equipment can be made through the Health and Safety team.

#### 9. Fire:

The TEC Partnership shall have arrangements and procedures in place for the safe and efficient evacuation of persons in the event of a fire. The specific fire evacuation procedure for each of the TEC Partnership premises shall be included as part of staff and learner inductions. Managers are responsible for ensuring that TEC Partnership premises have a fire evacuation procedure in place, all persons are made aware of the procedures and that regular practices (fire drills) are completed and documented.

The Estates department shall ensure that suitable and sufficient fire extinguishers and other firefighting equipment is located throughout all TEC Partnership premises, it is checked and serviced annually by a competent person and all documentation kept.

The Estates department shall ensure that all emergency lighting, fire alarms and detection systems are regularly checked and serviced by a competent person and all documentation kept.

The Health and Safety team shall carry out or facilitate fire risk assessments and regular reviews for premises which the TEC Partnership control.

In liaison with the Health and Safety team all managers shall ensure that adequate numbers of staff are trained in the safe use of fire extinguishers, sufficient fire wardens are nominated and trained for their respective areas. Training can be arranged with staff development.

#### 10. Home working:

The TEC Partnership takes the view that where possible work activities should take place within TEC Partnership workplaces. However if staff need to work from home due to extenuating circumstances such as sickness, rehabilitation, extensive project work etc or wish to use allocated home working days, then they must:

- Agree arrangements and outcomes with their line management.
- Ensure a suitable and sufficient risk assessment is completed.
- Ensure their work is carried out in a safe manner and that work activities, their workplace and any work equipment is as safe and healthy as is reasonably practicable.

Further guidance can be found in the TEC Partnership Flexible Working Arrangements Policy.

#### 11. Lone working:

Line managers are responsible for ensuring that there are arrangements in place to address any health and safety issues arising from staff undertaking lone working. In this context lone working is defined as someone working on their own without access to immediate support from colleagues and/or supervisors and could include work on remote TEC Partnership sites, other premises and travelling between sites.

Line managers shall identify which members of their staff are required to undertake lone working, for the whole or part of their working time. A suitable and sufficient risk assessment must be completed prior to any lone working activities, identifying appropriate controls and arrangements, which may include:

- Ongoing monitoring and communication (routinely and in emergencies)
- Appropriate system for logging and checking the condition of lone workers
- Dealing with emergencies
- Summoning assistance
- Raising the alarm

Any staff who wish to work in their own office outside normal working hours and weekends must:

- Agree arrangements with line manager.
- Inform local security staff or appointed other (where security staff do not operate) at the start and on completion of work.
- Record attendance locally.

#### 12. Manual Handling:

The TEC Partnership has a duty under the Manual Handling Operations Regulations 1992 (As



amended) and acknowledges that manual handling is one of the most common causes of reportable injuries within the workplace. The TEC Partnership aims to reduce the risks from manual handling operations through risk assessments and the provision of training.

Managers shall ensure that all work is planned so as to avoid or reduce hazardous manual handling where possible, by providing mechanical aids or re-designing work operations. If this is not possible then a suitable and sufficient manual handling assessment must be completed by a competent person.

Manual handling training is mandatory for all staff and must be completed within 6 months of appointment. Training can be arranged with staff development.

### 13. Risk Assessment:

The TEC Partnership has a duty under the Management of Health and Safety at Work Regulations 1999 and other legislation to undertake suitable and sufficient risk assessments of its work activities, in order to identify hazards, determine the level of risk and if necessary reduce the risk by implementing further control measures.

Some risk assessments such as Fire, Pregnancy, Noise, etc will be completed or coordinated by the Health and Safety team. Other risk assessments including specific workplace, work activity and visits shall be completed locally by a competent person.

Managers are responsible for ensuring that suitable and sufficient risk assessments are completed and documented on the TEC Partnership form (located on the Dock).

It is mandatory for all managers and staff responsible for completing risk assessments to have completed risk assessment training within the TEC Partnership. The training can be arranged with staff development.

All risk assessments shall be regularly monitored and reviewed annually or more frequently if there are any significant changes relating to the circumstances of the initial assessment, such as introduction of new equipment, new working practices, relocation of equipment, accidents or incidents etc.

