

# **Health and Safety Guide for Staff**

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## Introduction

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As an employer, Cambridge Regional College recognises and accepts its responsibilities as defined in the Health and Safety at Work Act etc 1974 for providing a safe and healthy place of work and working environment for all its employees.

This document, and its subsequent amendments and additions, is distributed to all staff. It sets out the policy for this College and must be read in conjunction with the College Safety Manual, a copy of which is kept in the Learning Resource Centres at the City Centre Campus, Newmarket Road and the Science Park Campus, Kings Hedges Road.

Further items will be added to the document in the form of memos or directives; these should be added to your copy of the policy statement.

Details of the College Health & Safety Policy can be found on the College Intranet (Quality Section) under reference POL0017.doc

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## Information

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1. The Learning Resource Centre has an extensive Health and Safety Section, which includes Health and Safety Executive (HSE) guidance notes and Statutory Instruments, Health and Safety Commission (HSC) and HSE publications and periodicals and varied manuals and codes of practice covering Health and Safety issues.

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## Fire and Emergency

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### **Regulatory Reform (Fire Safety) Order 2005**

- 2.1 The College Health and Safety Officer in conjunction with the Head of Facilities & Estates will ensure that a Fire Action notice is displayed in every lecture room, workroom and office. This notice will give detailed instructions on the action to be taken in the event of fire or other emergency.
- 2.2 The Health and Safety Officer in conjunction with the Head of Facilities & Estates will ensure that fire alarms and fire-fighting equipment are regularly tested and inspected to meet legal requirements.
- 2.3 **All STAFF** must familiarise themselves with, ensure that they fully understand and comply with the instructions of the emergency procedures. All must ensure that whenever the building is occupied, the emergency exits are all free to open and that smoke-stop doors that are not already electronically kept open, are not wedged in the open or shut position under any circumstances.
- 2.4 On hearing the alarm, everyone must leave the buildings immediately by the nearest Fire Exit in a calm and orderly manner and follow the signs to the nearest Assembly Point (as shown on the Fire Action Notice displayed in every room) and await further instructions. All College Employees have a duty to ensure all college users evacuate the buildings.
- 2.5 On seeing a fire a member of staff should raise the alarm by operating the alarm system (break the nearest "break glass"), warn others nearby, and then move to the nearest assembly point.
- 2.6 Full details of the procedure for Fire & Evacuation can be found on the College Intranet (Quality Section) under reference DFR/PCD/0017

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## **First Aid, Accidents and Injuries**

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- 3.1 **Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR 95)**
- 3.2 Employees may suffer injuries or become ill whilst in the workplace. It is important that they receive immediate attention and that an ambulance is called in serious cases. First Aid at work covers the arrangements that need to be made to help save lives and minimise the risk of injuries and illnesses becoming worse. First Aid is the initial management of any injury or illness suffered at work, but it does not include giving tablets or medicines to treat illness. First Aiders are only required to provide First Aid within their own limits of knowledge and comfort.
- 3.3 To summon assistance in a First Aid emergency, contact reception/security on 8888, notify them of the location and type of incident and state if an ambulance is required. On receiving an emergency call Reception/Security staff will arrange for a First Aider to attend and will also call an ambulance if required.
- 3.4
- a. cuts and abrasions: first aid should be applied and first aiders should fill in the accident book. A college accident form etc should be completed and sent to the Quality Assurance & Improvement Office. When a person is sent to hospital the manager of the area should be informed so that s/he can contact the necessary family.
  - b. serious and fatal injuries (including fractures): a first aider should render assistance and call an ambulance. In the event of a fatality immediately contact the Health and Safety Officer and a member of the Senior Management Team. A college accident form should be completed and sent to the College Health and Safety Officer who will establish if it is a reportable accident, complete F2508 and send details to the Health and Safety Executive.
  - c. disease and dangerous occurrences should be reported to the Health and Safety Officer who will establish if it is a reportable, then fill in a F2508A (Diseases) and F2508 (Dangerous Occurrences) and send to HSE.
- 3.5 All serious accidents should be reported to the Health and Safety Officer, who are responsible for completing, form F2508 (Major Injury Accidents and Dangerous Occurrences).
- 3.6 College Medical Centre is located in room E035. Contact the Medical Centre via Reception.
- 3.7 Full details of the College procedure for First aid can be found on the College Intranet (Quality Section) under reference DFR/PCD/0020

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## Personal Protective Equipment At Work Regulation 1992

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- 4.1 The College Health and Safety Officer determines, in conjunction with the Vice Principal for Quality Assurance & Improvement, (subject to any representations made by the Safety Representatives to the Health & Safety Committee) the type and quality of personal protective equipment necessary for staff, students and visitors, and the circumstances in which this equipment shall be used, if not already directed by statutory regulations. In general, staff issued with protective equipment as a personal issue will wear that protective equipment during work hours and whilst at work. Sufficient protective equipment should be available for the use of staff and students in areas where the wearing of protective equipment is a statutory requirement. Members of the public visiting those areas shall wear the equipment.

