



Health and Safety Policy

Policy review area	All Staff
Lead manager	Chief Executive Officer and Principal assisted by Health and Safety Lead
Approval level	SMT
Start date	March 2022
Review cycle	1 year
Next review	March 2026

Contents	Page
Aim	3
Statement of Intent	3
Strategic Objectives	4
Organisation and Responsibilities	4
Risk Assessment	9
Work Equipment	9
Control of Hazardous Materials	10
Off-Site Visits	11
Young Persons	11
Expectant Mothers	12
Fire Safety	12
Asbestos	13
First Aid	13
Manual Handling	13
Lone Working	13
Welfare	14
Dogs and Pets brought to Acquire Learning College	14
Children brought to Acquire Learning College	14
Driving on Acquire Learning College Business	14
Health and Safety Matters	15
Legionella Control and Water Hygiene Management	17
Disciplinary Procedures for Non-Compliance	17
Emergency Arrangement	18
Hazard Reporting	18
Accident and Incident Reporting	18
Personal Protective Equipment	19
Visitor Safety	19
Accident and Incident Investigation	20
Environmental Controls	20
Measuring, Audit and Review	20
Safety Audit	21
Document Review	21
Health and Safety Organisation	22

1. Aim

- 1.1 Acquire Learning College aims to meet or exceed the minimum specified standards in all matters relating to the health, safety and welfare of its employees, learners and visitors to Acquire Learning College premises.

2. Statement of Intent

- 2.1 The successful management of health and safety is considered vital to the efficient operation of Acquire Learning College. It is therefore the policy of Acquire Learning College to provide and maintain, as far as reasonably practicable, a safe, healthy, working and educational environment for all staff, learners and visitors.
- 2.2 Acquire Learning College recognises its duties under the Health & Safety at Work Act 1974 and the Regulations made under it. Acquire Learning College will comply with the above legislation and accepts its responsibilities for the Health, Safety, and Welfare at work of all its employees.
- 2.3 Acquire Learning College will pay attention to the provision and maintenance of:
 - a. Arrangements to ensure the health and safety of young people and vulnerable adults within Acquire Learning College and while on work experience, placements or other off-site activities,
 - b. Safe plant, equipment and systems of work,
 - c. Safe arrangements for the use, handling, storage and transportation of articles and substances,
 - d. The need to identify the hazards that its activities present and to assess the risks, to avoid or eliminate them, and if that is not possible to minimise and control them, with the provision of the necessary resources,
 - e. Sufficient information, instruction, training and supervision as necessary to ensure the health and safety at work of all employees, learners and visitors,
 - f. Any place of work under Acquire Learning College's control in a condition that is safe and without risk to health including means of access and egress.
- 2.4 In addition, Acquire Learning College will consult with its employees and learners with a view to making and maintaining arrangements, which will enable Acquire Learning College and its employees to co-operate effectively in preparing and developing measures, to ensure the health and safety at work of the employees, learners and visitors, and in checking the effectiveness of such measures.
- 2.5 The establishment of robust health and safety processes within Acquire Learning College will contribute to staff development, morale, and the overall efficiency of Acquire Learning College, as well as demonstrating compliance with legal health and safety requirements. In addition, this will provide our learners with a foundation in health and safety issues that will enhance their learning experience and provide a basis for social and professional development throughout their lives.

3. STRATEGIC OBJECTIVES

The Chief Executive Officer and Principal and Senior Management Team will promote the following Acquire Learning College health and safety strategic objectives:

- a. To develop and maintain safe systems of work throughout Acquire Learning College.
- b. To ensure that an adequate risk assessment process is developed and effectively deployed.
- c. To ensure facilities are designed to minimise risk.
- d. To establish clear lines of responsibility and accountability for health and safety issues.
- e. To develop and apply an Acquire Learning College system of safety audits, inspections and surveys.
- f. To investigate the causes of accidents and impairments to health arising in connection with Acquire Learning College activities and to institute all reasonably practicable remedial measures to prevent recurrence.
- g. To ensure compliance with all requirements of legislation relating to Acquire Learning College activities with respect to health and safety.
- h. To encourage the closest possible cooperation between management, trade unions, safety representatives and employees in all matters that affect health and safety.
- i. To provide the necessary resources for the effective management of health and safety.
- j. To ensure effective communication of Acquire Learning College Health and Safety Policy and objectives.
- k. To ensure adequate training is undertaken to achieve required competence levels in relation to health and safety matters.
- l. To ensure that health and safety systems and standards are adequately monitored and reviewed.
- m. To ensure that learners enrolled at Acquire Learning College experience excellent standards in relation to all health and safety matters including those experienced in the workplace.

4. ORGANISATION AND RESPONSIBILITIES

4.1 The **Board of Chief Executive Officer and Principal** has the overall responsibility to ensure that suitable organisational arrangements are in place for Acquire Learning College to comply with its statutory health and safety responsibilities. The Governing body have the following responsibilities to ensure:

- a. A clear written policy statement is developed which promotes the correct attitude/ behaviours to promote a positive safety culture within Acquire Learning College.
- b. Responsibilities for Health, Safety and Welfare are allocated to specific individuals and that they are informed of these responsibilities.
- c. Individuals have sufficient experience, knowledge and training to perform the tasks required of them.
- d. Procedures are developed which comply with legislative requirements and identify the hazards and assess the risk that staff and learners may be exposed to and ensure suitable control measure are implemented.
- e. Allocate suitable resources to develop and implement safe systems of work.
- f. Monitor the Health and Safety performance of Acquire Learning College and include this in its annual report.
- g. Review the Health and Safety policy and performance annually.

