



HEALTH & SAFETY POLICY 2022-23

ELT manager	Director of Finance & Resources
Responsible officer	Estates, Facilities & IT Manager
Date first approved by BoM	Annual Review
First Review Date	Annual Review
Date review approved by BoM	December 2022
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Equality impact assessment	Completed

Reviewer	Date	Review Action/Impact	BoM
Estates and Facilities Manager	01/11/2016	Reflecting changes following recent staff re-structure	05/10/2016
Estates and Facilities Manager	15/05/2017	Reflecting introduction of SHE H & S Management System	04/10/2017
Estates and Facilities Manager	07/09/2018	Updated Driving at Work statement to include Minibus training and assessment	03/10/2018
Estates and Facilities Manager	31/08/2019	Retained Health and Safety Advisor information update Additional SWR representative added to committee membership	02/10/2019
Estates and Facilities Manager	24/08/2020	Changes to staff health and safety induction – now online on Cascade Inclusion of communicable and notifiable diseases arrangements	24/09/2020
Estates and Facilities Manager	06/09/2021	Section 34: Addition of performance monitoring process Section 12 & 22: Reference to home working	30/09/2021
Estates and Facilities Manager	12/09/2022	Amendments to reflect change of supplier of H & S Online Reporting System	13/12/2022

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HEALTH AND SAFETY

GENERAL STATEMENT OF POLICY

West Highland College UHI will comply with all statutory health and safety requirements as a minimum standard and will ensure, so far as is reasonably practicable, the health and safety of all staff, students or other persons affected by the activities of West Highland College UHI.

West Highland College UHI will actively promote a positive safety culture with all persons affected by the activities of West Highland College UHI. Foreseeable hazards will be identified and risks systematically eliminated, reduced or controlled by workplace precautions, so far as is reasonably practicable, to minimise the likelihood of accidents occurring.

This policy explains West Highland College UHI safety management systems including how responsibilities and accountabilities for controlling health and safety risks are allocated.

This policy will be reviewed at a minimum of annual intervals.

SIGNED:

DATE:

12 Dec 2022

NAME:

Derek Lewis

Chair of the Board of Management

West Highland College UHI

SIGNED:

DATE:

12 Dec 2022

NAME:

Lydia Rohmer

Principal & CEO

West Highland College UHI

HEALTH & SAFETY STRATEGY

To encourage and develop a vibrant health and safety culture by:

- Communicating to all staff, the commitment to the General Statement of Policy.
- Gaining the commitment of all staff to the objectives and to ensure their full involvement in implementing those objectives.
- Developing effective systems and procedures to ensure that information on legislation and codes of practice are communicated and complied with as a minimum standard.
- To commit sufficient resources to ensure that health and safety objectives can be met.
- Maintaining a regular system of monitoring and inspection, designed to identify situations and areas of concern which require improvement.
- Maintaining adequate first aid and welfare facilities in all areas of West Highland College UHI activity.
- Ensuring all staff are aware of their personal responsibilities and accountability and are given formal accredited training to enable them to contribute fully in the achievement of the objectives.
- Maintaining plant, equipment and systems of work that eliminate, as far as is reasonably practicable, any risks to the health and safety of staff and others who may be affected by College activities.
- Preventing and controlling pollution and by reducing waste through elimination, reduction and recycling measures.
- Maintaining adequate records to monitor and analyse safety performance, including the need to identify root causes through causal analysis and to communicate the outcomes to staff.
- Actively promoting staff and student representation on the health & safety committee and any other course committees where appropriate to the provision of a safe working and learning environment.
- Maintain a safety organisation capable of supporting this strategy.

THE ORGANISATION OF HEALTH & SAFETY

See Appendix 1

Board of Management

The Board of Management of West Highland College UHI will set the direction for health, safety and welfare and have overall responsibility for ensuring the health, safety and welfare of all staff, students, visitors or other persons affected by the organisations activities, so far as is reasonably practicable. The Chairman and Board members will ensure that health & safety management systems and standards are monitored regularly to ensure their effectiveness.

Promoting a strong signal of the strategic importance of health and safety, the College has a nominated Board member acting in the role of health and safety champion; helping to ensure that robust risk management processes support the board of management who have both collective and individual responsibility for health and safety.

Principal & Chief Executive Officer

The Principal & Chief Executive Officer has the day-to-day responsibility for ensuring the health, safety and welfare of all staff, students, visitors or any other persons affected by the organisations activities, so far as is reasonably practicable, at each of the College's Centres or where any College activities take place.

The Principal & Chief Executive Officer will ensure that a Health & Safety policy is established which will be an integral part of the organisation's culture, values and performance standards The Principal & CEO will ensure that sufficient resources are available to support the health & safety strategy and that effective health and safety management systems and procedures are implemented throughout the organisation.

Executive Leadership Team (ELT)

Reporting to the Principal and CEO, members of the Executive Leadership Team will have the day-to-day responsibility for ensuring that health and safety systems and procedures are suitably implemented in all areas of College activity. Members of the Executive Leadership team are responsible for the implementation of the College Health & Safety Policy and they will ensure, so far as is reasonably practicable, full compliance with all statutory requirements within their respective areas of responsibility.

Executive Leadership Team Members will:

- Be familiar with the College Health & Safety Policy
- Take a direct interest in its implementation
- Ensure implementation and enforcement of all safe systems; and
- Support those charged with carrying out the Policy

Curriculum Area Leads

Reporting to the Head of Curriculum, Curriculum Area Leads will ensure, so far as is reasonably practicable, that staff under their control are aware of the College Health & Safety Policy and that the Policy is fully implemented in each area of defined responsibility.

