



Corpus Christi College

Health and Safety Policy and Procedures Manual

Head Porter

Name: Robert Taylor

Manual Administration

Controlled hard copies of this Manual are held by the Head Porter and a copy of the Policy Statement is included on the Health and Safety notice board(s).

Any copies will be issued by the Head Porter who shall maintain a register of recipients/locations.

Controlled copies shall be issued with amendments as and when required. Superseded copies shall be destroyed but one copy of the superseded document shall be archived and stored for a minimum of three years.

When customers or other bodies request copies, these may be 'uncontrolled' copies and shall be so marked. Uncontrolled Manuals will not be kept up to date and are not recorded.

Changes to the Manual shall be approved by the Head Porter. New issues shall be authorised by the signature of the Head Porter on the control sheet of this document.

The Head Porter is responsible for ensuring that all staff are fully acquainted with the College's Health and Safety Policies and Risk Control Systems detailed in this Manual.

Revision Record Sheet

Issue No	Description of Change	Date of Issue	Authorised By
01	Original Issue	January 2010	A Jackson CMIOSH
02	Amendments	May 2010	A Jackson CMIOSH

Distribution of Hard Controlled Copies

Copy No.	Issued to and location
01	

This page will be re-issued by Corpus Christi College whenever this Manual is revised.

This is a Controlled Document
 Master files are stored electronically and are available to all the Management team
 Printed copies of the master files are for reference only, one copy released to each site

This document describes the arrangements implemented by Corpus Christi College to meet the requirements of the Health and Safety at Work Act etc 1974, the Management of Health and Safety at Work Regulations and other Acts, Regulations, Guidance and Approved Codes of Practice as applicable to the operations of the College.

This Health and Safety Manual applies to all activities of the College at:

Corpus Christi College
 Trumpington Street
 Cambridge
 CB2 1RH

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Contents

1. Health and Safety, Environmental and Quality Policy Statement
2. Organisation and Responsibilities
3. The Arrangements for Controlling Risks
4. Accident reporting, recording and investigating
5. Asbestos
6. Control of Contractors
7. Display Screen Equipment
8. Electricity and Electrical Equipment
9. Fire Safety
10. First Aid
11. Hazardous Substances
12. Legionella – Controlling the risk
13. Lone Working
14. Machinery and Work Equipment
15. Manual Handling
16. New and Expectant Mothers
17. Noise and Vibration
18. Personal Protective Equipment
19. Pressure Systems
20. Risk Assessment
21. Work Related Road Safety
22. The Working Environment
23. Working at Height

Corpus Christi College

Health and Safety, Environmental and Quality Policy Statement

It is the policy of Corpus Christi College to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and others who may be affected by our activities as far as it is reasonably practicable. We will provide such information, instruction training and supervision that may be needed for this purpose.

We fully accept our responsibilities as outlined in the Health and Safety at Work, etc. Act 1974 and Regulations made under the Act and we further recognise that these legal requirements represent the minimum level of achievement and Corpus Christi College will strive to ensure that higher standards are reached.

Health and safety are responsibilities of management and they rank equally with all other indicators of success. Training will be provided as required to maintain the requisite levels of competency. Where required expert advice will be sought.

Corpus Christi College recognises the important contribution that a good safety performance can make to the overall performance of the College by reducing injuries to ill health, protecting the environment and reducing unnecessary losses.

Through a programme of systematic risk assessment we will evaluate and reduce all risks and provide a safe and healthy workplace, protect the environment, the community and the business.

Our environmental performance will comply with all national and local regulations as a minimum and we will arrange our operations in a manner that is acceptable to the local community. We will at all times use processes, materials and products which avoid, reduce or control the impact on the environment, ensure the efficient use of energy and the minimisation of waste.

We will at all times, provide our customers with a quality product and service that meets their requirements at lowest internal cost without compromising safety or the environment.

All employees will be informed and consulted regarding our legal duties, their personal duties to themselves and others, and managerial and supervisory duties. Employees will be encouraged to participate in the making of policy as well as the implementation of procedures.

Employees will be required, as a condition of employment, to observe safe working practices and co-operate with management in carrying out this policy.

The policy will be reviewed at least annually by the Master and Bursar and updated as necessary and any revisions will be communicated to those affected by the changes.

