



Health, Safety and Welfare Policy

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A. Statement of Intent

1. The TEC Partnership recognises that the Health, Safety and Welfare of employees, learners, visitors, contractors and those for whom it provides a service is of paramount importance and recognises that good health and safety standards can have positive benefits to the organisation.
2. The TEC Partnership understands the responsibilities placed upon the organisation by the Health and Safety at Work, etc Act 1974, subordinate legislation, ACOPS, formal guidance notes and legislation not within the scope of the Health and Safety Executive but with health and safety implications.
3. The TEC Partnership is committed to ensuring a positive health and safety culture exists and ensuring, so far as is reasonably practicable, working and learning environments are safe and healthy. Therefore, the approach to health and safety shall be based on the identification of hazards, where possible the elimination of those hazards and the control of any residual risks.
4. The Chief Executive Officer is accountable to local Governors and the Corporation for the overall development, implementation and continuous review of this policy and other related policies and procedures.
5. The Executive Leadership team, local Senior Leadership teams and department managers are accountable to the Chief Executive Officer for the continued implementation and enhancement of this policy within their respective areas of responsibility.
6. This policy is the direct concern of all persons at all levels within the TEC Partnership, as such they are charged under this policy and 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 the organisation to fulfil its responsibilities. Therefore, the TEC Partnership looks to all to maintain a continuous awareness of health and safety requirements, alertness to existing and potential hazards and the need to eliminate, reduce and report them.
7. The TEC Partnership will action this policy to ensure that its operations are conducted in such a way 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 to prevent damage to plant, materials and the environment.
8. The TEC Partnership will take every reasonable measure within its power to discharge its responsibilities by implementing the arrangements within section D of the Health, Safety and Welfare policy.
9. This policy will be brought to the attention of employees and any other person for whom it may apply and will be reviewed and revised as necessary.

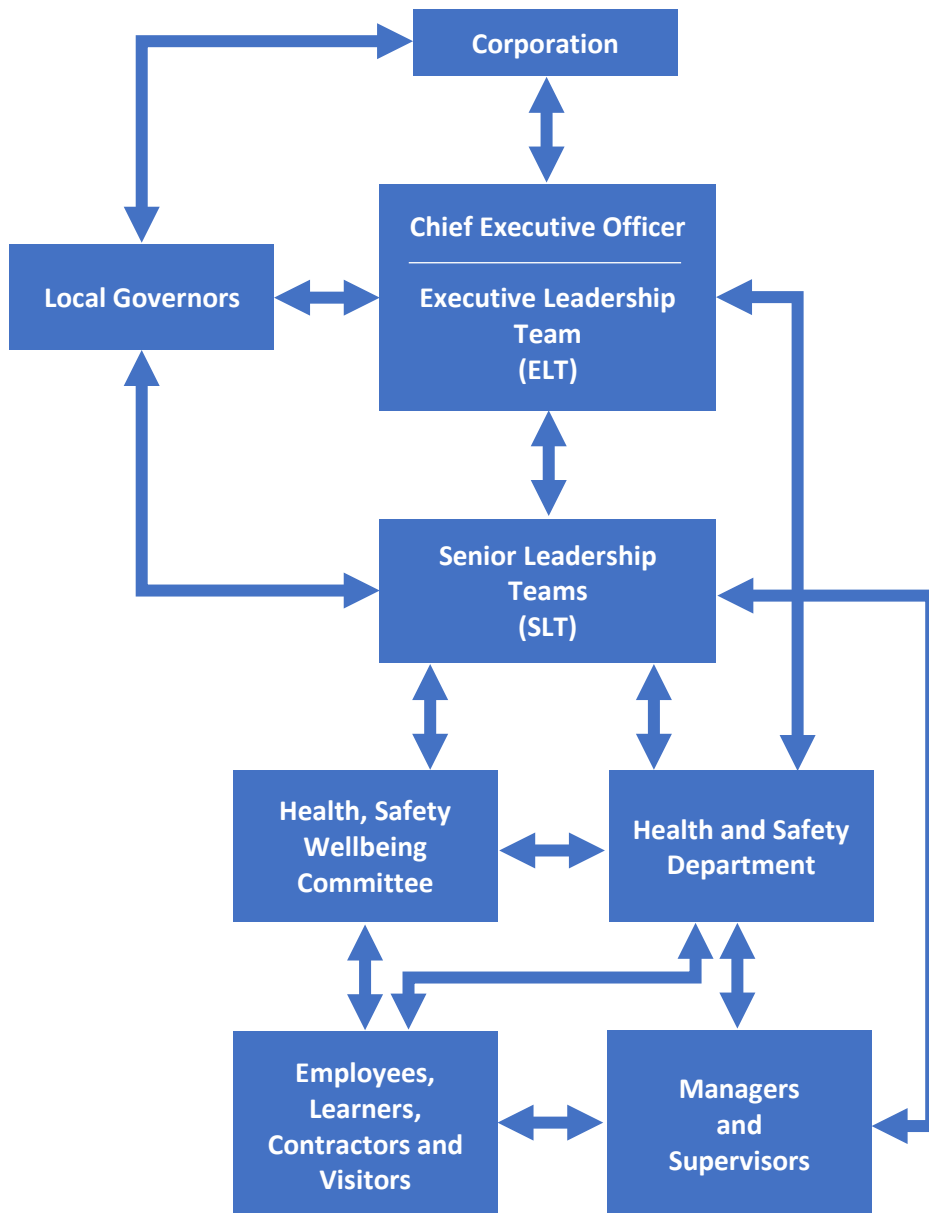
Signature:



Date: 14th December 2022

Ann Hardy
Chief Executive Officer

B. The TEC Partnership Health and Safety Organisational Structure



C. Health and Safety Roles and Responsibilities

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. This section of the policy provides an overview of responsibilities. Where applicable, greater detail is provided in section D (Arrangements).

C.1. The Corporation and Local Governors:

The Corporation and Governors are responsible for ensuring that health and safety standards and arrangements are set, maintained and that suitable and sufficient resources are in place to manage those arrangements. In particular, the Corporation and Governors shall:

- Ensure that the Health, Safety and Welfare policy is proportionate, compliant and reflects the activities within the TEC Partnership.
- Seek assurance that procedures and arrangements set out in the policy and risk assessment are being followed and staff access suitable training and development where required.
- Ensure that direction from the relevant authority is being followed.
- Evaluate reports from the TEC Partnership, including data on accidents or near miss incidents.
- Monitor the outcomes of independent health and safety audits and inspections, ensuring that any identified areas for improvement are acted on.

C.2. Chief Executive Officer:

The Chief Executive Officer assumes overall responsibility for health and safety within the TEC Partnership, and is accountable to the Corporation and Governors for the implementation, success and operation of the Health, Safety and Welfare Policy.

In demonstration of their commitment to this policy and health and safety as a whole, the Chief Executive Officer shall sign the Statement of Intent (section A),

The Chief Executive Officer shall ensure all reasonably practicable resources are provided and/or made available to support the growth and/or maintenance of a positive health and safety culture within the TEC Partnership.

The Chief Executive Officer shall monitor and initiate a review of this policy at a period not exceeding 1 year. Where significant change has taken place or it is felt that it, or elements of it are no longer suitable and sufficient, earlier reviews may be requested.

C.4. Executive Leadership Team and Senior Leadership Team:

The Executive Leadership Team and Senior Leadership Team are responsible to the Chief Executive Officer for the implementation of this policy and the overall health and safety performance within their areas of responsibility. They shall ensure that their work and 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 shall 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 procedures are completed, documented and adhered to.
- The provision of suitable and sufficient health and safety training for employees, learners and all others as required.
- The provision of suitable and sufficient health and safety information for all.
- The arrangements to monitor and review the health and safety activities of the TEC Partnership.
- The provision of suitable and sufficient safety equipment.

C.5. Managers and Supervisors:

Within each workplace, Managers and Supervisors are responsible to their manager 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 shall:

- **Stop** any work immediately when there is a threat to life or where there is a likelihood of injury or property damage, until that threat is removed or a safe working method is arranged and implemented.
- Ensure suitable and sufficient risk assessments are completed, monitored and regularly reviewed.
- Remove hazards and control risks, so far as is reasonably practicable.
- Ensure safe systems of work and procedures are completed, documented and adhered to.
- Ensure employees and learners (as applicable and as necessary) have received suitable and sufficient training, instruction, supervision, for them to carry out their tasks safely.
- Enforce safe working methods and procedures, including the wearing and use of suitable personal protective equipment and clothing (PPE/C) where needed.
- 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 and well maintained.
- Ensure maintenance, inspection, services, etc. are fully documented and accurate records are retained.
- Work closely with the Health and Safety department to promote safe working practices and maintain a safe and healthy working and learning environment.
- Keep their manager informed and report training requirements, dangerous practices, accidents and near miss incidents and complete and forward appropriate written reports as necessary.