Further guidance can be found in the TEC Partnership Risk Assessment Policy.

### 14. Safeguarding:

The TEC Partnership has a statutory and moral duty towards safeguarding the welfare of children, young people and vulnerable adults from any form of abuse. As a result, the TEC Partnership has a zero tolerance to abuse and any other harmful behavior.

Further guidance can be found in the TEC Partnership Safeguarding Children, Young People and Adults at Risk Policy & Procedures and the TEC Partnership e-safety Policy.

### 15. Safety Inspections:

As a part of the ongoing monitoring of the Institute health and safety arrangements and systems, the Health and Safety team shall carry out annual health and safety inspections of areas and departments. The inspections will highlight and identify good practice as well as identifying unsafe acts and hazards. If necessary, a comprehensive action plan will be produced and agreed with respective manager. This will indicate appropriate remedial actions to rectify any identified issues along with agreed time frames. The action plan will be reviewed one month after the initial inspection and if necessary at the two-month point. After the two-month point if the agreed actions are still outstanding then a meeting with the respective senior managers will be held to resolve any issues. The Health & Safety team will follow up inspections with random safety sampling and safety tours.

#### 16. Smoking:

Smoking is prohibited in all TEC Partnership premises, vehicles and external smoke free areas.

All staff, learners, contractors and visitors are responsible for ensuring they adhere to the TEC Partnership Smoke Free Policy and to the legal requirement.

Appropriate statutory signs are posted in conspicuous locations on all TEC Partnership premises. Failure to comply may result in the appropriate disciplinary procedure.

Further guidance can be found in the TEC Partnership Smoke Free policy.

#### 17. Storage and Housekeeping:

Inappropriate storage of items, supplies and materials can create tripping hazards and obstructions and greatly increase the risk of fire. Slips trips and falls are one of the single most common causes of accidents within the workplace.

Managers are responsible for ensuring that storage of articles within their areas of responsibility does not give rise to health and safety risks.

Storage space within the TEC Partnership is generally at a premium; therefore to help prevent accidents everyone is responsible for storing articles sensibly, not causing obstructions and clearing away any waste.

The following shall be followed by all staff:

- Do not obstruct fire exits, fire doors, escape routes and walkways.
- Cabinets, shelves, racks etc must be stable, if possible secured to the wall to prevent toppling.
- Articles should not be kept on top of cabinets or other places where they can become dislodged and fall.
- Where articles are stored on shelving above shoulder height, suitable equipment should be provided to allow safe access.

- Where work activities create waste then persons are required to clear the waste away regularly and dispose of it in appropriate containers/bins.

#### 18. Use of Chemicals and other Substances Hazardous to Health:

The TEC Partnership has a duty under the Control of Substances Hazardous to Health (COSHH) Regulations 2005 to have arrangements in place to assess the exposure of its employees and other persons to hazardous substances, and take adequate steps to avoid or control exposure.

Managers are responsible for ensuring that any hazardous substances used in their areas of responsibility are identified, stored and used correctly. They must ensure that:

- All substances are identified and a (COSHH) register compiled with a copy forwarded to the Health and Safety team. The register must be reviewed and updated annually.
- Safety Data Sheets (SDS) are held for all substances, they are located in an easily accessible place and reviewed every three years.
- A COSHH risk assessment is completed by a competent person for all hazardous substances and reviewed annually.
- All hazardous substances are stored, transported and used as directed by the manufacturer and the SDS.
- All unwanted and waste hazardous substances are disposed of in accordance with current requirements of the Control of Pollution Act and related legislations.
- All staff, learners and other persons who may be exposed to, use, transport and are designated to carry out COSHH risk assessments receive suitable and sufficient training. Training can be arranged with staff development.

#### 19. Visits (Educational):

The TEC Partnership recognises that it has a legal and moral duty of care for learners and staff whilst on GIG premises. This duty also applies when learners and staff are off GIG premises engaged on educational visits. As such any staff arranging, organising and taking part in any educational visits must follow the guidelines and procedures laid down in the current TEC Partnership Educational Visits– Guideline and Procedures.