The Master and Bursar will monitor the implementation of this policy to ensure that targets are being met and will advise management where changes are required to meet the overall objectives. H&S Co-ordinator person will also be responsible for ensuring the effective communication of this policy and associated procedures.

Master and Bursar	Signature	Date
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This document will be reviewed on a regular basis

Organisation and Responsibilities

Manual Organisation

This Health and Safety Policy Manual is split into three parts:

- a) The College Health and Safety Policy Statement (includes environmental and quality). This sets out the intention of the College to comply with the requirements of legislation and ensure the health, safety and welfare of employees and others such as visitors and contractors. Copies of this statement will be displayed on the H&S notice boards.
- b) Organisation and Responsibilities. This details who has responsibility for health and safety and welfare including overall responsibility and specific duties for key areas.
- c) Arrangements for Risk Control. This details the arrangements and standards for safe working practices and includes step by step instructions for the responsible person to follow for each area of risk. These instructions are known as Risk Control Systems (RCSs) and include details of the hazards and risks to health from a particular activity or type of work, as well as the College procedure for managing those risks. RCSs will be added from time to time as new risks are identified that require a formal instruction to manage them.

NOTE: Where reference is made to the Risk Assessment File, this refers to the file that forms part of the general health and safety file and will be a collection of completed risk assessments and blank assessment forms. These blank assessment forms will normally be found on the Staff Intranet.

Management Organisation

The Master and Bursar have overall responsibility for health and safety and has authorised the Head Porter with responsibility for ensuring that this Health and Safety Policy Manual is implemented throughout the College.

The Head Porter will draw up a plan of action setting out key objectives and targets, for approval by the Master and Bursar. The Head Porter will be assisted in this by the College's Health and Safety Advisors, *The AP Partnership Ltd*.

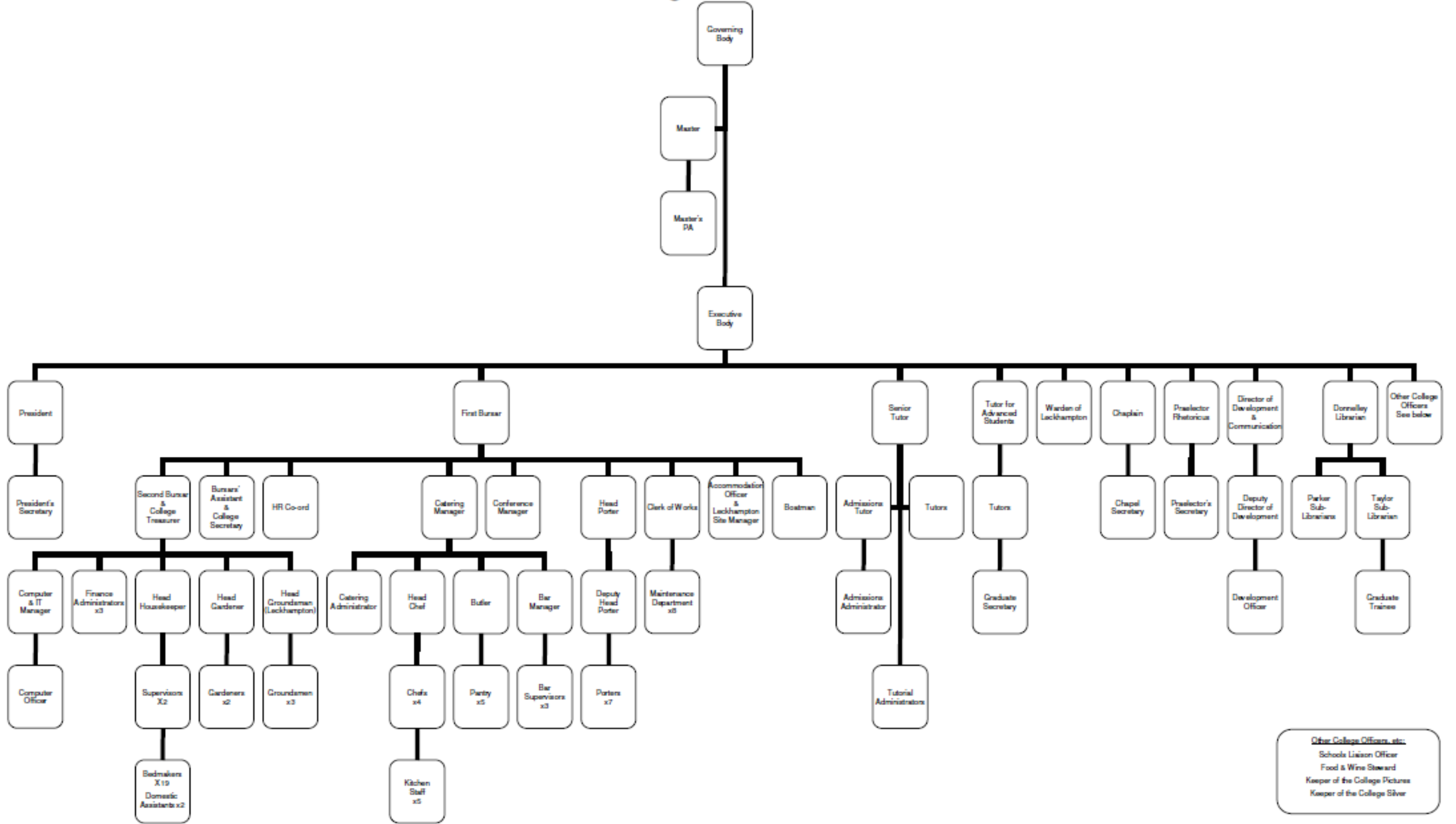
These objectives and targets will be discussed with College employees and their comments and ideas will be actively sought and taken into consideration.