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## Plant, Machinery and Equipment

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### 5 Provision and Use of Work Equipment Regulation 1998

- 5.1 It is the responsibility of any member of staff when ordering equipment, including machinery, to ensure that the equipment to be purchased, hired or installed for the College is suitable in its location for its intended use and complies with the appropriate safety regulations. Full operating and maintenance instructions, written in English, must be provided and made available before use. The responsibility for making such instructions available rests with the appropriate **Assistant or Associate Principal or Departmental Head**.
- 5.2 The College Health and Safety Officer is available to give advice on the purchase of equipment, having first confirmed its proposed locations with due regard to space requirements, before any orders are issued. The Health and Safety Officer can also approve the final installation ahead of any use

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## Dealing with Hazards or Potential Risks

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### 6. The Management of Health and Safety at Work Regulations 1999

- 6.1 If a problem or hazard occurs, or appears likely to occur, it should be drawn to the attention of the appropriate **Director or Assistant or Associate Principal** and if the problem or hazard puts people at immediate risk, the member of staff must warn people in the vicinity and then arrange to reduce or if possible eliminate the risk, taking such steps as are reasonably possible without putting people at risk.

- 6.2 In identifying a problem or hazard, the following agreed procedure is to be adopted:
- a. member of staff or Safety Representative identifies problem;
  - b. the matter is reported to the appropriate Director/Head of Centre/Service;
  - c. if the matter cannot be resolved within the section, the Safety Representative reports the matter to the College Health and Safety Officer (using official reporting forms);
  - d. if the matter cannot be resolved by the College Health and Safety Officer the matter should be referred to the Director/Assistant or Associate Principal/Head of Service (for discussion between the Director/ Assistant or Associate Principal, Health and Safety Officer and Safety Representative). If resolution still cannot be achieved and the matter is deemed to be sufficiently serious the matter should be brought to the attention of the Vice Principal for Quality Assurance & Improvement/Chair of the Health & Safety Committee (if not previously involved);
  - e. if the matter cannot be resolved by joint consultation of all parties mentioned in d above, then the Health & Safety Committee should consider seeking the assistance of outside consultancy.

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## Disciplinary Action

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7. In the event of disciplinary action being taken against an employee in relation to Health and safety matters, this will follow the procedure laid down in the College's Staff Disciplinary Procedure.

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## Policy on Smoking in the College

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8. The College operates a **NO SMOKING** Policy throughout all of its premises including College grounds except in designated areas. All staff have a responsibility to encourage all staff and students to comply.

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## Children of Employees on College Sites

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9. All staff are advised that it is College policy not to encourage the children of employees to come on to the College sites unless it is for a specially organised activity. The reason for this is the potential for injury to the children.

Notwithstanding the College's statutory and legal responsibilities, it is the College's policy that it does not encourage the children of employees on to its site.

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## **Manual Handling**

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10. Managers are responsible for ensuring a suitable Manual Handling Risk Assessment is completed prior to an individual undertaking any significant manual-handling task.
  - 10.1 All staff should be aware of the need to lift/move items with care and within their own physical capabilities. Before moving anything: think about the load – its weight and shape; how to move it – bending, stooping, pushing or pulling; the working environment – ground conditions, weather. Ask for assistance; avoid putting yourself at risk of injury. Finally, ask yourself can I move it myself or would a mechanical means be better?
  - 10.2 Staff can request assistance with manual handling tasks, by contacting the Facilities & Estates Helpdesk.

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## **Stress Management**

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11. Any of us may feel stressed at some time or another, whether for work or personal reasons or a combination of both. The degree to which we feel stressed and the point at which this becomes a negative experience will vary from person to person and from situation to situation. Stress is nothing to be embarrassed about and the College hopes that anyone feeling negatively stressed and wanting support at work because of this will contact Human Resources. Referrals to the College Occupational Health Advisor must be arranged through Human Resources. The College can offer a number of services and support mechanisms including counsellors for a confidential discussion that may be of assistance at times of stress and if the stress is work related would do what it can within reason to minimise the cause and offer further support.
  - 11.1 An independent staff stress audit was carried out on behalf of the College in December 2006. The results from this audit highlighting key “stressor” and the participation of staff and unions has enabled the College management team to formulate an action plan identifying appropriate actions and responses to staff concerns relating to stress.
  - 11.2 Full details of the College policy for stress management can be found on the College intranet (Quality Section) under reference DFR/POL/0053.