C.6. Employees, Learners, Contractors and Visitors:

All employees, 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 shall:

- Co-operate with management and follow correct working procedures as trained, including the wearing of correct personal protective equipment (PPE) as required.
- Co-operate with management in the prevention of accidents.
- 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.

- Assist as required in the completion of accident/incident reports and investigations.
- Carry out user checks and inspections of plant and work equipment before use, report any defects and ensure proper use.
- Ensure they do not misuse or interfere with plant, equipment or 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.

C.7. Health and Safety Department:

The Health and Safety department exists to help promote, develop and maintain positive health, safety and welfare practices and procedures throughout the TEC Partnership.

In particular, they shall:

- Provide competent advice, guidance and assistance to management, employees and learners on matters related to health and safety.
- Advise and update the Health, Safety and Wellbeing Committee and employee representatives.
- Produce, review and update as necessary health and safety related policies, procedures and guidance.
- Propose, develop and monitor systems related to risk assessments undertaken by employees, and conduct, advise on or source specialist risk assessments.
- Inform and advise management and employees on any changes to health and safety legislation and guidance which may have a legal, moral or financial implication to the TEC Partnership and/or pose a health and safety risk to any person under the TEC Partnerships duty of care.
- Receive, record and analyse TEC Partnership accident, incident and dangerous occurrence reports. Provide advice and guidance to management to help prevent recurrence and monitor reports for trends. Reporting to the enforcing authority any accidents, incidents or dangerous occurrences as required under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations.
- Carry out health and safety inspections and audits, creating action plans as required.
- Source and/or deliver health and safety related training for TEC Partnership employees (and learners should the need arise).
- Monitor and co-ordinate the arrangements for managing health and safety.
- Keep and maintain up to date health and safety records, information and resources.

D. Arrangements:

The TEC Partnership recognises and acknowledges the health and safety responsibilities and duties placed upon the organisation under the Health and Safety and Work etc. Act 1974 and all subordinate legislation, ACOPS and Guidance. In compliance with statutory provision and the supporting ACOPS and guidance notes, the TEC Partnership has in place the following arrangements to manage all reasonably foreseeable occupational health and safety risks presented to the organisation.

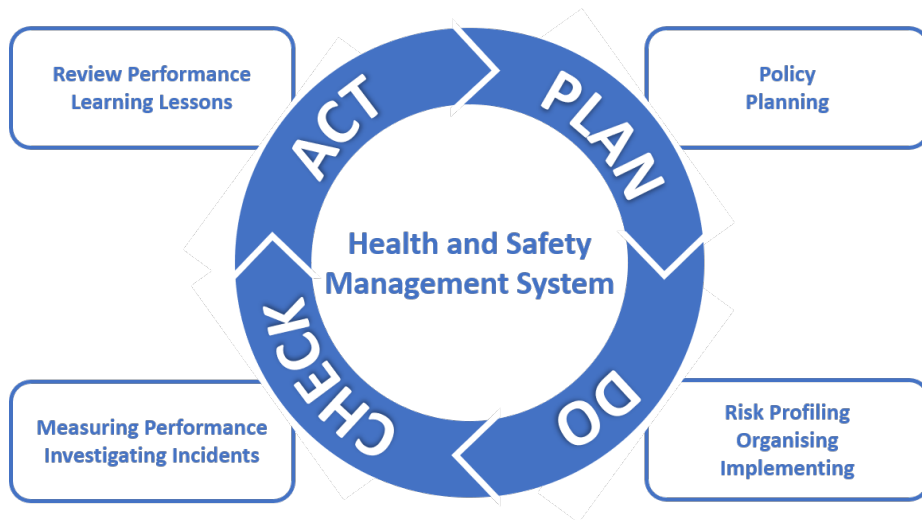
The TEC Partnership shall review, amend and add to these arrangements as required, but shall review at a period not exceeding annually.

In addition to these arrangements, departments whose activities may give rise to specific risks shall produce their own arrangements for managing those risks.

Verbs (modal) such as should, shall and will are used commonly throughout this document. In the context they are written, they offer the confirmation that the TEC Partnership will put or have in place those arrangements. Those persons identified must view those verbs and arrangements as obligations that must be complied with.

D.1. Management System:

To ensure a structured approach is followed, one that conforms to best practice for managing health and safety, the TEC Partnership follows the Health and Safety Executives health and safety management system framework HSG65. This is as detailed below.



D.2. General Health and Safety Rules and Arrangements:

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

- All operations shall be carried out according to relevant statutory provision and accepted codes of practice.
- All employees, learners, visitors and contractors shall 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 with appropriate levels of control, as a last resort, suitable personal protective equipment shall be provided where applicable.
- PPE shall be 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, 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 and maintained throughout TEC Partnership premises as necessary.
- 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 employees, learners, contractors and visitors and any other persons as appropriate.
- Managers and supervisors shall ensure that all electrical equipment is effectively serviced and maintained so as to prevent incidents. They shall ensure that all associated documentation is retained for inspection.
- Managers and supervisors shall ensure that all mechanical systems, work equipment and tools are effectively serviced and maintained in accordance with the manufacturers recommendations, legal requirements and good practice. They shall ensure that all associated documentation is retained for inspection.
- The TEC Partnership shall ensure that all waste materials are disposed of in an environmentally friendly manner and in accordance with the relevant legislation.
- All necessary safety signs and any associated health and safety information shall be posted at appropriate points within TEC Partnership premises. Employees, learners, visitors and contractors are responsible for adhering to all safety signs, information and instructions.

D.3. 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 employees, 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 employees 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 situations relating to asbestos are suitably controlled in liaison with the Health and Safety department.

Persons must not undertake any work that involves breaking into any building fabric or surfaces, for example, drilling walls or ceilings, erecting shelving, running cables, etc. without first consulting the Estates department in order to review the ACM Register. The Health and Safety department 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 department 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.

D.4. Accident/Near Miss Reporting:

The TEC Partnership insists that all accidents and near miss incidents are reported regardless of severity. Reports must be made within three working days of the incident or immediately, by the fastest means (telephone or face to face conversation), for incidents of a more serious nature.

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

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

The TEC Partnership has in place a cloud-based reporting form which is accessible at the top left-hand corner of a web browser window, under the “**TEC Favourites**” tab (when accessing through a TEC Partnership device).

By selecting “**Health & Safety – Incident and Accident Reporting**”, those reporting are taken to the reporting page.

Paper reporting forms are provided for those who do not have access to IT equipment, which is anticipated to be limited to learners, visitors or contractors, where there isn’t an employee available to complete the report on their behalf. These forms are located within first aid kits.

The reporting of accidents and incidents is **not** a task limited to those employees holding a first aid certificate. All persons who access a site can and should report incidents regardless of the severity. Those persons who do not have access to the cloud-based reporting form and where there isn’t an employee available to make the report on their behalf, should use a paper version.

The TEC Partnership requires reports to be made for incidents where first aid is given for none work-related injuries or where assistance is provided for a medical condition or emergency.

Managers are responsible for:

- Ensuring employees, learners, visitors and contractors (as applicable) are made aware of the reporting procedures.
- Ensuring departmental first aid kits are stocked with a reporting form. Spare blank copies can be downloaded for printing from Sharepoint (Health and Safety Home section).
- Ensuring employees in their line management complete the Accident Reporting and First Aid Provision training module.

All employees must complete the mandatory training module: Accident Reporting and First Aid Provision. This can be accessed on SharePoint (Health and Safety Home section).

The Health and Safety department 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).

D.5. 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. Therefore, the TEC Partnership shall ensure that all contractors and visitors are given an induction or safety briefing, proportionate to the level of risk they are exposed. This induction or safety briefing shall alert those groups to the potential hazards in their work area and the rules in place to ensure their safety and the safety of others whilst they are on the premises.

Visitors are required to sign in at one of the reception counters, where a brief overview of safety arrangements shall be provided. A more in-depth induction shall be provided by the department manager or deputised person where work is more involved and where activities carry a greater risk beyond that of a general classroom or office environment.

Where events are concerned, such as open events, enrolment or performances where signing in would not be feasible, alternative arrangements will be agreed through risk assessment. For example, alternative signing in and briefing procedures or increasing supervision to compensate for visitor numbers and their lack of site knowledge.