Each RCS will have a named person responsible for ensuring that it is implemented and maintained.

All employees have a responsibility to:

- Co-operate with management on health and safety matters
- Not interfere with anything provided to safeguard their health and safety
- Take care of their own health and safety
- Report all health and safety concerns to the Head Porter.

CORPUS CHRISTI COLLEGE Cambridge Management Structure



The Arrangements for Controlling Risks

Risk Assessment

Risk Assessment forms the basis of this policy manual, and a systematic and formal process of hazard identification, risk analysis and control selection is used. Risks are identified and the existing controls compared with the standards outlined in the RCSs. Where the controls fall below this standard changes are made to working practices to ensure that risks are eliminated, or reduced to 'acceptable', as defined in the risk assessment matrix.

General risk assessments will be carried out by qualified College Staff under the direction of the Head Porter using the risk assessment form. College employees will be involved in the risk assessment process as much as possible.

For some hazards such as hazardous substances, manual handling, display screen equipment, machinery and fire, specific risk assessments will be carried out in accordance with the relevant RCS and the forms/guidance in the Risk Assessment Manual.

The findings of all risk assessments will be recorded and an action plan drawn up to eliminate, reduce or control any significant and unacceptable risks.

The Head Porter will be responsible for ensuring that the agreed actions are carried out.

The Head Porter will review the findings of the risk assessments and the associated control measures on a regular basis and at least annually; whenever there is a change to work activities; and when there is reason to suspect that the controls are no longer effective (e.g. following an accident or near miss).

Compliance with legislation and ACOPs

The requirements of legislation and the associated Approved Codes of Practice which hold a quasi legal status will be taken into account and complied with.

Consultation with Employees

College employees will be involved in the development of risk control and consulted before any significant changes are introduced which could affect their health or safety.

Health and safety will be included in all formal team meetings/briefings as a standing agenda item. If any employee wishes to discuss a health and safety matter they may bring it to the attention of the Master and Bursar, the Head Porter or any other Manager.

Where it is requested by an elected safety representative, or is considered necessary by management, a formal health and safety committee will be set up following the guidance in the Safety Representatives and Safety Committees Code of Practice.

Safe Plant and Equipment

The Head of Department is responsible for identifying all equipment and plant which requires any of the following and ensuring that arrangements are implemented to meet these requirements as detailed in the RCS 'Work Equipment'

- Maintenance and/or inspection
- Training
- Special precautions, guarding, warnings or notices/labels
- Emergency procedures

Safe Use of Substances

The Head of Department is responsible for identifying all substances which could be hazardous to health and carrying out assessments to comply with all parts of the Control of Substances Hazardous to Health Regulations (CoSHH). The findings of the assessment and especially any measures to ensure health and safety must be made known to College staff handling or using the substance and any visitors and contractors who may be affected. Where the substance is passed on to a customer or other third party then, where applicable, a Material Safety Data Sheet shall be provided to them.