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Curriculum Area Leads will:

- Ensure that staff under their control understand and implement the College Health & Safety Policy
- Ensure that health & safety responsibilities are understood and that safe systems are complied with
- Ensure that risk assessments are carried out and where any significant risks are identified, the risks are assessed and either eliminated, reduced or precautions are put in place to minimise the risk, so far as is reasonably practicable.

Support Managers

Reporting to a Line Manager, Support Managers will ensure, so far as is reasonably practicable, that all staff under their control are aware of the College Health & Safety Policy and that the Policy is fully implemented in each area of defined responsibility.

Support Managers will:

- Ensure that staff under their control understand and implement the College Health & Safety Policy
- Ensure that health & safety responsibilities are understood and that safe systems are complied with
- Ensure that risk assessments are carried out and where any significant risks are identified, the risks are assessed and either eliminated, reduced or precautions are put in place to minimise the risk, so far as is reasonably practicable.

Health & Safety Advisor

The College has retained the services of Clarity Safety Solutions to provide competent assistance and general health & safety advice to the College as required by the Management of Health and Safety at Work Regulations, the Regulatory Reform (Fire Safety) Order and Fire Safety (Scotland) Regulations 2006.

The Estates & Facilities Manager is the 'nominated person' for RIDDOR reporting on behalf of West Highland College UHI and will monitor health & safety systems and their implementation across all of the College Centres.

In the absence of the 'nominated person', the deputy in the first instance for RIDDOR reporting will be the Finance Director and secondly, the College Principal & CEO. If required, the H&S Advisor will assist with the reporting process to ensure appropriate compliance with The Reporting of Injuries, Diseases & Dangerous Occurrence Regulations 2013 (RIDDOR).

All staff at West Highland College UHI

In accordance with the 'general duty of care' placed on every employee by Section 7 of the Health & Safety at Work etc. Act 1974, all staff will:

- Take reasonable care for their own health and safety
- Take reasonable care for the safety of anyone who may be affected by their acts or omissions
- Co-operate with management to enable the College to fulfil its statutory obligations
- Report any defects to premises and/or work equipment
- Report any accidents and near misses; and
- Report any health and safety concerns

GENERAL ARRANGEMENTS FOR HEALTH & SAFETY

1. Emergency Procedures

1.1 Fire & Evacuation Procedure **See Appendix 2**

The procedure for the action to be taken in the event of a **FIRE** can be found in:

- This Health & Safety Policy
- On display at each Centre (this includes emergency evacuation routes and the identification of a designated fire assembly point)

The procedure for the action to be taken during **FIRE DRILLS** can be found in **Appendix 3**

- This Health & Safety Policy
- In all teaching, meeting rooms and communal areas at each Centre

A minimum of **TWO** fire drills per year will be practised, assessed and recorded at **EACH** Centre.

Emergency procedures will be identified at induction for all new staff and students.

Fire alarm systems will be tested **WEEKLY** and a record kept at **EACH** Centre.

All fire-fighting equipment, alarms and emergency lighting will receive planned testing and maintenance at appropriate intervals. Emergency exits, stairways, safe refuges, fire doors and walkways will be monitored regularly to ensure they are kept free from obstructions. Fire prevention at each location will include the appropriate storage of any flammable materials. On closure each evening and at weekends, building checks at each location will be carried out by a nominated person, which will include all emergency exits, windows, fire doors, heating, lighting and security arrangements.

For all meetings or courses at each location, fire instructions **must** be advised to delegates at the outset.

1.2 Major Incident Policy

West Highland College UHI recognises the importance of proactive crisis management including the procedure required for effective communication and public relations in the event of a major incident occurring at a College location or where an outdoor College activity/event is taking place.

2. Accident and Incident Procedure

See Appendix 4

Staff, students or any other person affected by the activities of West Highland College UHI must report all accidents, near misses and/or acts of violence which have occurred on premises controlled by West Highland College UHI or during any activities/events under the control of the College. Near miss reporting will be encouraged and all incidents, accidents and near misses must be recorded using the Riskex Health and Safety Management System. Where appropriate, accidents/incidents will be investigated to identify root causes as well as immediate and underlying causes. Through a risk control hierarchy, foreseeable risks will be eliminated, reduced or controlled through precautions to minimise the likelihood of incidents occurring. Accident statistics will be reviewed to identify trends and a monthly RIDDOR Incident Rate will be calculated.

The 'nominated person' will be responsible for reporting work/course related **RIDDOR** incidents to HSE and UHI, should they occur at any College Centre or any other location where courses activities take place.

3. Risk Assessment Procedure

In accordance with Regulation 3 of the MHSW Regulations 1999 (as amended), the College will make a 'suitable and sufficient' assessment of risks to employees and others who may be affected by the activities of the College including students, contractors and members of the public.

Risk control measures, including the elimination, reduction and the implementation of precautions, will be applied through a process of hazard identification and risk evaluation. All risk assessments will be undertaken using the Riskex Health and Safety Management System by a competent person in the task or activity being assessed and any significant risks will be recorded. College Managers will be responsible for ensuring that foreseeable risks within their area are assessed, controlled and recorded where appropriate.

Review periods will be set and automated notifications will be sent to identified responsible College staff.

Generic risk assessments and dynamic risk assessments will also be used where appropriate to the task, activity or the environment.