- 4.2 The **Chief Executive Officer and Principal** has overall responsibility for the approval, implementation and organisation of Acquire Learning College Health and Safety Policy and the direction, management and leadership of the employees, contractors, learners and visitors as follows:

To show commitment to the Governing Body's Statement of Intent.

- a. Promote and implement The Health and Safety policy
 - b. Ensure that the Policy is communicated adequately to all relevant persons.
 - c. Ensure appropriate information on significant risk activities is given to staff, learners, visitors and contractors.
 - d. Ensure appropriate consultation arrangements are in place for staff, learners and their Trades Union representatives.
 - e. Provide sufficient resources to enable staff and learners to comply with Health & Safety Requirements.
 - f. Report on Health and Safety matters to the Governing Body.
- 4.3 The policy is monitored, reviewed, resourced and endorsed by the **Senior Leadership Teams**, which includes the Nominated Health and Safety Person. They receive and review information on the implementation of the policy and the overall health and safety performance of Acquire Learning College. In addition, they approve and review the progress of Acquire Learning College Health and Safety Action Plan:
- a. Ensure that all staff are provided with adequate information, instruction and training on health and safety issues.
 - a. Make suitable arrangements for the identification of hazards and the completion of risk assessments for departments and working practices to be undertaken.
 - b. Ensure safe systems of work are in place as identified from risk assessments.
 - c. Ensure that emergency procedures are in place.
 - d. Ensure that equipment is inspected and tested to ensure it remains in a safe condition.
 - e. Ensure records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
 - f. Ensure arrangements are in place to monitor Health and Safety performance.
 - g. Ensure that all accidents are investigated and any remedial actions required are completed.
 - h. Ensure the Heads of Department are complying with Acquire Learning College's Health and Safety Policy to ensure that all are aware of their responsibilities for the application of the health and safety procedures and arrangements.
 - i. Report to the Chief Executive Officer and Principal and Governors annually on the health and safety performance of Acquire Learning College.
 - j. Review and up-date policy as appropriate.
- 4.4 The Nominated Health and Safety Person is responsible for monitoring the implementation of the policy, progress on the H&S Action Plan and the overall health and safety performance of Acquire Learning College; preparing and presenting information and reports for consideration by the Chief Executive Officer and Principal and Senior Management Team. The Centre Manager is also responsible for the control of contractors whilst on Acquire Learning College premises. The Centre Manager will:

- a. Ensure the safety, security and maintenance of the premises occupied by Acquire Learning College.
 - b. Ensure fire risk assessment and ensuring adequate evacuation procedures are in place including for persons who require assistance during an emergency evacuation and the adequate provision of appropriately trained staff to enact evacuation
 - c. Ensure that fire safety equipment is adequately maintained and tested in accordance with statutory requirements.
 - d. Ensure that a first aid risk assessment and ensure an adequate number of trained first aid personnel are available.
 - e. Ensure the compliance with the management of legionella controls at the premises in line with Acquire Learning College's policy
 - f. Ensure premises inspections are completed to ensure maintenance and safety issues are monitored and identified for action as appropriate.
 - g. Ensure that there is a monitoring process in place with contractors whilst working on Acquire Learning College's premises
 - h. Act as the main point of contact for all premises Health and Safety issues and provide suitable resources where appropriate.
 - i. Ensure that all premises related plant and equipment are adequately maintained and tested in accordance with statutory requirements
 - j. Ensure that the fixed electrical system and portable electrical equipment are adequately maintained and tested in accordance with statutory requirements and Acquire Learning College Policy
 - k. Advise on methods of resolving Health and Safety issues.
 - l. To advise and co-ordinate the annual risk assessment process for Acquire Learning College.
 - m. To manage the annual general workplace monitoring inspections and performance monitoring process.
 - n. To make provision for the inspection and maintenance of work equipment throughout Acquire Learning College.
 - o. To manage the keeping of records of all health and safety activities including management of building fabric and building services in liaison with contractors.
 - p. To ensure that staff are adequately instructed in safety and welfare matters about their specific workplace and Acquire Learning College generally.
 - q. To advise the Chief Executive Officer and Principal of situations or activities which are potentially hazardous to the health and safety of staff, learners and visitors
 - r. To advise the Chief Executive Officer and Principal of relevant changes in health and safety legislation.
 - s. Carrying out any other functions devolved to him by the chief Executive and Principal or Board of Chief Executive Officer and Principals.
- 4.5 The Designated Senior members of staff with lead responsibility for Child Protection and Safeguarding issues are the HR and Centre Manager. These persons have a key duty to take lead responsibility for raising awareness amongst staff of issues relating to the welfare of young people and vulnerable adults, and the promotion of a safe environment for the young people and vulnerable adults learning within Acquire Learning College.
- 4.6 Heads of Departments are responsible for providing the resources, facilities and infrastructure to enable the implementation of the Health and Safety Policy within their departmental area. They are also responsible for the overall health and safety performance of their department and to this end will ensure that appropriate measures and monitoring processes are in place to manage this.