Where the assessment identifies mechanical control measures such as Local Exhaust Ventilation then this will be maintained in accordance with the RCS for Work Equipment.

If personal protective equipment such as gloves or breathing masks are required an assessment will be carried out to ensure suitability and compatibility.

Information, Instruction and Supervision

The findings of risk assessments and the associated controls will be passed on to those who may be exposed to the risk so that they understand the control measures. The method of communication will be determined by the level of risk and the complexity of the control measures so may range from verbal instruction to written procedures.

In all cases, a record must be kept of the information, instruction or training carried out and details of the information provided. In some circumstances, such as for a new starter, enhanced supervision will be required. The level of supervision will be detailed in the risk assessment findings.

The College safety policy and associated procedures will be included in induction training.

The College health and safety notice board will include the following information:

- A copy of the poster 'Health and Safety Law – What You Should Know'
- The College Health and Safety Policy Statement
- A copy of the College Employers Liability Certificate
- The name of emergency personnel for fire and a plan of the site showing fire exits, alarm points, extinguisher locations and assembly points and details of how to call the emergency services.
- The name(s) and contact arrangements for First Aiders and the location of the first aid box.
- Copies of Health and Safety meeting minutes.

Competency and Training

The Head Porter is responsible for ensuring that all new starters receive induction training as soon as they start work, which will include the following information:

- College health and safety policy and organisation
- Fire safety and evacuation
- First aid arrangements
- Safety rules and procedures
- Specific hazards about the job
- Safety equipment and clothing
- Accident reporting procedure
- How to report faults and get advice.

The Head of Department is responsible for ensuring that any equipment which requires specific training, including vehicles, is identified and that operators receive appropriate training from a competent person.

The Head of Department is responsible for ensuring that records of training are kept and that any refreshers or updates are carried out in good time.

The College have appointed *The AP Partnership Ltd* as their source of competent advice in accordance with Regulation 7 of The Management of Health and Safety at Work Regulations 1999 and they will be responsible for:

- Advising the College on the procedures necessary for compliance with legislation
- Advising training and competency needs
- Carrying out periodic inspections and assisting in risk assessments
- Carrying out audits and advising on improvements where necessary
- Advising the College on changes to legislation where applicable.

The extent to which *The AP Partnership Ltd* can act in this role is directly related to the amount of time spent with Corpus Christi College management. It is for Corpus Christi College to determine the level of

involvement required by *The AP Partnership Ltd*. Where *The AP Partnership Ltd* are not fully involved their responsibility to act as competent advisors will be reduced.

Accident Reporting Recording and Investigation

An accident is defined as ‘an undesired event giving rise to death, ill health, injury, damage or other loss.’

The Head Porter is responsible for ensuring that all accidents are reported, recorded and investigated as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

As a minimum, an entry will be made in the Accident Book (Form BI 510) to comply with the requirements of The Social Security (Claims and Payments) Regulations 1979. An investigation will be carried out to determine the cause(s) of the accident and to prevent a recurrence.

Where the accident led to, or could have led to, an injury requiring first aid treatment then an Accident Report and Investigation form will be completed. If the accident is a ‘reportable’ accident as defined in RIDDOR then a report will be sent to the Health and Safety Executive on Form 2508. Completed accident books and reports will be archived for three years from the date of the last entry near miss reporting should be encouraged.

See Risk Control System - Accident Reporting, Recording and Investigating for further information.

Emergency Procedures – Fire and First Aid

The College will appoint adequate numbers of trained personnel to provide support and leadership in the event of emergencies. This will include Fire Co-ordinators, Fire Wardens and First Aiders (usually members of the Porters’ Lodge) as identified in the RCS for ‘Fire and Other Emergencies’.

The Head Porter is responsible for ensuring that adequate numbers of emergency personnel are available at all times people are at work.

Monitoring

Health and safety performance will be monitored by both active and reactive methods and will consider such performance indicators as:

- Progress against objectives and targets and the expected outcomes
- Accident and incidents
- Inspection findings
- Audit results.

The Head Porter will produce an annual performance report where necessary, set targets for improvement.

A copy of this report will be made available for all employees on request.

Accident reporting, recording and investigating

All accidents involving employees, contractors, visitors and members of the public must be reported, recorded and investigated.

The report must be made as soon as possible after the accident, preferably on the same day, and an entry made in the Accident Book (or equivalent form). This is a requirement of the Social Security (Claims and Payments) Regulations 1979 and the Social Security Administration Act 1992.