#### 20. Work Equipment:

The TEC Partnership has a duty to ensure that there are arrangements in place to comply with the Provision and Use of Workplace Equipment (PUWER) Regulations 1998. These regulations are far-reaching and cover any equipment, tools or articles used at work. Senior managers, curriculum managers, support and department managers shall have suitable systems in place to ensure the following:

- Work equipment, tools etc are fit for purpose and in good working order.
- Servicing, maintenance and any planned preventative maintenance (PPM) is

- completed as recommended by the manufacturer and records retained.
- Work equipment, tools etc are only used in accordance with manufacturers' instructions.
- Suitable and sufficient machine assessments completed by a competent person and annually reviewed.
- Suitable and sufficient instruction, training and supervision provided for staff, learners and others as required.
- Users of machinery and equipment undertake a pre-use check to identify any fault or damage.
- All work equipment, tools etc are sourced and purchased with health and safety in mind and where applicable conforms to relevant British and EU standards. If applicable, advice from the Estates department may be required regarding access, floor loading, power/water supplies and building alterations etc.

#### 21. Work Placement:

The generic term "Work Placement" applies to any FE or HE work experience/placements, Internships, Apprenticeships and any work place learning such as NVQ's and QCF's. The TEC Partnership has a responsibility to ensure that all Work Placements are generally suitable and that all learning takes place in a safe and healthy environment, so far as is reasonably practicable. It is the responsibility of any TEC Partnership staff involved in the arranging, organising or the facilitating of any Work Placement to ensure they follow the guidelines and procedures laid down in the current Work Placement Policy and Procedures.

#### 22. Work-related Stress:

Work-related stress is defined by the Health and Safety Executive (HSE) as "the adverse reaction a person has to excessive pressure or other types of demand placed upon them". There is an important distinction between "reasonable pressure", which stimulates and motivates, and stress, where an individual feels they are unable to cope with the excessive pressures and demands placed upon them.

The TEC Partnership is required to assess the risks to employees' mental well-being as well as their physical well-being. Managers are responsible for ensuring that their areas are managed in such a way as to minimize the likelihood of work-related stress issues and complete appropriate stress risk assessments. All managers and supervisors are required to attend appropriate stress training which can be arranged with staff development.

#### 23. Young Persons:

Under the Management of Health and Safety at Work Regulations 1999 the TEC Partnership has a duty of care for young persons in the workplace. A young person is anyone under 18 years of age in the TEC Partnerships employment.

Managers shall ensure risk assessments identify any Young Persons employed within a department along with specific hazards and appropriate controls.

When undertaking risk assessments, managers shall consider:

- The lack of experience the Young Person may have.
- The Young Person being unaware of existing or potential risks.
- The Young Person's lack of maturity.
- The layout of the workplace.
- The physical, biological and chemical agents they will be exposed to.
- How they will handle work equipment.
- How the work and processes are organised.
- The extent of health and safety training needed.

#### 24. Working at Height:

The TEC Partnership has a duty under the Working at Height Regulations 2005 to ensure the risks associated with working at height are appropriately controlled. The term 'Working at height' is carrying out a task in any place, including a place at, above or below ground level, where a person can be injured if they fell from that place. Access and egress (getting in & out) from a place of work can also be work at height.

Examples include:

- Use of a kick stool.
- Use of any Ladder/step ladders.
- Working on a flat roof.
- Working at ground level adjacent to an open excavation.
- Working near or adjacent to fragile materials.
- Working from platforms, scaffolds or MEWP.

As an Employer the TEC Partnership shall ensure work is appropriately planned, supervised and carried out by competent person. This includes the use of the right type of equipment for working at height.

The following process will be followed prior to working height.

- Avoid work at height where it is reasonably practicable to do so.
- Where work at height cannot be avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment.
- Minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated.

If working at height cannot be avoided and steps/ladders are used, The TEC Partnership will ensure:

- All Steps/ladders supplied are of a sound construction and suitable for the task to be performed.
- Adequate training will be provided for all.

- A record system of all access equipment will be maintained by the local area.
- Staff must report any defects with steps/ladders to their manager and stop using immediately.
- A full risk assessment of the activity must be carried out before any work commences.
- No staff or learner will use any ladder and/or step ladder, or any other form of equipment used for working at height, without the suitable training.