Examples of risk assessment will include the following:-

- Fire risk assessment (conducted by competent external assessors)
- DSE workstation assessments
- Moving and handling assessments
- Control of Substances Hazardous to Health (COSHH) assessments
- Personal Emergency Evacuation Plans (PEEPs)
- Lone Working assessments
- Assessments for new/expectant mothers, young persons and people with special needs.
- Work Placement assessments
- Any other areas of foreseeable significant risk

Factors considered when undertaking risk assessments will be:-

- Identification of foreseeable hazards
- Assessment of the level of residual risk
- The identification of any people at risk, including employees, internal partners, sub-contractors, visitors, students and members of the general public
- Special needs and vulnerabilities of disabled persons, young persons, new or expectant mothers, inexperienced persons and persons with learning difficulties.
- All risks should be eliminated, reduced or controlled so far as is reasonably practicable.

Risk assessments will be reviewed at intervals in accordance with the perceived degree of risk and further assessments will be carried out as and when required. The degree of sophistication of a risk assessment will be determined by the activity concerned. Predictive risk assessments will be prepared by competent persons beforehand and dynamic risk assessment will be determined by competent persons at the time and used to enable staff and students to operate safely in any unpredictable environment that may arise. Appropriate Information, instruction and guidance on the principles of risk assessment will be given to staff as required.

4. Audit & Review Procedure

To comply with health and safety law, Health & Safety Regulations, Codes of Practice and the College Health & Safety Policy, an annual programme of internal auditing will be undertaken jointly across all Centres and course activities by the College manager responsible for health and safety and the retained competent health & safety advisor. The audits will feedback the effectiveness of the College Health & Safety Policy and health & safety management system. External auditors will periodically check the ongoing effectiveness of the College Health & Safety Policy and health & safety management systems and procedures.

5. Housekeeping and Recycling

Provision will be made by Estates for regular cleaning of office and communal areas and for the emptying of waste litter bins at each Centre. Recycling facilities will be made available and waste and pollution will be controlled and minimised.

6. Health & Safety Committee

See Appendix 5

A Health and Safety Committee will meet on a minimum of 6 occasions throughout each Academic Year as a forum for consultation between staff and student representatives on health and safety matters.

Meeting arrangements and minutes will be prepared and distributed by the nominated person for health & safety. Membership of the Health & Safety Committee will include a staff representative and FE/HE student representatives.

Staff will be encouraged to raise any health and safety concerns with their Line Manager in the first instance and students will be encouraged to raise any concerns with their Lecturer. If a health and safety matter can't be resolved, it can be raised either with the staff or student health & safety representatives, the nominated person for health

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& safety, any other member of staff or with the College Principal & CEO.

7. Health & Safety Induction

See Appendix 6

- At each West Highland College UHI Centre, staff, students, visitors and contractors will receive an induction, which includes health and safety.
- Staff health & safety inductions will be conducted online using the HR Management System Cascade and will include the identification of any significant hazards, the control measures required and the appropriate safe systems and policies in place.
- Further training, instruction and supervision will be provided until a sufficient and consistent degree of competence is demonstrated.
- The induction record will be held on the staff record on Cascade.
- Additional information can be found in the Student and Staff Handbook.

8. General Duty of Care

In accordance with the Health & Safety at Work etc. Act 1974, West Highland College UHI will provide, so far as is reasonably practicable:

1. Safe plant and systems of work
2. Safe use, storage, handling and transport of articles and substances
3. Provision of information, instruction, training and supervision
4. Safe means of access and egress, with a safe place of work
5. A safe working environment.

9. Vehicle Parking

Vehicles should be parked in marked bays at each West Highland College UHI location. Parking out-with marked bays can cause a hazard for other drivers and for pedestrians. At each location:

- Disabled parking spaces should only be used by registered disabled drivers.
- Drop-off zones must not be used for parking, even for short periods of time.
- Vehicles longer than a standard car must not overhang pavements when parked.
- Reverse parking of vehicles in car parking bays is recommended.

For more detailed information please refer to the Traffic and Parking Regulations Policy.

10. Autumn and Winter Conditions

The likelihood of slip and trip accidents increases during the autumn and winter periods when there is less daylight, leaves fall onto paths and ice and snow may be on the ground. To minimise the risk of slips and trips, provision will be made at each Centre to spread grit/sand over walkways and car parks during adverse autumn and/or winter conditions to facilitate safe access and egress.

11. Manual Handling

In Accordance with the Manual Handling Operations Regulations 1992 (as amended), Manual handling assessments will be carried out if there is a foreseeable risk of injury and the relevant people will be informed of the results of the assessments with suitable the control measures identified. Appropriate information, instruction and training and will be provided as and when required.

12. Work Equipment

Work equipment will be appropriate for the task and suitably maintained in accordance with The Provision and Use of Workplace Equipment Regulations 1998 – PUWER. Training, information and instruction will be available for all staff, trainees and students. Inspection records will be completed and updated where appropriate by suitably competent persons.

All electrical equipment will be visually inspected by users to determine suitability **before** use and any electrical repairs required will only be undertaken by a competent person. Portable electrical appliances used within offices/rooms and communal areas will receive planned, recorded maintenance by a competent person in accordance with The Electricity at Work Regulations 1989. Laptops or other portable electrical equipment which can be plugged into a mains supply will be tested beforehand.

When working from home staff should carry out regular visual checks on plugs, cables and electrical equipment and should not use items which have damaged casing, cables, plugs, scorch marks or other signs of damage

13. First Aid

The Health and Safety (First-Aid) Regulations 1981 (as amended) require that we provide adequate and appropriate equipment, facilities and personnel to ensure all staff can receive immediate attention if they are injured or taken ill at work.

An assessment of needs will be undertaken by a competent person to determine the degree of first aid provision required at each Centre or course location. Adequate and appropriate provision will then be provided following the initial assessment. Within the assessment of needs, provision will also be made for non-employees such as students and members of the public. A first aider is defined as ‘someone who has undergone a 3-day HSE approved first aid training course and an appointed person is someone who has been appointed to call an ambulance, look after the first aid box and keep a record of any treatments.