- 4.7 In addition, they are responsible for ensuring that regular maintenance schedules, repairs and legislative checks are in place for those specific pieces of equipment, machinery and hazardous material identified by the departments as falling outside of the remit of the Head of Centre.
- 4.8 They are also responsible for providing and maintaining a safe working and teaching environment through an ongoing process of risk assessment and hazard control, incident investigation and remediation, audit and inspection. They are responsible for implementing and maintaining department health and safety records, documentation and processes.
- 4.9 In addition, they are responsible for the immediate application of, and adherence to, safe working procedures and processes, including:
- a. Promote the Implementation of the colleges Health and Safety Policy to their own department or area of work and ensure that teaching staff are aware of their responsibilities for the application of the Health and Safety policy.
 - b. Carry out regular health and safety risk assessments of the activities for which they are responsible.
 - c. Ensure that all staff under their control are familiar with the Health and Safety policy and procedures.
 - d. Ensure any educational trips within their department are subject to adequate risk assessment consistent with the college's trips and visits procedure.
 - e. Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required. Any unsafe conditions identified relating to plant or equipment must be reported to the Facilities Manager.
 - f. Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and learners to avoid hazards and contribute positively to their own health and safety.
 - g. Ensure all accidents / incidents, safety concerns or near misses are reported immediately using the correct procedures and investigate all accidents / incidents that occur within their area of responsibility.
 - h. Ensure there is effective supervision of their learners.
 - i. Ensure that everyone complies with all arrangements in place for the promotion of Health and Safety.
 - j. Ensure that everyone complies with the use of protective clothing and guards where necessary.
 - k. Ensure Health and Safety tutorials for learners.
 - l. Provide adequate information on the health and safety hazards associated with workplace tasks.
 - m. Recognise the need for implementing protective measures required within their area of control.
 - n. Recognise and report new or changed workplace risks.
- 4.10 **Employees** are responsible, through their own acts and omissions, for the health and safety of themselves and others who may be affected by their actions. All employees are expected to familiarise themselves with, and conform to, Acquire Learning College Health and Safety policy, Staff Handbook, Acquire Learning College procedures and safe working practices. They will report to their manager for investigation and remediation of all accidents, incidents and situations that cause, or have the potential to cause, damage or injury.

- 4.11 **Teaching Staff** are responsible for ensuring that risks and hazards are considered and risk assessments are in place before a hazardous classroom activity commences.
- 4.1.2 Appropriate controls must be put in place when preparing lesson plans, activities and off-site trips must have an accompanying risk assessment available. Learners will receive a health and safety induction when they start their course about the hazards that may be encountered at Acquire Learning College. Classroom staff and teachers are expected to:
- Exercise effective supervision of their learners, to ensure that they are aware of the procedures for fire, first aid and other emergencies and to carry them out.
 - Follow the Health and Safety measures to be adopted in their own teaching areas as laid down in the relevant policy and procedures and to ensure that they are applied.
 - Give clear health and safety instructions and warnings to learners when necessary.
 - Always follow safe working procedures.
 - Supervise the use of protective clothing and guards where necessary.
 - Make recommendations to their Head of Centre on Health and Safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
 - Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on Health and Safety.

Report all accidents, near misses/dangerous occurrences and defects to the Head of Centre

- 4.1.3 **Students and Learners** are responsible for the health and safety of themselves and others who may be affected by their actions. All learners are expected to conform to Acquire Learning College Health and Safety rules and instructions given by teaching and support staff. All learners are expected to:
- Understand their responsibilities within the Health and Safety Policy.
 - Exercise personal responsibility for the Health and Safety of themselves and others.
 - Report all accidents /incidents to staff immediately.
 - Observe all the Health and Safety rules of the college, and particularly the instructions of staff given in an emergency.
 - Not wilfully misuse, neglect or interfere with things provided for their health and safety

The Head of Centre is responsible for organising and progressing a programme of checks, repairs and renewals of the whole building including Acquire Learning College premises and assets to ensure a safe place of work and study is maintained. (This is outsourced)

- 4.14 Fire Risk Assessments are carried out in the whole building including Acquire Learning College Premises, reviewed annually and ensure that corrective actions identified are progressed. (This is outsourced).
- 4.15 In addition, the Head of Centre will ensure that only competent contractors are employed to work for Acquire Learning College, that they are adequately insured, complete the appropriate risk assessments, receive adequate induction and are periodically checked as to the quality of work in progress and on completion.

5. RISK ASSESSMENT

- 5.1 Risk Assessment is recognised as a key process in the management of health and safety encompassing the identification and control of hazards, as far as reasonably practicable, within the workplace. All tasks and activities carried out by Acquire Learning College, on or off the premises are subject to a health and safety risk assessment.

- 5.2 This includes companies and premises used by Acquire Learning College for work experience and work placements. The Head of Centre will manage these Risk Assessments and where significant hazards are identified work experience placement will not be authorised.
- 5.3 The Head of Centre is responsible for the preparation of the sections risk assessments, for their annual review and the distribution to all members of the team.
- 5.4 The Heads of Centre are also responsible to ensure that risk assessments are prepared for all off-site visits and activities in line with each of Acquire Learning College Policies.

6. WORK EQUIPMENT

- 6.1 All activities requiring the use of tools and equipment shall be conducted in such a way to ensure compliance with the Provision and Use of Work Equipment Regulation 1998. Each Head of Department will ensure that tasks will be properly risk assessed, and their assessments will be available to all users prior to use.
- 6.2 Unauthorised and untrained persons will not use powered machinery. Learners should not use powered machinery, except as part of a proper lesson.
- 6.3 Workshops will be kept always locked when not in use. Learners must not be left unattended in workshops.
- 6.4 Heads of Department will ensure that all tools equipment within their care are regularly inspected for defects and receive Planned Preventative Maintenance in line with the manufacturer's instructions. All maintenance shall be recorded using the appropriate form.
- 6.5 Heads of Department must also ensure that equipment requiring it receives certification, inspection or calibration from suitably qualified persons. This will especially apply to any lifting equipment which is required to be inspected every 6 months to comply with the Lifting Operation and Lifting Equipment Regulation (LOLER).