## 25. New and Expectant Mothers

The Management of Health and Safety at Work Regulations 1999 specifically addresses the risks to women of child-bearing age and her unborn or newly born child.

The TEC Partnership is committed to identifying all hazards in the workplace that could pose a health and safety risk to new and expectant mothers and will take the appropriate action to remove or reduce the risk.

The TEC Partnership shall undertake suitable and sufficient risk assessment to identify and appropriately control the risks from working conditions, chemicals, biological agents or risks of a physical nature.

Risk assessments shall be completed by a competent person on the Expectant & Nursing Mothers Risk Assessment Record which can be located on the Dock.

Further guidance can be found in the TEC Partnership New and Expectant Mothers Guidance & Procedures.

## 26. Display Screen Equipment (DSE)

All reasonable steps will be taken by the TEC Partnership to ensure the health and safety of staff who work with display screen equipment (DSE) as required under the Health and Safety (Display Screen Equipment) Regulations 1992.

The TEC Partnership acknowledges the health and safety issues that may arise from the use of such equipment and that principally the risks associated with the use of DSE relate to physical (musculoskeletal) problems, visual fatigue and mental stress. It is the intention of the TEC Partnership to ensure that these risks are reduced to a minimum.

Where it is identified that a member of staff is a prescribed user, as identified within the Display Screen Equipment Regulations, a suitable assessment of their workstation will be carried out by a competent person.

The TEC Partnership will:

- Seek to give information and training to enable a fuller understanding of these issues.
- Inform employees of their entitlement to free eye tests.
- Take all reasonable steps to remedy any risks found as a result of the assessment.

## 27. Legionella:

Legionnaires' disease is an uncommon form of pneumonia caused by the legionella bacterium. All ages may be affected but the disease mainly affects people over 50 years of age, and generally men more than women. Smokers and the immunocompromised are at a higher risk.

Infection occurs when legionella bacteria that have been released into the air in aerosolised form, from a contaminated source, are inhaled.

Control and prevention of the disease is through treatment of the source of the infection, i.e. by treating the contaminated water systems, and good design and maintenance to prevent growth in the first place.

If conditions are favourable, the bacteria may multiply, increasing the risks of legionnaires' disease. Therefore, it is important to control the risks.

The TEC Partnership acknowledges and accepts its responsibilities under the Health & Safety at Work etc. Act 1974, Control of Substances Hazardous to Health 2002 (COSHH), Management of Health and Safety at Work Regulations 1999 and the Health and Safety Executive Approved Code of Practice L8 'The control of legionella bacteria in water systems' 2013. The TEC Partnership will comply with relevant guidance (HSG 274) issued by the Health and Safety Executive in this respect.

The TEC Partnership will take all reasonable precautions to prevent risk to health from exposure to legionellosis by implementing the appropriate control measures in all of its relevant buildings.

The Estates team (Planned Preventative Maintenance and Compliance Manager) shall:

- Arrange and facilitate risk assessments to determine the level of risk across the TEC Partnership.
- Action any remedial works as identified through risk assessment.
- Arrange and facilitate monthly sampling of relevant outlets across the TEC Partnership.
- Arrange, facilitate and coordinate a weekly flush of little used outlets to prevent the multiplication of legionella bacterium.

Through inspections and safety tours, the Health and Safety team shall:

- Monitor and check that records are kept of weekly flushes for little used outlets.
- Identify and raise awareness of any little used outlets that are not being flushed or are not known to the Planned Preventative Maintenance and Compliance Manager or departmental manager.

For further details, the Estates 'Written Scheme for Minimising Risk'.