At each Centre or course location where the need for trained first aiders is identified, they will be appointed in accordance with the assessment of needs. Where a trained first Aider is not required, an appointed person will be nominated to look after first aid equipment, first aid facilities and for contacting the emergency services should this be necessary.

The **minimum** first aid provision at each Centre or where course activities take place will be:

- a suitably stocked first aid container
- an appointed person to take charge of first aid arrangements
- Information for staff and students regarding first aid arrangements

First aid treatments will be recorded and reports will be sent to the **nominated person** where they will be recorded in an Accident Book and kept securely to comply with the Data Protection Act 1998.

14. Hygiene Guidelines

All persons using West Highland College UHI premises will be encouraged to take responsibility for maintaining a high standard of hygiene. Hand- sanitisers and antiseptic wipes will be provided where required following a risk assessment by a competent person.

15. Working or Course Activity at Height

In accordance with The Work at Height Regulations 2005, no member of staff, trainee, student, internal partner or contractor will undertake any work/course activity at height on the premises of West Highland College UHI or during any external activity/course without a suitable and sufficient risk assessment being completed **beforehand** by a competent person.

16. Substances Hazardous to Health (COSHH)

In accordance with The Control of Substances Hazardous to Health Regulations 2002, at all Centres, cleaning chemicals will be securely stored in locked cupboards. Where these chemicals are brought on site by sub-contracting cleaning companies, they will ensure that the chemicals are suitably risk assessed and stored safely. Sub-contracted cleaning companies are required to ensure the safety of their own employees and other persons affected by their company's activities including College staff, trainees, students, internal partners, visitors and contractors.

ASBESTOS: - Diseases associated with asbestos arise when asbestos fibres are inhaled and then penetrate deep into the lung. Any work involving asbestos or where asbestos is suspected, will be carried out in accordance with The Control of Asbestos Regulations 2012 and Approved Code of Practice and any asbestos removal required will be done in accordance the Asbestos Licensing Regulations. The use of any new asbestos containing materials (ACMs) is prohibited.

In accordance with The Control of Asbestos Regulations 2012, and where the College is recognised as the duty holder i.e. where the College is clearly responsible for the maintenance and repair of the building, the College will take all reasonable steps to establish if there are materials containing asbestos in the Centre and if so, the amount, where it is and what condition it is in. If there is any doubt, materials will always be presumed to contain asbestos and the duty to manage under the regulations will apply.

For each Centre, Estates will prepare and keep up-to-date, a record of the location and condition of the asbestos containing materials, or any materials which are presumed to contain asbestos.

17. Driving at Work

Pool Cars: The College provides pool cars for staff travelling for business purposes only, and the use of pool cars should be the first option, and staff should refer to the WHC Pool Vehicle Procedure for further details. To minimise risk as low as reasonably practicable by reducing the need to drive between Centres, managers should encourage staff to use video conferencing or other methods of communication whenever possible. Where staff can't use a pool car for a valid reason and are authorised to use their own vehicle for business travel they are advised to inform their insurance company to ensure they have the appropriate comprehensive business insurance cover in place.

Minibuses: The College undertakes to ensure that those staff who have the responsibility of transporting staff or students undergo assessment and training of their driving ability.

This is provided by identified members of staff who have undertaken approved MiDAS Driver Awareness Training (DAT) who then train and assess individual minibus drivers within the College.

Using Own Vehicles: Staff who use their own vehicle for business travel, will be required to provide evidence of an up-to-date MOT (where applicable), appropriate business car insurance and a valid driving licence.

General Advice:

- When driving on company business, staff are responsible for the safety of themselves and for others and for compliance with the Highway Code.
- Mobile phones should not be used while driving and staff are encouraged to plan their journey.
- Staff should not drive when tired
- Staff should not rush to get to their destination
- Staff should consider weather and road conditions if planning winter journeys
- Staff should make arrangements to ensure it will be noticed if they do not arrive at their destination or their home at or near the expected arrival time (see Lone Working Policy & Procedure and the Adverse Weather Procedure).

18. Appointment of Contractors

In accordance with HSE Guidance, contractors under the control of West Highland College UHI will be provided with a current copy of the College Health and Safety Policy and be advised of any foreseeable significant risk(s) identified and of the existing control measures already in place. Construction projects will be undertaken in accordance with the Construction, Design & Management Regulations (where appropriate). Selection of contractors will be from an approved list held by the Estates & Facilities Manager and contractors must operate to at least the minimum legal standard and use accepted industry good practice.

Such contractors include organisations or individuals contracted to supply cleaning, maintenance, statutory inspections, outdoor instruction etc. Contractors will be asked to provide a copy of their health and safety policy, examples of risk assessments/method statements, safe systems of work and accident performance including any enforcement action or prosecutions.

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Contractors are prohibited to work at West Highland College UHI, without the appropriate authorisation from the Estates & Facilities Manager, a Centre Manager or other nominated senior person. Permits to Work (PTW) are required for any high risk activities and contractors must keep a copy of the permit at their place of work and the permit issuer must keep a copy for inspection and control. The level of supervision required will depend on the degree of risk and will be determined by the permit issuer. No equipment will be used or activities take place until a permit to work has been signed off and the area declared safe by the permit issuer.

19. Smoking

West Highland College UHI operates a **NO SMOKING RULE** within all enclosed or substantially enclosed work places in line with current legislation to provide smoke free areas in public areas and work places. Designated external areas for smoking will be identified at each Centre and no smoking signs will be displayed in all appropriate areas.

To further comply with the general duty of care to all students and staff, smoking is also prohibited close to where any students/staff are present as part of any external West Highland College course or activity.