Some accidents must be reported to the Health and Safety Executive as required by the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR). Where applicable, the Head Porter will complete a Form 2508 using the on-line reporting procedure at www.riddor.gov.uk

When an entry is made in the accident book the page should be removed as per the Data Protection Act and filed accordingly.

An entry in the accident book is not an admission of liability of any kind on any person.

Responsibility for Reporting Employees

All employees are responsible for informing the Head of Department or Head Porter whenever they are involved in any workplace accident. This includes any injury to themselves, other employees, contractors, visitors or members of the public.

If the incident results in an injury or ill health then an entry is required in the Accident Book, the Head of Department will usually complete this but the employee should also countersign the entry to confirm that they agree the accident details entered is a true and accurate record.

Guidance on Recording Accidents

General

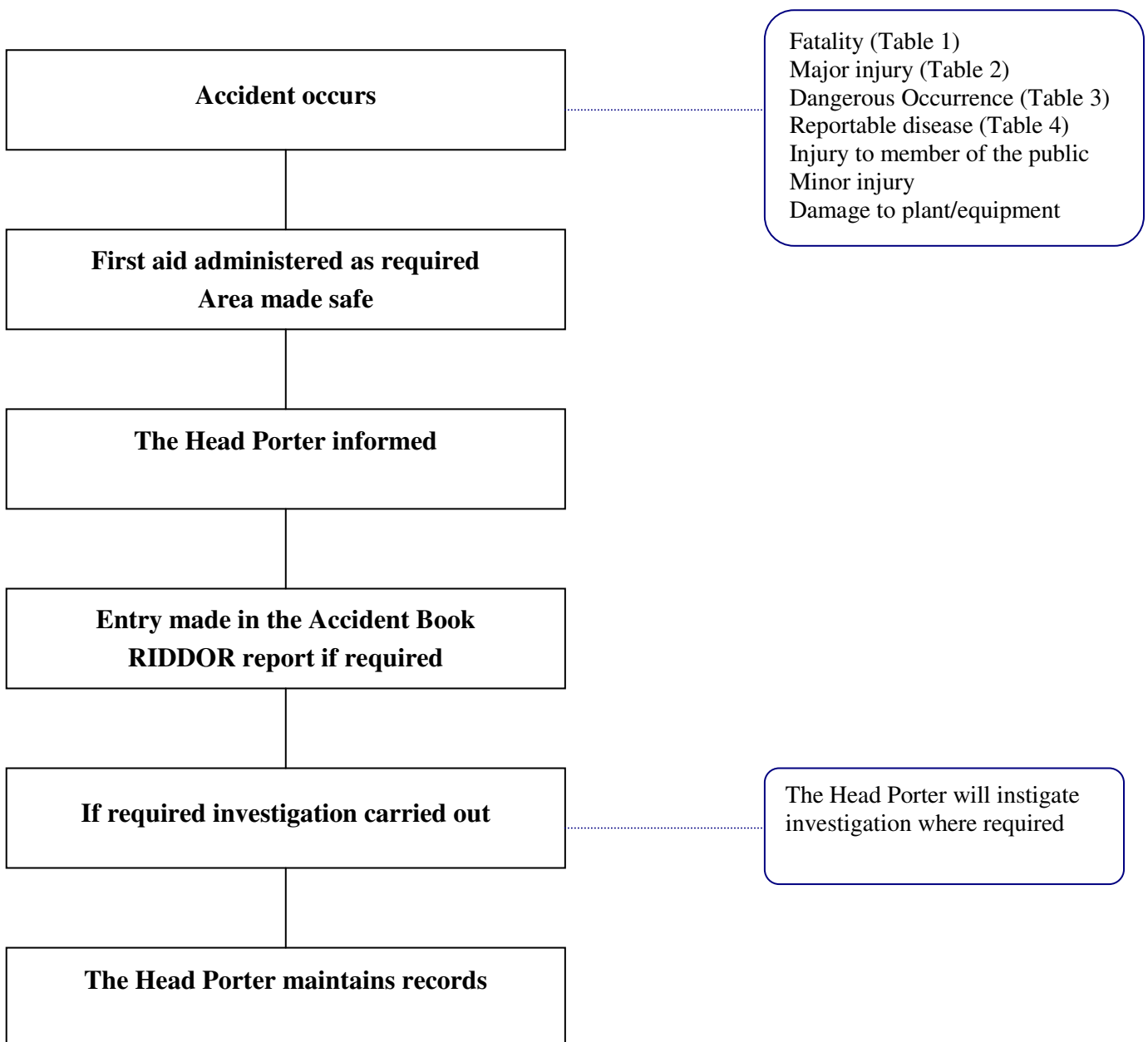
- Record only known facts – not opinions
- A separate entry must be made for each person affected/injured
- Any equipment involved in the incident should be isolated from use and not used until after the accident investigation.
- Road traffic accidents are NOT to be reported using the Accident Book but an investigation should be carried out if a College vehicle is involved.
- If a death occurs as a result of an incident, or if a sudden death occurs, this must be reported immediately, by telephone, to the nearest enforcement authority (see Health and Safety Law Poster for telephone number). Be advised that if an ambulance is called to a workplace the police may follow to determine if any criminal act has occurred.