7. CONTROL OF HAZARDOUS MATERIALS

- 7.1 To comply with the Control of Substances Hazardous to Health Regulation 2002 (COSHH), it is essential that where substances that could be hazardous to health are used, a COSHH assessment is carried out by the Head of Department with the assistance of Acquire Learning College HSA and in line with Acquire Learning College COSHH procedures. In every case an OSHENS COSHH Assessment will be prepared. Safety Data Sheets must be readily available at 'point of use' for all products classified as hazardous.
- 7.2 Control measures are implemented in line with COSHH assessments to ensure staff and learners are not exposed to or breathe harmful substances. This may include natural or mechanical ventilation, Local Exhaust Ventilation (LEV) systems or PPE. Wherever practical efforts should be made to use the least harmful products available.
- 7.3 The Head of Centre is responsible for maintaining the COSHH assessments and ensuring that the report is kept up to date.

- 7.4 **Flammable substances** - The storage of flammable liquids is kept to a minimum & bulk storage is not permitted. Products will be stored in locked Flammable cabinets with bunds. Acquire Learning College maintains the necessary licences for the purchase and storage of fuels & Industrial denatured alcohol.
- 7.5 **Explosive substances** - The Dangerous Substances and Explosive Atmospheres Regulation 2002 (DSEAR) requires that a risk assessment is conducted of Acquire Learning College to ensure potential hazards are being safely managed. The Risk Assessment is conducted by the HSA. The results of the assessment are recorded on Acquire Learning College DSEAR Risk Assessment and are reviewed annually. The HSA is responsible for maintaining the risk assessment and ensuring that the report is kept up to date.
- 7.6 This process mainly deals with the storage of flammables such as fuel and flammable gas. But poor housekeeping of dusty environments can also be a Hazard. Dust extraction systems are properly maintained. The manufacture of fireworks or the use of Pyrotechnics in class is not permitted.
- 7.7 **Sources of Radiation** – Currently, Acquire Learning College does not store any radioactive materials. However, any such material would be inspected annually by a licenced and certified Radiation Protection Advisor (RPA) and records would be kept.
- 7.8 **Sources of Radon** - The Ionising Radiations Regulations 2017 (IRR17) come into effect where radon is present above the defined level of 300 Bq/m³ (as an annual average) and employers are required to take action to restrict resulting exposures.
- 7.9 **Sources of Electromagnetic radiation (E.g. Radio Waves, TV/Screen Waves, Radar Waves, Heat, Light, Microwaves, Ultraviolet Light, Short Waves, Gamma Waves etc.)** – The Control of Electromagnetic Fields at Work Regulations 2016 places a duty on employers to assess risks arising from work undertaken and to put in place protective or preventive measures to reduce the risks they identify. EMF are defined as static electric, static magnetic and time varying electric, magnetic and electromagnetic fields with frequencies up to 300 GHz.
- 7.10 **Portable Appliance Testing** – Acquire Learning College will decide for the testing of portable electrical appliances. The Facilities Manager will be responsible for:
- a. Ensure an inventory of all portable electrical equipment is made.
 - b. Incorporate training on performing user checks into staff induction briefings.
 - c. Identify persons to carry out portable appliance inspections and checks.
 - d. Ensure adequate training is given to enable staff to perform such checks.
 - e. Ensure a system is created to deal with new and personal equipment.
 - f. Ensure faulty equipment is removed from use until repaired or replaced.
- 7.11 **Display Screen Equipment** - The Health and Safety (Display Screen Equipment) Regulations 1992 require employers to minimise the risks in office work by ensuring that workplaces and jobs are well designed. To comply with the Regulation, DSE users at Acquire Learning College may request a personal assessment carried out by the HSA. Staff requesting an assessment will be able to:
- a. Have workstations analysed and assess and reduce risks.
 - b. Ensure workstations meet minimum requirements.
 - c. Help to plan work so there are breaks or changes in activity.

In addition, all new employees will be required to complete an E-learning module shortly after commencing employment. This training programme will also be distributed to all staff on a 3-yearly rotation.

8. OFF SITE VISITS

8.1 ARRANGEMENTS FOR THE MANAGEMENT OF OFF-SITE ACTIVITIES

Acquire Learning College has a duty to ensure the Health and Safety arrangements for learners participating in activities off site including educational visits, enrichment activities, sporting activities and cultural events. The local arrangements for these activities are described in the Off-Site Provision Policy. A Risk Assessment will be completed for all off-site activities involving Acquire Learning College learners.

8.2 The policy provides guidance on teacher learner ratios, funding requirements and necessity to obtain third party risk assessments when learners will be engaging in activities on premises and with staff provided by a third party.

8.3 Organisers must be alert to and pay special attention to changing circumstances when a trip is imminent. This would include being aware of changes in the forecast weather conditions, travel advice to overseas destination or advice by the police when visiting intercity London or possible terrorist targets.