20. Alcohol and Drugs

The consumption of alcohol is **STRICTLY FORBIDDEN** at all West Highland College UHI premises and during any external WHC activities/courses. The consumption of alcohol is only permitted on special occasions if authorised directly by the College Principal. In the absence of the College Principal, a nominated deputy Principal from the ELT can authorise.

The use/abuse of non-prescribed drugs or substances such as solvents is **STRICTLY FORBIDDEN** at all West Highland College UHI premises and during external College activities/courses. Anyone found in possession of these substances will be reported to the police. It is advised that any individual who is on prescribed medication or has a medical condition should carry details with them at all times to enable a First Aider to deal with a situation that may arise, as effectively as possible.

In accordance with internal procedures, West Highland College UHI staff will be provided with information on how to deal with situations involving alcohol, drugs or potentially violent situations.

21. Personal Protective Equipment (PPE)

In accordance with the Personal Protective Equipment Regulations 2002, at each Centre or course location, an assessment of risk will be done by a competent person beforehand to determine if PPE is required for any task or activity organised by West Highland College UHI. If as a result of the risk assessment PPE is deemed necessary to meet statutory obligations, suitable and appropriate PPE will be provided free of charge unless the risk can be controlled adequately by other means. The use of PPE will always be considered as a last resort and other control measures will be considered in the first instance.

22. Display Screen Equipment

In accordance with the Health & Safety (Display Screen Equipment) Regulations 1992, staff that use display screen equipment in excess of 1-hour continuously every working

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day, will be designated as either 'definite users' or 'possible users'. Staff will complete a DSE self-assessment checklist as a first step to assessing the suitability of their workstation in the office or at home and if staff indicate possible problems, workstations will be assessed by a trained workstation assessor and where/if required, further controls will be identified to reduce risks as low as reasonably practicable.

Staff will be made aware of the provision of eye and eyesight testing including the provision of special spectacles if they are needed following confirmation from a qualified optician and the submission of a prescription as per the College procedure.

23. Lone Working

Health & Safety law requires employers to deal with health and safety risks before people are allowed to work alone. In accordance with The HASAW etc. Act 1974 and the Management of Health & Safety at Work Regulations 1999, Lone working at West Highland College UHI will be subject to risk assessment for any predictable hazards and dynamic risk assessment for any unpredictable hazards that may arise.

To ensure the health, safety and welfare of lone workers including those driving for business reasons, the College will ensure that there are suitable and sufficient systems in place to minimise risk as low as is reasonably practicable. Staff should refer to the Lone Working Policy & Procedure for further details.

24. Bulk LPG Storage

Where there is a bulk LPG storage tank at a College Centre, the tank will be owned by the supplier of the LPG and they will look after the maintenance of the tank and its fittings. The College will ensure that the tank is sited safely, there is suitable ventilation and safe conditions around the tank, there is safe access for the tanker to offload, there is adequate security, there is impact protection from vehicle movements and suitable emergency arrangements have been considered and are in place.

25. Outdoor Activity Guidelines

Standard Operating Procedures and the Adventure Activities Licensing Authority (AALA) licences for outdoor activities are held by the Department of Adventure. Safety standards and licencing requirements are in accordance with the Guidance from the Licencing Authority, the Adventure Activities Licencing Regulations 2004 and The Activity Centres (Young Persons' Safety) Act 1995. Detailed operating procedures for outdoor activities can be found in the West Highland College UHI Department of Adventure Studies.

26. Maritime Training Guidelines

West Highland College UHI Learning & Marine Training Centre based in Mallaig, delivers a range of marine training courses. All trainers are approved and have a wide range of practical maritime experience in seamanship skills. Detailed operating procedures can be found at the West Highland College UHI Learning and Marine Training Centre, Mallaig.

27. Food Hygiene Guidelines

West Highland College UHI training and commercial kitchens will be registered with the Local Environmental Health Authority for the preparation and selling of food and

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current licences will be displayed in accordance with the Food Safety Act 1990 and the Food Hygiene (Scotland) Regulations 2006. To minimise risk, procedures in accordance with the Hazard Analysis and Critical Control Point (HACCP) principles will be available in both Training Kitchens.

28. Communicable and Notifiable Diseases

West Highland College UHI will work closely with external health agencies, most notably the local Health Protection Team (HPT) and Health Protection Scotland (HPS) to assist them with managing the spread of diseases and help limit outbreaks.

The College will meet duty of care obligations and have in place contingencies and plans to support the affected individuals, reduce transmission and protect staff, students and visitors.

29. Environmental Guidelines

West Highland College UHI is committed to ensuring that procedures are in place to recycle and correctly dispose of waste materials to ensure that no pollutants are released into the surrounding environment at any of the West Highland College UHI locations. Preventative measures will be put in place to responsibly reduce waste and prevent pollution at all locations. If waste is produced, it will be stored safely and securely before being disposed of in the correct manner and in accordance with legislation.

30. Information, Instruction and Training

The Institute of Occupational Safety and Health (IOSH) Managing Safely and Working Safely accredited health and safety training courses will be delivered to staff at an appropriate level to raise awareness and provide evidence of formal training and competency. Training programmes will ensure that all staff are aware of their responsibilities and accountabilities under health and safety legislation including the need to be aware of and comply with all West Highland College UHI health & safety policies and procedures.

31. Statutory Inspections

All relevant equipment will receive planned maintenance and inspection at each College Centre by a competent person at intervals in accordance with appropriate statutory regulations and insurance requirements. Statutory inspections under health & safety legislation will include equipment such as boilers, pressure systems, lifting equipment, passenger lifts and any other safety critical equipment. A register of all statutory inspections at each Centre will be kept and maintained by Estates & Facilities.