Statutory Reporting Requirements

The Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) specifically require employers and self-employed to report certain accidents and events to the enforcement authority if they arise out of or in connection with the work activity. Failure to report can lead to prosecution.

- Table 1 sets out the time limits within which the incidents must be reported.
- Table 2 lists the specified major injuries or conditions.
- Table 3 summarises the specified dangerous occurrences applicable to Corpus Christi College operations*.
- Table 4 lists examples of reportable diseases that may be applicable to Corpus Christi College employees*.

Accident Reporting Flow Chart



*A full list of dangerous occurrences and reportable diseases can be found in the RIDDOR Regulations

Table 1: Time limits and requirements for notification and reporting of incidents

<p>Immediate Reporting Necessary</p>	<p>The enforcement authority must be notified immediately by telephone if:</p> <ol style="list-style-type: none"> 1. Any accident connected with work results in <ul style="list-style-type: none"> • A fatality (whether or not the person involved is an employee or not) • A major injury to an employee – see table 2 • A member of the public is taken from the scene of the accident to a hospital for treatment 2. Any specified dangerous occurrence – see table 3 <p>NB: within Corpus Christi College, it is the responsibility of the Head Porter to make this call. During normal working hours the number for the HSE Incident Centre is 0845 3009923. If the incident is out of hours, contact the local authority environmental health officer – telephone number can be found on the H&S Law poster ‘What you should know’.</p> <p>In the case of a fatality or major injury the Head Porter and Master and Bursar must be informed as well.</p> <p>A written report is also required within ten days and this will be sent by the Head Porter.</p> <ol style="list-style-type: none"> 3. The local environmental health department must also be notified of certain diseases if contracted by employees as a result of their work – see table 4
<p>Report within 10 days</p>	<p>Where, as a result of an injury sustained in connection with their work an employee is:</p> <ol style="list-style-type: none"> 1. Absent from work for 3 days or more (not including day of accident) 2. Unable to do their normal work for more than 3 days, then the matter must be reported to the HSE (on form F2508) within ten days. <p>Note1: The Head Porter will submit the form F2508.</p> <p>Note 2: Rest days such as Saturdays, Sundays and bank holidays are included in the calculation of the 3 days but the day of the accident is not. Example: an injury occurs on Thursday morning and the person returns to work on Monday morning. The Friday, Saturday and Sunday count as the 3 days so a report is NOT required by RIDDOR as it was not an over-three-day accident.</p>
<p>Within 1 year</p>	<p>There is an additional duty to provide a written report (no prescribed form) if any reportable injury results in the death of an employee within 1 year (whether or not it had been previously reported).</p>
<p>Note: If, for whatever reason, an accident fails to be reported and then at a later date this omission is noted, then an Accident Book entry and, if applicable a RIDDOR report, should be submitted with an explanation to the HSE.</p>	

Table 2: Specified major injuries or conditions

<ol style="list-style-type: none"> 1. A fracture of any bone, other than those in the fingers, thumbs or toes 2. Any amputation 3. Dislocation of the shoulder, hip, knee or spine 4. Loss of sight (even if temporary) 5. A penetrating injury to an eye, or a chemical or hot metal burn to an eye 6. An injury resulting from an electric shock or electric burn leading to unconsciousness or requiring resuscitation or admittance to hospital 7. Any other injury that leads to hypothermia, heat-induced illness or unconsciousness, requires resuscitation or requires admittance to hospital for more than 24 hours 8. Loss of consciousness due to lack of oxygen or by exposure to a harmful substance or biological agent 9. Acute illness requiring medical treatment or loss of consciousness which results from the absorption of any substance into the body 10. Acute illness requiring medical treatment which is believed to be the result of exposure to a biological agent or its toxins or affected material
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Note: Minor injuries. There is no specific definition for a minor injury, but in general it refers to injuries, such as small cuts and bruises, that may or may not require first aid; are not included in the definition for major injuries, and the person concerned returns to work immediately or within three days.