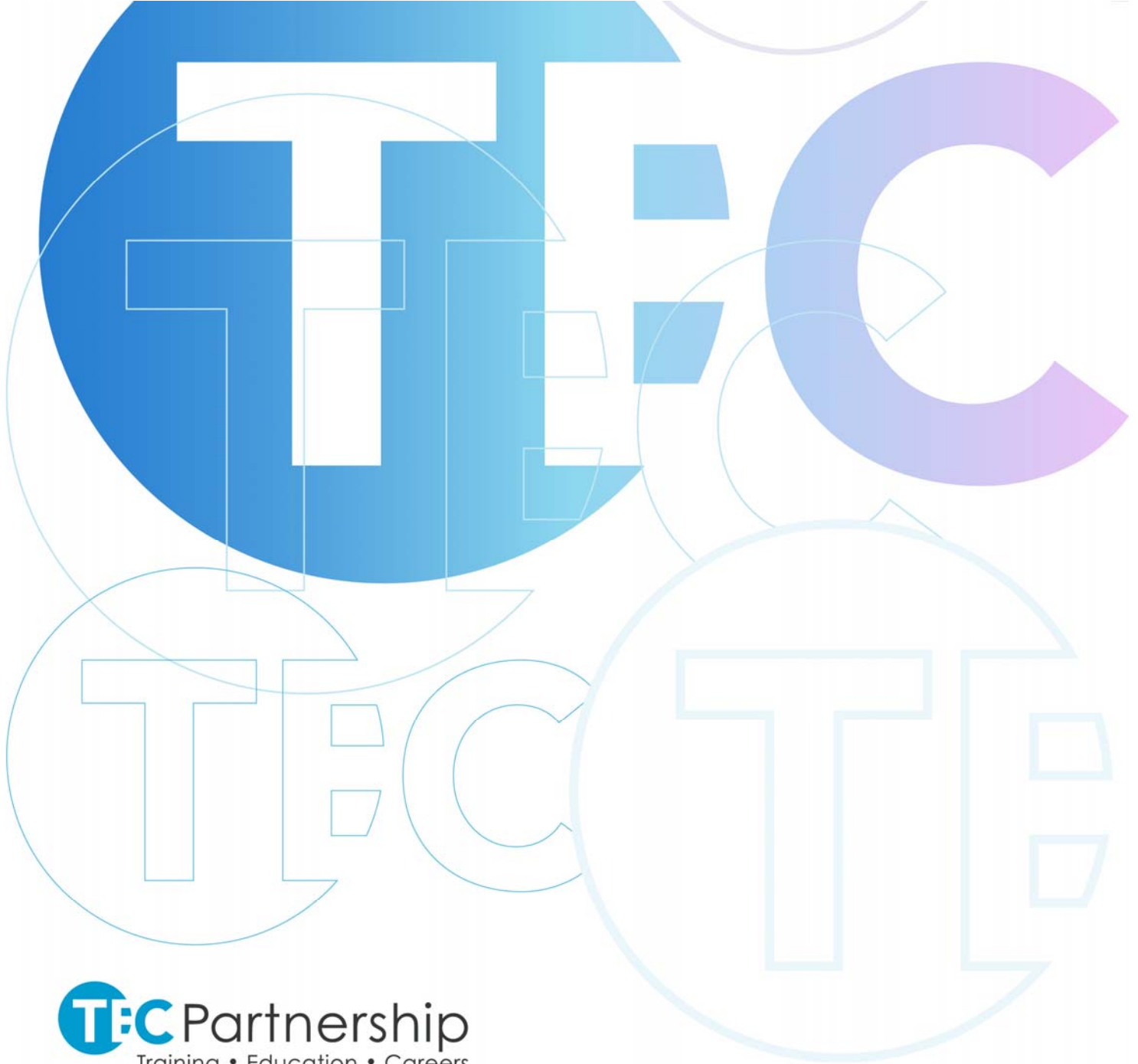
The responsibilities for Legionella is as follows;

As detailed in section C, paragraph 3 of this policy, the Chief Executive Officer is the duty holder, and has ultimately accountable for all elements of health and safety, including Legionella.

Responsibility for the application of related arrangements, instructions and written scheme for minimising risk is delegated to the Group Director of Estates, who ensures that the necessary resources are available, with support from the Responsible Person (the Planned Preventative Maintenance and Compliance Manager).

Responsibility for the design, installation and commissioning of water systems such as the building of hot and cold water systems, rests with the Estates Officer. Responsibility for planned preventative and reactive maintenance and testing of such systems rests with the Planned Preventative Maintenance and Compliance Manager.





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