TEC Partnership premises do not operate as open sites for members of the public to access without legitimate reason for doing so. Those who do enter without permission, are afforded all reasonable forms of information to notify them of hazards at particular premises, for example, fragile roof signs, traffic signs, fork lift truck signs, this is not an exhaustive list. Street lighting, pedestrian crossing points and traffic calming measures shall be provided where necessary and where the environment is not prohibitive.

CCTV shall be provided where necessary to monitor the usage of premises.

All construction work completed shall take into account and comply with the Construction (Design and Management) Regulations 2015 (CDM 2015).

As the client (CDM 2015), the TEC Partnership has a duty to ensure that all appointed contractors are competent, work safely and do not put employees, learners or visitors at risk. The Estates department has the responsibility for the management of contractors and ensuring their competency meets the required level. The Estates department shall monitor contractors for the duration of the project to

ensure work is conducted safely.

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

The Health and Safety department and those authorised by them shall issue the necessary permit to work. This shall be on production of suitable and sufficient risk assessments and method statements from the contractor. The Health and Safety department shall take this opportunity to provide the relevant safety information, as detailed in section D.6.

Any TEC Partnership department appointing an external contractor shall inform the Estates department and Health and Safety department before work commences. Where Estates are not leading on the project, the department manager assumes the duties as detailed in CDM 2015.

Further guidance can be found in the TEC Partnership Policy for the Management of the Construction (Design and Management) Regulations 2015.

D.6. Permit to Work

The Health and Safety department are responsible for managing and administering the permit to work system and appointing authorised persons to issue on behalf of the TEC Partnership.

The permit to work system ensures proper consideration is given to the risks of a particular project or simultaneous activities at a premises or work area. The permit is a detailed document which authorises employees and/or contractors to carry out specific work, in a specific area, at a certain time and which establishes or sets out the main precautions needed to complete the project safely.

The objectives of the permit to work system are:

- To induct contractors to premises, giving details of hazards and risks, parking, welfare, evacuation, smoking or any other restrictions or guidance for a particular site.
- To take receipt of and consider risk assessments and method statements (RAMS) prior to the commencement of work, ensuring they are suitable and sufficient for the planned works.
- To specify precautions to be taken, including safe isolation from potential risks such as hazardous substances, electricity or other energy forms.
- To ensure that persons occupying premises or work area have been notified of all works where that work presents a risk to colleagues, learners or others, or where the works may have an impact on the general operations in that work area.
- To provide a procedure for times when work has to be suspended, such as stopping 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 other works.
- To provide formal hand-back procedures to ensure that the part of the premises or work area affected by the work is in a safe condition and ready for reinstatement.

D.7. Electrical Safety:

All reasonable steps shall 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, it is therefore the TEC Partnership's intention to reduce that risk to as low as is reasonably practicable.

The TEC Partnership shall ensure that:

- Electrical installations and equipment shall be installed in accordance with the Electricity at Work Regulations 1989 and other relevant standards.
- Fixed installations shall be maintained in a safe condition.
- Portable equipment shall be 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 shall conduct a suitable and sufficient risk assessment.
- Relevant safety information shall be exchanged with contractors and sub-contractors.

TEC Partnership employees shall not undertake any work on electrical equipment or installations on TEC Partnership premises or equipment without first receiving sufficient training and holding the relevant competence.

The Estates department shall arrange for fixed installations to be tested at a frequency not exceeding 5 years. All installations shall conform to the requirements of the latest edition of the Institute of Engineering and Technology Wiring Regulations and the Electricity at Work Regulations 1989.

Electrical socket outlets shall not be overloaded and multiblock adaptors are prohibited. When it is necessary to use an extension lead, the following safe use guidance shall be applied:

- Extension leads must be tested (PAT).
- Extension leads should not be chained together.
- Extension leads should not be used to provide electricity to appliances with high electricity consumption.
- Extension leads should not be left trailing where they can be tripped on or caused damage to.
- Extension leads should not be left partially coiled.
- Extension leads should be surge protected.
- Every effort should be made to arrange for additional sockets to be fitted rather than resorting to an extension lead.

Before electrical equipment is used employees shall undertake a visual inspection to ensure there are no obvious defects. This should include:

- Checking that the plug is not damaged and that the cable is properly secured with no internal wires visible.
- Checking the electrical cable is not damaged.
- Checking that the outer cover or casing of the equipment is not damaged in a way that will give rise to electrical or mechanical hazards.
- Checking for burn marks or staining that suggests the equipment is overheating.
- Checking to ensure any vents are not blocked.

If there are any concerns about the safety of the equipment it should not be used and a competent person should undertake a more thorough check.

Electrical equipment must be suitable for the environment in which it is to be used and cables should not be left trailing where they can be tripped on or caused damage to. Electrical equipment must also conform to the relevant EU or British Standard.

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

D.8. Emergency Plans and Crisis Management:

The TEC Partnership will ensure that plans and guidelines are prepared to manage a crisis that could put persons at risk and/or seriously affect the TEC Partnership as a business. 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 employees, learners, visitors and the general public.
- To protect the integrity of the TEC Partnership name and reputation.
- To maintain the normal business and operations of the TEC Partnership.

The guidelines and plans shall be agreed by the Disaster Recovery Team. Training and rehearsals/table top exercises shall be carried out as required.

Further guidance can be found in the TEC Partnership Policy & Guidelines for Managing an Incident and Crisis.

D.9. 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 department, managers shall assess and record 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 retention of volunteer first aiders. They shall also ensure nominated employees are released for training and have sufficient time and resources to perform their duties as first aiders.

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

Departmental first aid kits shall be checked monthly by nominated persons within the department using the "First Aid Kit Checklist" form. Checks should be made as to equipment levels and expiry dates on equipment. Replacement of equipment should be requested through the Health and Safety

department.

All employees are required to complete the mandatory training module: Accident Reporting and First Aid Provision. This can be accessed on SharePoint (Health and Safety Home section).

D.10. Fire:

The TEC Partnership acknowledges and accepts the duties and responsibilities placed upon the organisation by the Regulatory Reform (Fire Safety) Order 2005. In compliance with those duties, the TEC Partnership shall ensure suitable and sufficient fire risk assessments are conducted for all premises. Fire risk assessments shall be conducted or facilitated by the Health and Safety department and shall be reviewed:

- Following a change of working practice.
- Following a significant change to employee levels.
- Following any significant structural or material change.
- Following any change in fire precautions in premises.
- Following a near miss or fire incident.
- At intervals not exceeding 12 months.

The Estates department shall ensure:

- Fire extinguishers and other firefighting equipment are located throughout TEC Partnership premises.
- Suitable emergency lighting is provided throughout TEC Partnership premises.
- Suitable fire detection and/or manual means of sounding the fire alarm are provided throughout TEC Partnership premises.
- Suitable audible or visual fire alarm beacons are provided throughout TEC Partnership premises.

The Estates department shall ensure safety equipment and devices are checked and serviced at intervals not exceeding 12 months by a competent person and ensuring documentation is retained for inspection.

Each premises shall have a Fire Log Book. This will be used to record internal periodic checks of safety devices and equipment, engineer and Fire Service visits, drills and training.

The TEC Partnership shall have arrangements and procedures in place for the safe and efficient evacuation of persons in the event of a fire. Managers are responsible for ensuring that all persons accessing their department are inducted and informed of the fire safety arrangements and evacuation procedures.

Fire drills shall be conducted by the Health and Safety department or deputised persons. Drills shall be recorded and records shall be made available for inspection. Any issues identified during drills shall be rectified and reports made to the Health, Safety and Wellbeing Committee.

To aid evacuation, appropriate signs (including Fire Action Notices) shall be placed in prominent locations to guide and support with the safe evacuation of persons.

Personal emergency evacuation plans (PEEPs) shall be conducted for persons who would have difficulty evacuating a building without additional support or equipment (for example, mobility,

vision or hearing impairment). It is the responsibility of all managers to identify such persons (employee, learner or visitor) and to notify the Health and Safety department to arrange for a PEEP to be completed.

Evacuation Chairs shall be provided in all locations off ground floor where those with mobility impairment can access those areas. Training in the use of evacuation chairs shall be provided or facilitated by the Health and Safety department.

In liaison with the Health and Safety department, managers shall ensure that adequate numbers of employees are trained in the safe use of fire extinguishers and adequate numbers of employees are nominated and trained as fire wardens for their respective areas.

All employees are required to complete the mandatory training module: Fire Safety. This can be accessed on SharePoint (Health and Safety Home section).