9. YOUNG PERSONS

9.1 Safeguarding and Child Protection

The local Safeguarding and Child Protection Policies apply to all Acquire Learning College staff, learners and contracted staff, whether they work or study in the main Acquire Learning College, outreach centres or other designated areas, volunteers and governors. The intent of the Safeguarding and Child Protection Policy is to ensure that a safe environment is always provided for children and learners. Children and learners who are at risk of and/or likely to suffer significant harm are identified, and appropriate action is taken with the aim of making sure they are kept safe, both at Acquire Learning College and at home or elsewhere. It ensures that safe recruitment practices exist in checking the suitability of staff and volunteers to work with or in proximity to children and learners. Also, it ensures that staff are made aware of issues relating to the welfare of children and young people. Further details are described in the Safeguarding Policy.

9.2 The Designated Senior members of staff with lead responsibility for Child Protection and Safeguarding issues are the Facilities Manager, HR/Quality Assurance Officer and Safeguarding Officer.

10. EXPECTANT MOTHERS

10.1 The Management of Health and Safety at Work Regulations 1999 (MHSW) requires employers to protect the health and safety of employees who are expectant mothers. On receiving written notification by a member of staff that they are an expectant parent, the Head of Department is required to revisit their original risk assessment/s and the COSHH

assessment for the section to identify if they need to do more to make sure the staff member is not exposed to risk and make any reasonable adjustment that may be required. The findings of the assessment will be kept confidential and will be recorded on an Expectant Mothers risk assessment. A copy of the assessment will be provided to the Human Resources Department.

- 10.2 The assessment should pay particular attention to the risk of exposing the expectant mother to chemicals, working at heights, significant manual handling and to Electro-Magnetic Fields.

11. FIRE SAFETY

- 11.1 In line with the requirements of the Regulatory Reform (Fire Safety) Order 2005, a Fire Risk Assessments have been carried out and the findings of the assessments implemented. The building has an appropriate means for raising the alarm in the case of fire or another emergency. Please refer to Acquire Learning College Fire Prevention Policy and Fire Drill Procedures.
- 11.2 Means of escape are provided and identified. Learners, contractors, visitors and employees receive information about Fire Evacuation at induction training. The Acquire Learning College evacuation process is outlined in Acquire Learning College Fire Prevention Policy and Fire Drill Procedures and includes:
- a. Trained Fire Marshals/Wardens ensure the swift evacuation of the premises;
 - b. Fire Extinguishers are available, and training is given to Fire Marshalls/Wardens about how to use them.
 - c. All emergency fire equipment is inspected and maintained in line with the Fire Risk Assessment.

12. ASBESTOS

- 12.1 The Head of Facilities is responsible for the Asbestos Management Plan and annual review. They are responsible for the Asbestos register to identify the actual location of Asbestos Containing Material throughout all the Building and Acquire Learning College. In compliance with the Asbestos Regulations 2012, a copy of the asbestos register is made available to affected staff and contractors. At any time that extensive works are required to repair or alter the building, including Acquire Learning College, a specialist contractor is engaged to prepare a 'Refurbishment and Demolition Survey', and all works will follow the advice and guidance of the survey.

13. FIRST AID

- 13.1 In line with the requirements of the Health and Safety (First Aid) Regulations 1981, a First Aid Risk Assessment has been carried out and is reviewed by the HSA each year with the purpose to identify the First Aid cover required by Acquire Learning College. First Aid Cover is provided by trained and qualified First Aiders who have ready access to a First Aid box. First Aiders attend incidents, provide treatment, escalate the incident when required and ensure the OSHENS accident report is completed for all incidents. The Acquire Learning College First Aid Policy gives further details of the arrangements.

14. MANUAL HANDLING

- 14.1 The Manual Handling Operations Regulations 1992 (as amended) apply to work which involves lifting, lowering, pushing, pulling or carrying. Manual handling causes over a third of all workplace injuries. These include work-related musculoskeletal disorders (MSDs) such as pain and injuries to arms, legs and joints, and repetitive strain injuries of various sorts.
- 14.2 Each Department Head must ensure that potential Manual Handling hazards are identified by the Risk Assessment process and that suitable control measures are applied. All employees are responsible to ensure they follow the simple lifting techniques highlighted in the Staff Handbook.
- 14.3 Wherever possible use mechanical assistance or equipment to move loads or get assistance from another person. Any staff (technicians) that may need to do regular lifting or moving of loads will be provided with Manual Handling training. Contact the HSA to arrange training. Contact the Facilities Helpdesk for assistance with any projects that may have manual handling issues.

15. LONE WORKING

- 15.1 Lone Working should be properly managed. Lone workers are those who work by themselves without close or direct supervision, for example: people working in offices on their own outside normal hours or representatives visiting domestic and commercial premises on their own. All staff must leave Acquire Learning College buildings by no later than 9.30pm Monday to Friday and by 6pm at the weekends.
- 15.2 If it is unavoidable for staff to be working on their own, the Head of Department must be informed and that all possible hazards must have been identified and controlled. Attention will be given to emergency contact arrangements by mobile phone contact with the line manager.
- 15.3 Activities such as working at heights, with electricity, significant manual handling, doing hot works or working with chemicals are prohibited. The Acquire Learning College Lone Worker Policy gives further details of the arrangements.