32. Student Work Placements

Students on work placement experience are given the same protection as any other member of a workforce. The work experience provider (the employer) is best placed to assess any workplace risks and put relevant control measures in place. There is no requirement for the work placement organiser to duplicate this process only to check that suitable and sufficient control measures are in place. Employers who provide West Highland College UHI students with work placement experience, will do so in accordance with the West Highland College UHI Work Placement Policy and relevant statutory provisions.

Health & Safety

WHC reserves the right to amend this policy at its discretion. The most up-to-date version can be downloaded from our website.

Before a work placement commences, checks will be carried out by the College Work Placement Organiser to ensure that any workplace risks are appropriately identified and controlled by the work experience provider. Additional health & safety advice is available to the Work Placement Organisers from the College Health & Safety Advisor. Current work placement assessments by an approved external work placement organiser can also be used to minimise duplication.

33. Health & Safety Information

Internal health and safety information is available from the Estates & Facilities Manager, Health & Safety Advisor, Staff H&S Representative and/or the Student H&S Representative.

H&S information can be found on the HSE Law Poster which is located at each College Centre. The current Employers Liability Insurance Certificate is displayed at each College Centre.

External health and safety information is available from the Health & Safety Executive (HSE) website.

34. Performance Monitoring

Health and safety performance will be managed proactively across the College through a plan of departmental and topic specific audits to confirm the appropriate management of health and safety responsibilities.

The significant findings of proactive monitoring will be reported Health and Safety Committee and College Management Group. Matters arising will be recorded on an action plan setting out ownership of specific issues and timeframes for corrective action to be taken.

The College will also carry out reactive monitoring through the collection and reporting of work/study related incident.

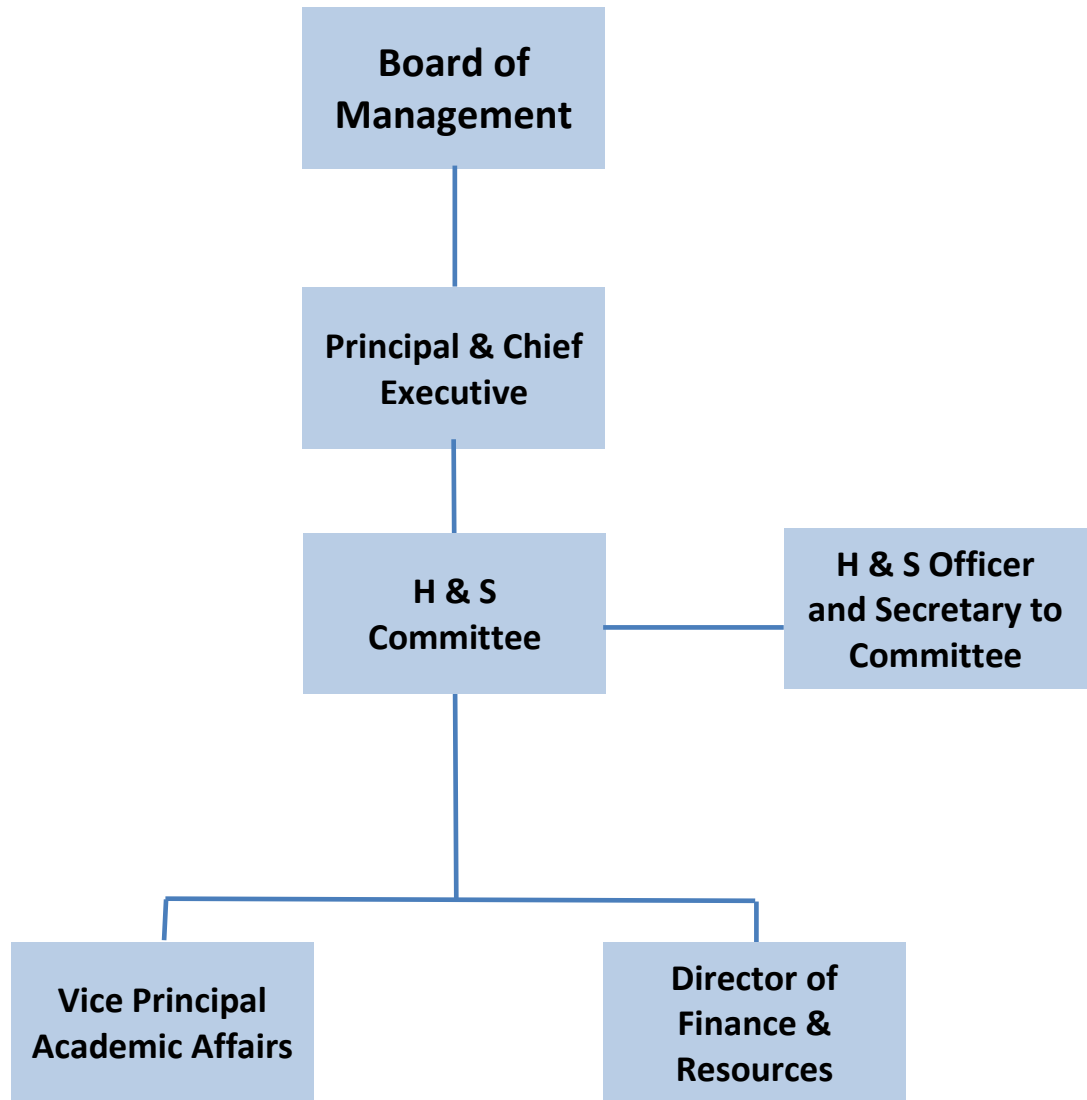
The results of all monitoring activities, including the significant findings of any incident investigations, are to be submitted to College Health and Safety committee and College Management Group. Incident statistics are included in the annual report on health and safety submitted to Board of Management.