D.11. Home working:

The TEC Partnership takes the view that where possible work activities should take place within TEC Partnership workplaces. However, if employees 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, those employees must:

- Agree arrangements and outcomes with their manager.
- 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 as is reasonably practicable.

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

D.12. Lone working:

Managers are responsible for ensuring that there are arrangements in place to address any health and safety issues arising from employees 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 in remote areas on TEC Partnership sites, other premises and travelling between sites.

Managers shall identify which members of their department 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:

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

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

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

D.13. Manual Handling:

The TEC Partnership accepts the duties and responsibilities placed upon the organisation 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 manage those risks by:

- **Avoiding** so far as reasonably practicable any hazardous manual handling operations.
- **Assessing** the risk of injury to persons from any hazardous manual handling that can't be avoided.
- **Reducing** the risk of injury to persons from hazardous manual handling to as low as reasonably practicable.

Managers shall ensure that work is planned so as to avoid, where possible, hazardous manual handling, this may be achieved by providing mechanical aids or re-designing work operations.

Where avoidance is not possible, managers shall ensure a suitable and sufficient manual handling risk assessment is completed, by a competent person, to reduce the risk to as low as is reasonably practicable.

All employees are required to complete the mandatory training module: Manual Handling. This can be accessed on SharePoint (Health and Safety Home section). Learners undertaking manual handling activities shall receive appropriate training and supervision from their curriculum area.

D.14. Risk Assessment:

The Management of Health and Safety at Work Regulations 1999 requires every employer to make a suitable and sufficient assessment of the risks to their employees whilst at work and anyone else who may be affected by their activities.

In compliance with these regulations, the TEC Partnership will ensure that suitable and sufficient risk assessments are completed so that measures can be identified to eliminate hazards and/or reduce risks to an acceptable level.

Definitions:

Risk Assessment: A systematic examination of an undertaking, activity or situation, which identifies hazards and estimates the level of risk, taking into account what precautions already exist.

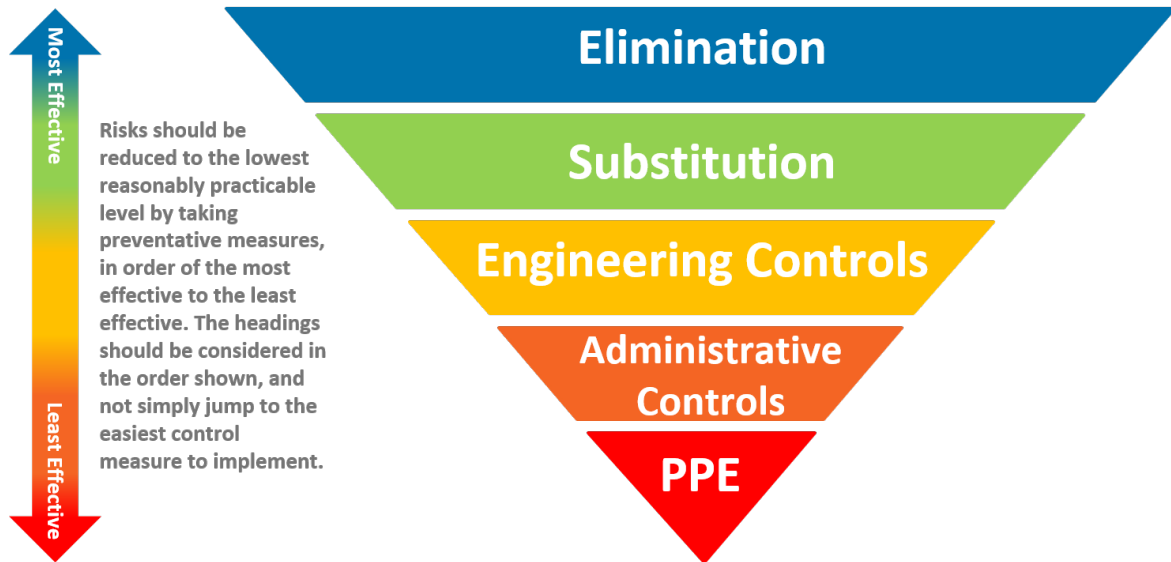
Hazard: Something with the potential to cause harm. For example, machinery, people, substances, building environments, etc.

Risk: The likelihood that a hazard will cause harm and if so, to what severity.

Competent person: A person with the necessary Skill, Knowledge, attitude, training, expertise, experience and familiarity.

Controls: Workplace precautions. For example, physical guards, safe systems of work, etc.

Hierarchy of control: A system where control methods are listed in hierarchal order, with the most efficient means of controlling a hazard at the top of the hierarchy, and the least efficient at the bottom, for example:



Child: Any person below the minimum school leaving age (16).

Young Person: Any person under 18 years of age in the TEC Partnerships employment.

Vulnerable Adult: Any person aged 18 years or over who has any of the following:

- Learning disability
- Physical or sensory impairment
- Mental illness, including dementia
- Old and frail
- Problems with Alcohol or drugs
- Vulnerable due to other circumstances

Application:

The application of these arrangements and the need for risk assessment shall apply to:

- Any task, undertaking, situation or activity arising out of or in connection with academic and non-academic work.
- Learner or employee disclosure of need (including medical).
- All educational visits.
- Transport (TEC Partnership and private vehicle use).
- Machinery and/or work equipment used in connection with academic and non-academic work
- Prior to the purchase or introduction of any new machinery, equipment, activity or facility/ building, etc.

Responsibilities:

Managers are responsible for ensuring:

- That appropriate suitable and sufficient risk assessments are completed, documented, monitored and regularly reviewed within their areas of responsibility.
- Employees assigned to carry out risk assessments are competent and receive appropriate training, resources and time to carry out their responsibilities.
- The findings of risk assessments are communicated to all as appropriate.

Risk assessors are responsible for:

- Completing suitable and sufficient risk assessments within areas, situations and activities that they are familiar and competent with and not operating outside of their skill or knowledge.
- Completing the relevant risk assessment paperwork correctly and maintaining the associated documentation.
- Ensuring risk assessments are monitored and reviews are completed and documented.

Health and Safety department are responsible for:

- Co-ordinating, facilitating or completing certain specific risk assessments.
- Auditing and monitoring standards relating to risk assessments as part of departmental health and safety inspections/audits, safety tours and safety sampling.
- Conducting or facilitating appropriate risk assessment training.
- Providing appropriate guidance and assistance.

External Organisations are responsible for:

- Providing suitable and sufficient risk assessments prior to the commencement of any work or activity.
- Complying with the findings and actions arising out of risk assessments.

All Employees, Learners, Visitors and External Organisations are responsible for:

- Complying with the findings and actions arising out of risk assessments.

Standards and Generic Process:

Only persons deemed competent, having completed the risk assessment mandatory training module accessible on SharePoint (Health and Safety Home section) and who are familiar with the particulars of a situation or activity being assessed are permitted to undertake risk assessments.

Risk assessors must only use the TEC Partnership risk assessment form and carry out risk assessments in accordance with training and the five steps to risk assessment.

Risk assessments shall be reviewed at a frequency not exceeding annually, or at any time before if:

- There are any reasons to believe that the assessments are no longer valid e.g. change of operations or task, or the introduction of new equipment.

- There has been an accident or near miss incident.
- There has been a change in legislation.
- There has been a change in personnel.

Generic Process:

Step 1 – Identification of hazards

Identify all significant hazards such as physical, chemical, biological, environmental, emotional. Walk around the workplace and identify what could cause harm to employees and others, with specific considerations for children, young persons, pregnant females/nursing mothers, vulnerable adults, etc.

Step 2 – Identify who might be harmed

Identify all persons who might be at risk from the hazards e.g. employees, learners, young persons, children, vulnerable adults, contractors, visitors, members of the public, pregnant female's/nursing mothers, persons with special consideration, etc.

Step 3 – Evaluate the level risk and decide what further controls may be needed

Using the TEC Partnership scoring matrix, evaluate the level of risk for each hazard by multiplying the **likelihood** and **severity** figures. This will provide a score which will equate to a very high, high, medium, low or very low rating.

Following the priority matrix at the rear of the risk assessment proforma, if the existing controls are not sufficient enough to adequately reduce the risks, an action plan must be produced to recommend further controls to reduce the risk to an acceptable level within an acceptable time frame. Utilising the principles of the hierarchy of control to choose a control measure.

Step 4 – Record findings and implement any further controls

Ensure persons responsible for the implementation of any further controls are made aware of their responsibilities. All findings and actions must be recorded on the relevant TEC Partnership risk assessment proforma.