16. WELFARE

- 16.2 Acquire Learning College is committed to providing a comfortable working environment for all staff. Toilet facilities are located within easy walking distance for all offices, classrooms and workshops. All toilets have hot and cold water with soap provided. All workshops have access to hand washing facilities. A professional cleaning contractor is engaged by Acquire Learning College to regularly maintain the welfare facilities.
- 16.3 All offices & classrooms have heating & ventilation. Acquire Learning College agrees to provide a service guarantee to heat offices & classrooms to a minimum room temperature of 16 degrees Celsius. The welfare arrangements are regularly audited by Acquire Learning College's Facility Manager and records are kept.

17. DOGS AND PETS BROUGHT TO ACQUIRE LEARNING COLLEGE

- 17.1 As a general rule pets are not permitted at Acquire Learning College. Permission may be given in special circumstances but must have the consent of the Chief Executive Officer and Principal. Facilities, Security and Health & Safety concerns would need to be considered. If consent is granted the teaching/support section involved would need to complete a suitable Risk Assessment.

18. CHILDREN BROUGHT TO ACQUIRE LEARNING COLLEGE

- 18.1 As a general rule the children of staff and learners are not permitted on Acquire Learning College. Permission may be given in special circumstances but must have the consent of the Chief Executive Officer and Principal. However, during Learner term time holidays, Staff children may be brought in by permission of the Chief Executive Officer and Principal. Facilities, Security and Health & Safety concerns would need to be considered. If consent is granted the teaching/support section involved would need to complete a suitable Risk Assessment.

19. DRIVING ON ACQUIRE LEARNING COLLEGE BUSINESS

- 19.1 Acquire Learning College recognises that individuals may need to drive in the course of their work and are committed to reducing the risks that may be created as a result, whether they are using their own or a hired vehicle. Staff driving for work must never drive faster than conditions safely allow and must always obey posted speed limits.
- 19.2 Before undertaking any journey on Acquire Learning College business, staff must ensure that they provide the HR section with copies of their driving licence & vehicle documentation as required.

20. HEALTH AND SAFETY MATTERS

(INFORMATION, INSTRUCTION, TRAINING & SUPERVISION)

- 20.1 Arrangements for Consultation on Health and Safety Matters Consultation between governors, senior staff, employees, and learners is provided by the Health & Safety Committee (Chief Executive Officer and Principal, Senior Leaders, Heads of Departments, Centre Manager), which meets each term.
- 20.2 **Training of Staff** - The Health and Safety Officer (Facilities Manager) is responsible for assessing training needs on the advice of Heads of Department and other supervisors and for arranging the appropriate training. All training will be recorded and records kept up to date. All records will be kept in their personal files.
- 20.3 **Provision of Information to Staff All newly appointed staff - including supply and other staff** - will be informed of Acquire Learning College's Health & Safety Policy and procedures by Departmental Heads. Health & Safety Information Circulars, Memos and other briefing

sheets received in Acquire Learning College will be brought to the attention of staff by their manager. A copy of the Health and Safety policy and other supporting documentation will be maintained by the Quality Assurance Officer/HR and be available to staff. Details of circulars maintained will be included in the staff handbook.

- 20.4 **Environmental Protection Act** - The Governing Body will maintain and review procedures to comply with the Environmental Protection Act.
- 20.5 **The Management of Stress** - The Governing Body recognises that stress creates many harmful effects for both Acquire Learning College and for the individual and acknowledges its importance for resource management and for individual welfare. Acquire Learning College is committed to maintaining and improving staff wellbeing as detailed in the Staff Handbook. Acquire Learning College will undertake to:
- a. Carry out an assessment of potential risk areas for stress.
 - b. Implement appropriate control strategies to reduce the risk.
 - c. Ensure a clear system is in place for reporting instances of stress and is communicated to all staff.
 - d. Ensure appropriate support and counselling is in place.
 - e. Ensure staff are consulted as part of developing appropriate control measures.
- 20.6. Promote and support learner wellbeing through the pastoral system, ensuring tutorial coverage of the issues and support from Senior tutors, Group tutors, Additional learning support, Acquire Learning College chaplain and counsellors.
- 20.7 **Health and Safety Information** - Acquire Learning College will make every effort to provide Health and Safety Information to all staff, learners, contractors, visitors or members of the public by a variety of methods.
- a. Health and Safety Law posters are displayed in the reception area of each Department.
 - b. All Health and Safety policies and procedures are available to staff on Acquire Learning College website site and as a hard copy.
 - c. Health and Safety Committee members refer to their teams with information from the committee meetings.
 - d. The HSA will distribute Safety Alerts as appropriated to staff or learners through the heads of School or Section Managers. Health and Safety information is placed on Acquire Learning College's bulletin boards as necessary.
- 20.8 **Induction** - Health and Safety induction training is a requirement of Section 2(2)c of the Health and Safety at Work Act 1974 and is provided to all new staff, learners, contractors and visitors to Acquire Learning College. This training is specific to the hazards of our activities and that occur on Acquire Learning College sites:
- a. New Staff induction sessions are conducted at regular intervals throughout the year.
 - b. The HSA provides advice and instruction, and a copy of Acquire Learning College's Staff Health and Safety Handbook is provided to all attendees.
 - c. All new learners receive Health and Safety Induction as part of their classroom training and in special sessions conducted by tutors. Each learner receives a copy of

Acquire Learning College's Code of Conduct within the Learner Handbook and agrees to abide by the rules including Safety requirements.

- d. All visitors to Acquire Learning College receive the Safeguarding for Visitors brochure at the reception desk. This leaflet provides information on what to do in the event of a Fire Alarm and where to seek First Aid assistance.