35. Policy Review

This policy will be reviewed annually or sooner if there is a significant change required to the policy.

THE ORGANISATION OF HEALTH & SAFETY

APPENDIX 1



FIRE EVACUATION PROCEDURE

APPENDIX 2

A DESIGNATED FIRE ASSEMBLY POINT WILL BE IDENTIFIED AT EACH CENTRE

ON DISCOVERING A FIRE:

- Sound the fire alarm by breaking a fire alarm glass.

ON HEARING THE FIRE ALARM:

- When the fire alarm sounds, ***all persons must immediately evacuate*** via the nearest fire exit.
- Close all doors as you leave and under no circumstances stop to collect personal belongings or carry out any task which would delay you leaving.
- All persons must assemble at the **Designated Assembly Point** (under no circumstances should any person enter a vehicle in the car park).
- Under no circumstances should a lift be used in the event of a fire occurring.
- People who require assistance to evacuate buildings, should act in accordance with their Personal Emergency Evacuation Plan (PEEP). The person accompanying them should assist in accordance with the PEEP and if further assistance is required, wait for a fire warden. If further assistance to evacuate is required, the fire warden should contact the fire coordinator via a mobile phone on the number displayed in each refuge point, to request further assistance. Where evacuation is from a floor above ground level, a suitable number of staff will be trained in the safe use of an evacuation chair. On no account should any person be left unattended at a fire refuge point.
- If a fire alarm sounds, fire Wardens must report to the fire coordinator to check that all areas will be suitably covered and then when checks of the building are complete, fire wardens should report again to the fire coordinator at a Designated Assembly Point to ensure that all persons are accounted for.
- Course trainers' or representatives from courses or meetings being held on the premises must report to the fire coordinator at the Designated Assembly Point to confirm that all persons are accounted for.
- Only when the ***alarm has stopped sounding*** and the ***all clear*** has been given by an ***Authorised Person***, should any person re-enter a building:
 - At a fire drill the 'all clear' will be given by the fire coordinator
 - At all other times, the 'all clear' will be given by the Officer-in-Charge of the emergency services after the building has been checked and declared safe

No person will re-enter a building until the alarm has stopped sounding and the 'all clear' has been given by an Authorised Person.

FIRE DRILL PROCEDURE (as appropriate to each centre)

APPENDIX 3

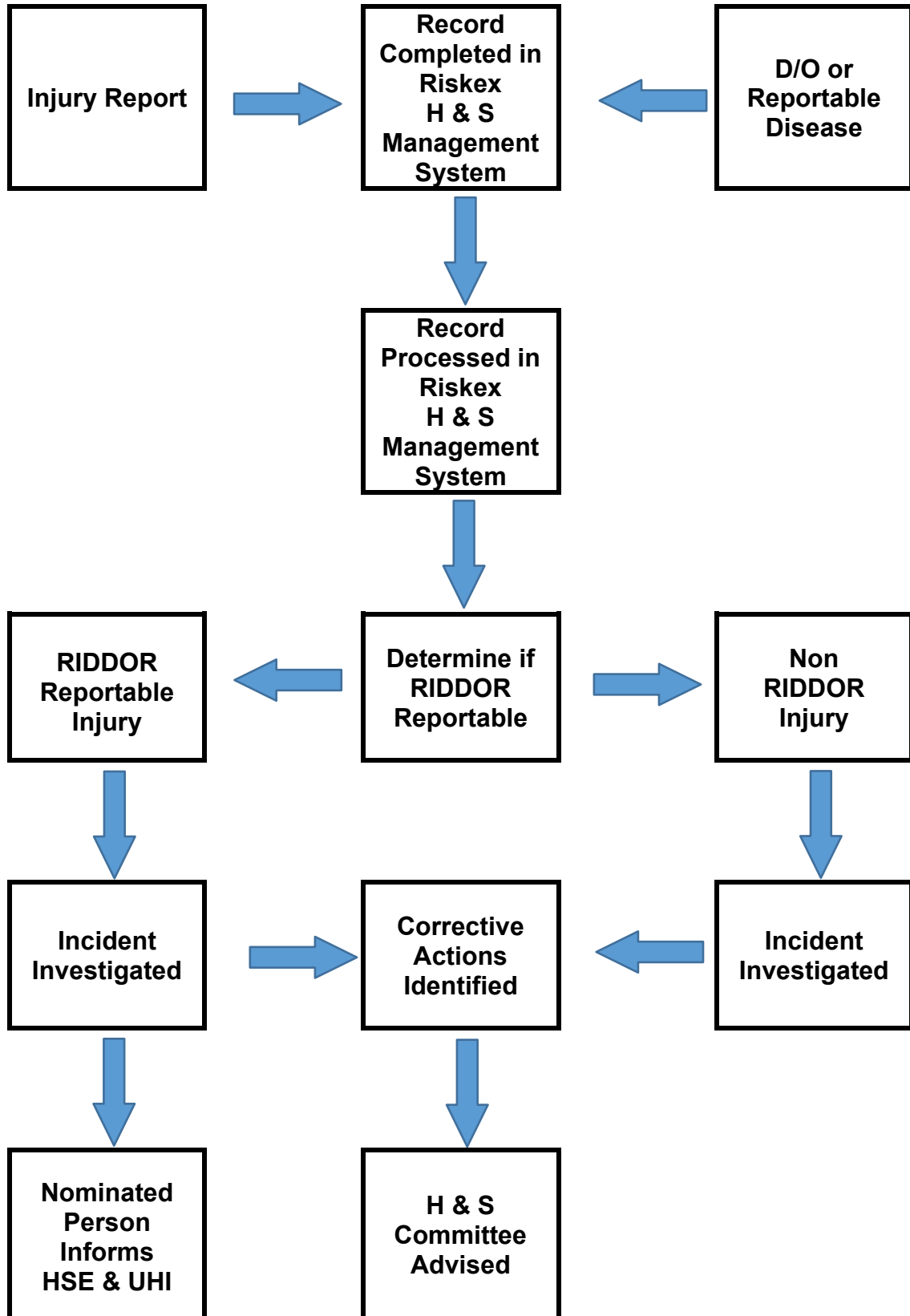
Nominated Person	Role/responsibility
Campus Steward or other nominated person	<ul style="list-style-type: none"> • Contacts the Fire Alarm Call Centre to take the fire alarms temporarily off-line for a fire drill (where appropriate). • Activates an alarm and records the fire drill. • Resets and silences the alarm on completion.
Fire Co-ordinator or Deputy	<ul style="list-style-type: none"> • Confirms that fire wardens are available, relocates to the Designated Assembly Point wearing a fluorescent jacket for identification, and takes a charged mobile phone and the visitor book. • Is responsible for roll call and accounting of personnel. • At a fire drill, declares the 'all clear' when all persons are accounted for and declares when buildings can be re- entered.
Fire Wardens	<ul style="list-style-type: none"> • Report to the Fire Coordinator when an alarm sounds, ensures evacuation of all personnel by checking every room is clear without endangering themselves, reports back to the Fire Coordinator or other nominated person at the Designated Assembly Point. • Where appropriate, checks fire refuges are clear at each end of upper floor levels and assists with evacuation if required. • Assists with the safe use of an evacuation chair where required and trained to do so. • Wears a designated fire warden badge/vest. • Carries a charged mobile phone to contact the Fire Coordinator or other nominated person if required.
Evacuated personnel	<ul style="list-style-type: none"> • Personnel will immediately evacuate to the Designated Assembly Point and comply with instructions given by the Fire Coordinator or any other Authorised Person. • Where applicable, assistance will be provided for persons to evacuate the buildings in accordance with their PEEP • Evacuated personnel will remain at the Designated Assembly Point, until instructed otherwise by the Fire Coordinator or the Emergency Services