Step 5 – Monitor and review

Further controls must be monitored to ensure that they are reducing risk and re-assessed on the action plan to evidence risk reduction. All risk assessments must be reviewed in accordance with the time frames stated earlier in this section.

D.15. 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 behaviour.

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.

D.16. Safety Inspections:

As a part of the ongoing monitoring of the TEC Partnership health and safety management systems and arrangements, the Health and Safety department shall carry out health and safety inspections and audits of areas and departments. Inspections and audits shall identify and highlight good practice as well as identifying unsafe acts, hazardous situations or breaches of legislation.

Action plans shall be produced and agreed with respective managers as needed. They shall identify appropriate remedial actions to rectify any identified issues along with agreed time frames.

Action plans shall be reviewed at a set scheduled time after the initial inspection or audit. If necessary, a further review shall be arranged and conducted. Every effort shall be made to work with managers to achieve a satisfactory outcome, however, where there is persistent non-compliance, further meetings may be scheduled with the respective senior manager to resolve any issues.

D.17. Smoking:

The TEC Partnership recognises and understands the duties and responsibilities placed upon them under the Health Act 2006. These arrangements reflect the TEC Partnerships commitment to meeting the requirements of the Act and in turn protecting non-smokers from tobacco smoke.

Exposure to second hand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses. Therefore, smoking is prohibited in all TEC Partnership enclosed and substantially enclosed premises, all TEC Partnership vehicles and identified Smoke-Free areas at all times. These arrangements also apply to “e-cigarettes” (Electronic cigarettes) and other similar devices.

Premises:

Smoking is prohibited in all TEC Partnership enclosed and substantially enclosed premises and identified Smoke-Free areas at all times. Smoking is only permitted in external designated areas or smoking shelters, depending on the particular local site arrangements which are as follows:

Bus Depot (Duchess Street) – There is no provision provided at this premises, employees who wish to smoke should do so away from any doorway, in the direction of the car park. Care should be taken to not causing a nuisance with passers-by, not littering (including cigarette ends) and being mindful of moving vehicles.

Filey Road – Smoking is permitted in the two designated smoking shelters that are situated to the eastern and western ends of the main/original building.

Flemingate – Smoking is permitted in the designated smoking shelter that is situated to the side of the IOT block.

Humber Lodge – Smoking is permitted in the designated smoking shelter which is located in the front car park near the boundary wall.

Learning Shops – There is no provision provided at these premises, employees and learners who wish to smoke should do so away from any doorway. Care should be taken to not causing a nuisance with passers-by, not littering (including cigarette ends) and being mindful of moving vehicles.

Little Stars – Smoking is not permitted anywhere on Little Stars grounds. Employees who wish to smoke should do so in the smoking shelters that form part of the wider Nuns Corner site or leave the premises. Care should be taken to not causing a nuisance with passers-by, not littering (including

cigarette ends) and being mindful of moving vehicles. Parent/guardians are asked to smoke off site.

Minster House – There is no provision provided at this premises, those who wish to smoke should do so away from the building on the paved area next to Premier Inn. Care should be taken to not causing a nuisance with passers-by and not littering (cigarette ends).

Modal – There is no provision provided at this premises, employees and learners who wish to smoke should do so outside of the main gate. Care should be taken to not causing a nuisance with passers-by, not littering (including cigarette ends) and being mindful of moving vehicles.

NET UK – There is no provision provided at these premises, employees and learners who wish to smoke should do so away from any doorway. Care should be taken to not causing a nuisance with passers-by, not littering (including cigarette ends) and being mindful of moving vehicles.

Nuns Corner – Smoking is permitted in the designated smoking shelters that are located as follows:

- At the entrance from Bargate, adjacent to fire assembly point 5.
- At the entrance from Bargate, between the planters at the UCG.
- Between the old security hut and the main bike shelter.
- Grassed area next to the main bike shelter.
- Engineering Road opposite Automotive.
- Engineering Road opposite the entrance to the main building.
- At the entrance to the blue car park.
- In the blue car park against the substation.
- The main quad area at the end of the planters.

Green line markings are positioned in some areas of Nuns Corner to help manage the volume of smokers on this campus.

Nunthorpe – Smoking is permitted in the designated smoking shelter which is located near the dog grooming entrance.

Priory Road – Smoking is permitted in the designated smoking shelter that is situated in the car park to the front of premises.

Saint Mary's walk – Smoking is permitted in the designated smoking areas that are as follows:

- Behind the wall nearest the gate at the front of the premises.
- Behind the graffiti art wall at the rear of the premises.
- To the right at the rear of the premises under the shelter.

Scartha Hall – Smoking is permitted in the designated smoking shelter which is located in the middle car park near the spiral staircase.

Skegness – Smoking is permitted in the designated smoking shelter that is situated in the front car park of the main building.

St James Street – Smoking is permitted in the external court yard.

TAG – There is no provision provided at this premises, employees who wish to smoke should do so off the grounds. Care should be taken to not causing a nuisance with passers-by, not littering (including cigarette ends) and being mindful of moving vehicles.

Welholme House – Smoking is permitted externally only towards the boundary of the premises.

Responsibilities:

It is the responsibility of all persons who access a facility or vehicle to comply with these arrangements.

All employees are to assist in challenging any person(s) who are not compliant with local

arrangements and to identifying places where smoking is permitted.

Enforcement:

Failure to comply with these arrangements may result in the relevant disciplinary procedures being applied.

Any visitors who fail to comply with these arrangements shall be asked to stop smoking and may be asked to leave the premises or vehicle if they do not comply with requests.

On induction, employees, learners and visitors shall be advised of the TEC Partnership Smoke Free arrangements with regards to smoking and the use of e-cigarettes, and the possible consequences if they contravene these arrangements. Appropriate statutory signs shall be posted in conspicuous locations on all TEC Partnership premises.

Smoke Cessation Assistance:

For help in quitting smoking:

<https://www.nhs.uk/live-well/quit-smoking/nhs-stop-smoking-services-help-you-quit/>

D.18. Storage and Housekeeping:

Inappropriate storage of items, supplies and materials can create trip hazards, obstructions and can greatly increase the risk of fire.

Managers are responsible for ensuring that the 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.

All persons should ensure:

- They do not obstruct fire exits, fire doors, escape routes and walkways.
- Cabinets, shelves, racks, etc. are stable and if possible, secured to the wall to prevent toppling.
- Items are not kept on the top of cabinets or other places where they can become dislodged and fall.
- Where items are stored on shelving, heavier items are stored lower down and lighter items higher up.
- Where items are stored above shoulder height, suitable equipment is used to allow for safe access.
- Where work activities create waste, persons are required to clear that waste away regularly and dispose of it in appropriate containers/bins and in line with any manufacturer guidance or statutory obligations.

Slips, trips and falls are one of the single most common cause of accidents within the workplace. To help prevent them, the TEC Partnership shall have in place:

- Cleaning regimes to prevent the accumulation of waste and contaminants on floors.

- Adequate lighting.
- Designated and clear walkways.
- Good cable management.
- Reporting and maintenance arrangements.
- Mandatory footwear standards in certain areas.

D.19. 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 2002 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 shall ensure:

- All substances are identified and a (COSHH) register compiled with a copy forwarded to the Health and Safety department. The register shall be reviewed and updated annually.
- Safety Data Sheets (SDS) are held for all substances and they are located in an easily accessible place and reviewed every three years (unless it is known they are no longer valid).
- 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 the appropriate legislations.

All employees, learners and other persons who may be exposed to, use, transport or are required to carry out COSHH risk assessments must receive suitable and sufficient training. Training can be arranged by contacting the Health and Safety department.

D.20. Educational Visits:

The TEC Partnership recognises that it has a legal and moral duty of care for learners and employees whilst they are on TEC Partnership premises. This duty also applies when learners and employees are off TEC Partnership premises engaged on educational visits.

As such, any employees arranging, organising or taking part in an educational visit must follow the guidelines and procedures laid down in the current TEC Partnership Educational Visits Guidance and Procedures.

D.21. 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 Regulations 1998 (PUWER). These regulations are far-reaching and cover any equipment, tools or articles used at work. In this context, work equipment is a generic term referring to such items as:

- Plant.
- Machinery.
- Powered hand tools.
- Non-powered hand tools.

- Office equipment.

This is not an exhaustive list.