- 20.9 **Training and Information** - All employees and learners receive instruction and training to ensure their competency to act and work with due regard to the health and safety of themselves and others and to respond quickly and safely to emergencies.
- 20.10 The HSA maintains Acquire Learning College Health and Safety Training Matrix which details the mandatory training required by each job function and the refresher training frequencies.
- 20.11 Whole Acquire Learning College Training Days (WTTD's) are set aside throughout the year to provide the opportunity for necessary training. All staff are required to undertake a range of Health and Safety Awareness courses as prescribed by the training matrix. Some training will be provided on WTTD's, and others will be provided via eLearning utilising the Acquire Learning College product.
- 20.12 Training records are maintained by the HR.
- 20.13 **Supervision** - Access to Acquire Learning College is managed by an Access Control System. All members of staff, learners, contractors and visitors use this system for access, except for approved staff who have keys for opening and closing the building(s).
- 20.14 High risk areas such as plant rooms, roof access doors, undercroft doors and IT server rooms are kept locked when not in use.
- 20.15 Learners are closely monitored by teaching staff while using equipment or a dangerous substance in line with the specific Risk Assessments for the tasks. For high-risk activities, the Risk Assessment will stipulate a suitable teacher to learner ratio. When not in use all workshops, studios, kitchens and IT classrooms are locked.

21. LEGIONELLA CONTROL AND WATER HYGIENE MANAGEMENT- What is Legionnaires' disease?

- 21.1 Legionnaires' disease is a potentially fatal form of pneumonia which can affect anybody, although some groups of people will be more susceptible to it than others. Healthy people may develop Legionnaires' disease, but the people most likely to be at risk include; smokers, alcoholics and patients with cancer, diabetes, and chronic respiratory complaints or kidney disease. Middle-aged and older people are the most likely to be affected.
- 21.2 The disease begins quite abruptly with flu-like symptoms such as high fever, chills, and headache and muscle pains. These symptoms are accompanied by a dry cough which soon develops, and many patients have trouble with breathing. The disease is effectively treated with specific antibiotics, but the diagnosis of the disease can only be determined by laboratory tests, which take several days.

Facilities Manager's Checklist

- a. Ensure the nominated person has undertaken training in water system management.
- b. Ensure a Legionella risk assessment has been carried out in the last 2 years by a competent person.
- c. Ensure any remedial actions identified by the risk assessment have been completed.
- d. Ensure the Legionella site logbook has been created, and records are maintained.
- e. Ensure all maintenance work, additions and modifications to pipework is carried out considering the risk of Legionella
- f. Ensure a system is in place for monitoring water systems
- g. Ensure the responsible person carries out the correct actions following poor results from checks or notification of a suspected case or cases of Legionella.

In the above cases, more than likely the Head of Building and Security will be responsible for this.

22. DISCIPLINARY PROCEDURES FOR NON-COMPLIANCE

- 22.1 Acquire Learning College takes its Health and Safety responsibilities and obligations very seriously. Any member of staff that wilfully disregards Acquire Learning College Health & Safety Regulations will be dealt with under the provisions of Acquire Learning College Disciplinary Procedure. (i.e. returning to the building when the fire alarm is sounding). Similarly, any learner that wilfully disregards Acquire Learning College's Health & Safety Regulations will be dealt with under the provisions of Acquire Learning College's Learner Code of Conduct and Learner Rules and Regulations.

23. EMERGENCY ARRANGEMENT

- 23.1 Acquire Learning College is well prepared for emergencies and emergency preparedness, both for evacuation and for lockdown, is practiced at least twice per academic year. At the start of each academic year all new learners are given an orientation and shown where and how to evacuate the site in case of an emergency.
- 23.2 Within the first few weeks an unannounced Fire Drill will be conducted to reinforce the orientation and improvement opportunities will be noted by the HSA. Following this test, a Lockdown drill will also take place. Provision has been made to assist staff and learners with mobility issues and to ensure their safety at times of evacuation.
- 23.3 At the start of the academic year the Registrar will identify all persons with a mobility issue. They will then ensure that a Personal Emergency Evacuation Plan is prepared for these individuals and necessary assistance, and support is provided.
- 23.4 Fire Wardens and First Aid Attendants have been appointed and trained, and the arrangement is monitored by the HSA to ensure sufficiency. For more information, please see the Fire Drill Procedures, which explains the Emergency Evacuation Procedure, Personal Emergency Evacuation Plan (PEEP). Also refer to the First Aid (Procedure) and the Learner Security Handbook.

24. HAZARD REPORTING

- 24.1 All staff, contractors and visitors are advised at the time of their induction to report any safety hazards that they observe.

25. ACCIDENT AND INCIDENT REPORTING

- 25.1 All accidents and health and safety incidents arising from tasks and activities carried out at Acquire Learning College, on or off the premises, are reported and documented. All Acquire Learning College related accidents are reviewed by the Health and Safety Officer (H&SO). Accidents and incidents are investigated and analysed to understand the causes and to facilitate actions to prevent future recurrence and/or mitigate any consequences.
- 25.2 Accident information and trends are reviewed at the Health and Safety Committee. All Injuries, Diseases and Dangerous Occurrences covered by the RIDDOR Regulations, will be reported to the Chief Executive Officer and Principal by the H&SO.
- 25.3 **Learner Accident Reporting** - The Education Funding Agency (EFA) also requires RIDDOR reportable incidents for young people in their scope (under 19 or under 25 LLDD). These reports will be made to; HSincident@education.gsi.gov.uk along with a copy of the online 2508 Form used for submission to HSE.