NOTES:

- 1) Fire drill should **ALWAYS** be treated as if a real fire had occurred.
- 2) If an automatic fire warning system is disabled for repair or maintenance, interim arrangements must be put in place to warn people should an evacuation be required.

INCIDENT REPORTING PROCEDURE

APPENDIX 4



HEALTH & SAFETY COMMITTEE**APPENDIX 5**

Role:	Designation:
Chair and ELT Representative	Director of Finance and Resources
Secretary to the Committee	Estates, Facilities and IT Manager
Curriculum Representative	Head of Curriculum
Department Representative	Estates, Facilities and IT Manager
Department Representative	Head of HR and Organisational Development
Department Representative	Hospitality Course Leader
Department Representative	Curriculum Area Lead
SWR Representative	Campus Steward (Portree) Lead Rural Centre Manager
WHC Staff Representatives	Course Lecturer
Health & Safety Advisor	External Representative
HE Student Representative	Vacant
FE Student Representative	Vacant
Observer	Board of Management Member

Frequency of Meetings:

6 meetings throughout the academic year unless there is a need for an extraordinary meeting.

Meeting Arrangements:

Meeting arrangements, minutes of meetings and meeting papers will be co-ordinated by Estates & Facilities Manager.

Committee Membership:

As above.

Board of Management – Health and Safety Champion/Observer

Ad-hoc meeting attendance to maintain contact with health and safety committee membership.

HEALTH & SAFETY INDUCTION CHECKLIST

APPENDIX 6

ITEM	Complete
Health and Safety Policy	
Issue a copy of the health and safety policy, highlight key points	<input checked="" type="checkbox"/>
Emergency Procedures:	
Fire exits	<input checked="" type="checkbox"/>
Assembly Point	<input checked="" type="checkbox"/>
Action to take on discovering a fire	<input checked="" type="checkbox"/>
Action to take on hearing the fire alarm	<input checked="" type="checkbox"/>
Weekly testing	<input checked="" type="checkbox"/>
Alarm Points (break-glasses)	<input checked="" type="checkbox"/>
Fire extinguishers	<input checked="" type="checkbox"/>
Health and Safety Concerns:	
Person(s) to contact	<input checked="" type="checkbox"/>
Policies, Procedures, Risk Assessments, Templates:	
Sharepoint: Health & Safety/	<input checked="" type="checkbox"/>
Introduction to RISKEX software (see below)	<input checked="" type="checkbox"/>
Environment:	
Housekeeping	<input checked="" type="checkbox"/>
Recycling	<input checked="" type="checkbox"/>
Waste disposal	<input checked="" type="checkbox"/>
Display Screen Equipment (DSE) Checklist:	
Self-assessment checklist and eye/eye sight testing procedures	<input checked="" type="checkbox"/>
Accident and Incident Reporting:	
Reporting incidents on Riskex H & S Management System	<input checked="" type="checkbox"/>
Accident and incident reporting procedures	<input checked="" type="checkbox"/>
RIDDOR reporting (Nominated Person)	<input checked="" type="checkbox"/>
First Aid Arrangements:	
First Aiders	<input checked="" type="checkbox"/>
First Aid Boxes	<input checked="" type="checkbox"/>
Data Protection requirements	<input checked="" type="checkbox"/>

Staff induction process is now conducted online using Cascade HR Management system