Managers shall have suitable systems in place to ensure the following:

- Work equipment is fit for purpose and in good working order.
- Servicing, maintenance and any planned preventative maintenance (PPM) is completed as recommended by the manufacturer or as stated in regulation. Records must be retained for inspection.
- Work equipment is only used in accordance with the manufacturers' instructions.
- Suitable and sufficient risk assessments are completed by a competent person and reviewed annually or subject to change or incident.
- Suitable and sufficient instruction, training and supervision is provided for employees, learners and others as required.
- Users of machinery and equipment undertake a pre-use check to identify any fault or damage.
- Where fault or damage has been identified, arrangements are in place for the user to report those issues and for taking the item(s) out of use.
- Work equipment is sourced and purchased with health and safety in mind and where applicable conforms to relevant British and/or EU standards.
- Where applicable, seek advice from the Estates department with regards to access, floor loading, power/water supplies and building alterations, etc.

D.22. 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 an NVQ.

This is not an exhaustive list.

The TEC Partnership has a responsibility to ensure that all Work Placements are 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 employee 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.

D.23. 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 minimise the likelihood of work-related stress and complete appropriate stress risk assessments. All managers and supervisors are required to attend appropriate stress training which can be arranged with Staff Development.

To discuss health and well-being and to explore options for improvement, the TEC Partnership has in place a Health, Safety and Wellbeing Committee.

D.24. 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 defined as any person under 18 years of age in the TEC Partnerships employment.

Managers shall ensure risk assessments identify young persons employed within their 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 and supervision needed.

D.25. 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.

Examples include, but are not limited to:

- The use of a kick stool.
- The use of a ladder or step ladder.
- Working on a roof (flat or pitched).
- Working at ground level adjacent to an open excavation.
- Working from a platform, scaffold or MEWP.

For the purpose of this policy, equipment used to access heights (ladder, step ladder, etc.) are commonly referred to as “access equipment”.

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

The following process shall be followed prior to the commencement of any working height.

- Avoid work at height where it is reasonably practicable to do so.

- Where work at height cannot be avoided, falls should be prevented by 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 access equipment is used, users shall ensure:

- Access equipment supplied is of a sound construction and suitable for the task to be performed.
- They are competent and have received adequate training for the task and the equipment used.
- They have permission from the relevant person to use the access equipment.
- They check access equipment for defect before each use.
- Where a defect is observed, users shall stop using the access equipment immediately and report the fault to their manager or tutor (as applicable).
- A full risk assessment of the activity is carried out by a competent employee before any work commences.

Managers shall ensure a formal recorded inspection is conducted for all ladders and stepladders held within the department. These inspections shall be conducted by a competent person and recorded on ladder tags at a frequency of no less than every 3 months.

D.26. New and Expectant Mothers:

The TEC Partnership recognises its duties under the Management of Health and Safety at Work Regulations 1999 to assess workplace risks and that particular consideration should be given to the risks to new and expectant mothers whether they are an employee, learner or visitor within the organisation.

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 the hazard or reduce the risk to as low as is reasonably practicable. To this end, the TEC Partnership shall undertake suitable and sufficient risk assessments to identify and appropriately control those risks.

To enable the TEC Partnership to fulfil this duty, expectant mothers, whether an employee or a learner, have the responsibility of informing their manager or course tutor of their pregnancy as soon as is possible after it has been confirmed. The TEC Partnership may request the notification of pregnancy in writing or ask to see an appointment card as proof of pregnancy, proof of the first appointment cannot be requested.

Once notified of a pregnancy, managers or course tutors are responsible for arranging a risk assessment with that person as soon as is possible. Risk assessments shall be completed on the relevant "New and Expectant Mothers Risk Assessment" record which is accessible on cloud-based software on request from the Health and Safety department.

Where the risk assessment is being completed for a pregnant employee, it should be completed by their manager. Where it is a learner, the risk assessment can be completed by a competent person who has knowledge of the course content and the risks therein. In both instances, the new or expectant mother must be present and have input on the risk assessment.

The Health and Safety department shall support, where needed, with the more complex situations or where environments or activities carry a greater risk. The Health and Safety department will monitor the completed risk assessments and make any further recommendations should they be required.

A copy of the completed risk assessment must be retained by the expectant mother. Where it relates to an employee, a copy should be retained by the manager and a copy sent to Human Resources. Where the risk assessment relates to a learner, the risk assessment should be retained by the course tutor and a copy held in the relevant section on the learner's Promonitor profile. The Exams department may require a copy if adjustments are made for an exam.

Throughout the declared term of pregnancy and the post-natal period, managers/course tutors must monitor the ability of the new or expectant mother to ensure they can perform their work/study safely, without exposure to significant risks to their health or that of their child. If it is felt the findings of the initial risk assessment no longer apply or further risks are identified, arrangements for a review of the risk assessment must be made. The new or expectant mother should bring any concerns to the attention of their manager/tutor or the Health and Safety department immediately.

In rare occasions, the TEC Partnership may be required to make changes to the working conditions or hours of the new or expectant mother; offer her suitable alternative work, or if that is not possible suspend her for as long as is necessary to protect her health and safety and that of her baby.

Those completing risk assessments must have completed the Risk Assessment training module and the New and Expectant Mother Risk Assessment Briefing. These can be accessed on Sharepoint (Health and Safety Home section).

D.27. Display Screen Equipment:

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

Definitions:

"Display Screen Equipment (DSE)" is a device or equipment with a display screen and often refers to a computer screen.

"user" meaning an employee who habitually uses display screen equipment as a significant part of their normal work.

The TEC Partnership acknowledges the health and safety issues that may arise from the use of such equipment and that principally those risks 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 as low as is reasonably practicable.

Therefore, the TEC Partnership will:

Identify users of DSE – Managers are responsible for identifying DSE users within their area of responsibility and sign posting those users to completing the mandatory training module: Display Screen Equipment, and completing a self-assessment. These can be accessed on Sharepoint (Health and Safety Home section).

Provide suitable information (training) – Display Screen Equipment training shall be provided as prepared online content which shall be accessible as needed through Sharepoint (Health and Safety Home section). Users are responsible for accessing the content and putting into practice the guidance.

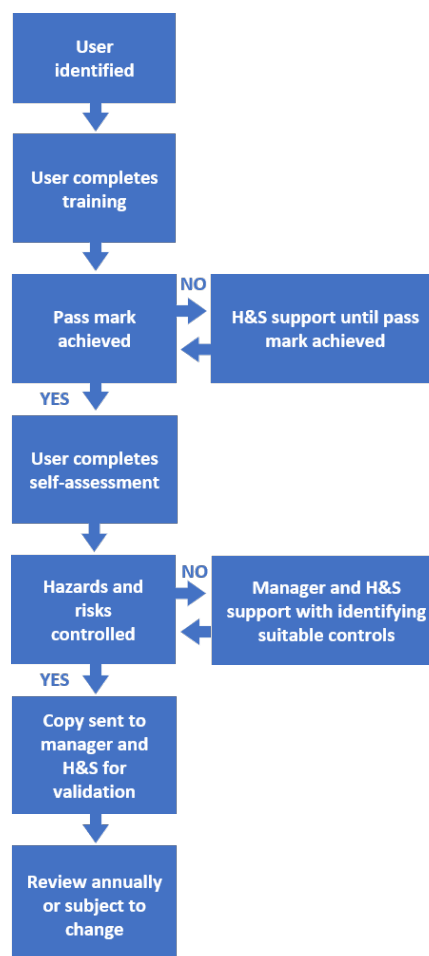
Assess workstations – It is the responsibility of the user and their manager to ensure that DSE workstations are assessed and where necessary, remedial actions assigned. This shall be conducted by using the provided Display Screen Equipment Self-Assessment proforma, which is accessible through the training module.

Inform users of their entitlement to a free eye test – The TEC Partnership shall provide a free eye test voucher to DSE users who request one.

Vouchers can be redeemed at Specsavers and will entitle the holder to a free eye test and where applicable, a free pair of basic DSE glasses or a contribution towards an upgraded pair of glasses (should the user choose to upgrade).

To obtain a voucher, users are to complete the Display Screen Equipment training module and complete and submit their Display Screen Equipment Self-Assessment via email to the Health and Safety department. The request for a voucher should be identified in the self-assessment and in the email. DSE users are advised to have their eyes tested every 2 years (as a minimum).

The following work flow shall apply:



Learners who use DSE shall receive appropriate training and supervision from their curriculum area.

D.28. Legionella:

Legionnaires' disease is an uncommon form of pneumonia caused by the legionella bacterium. Infection occurs when legionella bacteria that has 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.

The TEC Partnership acknowledges and understands the responsibilities placed on the organisation under the 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" fourth edition.