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## Lone Working

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12. It is possible that at certain times, staff will find themselves working alone at the College or on offsite activities e.g. assessors carrying out external visits etc. These occasions can occur for a variety of reasons e.g. evening, night or weekend call-outs, holidays, at the beginning and end of flexible working periods etc.
- 12.1 Working alone involves an employee undertaking duties not in the presence of, or without easy access to, another employee.  
In addition the College has a duty to workers employed by other organisations undertaking duties at any of our out reach centres to ensure their health and safety.
- 12.2 Establishing safe working arrangements for lone workers is responsibility of managers, team leaders and supervisors and are no different from organising the safety of staff who work together. Lone workers should not be exposed to significantly higher risks than others who work together.
- 12.3 Precautions should take account of normal working conditions and:
- a. acknowledge the risks involved in lone working and provide control measures to remove or reduce the risks to employees
  - b. ensure appropriate training and information is given to relevant staff
  - c. consider lone working as part of the risk assessment process within the College
  - d. monitor all, incidents or concerns that may arise
  - e. ensure all incidents or injuries are communicated to the College Health and Safety Officer

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## **Risk Assessment**

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13. The Management of Health & Safety at Work Regulations 1999 require that a suitable and sufficient assessment is made of the health & safety risk to employees and others
- 13.1 Responsibility for undertaking Risk Assessments lies initially with the manager in charge of the area in question. This responsibility may be delegated to other members of staff as necessary. For example, in relation to specialist subject areas it is likely to be more appropriate for the programme manager or a specialist lecturer or technician to undertake a detailed risk assessment for their own area or a specialist task. However it is vital that everyone in the College participates co-operates and contributes skill and knowledge to make the process a success.
- 13.2 Failure to assess and control the risks involved in an activity/process/situation adequately and reasonably may result in injury or ill health and prosecution of both the College and/or individuals concerned. The Health and Safety Officer is available to offer advice and guidance on the completion of risk assessments and can, where appropriate, arrange for specialist assistance, however the responsibility for completing and reviewing the assessments still belongs to the owning CMG member.
- 13.3. All staff should be aware of the need to carry out workplace assessments for 'Young Persons' placed for work experience within the College as well as placements from the College. Young person is defined as a 'child', who has not completed compulsory school and a young person who has not attained the age of 18.
- 13.4 Full details of the College policy for Risk Assessment can be found on the College Intranet (Quality Section) under reference DFR/POL/0054

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## **Occupational Health**

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14. The College has recently put in place Healthcare provision for all staff within the College. The purpose of this to provide a benefit to staff which will give them peace of mind and enable them to access consultancy or treatment they may need more quickly.
- 14.1 Staff have access to the College Occupational Health Advisor for and advice on medical issues. Appointments to see the Occupational Health Advisors are arranged through Human Resources.  
Staff also have access to the services of the College counsellors.

- 14.2 The College has a contract with the Occupational Health provider based locally. This enables the College to refer members of staff for support and advice on how any health issues may be affecting them in their role and how they can be supported.
- 14.3 In conjunction with occupational health provider, the College proactively promotes a range of health related initiatives. These include health awareness days and events i.e. healthy eating, stress, sexual health etc.

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## Display Screen Equipment

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15. Cambridge Regional College complies with the Health & Safety (Display Screen Equipment) Regulations 1992. As an employee of CRC, designated display screen users have a statutory right to request a free eyesight test. A designated user is defined as someone who **habitually** uses display screen equipment as a **significant** and **continuous** part of his or her normal work. If you would like to apply for a free eye test, please contact the College's Procurement Officer on x 8350 who will supply you with full information of the College's preferred opticians and a voucher if available to cover the cost of the test.

If the eyesight test shows that the employee (designated user) requires special corrective appliances (normally spectacles) specifically for using Display Screen Equipment then CRC will contribute towards the cost of the lenses purchased. No contribution is made to frames or any other corrective appliances for any other purpose.

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## Driving on College Business

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16. All personnel driving on Cambridge Regional College business must be in possession of a full and valid driving license. It is the responsibility of individual drivers to inform their line managers immediately if for any reason they have their license revoked. No member of staff should drive at work under any circumstances which they know may affect their ability to drive safely. It is the responsibility of any member of staff who is required to drive on College business to inform their line manager if they are suffering from any illness or health condition which might impair their ability to drive safely.

No member of staff should drive at work when they are under the influence of alcohol or drugs

## 16.1 Use of Mobile Phones In Vehicles

It is a legal offence to use a mobile phone in the car at any time when the engine is running. This includes when stationary at traffic lights or when parked on or adjacent to roads when the engine is running. No College employee should use a mobile phone whilst in the driving seat of a vehicle and the engine is running.

16.2 Staff who drive on College business must ensure they take adequate and sufficient breaks during their journeys

16.3 It is the responsibility of the vehicle owner to ensure that the vehicle is safe (roadworthy, appropriately taxed and insured).