26. PERSONAL PROTECTIVE EQUIPMENT

- 26.1 Wherever possible Acquire Learning College will endeavour to eliminate hazards within its control. Failing this, attempts will be made to control any remaining hazard by Substitution, Engineering or Administrative control methods.
- 26.2 Wherever there are risks to health and safety that cannot be adequately controlled in other ways, the Personal Protective Equipment at Work Regulations 1992 require PPE to be supplied. It is the responsibility of Acquire Learning College to provide any PPE free of charge to employees or agency workers as identified as a necessary control by the Risk Assessment.
- 26.3 Staff, learners and visitors should receive suitable and sufficient advice regarding the need for PPE by ensuring warning signs or pictograms are installed or affixed to the equipment.
- 26.4 **Selection** – The Facilities Manager should ensure that selected PPE provides suitable protection to the wearer from the risks and take account of the environmental conditions where the task is taking place. The selected PPE should not increase the overall level of risk or add new risks, e.g. by making communication more difficult. The PPE should fit properly and should be compatible with any other PPE used at the same time.
- 26.5 Choose good quality products which are CE marked in accordance with the Personal Protective Equipment Regulations 2002 – suppliers can advise you.

- 26.6 **Training** - The Facilities Manager will ensure that all persons receive suitable instruction on how to use and care for the PPE properly. It is important that users wear PPE all the time they are exposed to the risk. Supervisors will never allow exemptions for those jobs which take 'just a few minutes. The Head of School will check regularly that PPE is being used and investigate incidents where it is not.
- 26.7 Maintenance - All users of PPE must check it carefully before each use and the Facilities Manager is responsible to check items of PPE are in good condition before issuing it to learners. Equipment will be well looked after and properly stored when it is not being used, e.g. in a dry, clean cupboard. PPE should not be stored in Chemical or Flammable storage cabinets. Equipment is kept clean and in good repair and will follow the manufacturer's maintenance schedule (including recommended replacement periods and shelf life). Damaged PPE must be discarded if involved in an incident. e.g. a hard hat that has taken a blow.

27. VISITOR SAFETY

- 27.1 Acquire Learning College has a legal duty of care to all persons that visit Acquire Learning College whether invited or not. This will include family members of Acquire Learning College learners, company representatives, visitors from other institutions and workers providing a service or doing minor maintenance on equipment. It is the responsibility of the person meeting the visitor to ensure that visitors to Acquire Learning College are properly registered and receive a safety induction.
- 27.2 On arrival at Acquire Learning College Visitors will be recorded in the book and sign it. They will receive an Identification Badge at the reception desk. The person meeting the visitor will draw the attention of the visitor to Acquire Learning College Safeguarding leaflet available at the reception desk. It is essential that the visitor is made aware of:
- a. What to do in the event of a fire evacuation during their visit.
 - b. Who to contact if they require First Aid attention.
 - c. Who to report any Accidents, Incidents or Safety Hazards.
 - d. Where to find necessary welfare facilities.
- 27.3 The only exception to this arrangement is that of 'Open Days'.
- 27.4 Acquire Learning College also has a legal duty of care for the health, safety and wellbeing of all learners and staff. This duty of care incorporates the duty to 'safeguard' learners from being subjected to any form of harm or abuse. Therefore, all visitors will be escorted by the member of Acquire Learning College staff in attendance when on Acquire Learning College premises.

28. ACCIDENT AND INCIDENT INVESTIGATION

- 28.1 Accidents, Incidents & Dangerous Occurrences are reported to the Facilities Manager who will assess all incidents within 2 working days. Based on the level of risk, the system will

advise on the course of action to take regarding the incident investigation.

MINIMAL RISK - No action necessary

LOW RISK – Local Investigation or no action taken.

MEDIUM RISK – The H&SO may investigate the circumstances behind the incident and/or assign a responsible person for local investigation.

HIGH RISK - The H&SO will notify the Chief Executive Officer and Principal and put together a team to formally investigate the incident.

29. ENVIRONMENTAL CONTROLS

- 29.1 Acquire Learning College is strongly committed to doing everything in our power to minimise the environmental impacts of our operations. The Acquire Learning College Sustainability Policy has been implemented and Acquire Learning College s Aspects and Impacts have been identified.

30. MEASURING, AUDIT AND REVIEW

- 30.1 **SAFETY INSPECTIONS** - In addition to the review of accident and incident data in OSHENS and progress against the Health and Safety Action Plan a system of Department inspections is used to monitor and measure the effectiveness of the health and safety management system and to ensure compliance.
- 30.2 Safety compliance inspections by the H&SO and/or Heads of Department will take place. Frequency is based on the risk assessment process with those higher risk Departments undertaking more frequent tours and inspections.
- 30.3 Formal system and compliance audits are scheduled and carried out by the H&SO with the relevant manager/s of the Departments once per Acquire Learning College year. The findings of these inspections are fed back to the Head of Department and reviewed by the Health & Safety Committee.

31. SAFETY AUDIT

- 31.1 There will be an annual desktop audit of Acquire Learning College Health and Safety Management System. A report on the results of the audit will be completed by the Health & Safety Officer. A consultant will be engaged and an external report provided in alternate years.

32. DOCUMENT REVIEW

- 32.1 This policy will be reviewed as necessary or every year by the Senior Leadership Team.

Acquire Learning College - Health and Safety Organisation