In compliance with the aforementioned regulations and codes, the TEC Partnership shall take all reasonable precautions to prevent risk to health from exposure to legionella by implementing the appropriate control measures in all relevant premises.

The Estates department (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 department 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' should be read.

The responsibilities for Legionella are as follows;

As detailed in section C, the Chief Executive Officer is the duty holder, and has ultimate 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 Executive Director of Estates, who ensures the necessary resources are available, with support from the Responsible Person (the Planned Preventative Maintenance and Compliance Manager).

The Estates department has responsibility for the design, installation and commissioning of hot and cold-water systems and for planned preventative and reactive maintenance and testing. Which shall be satisfied by utilising internal and external competent persons.

D.29. Consultation with Employees:

In accordance with the Safety Representatives and Safety Committees Regulations 1977 and The Health and Safety (Consultation with Employees) Regulations 1996, the TEC Partnership has in place a Health, Safety and Wellbeing Committee to work in partnership with Trade Union appointed Representatives and Representatives of Employee Safety.

The primary objective of the Committee is to monitor health, safety and wellbeing issues across the TEC Partnership and to propose solutions to the Executive and Senior Leadership Teams to address any issues arising.

The following terms of reference shall apply:

1. To promote a culture of good health and safety practices across the TEC Partnership.
2. To monitor and review the following policies and procedures in preparation for submission to the Corporation (where relevant):
 - Health, Safety and Welfare Policy
 - Health and Wellbeing Policy
 - Menopause Policy
 - Stress Policy and Procedure
3. To review forthcoming legislation and assess its implications and where necessary to recommend the establishment of rules governing any hazardous work activity or class of operations.
4. To discuss, recommend and promote ways of raising awareness of good health, safety and wellbeing practices amongst employees and learners.
5. To advise the TEC Partnership of health, safety and wellbeing issues with proposed recommendations.
6. To advise departments/faculties within the TEC Partnership of relevant issues raised at Committee meetings and to circulate reports where appropriate.
7. To advise on safe practices and systems of work within TEC Partnership departments/faculties.
8. To receive accident, incidents and other relevant data relating to health, safety and wellbeing and advise/action/inform as appropriate.
9. To review and, where necessary, act on reports from external agencies such as the Health and Safety Executive, the Fire and Rescue Service and Funding Bodies.
10. To discuss and recommend general or specific safety and wellbeing training for employees where it is considered necessary.
11. To review any new initiatives relating to supporting/improving the health safety and wellbeing of TEC Partnership staff.

Committee meetings shall be chaired by the Group Vice Principal Employee Services with the Group Vice Principal Corporate Services acting as Vice Chair in their absence. Where both are absent, the Group Head of Health and Safety shall act as third chair.

Committee meetings shall be deemed quorate if a third of the members are present and would only need to be quorate for decision items.

D.30. Personal Protective Equipment:

The TEC Partnership recognises and understands the duties and responsibilities placed upon them under the Personal Protective Equipment at Work (Amendment) Regulations 2022. These arrangements reflect the TEC Partnerships commitment to meeting the requirements of these regulations as well as a range of other regulations, Codes of Practice and formal guidance.

These arrangements set out the requirements and provide practical guidance to be followed by management, employees, learners and visitors with regards to the provision and use of personal protective equipment. This is to ensure, so far as is reasonably practicable, that all persons are provided with suitable and adequate protection against exposure to hazards.

Definition:

Personal Protective Equipment (PPE) – Means all equipment (including clothing affording protection against the weather) designed to be worn or held by a person at work specifically to protect them against one or more defined significant hazard, and any addition or accessory designed to meet this objective.

Exemptions:

All PPE falls within the terms of the definition stated above, clothing provided which is not specifically designed to protect the health and safety of the wearer does not fall within this definition and therefore is exempt, examples of which are:

- Uniform provided with the primary aim of presenting a corporate image.
- Clothing provided for hygiene purposes in food preparation areas.

Suitability and Selection of Personal Protective Equipment:

Before making the selection of PPE, every effort shall be taken to control a hazard or to reduce the level of risk by using other appropriate means as detailed in the hierarchy of control in section D.14. Once this process has been completed and in situations where there remains a residual risk that can be managed further by the use of PPE, the TEC Partnership shall provide such equipment.

A suitable and sufficient risk assessment shall be made to determine which PPE is suitable to control the exposure of a person to the hazard being considered (this assessment must be in writing). As well as considering the control of exposure to hazards, other factors shall be considered to ensure the suitability of PPE, such as:

- The PPE must protect the wearer from the specified hazard and take into account the environmental conditions where the task is taking place. For example, eye protection designed to protect against dust may not offer adequate protection when using an angle grinder to cut steel.
- The use of PPE must not increase the overall level of risk or add new risks, e.g. by making communication more difficult or masking warning alarms.
- PPE must be adjustable to fit the wearer correctly.
- The needs of the job and the demands it places on the wearer. For example, the length of time the PPE needs to be worn, the physical effort required to do the job or the requirements for visibility and communication.

- Where more than one item of PPE is worn, they are mutually compatible and continue to be effective against the individual hazards in question.

When selecting PPE it is important to:

- Choose good quality products that are quality stamped, e.g. CE marked.
- Choose equipment that suits the wearer – consideration should be given to the size, fit and weight; or the health of the wearer, e.g. if equipment is very heavy, or wearers have pre-existing health issues, standard PPE may not be suitable.
- Let users help choose it, they will be more likely to use it.

If in doubt, seek further advice from the Health and Safety department, the supplier or a specialist adviser.

Paying for Personal Protective Equipment:

Managers must not charge for PPE provided to employees (including agency workers).

Learners may be charged or asked to purchase their own PPE where it forms part of their standard kit for the environment, such as safety footwear or overalls. However, where a learner has difficulties in financing such equipment the TEC Partnership may support on a case by case basis, but it must be made clear that if a learner can not afford the PPE and the TEC Partnership are unable or unwilling to provide the PPE for the learner, the learner must not participate in activities where PPE is required.

Tutors are responsible for ensuring that any items of PPE purchased by a learner is suitable (as detailed above) and conforms to the relevant standards.

Visitors shall be provided or asked to provide their own PPE on a case by case basis.

All PPE provided free of charge to the wearer by the TEC Partnership, remains the property of the TEC Partnership.

Information, Instruction and Training:

Where PPE has been provided or is being worn, the wearer must also be provided with adequate information, instruction and training so that they understand:

- The hazard or hazards for which the PPE wholly or partly protects against, and the level of protection it offers against each individual hazard.
- The correct way in which it is meant to be used.
- How to maintain the PPE in a good state of efficiency and repair.
- When to repair or replace it, and how to report it if there is a loss, damage or fault.

It is important that users wear PPE all the time they are exposed to the risk. Exemptions for those jobs which take 'just a few minutes' must not be allowed.

Reasonable steps must be taken to ensure that PPE is correctly used by employees, learners and visitors. PPE should only be used after adequate training has been given and adequate levels of supervision should be provided to ensure that training and instructions are followed. All training must be recorded and records kept.

Storage Facility

Where PPE has been provided, appropriate storage arrangements must also be provided for when the PPE is not in use.

Storage arrangements should be provided for PPE which has become contaminated during use, this should be separate from that provided for ordinary clothing. If the PPE contains hazardous materials, it may need special storage arrangements.

Maintenance of Personal Protective Equipment:

Manufacturer's maintenance schedules and instructions should normally be followed; any significant departure from them should be discussed with the manufacturer.

Consideration should be given as to who carries out the maintenance. Simple maintenance can be carried out by the trained wearer, more intricate repairs or repairs on complex equipment should only be completed by specialist personnel. Records of maintenance, examination and tests must be retained for inspection.

Spillage and Other Emergencies:

PPE provided for use to manage spillage or other emergencies should, wherever reasonably practicable, be stored outside but close to the area of intended use.

Responsibilities:

Managers are responsible for:

- Ensuring suitable and sufficient risk assessments have been completed.
- Providing PPE where applicable.
- Making available appropriate facilities for the storage of PPE.
- Providing employees, learners or visitors with information, instruction and training, ensuring records of training are retained for inspection.
- Taking all reasonable steps to ensure that PPE is correctly used by employees, learners and visitors and adequate supervision is in place to ensure that training and instructions are followed.
- Providing suitable means of reporting defective, damaged or expired PPE to ensure suitable replacement or repair.

Employees are responsible for:

- Undertaking risk assessments as directed by management, ensuring alternative means of controlling hazards have been considered before resorting to PPE.
- Ensuring PPE is used as necessary to protect against a specified hazard or hazards and in accordance with any information, instruction or training given.
- Taking reasonable care of PPE provided and ensure that it is stored and cleaned as necessary.
- Not using any defective, damaged or expired PPE and for reporting such PPE to management.

- Ensuring all learners and visitors are aware of reporting procedures for defective, damaged or expired PPE.
- Providing adequate instruction, training and supervision to learners and visitors to ensure PPE is used as necessary and as trained.
- Ensure accurate records of training and induction are retained for inspection.

Learners and visitors are responsible for:

- Ensuring PPE is used as necessary to protect against a specified hazard or hazards.
- Ensuring PPE is used in accordance with any information, instruction or training given.
- Taking reasonable care of PPE provided and ensure that they store and clean it as appropriate.
- Not using any defective, damaged or expired PPE and for reporting such PPE to an employee such as their tutor.
- Following all instruction and training.

D.31. Confined Space:

As defined in the Confined Space Regulation 1997, a “confined space” means any place, including any chamber, tank, vat, pit, trench, pipe, sewer, flue, well, service ducts or other similar space in which, by virtue of its enclosed nature, there arises a reasonably foreseeable specified risk.

Under these regulations, a confined space must have both of the following defining features:

- It must be a space which is substantially (though not always entirely) enclosed; and
- One or more of the following specified risks must be present or reasonably foreseeable:
 - Serious injury to any person at work arising from a fire or explosion.
 - The loss of consciousness of any person at work arising from an increase in body temperature.
 - The loss of consciousness or asphyxiation of any person at work arising from gas, fume, vapour or the lack of oxygen.
 - The drowning of any person at work arising from an increase in the level of liquid.
 - The asphyxiation of any person at work arising from a free flowing solid or the inability to reach a respirable environment due to entrapment by a free flowing solid.

Other hazards, such as electricity, noise, collapse or subsidence of or within the space, loss of structural integrity and those arising from mechanical equipment and working space, can be identified when assessing the risk from the need to enter or work in a confined space. These hazards are not unique to confined space working and are not dealt with in the regulation. Where these hazards are present in a confined space, the precautions will almost always be more extensive because of the enclosed nature of the confined space.

The TEC Partnership shall comply with the requirements of the aforementioned regulations by:

- Ensuring that every effort is made to avoid entering a confined space.
- Where entry into a confined space cannot be avoided:
 - A suitable and sufficient risk assessment shall be conducted prior to entry.
 - A written safe system of work, including emergency procedures shall be conducted prior to entry.

- A permit to work shall be obtained/provided.
- Any person entering a confined space shall have the appropriate training and competence to do so.

32. Unmanned Aircraft System (Drones)

An unmanned aircraft system, commonly referred to as a drone, is any aircraft where flight is controlled either autonomously by on-board computers or by way of remote control, operated by a pilot at ground level, without a human pilot on board. The use of drones has historically been associated with the military but in recent years drones have become readily available for use in work activities for example; surveys or event filming.

The TEC Partnership recognises these advancements in industry, as such wishes to align programmes of study to provide learners with the most current, up to date knowledge and experience to prepare them for their chosen careers. In addition, the TEC Partnership strives to stay at the forefront with regards to the organisations commercial offering when filming.

The TEC Partnership acknowledges the risks associated with the use of drones and the obligations placed upon the organisation under statutory provision. The TEC Partnership has therefore put in place these arrangements to eliminate or reduce those risks to as low as is reasonably practicable. In drawing up these arrangements, the TEC Partnership has taken in to account the rules set out in the CAA guidance CAP 722 (eight edition) which should ensure compliance with the relevant statutory provision.

Definitions:

Drone - Unmanned aircraft system (UAS)

CAA - Civil Aviation Authority

Operator - A person or an organisation, who owns the drone with an Operator ID issued by the CAA.

Pilot - A person controlling/piloting the drone with a Pilot ID issued by the CAA.

VLOS - Visual line of sight.

Uninvolved persons - a person that does not take part in the drone operation, either directly or indirectly, such as: spectators at an event, people sitting in a park or on a beach. (for more detail CAP 722 (2.1.3.1))

Involved persons - A person that has decided to be involved, understands the risks and is expected to follow safety precautions provided.

Relevant air space - 150 metres of the building or grounds (some exceptions may apply).

Training

All Pilots must have received the relevant training, hold the relevant authorisation, have CAA approval to pilot the drone being used and hold a flyer ID. Pilots should be mindful of maintaining and logging their flying hours to prevent their authorisation being revoked.

Those piloting drones shall be conversant with the fundamentals of CAP 722 and monitor for any updates. The current version can be found on the CAA website: <https://www.caa.co.uk/home/>

Purchase and Registration

Those wishing to purchase a drone must first seeking permission from the TEC Partnership Operator. Subject to approval being given, those purchased shall be recorded on the TEC Partnership central

register which is held within the Purchasing department. The Purchasing department shall register each specific drone with the TEC Partnership insurer. All drones must be labelled with our Operator ID.

All drones must be registered on the Drone Log book website by the pilot (link below). Drone Log book will track and record all flights made with a registered drone.

<https://www.dronelogbook.com/hp/1/index.html>

Permit to Fly

Those wishing to fly a TEC Partnership drone (on or off TEC Partnership premises) must first obtain a permit to fly from the Health and Safety department or deputised person(s). The permit is in place to make final checks that full consideration has been given to the risks associated with each specific flight and that all evidence of training, registration and land owner permissions are in place.

General and Basic Rules of Flight

- VLOS must be maintained with the drone.
- The drone must not be more than 500 metres horizontally from the pilot (Only where VLOS is maintained).
- The drone must not exceed 400 ft above ground. An additional assessment may be required in hilly or mountainous regions.
- Flights are not permitted within 150 metres of any residential, commercial, industrial or recreational areas, unless permission is granted. This may be reduced to 50m dependant on operational authorisation (Pilots will need to provide evidence).
- Flights are not permitted within 50m of people, vehicles, vessels and structures not under the control of the Pilot of the drone although this distance is reduced to 30m during take-off and landing
- If flying higher than 50 metres, the distance from people should be at least that of the drone height.
- The air space above an uninvolved person is a 'No fly zone'.
- Maintain the safety of involved persons.
- Flights are not permitted within flight restriction zones (flight paths) unless permitted by the relevant aerodrome.
- Flights are not permitted over or within 150m of open-air assemblies of people such as outside events, beaches or parks on busy days, commercial streets, music festivals, etc. (CAP 722 2.1.3.4)
- If poor weather conditions develop, cease the flight or fly further away from people or structures.

Maintenance and Security

Pilots shall ensure that drones are appropriately checked, serviced and/or maintained at a frequency that is in line manufacturers and CAA guidance and completed by a competent person. Records of checks, service and/or repairs should be retained for inspection.

There shall be no modifications made to drones that are not in line with manufacturers guidance.

When not in use, drones shall be stored in such a way that prevents unauthorised use or malicious tampering. Locked away in an inconspicuous location.

Third-party commercial operators

The permit to fly arrangements shall apply to any third-party operator wishing to operate a drone on any TEC Partnership premises or in the relevant air space of the TEC Partnership.

Emergency Services (State owned drones)

The permit to fly arrangements do not apply to the Emergency Services needing to operate on any TEC Partnership premises or in the relevant air space of the TEC Partnership, where that Emergency Service is operating the drone for official business and the flight is not a training operation. Where the flight is a training operation, the Emergency Services shall be treated as a third-party commercial operator.

Recreational

The TEC Partnership does not give freely, the permission for the recreational use of drones on any TEC Partnership premises or in the relevant air space of the TEC Partnership. Where individuals or groups wish to operate drones on or within the relevant air space of a TEC Partnership premises, permission for each specific instance/situation must be obtained from the relevant Senior Leader Team, who will make a judgement on a case by case basis whether or not to grant permission. Where permission is granted, confirmation will be given to those individuals or groups as to the requirements or the restrictions which they must adhere to.

Indoor Flights

Whilst the use of drones in an indoor environment will not fall within the scope of authority for the CAA or the relevant aviation statutory provision, such activities will fall within the scope of the Health and Safety at Work etc. Act 1974 and the Managements of Health and Safety at Work Regulations 1999.

Given the relatively confined nature of indoor spaces combined with the potential velocity of a drone and the rotors, the use of drones in an indoor environment is prohibited without first giving due consideration to the risks, completing a risk assessment and obtaining authorisation from the Health and Safety department.

In this context, indoor space means; “an area, room or premises that is, or are, substantially enclosed by a roof and walls”.