Table 3: Specified Dangerous Occurrences (examples) *

1. The collapse, overturning or failure of a load-bearing part of a lift, crane, hoist, powered access platform, fork-lift truck or excavator
2. The failure of any closed vessel or associated pipe-work where the failure had a potential to cause death
3. The failure of any freight container in its load bearing parts
4. Any incident where plant comes into contact with, or causes a discharge of, overhead power lines exceeding 200 volts.
5. An electrical short circuit or overload causing fire or explosion resulting in the stoppage of plant for 24 hours or which has the potential to cause death
6. The collapse or partial collapse of any scaffold above 5 metres in height or of the suspension arrangements of any slung scaffold or suspended scaffold which causes a working platform to collapse
7. An unintended collapse or partial collapse of any building undergoing build or alteration or any wall
8. Any explosion or fire resulting in the stoppage of plant or the suspension of normal work for more than 24 hours
9. The sudden escape or release of 1 tonne of flammable liquid or 10 kg of flammable gas.

Table 4: Reportable Diseases (examples) *

Disease Activity	Activity
Cramp of the hand or forearm due to repetitive movements	Work involving prolonged period of handwriting, typing or other repetitive movements of the fingers hand or arm
Traumatic inflammation of the tendons of the hand or forearm or of the associated tendon sheaths	Physically demanding work, frequent or repeated movements, constrained postures or extremes of extension or flexion of the hand or wrist
Carpal tunnel syndrome	Work involving the use of hand-held vibrating tools
Legionellosis	Work on or near cooling systems or water supplies
Leptospirosis	Work in places likely to be affected by rats or rodents
Occupational dermatitis	Work involving cement, oils and similar fluids; soaps and detergents
Occupational asthma	Work involving exposure to certain listed dusts such as cement, wood, flour and isocyanates

*A full list of dangerous occurrences and reportable diseases can be found in the RIDDOR Regulations

Asbestos

Introduction and Policy

As part of its overall Safety Policy, Corpus Christi College is totally committed to complying with the provisions laid down by the Health and Safety Executive in The Control of Asbestos Regulations 2006 which lays down an explicit duty to manage asbestos in non-domestic premises.

Corpus Christi College acknowledges the health hazards arising from exposure to asbestos and will protect those employees and other persons potentially exposed so far as is reasonably practicable. We will systematically identify premises and equipment that have asbestos containing materials within, and implement systems to minimise exposure through the effective management of asbestos-containing materials in our workplace premises. It is our policy that everyone who needs to know about the asbestos will be effectively alerted to its presence. No one will be allowed to start work that could disturb asbestos unless the correct procedures are to be employed. Corpus Christi College requires the full cooperation of management and staff at all levels in the adoption of this policy.

The persons responsible for the implementation of this policy is the Clerk of Works.

Duty to Manage

The duty to manage asbestos is contained in regulation 4 of the Control of Asbestos Regulations 2006. It requires the person who has the duty (i.e. the “dutyholder”) to:

- Take reasonable steps to find out if there are materials containing asbestos in non-domestic premises, and if so, its amount, where it is and what condition it is in;
- Presume materials contain asbestos unless there is strong evidence that they do not;
- Make, and keep up-to-date, a record of the location and condition of the asbestos containing materials – or materials which are presumed to contain asbestos;
- Assess the risk of anyone being exposed to fibres from the materials identified;
- Prepare a plan that sets out in detail how the risks from these materials will be managed;
- Take the necessary steps to put the plan into action;
- Periodically review and monitor the plan and the arrangements to act on it so that the plan remains relevant and up-to-date; and
- Provide information on the location and condition of the materials to anyone who is liable to work on or disturb them.

There is also a requirement on anyone to co-operate as far as is necessary to allow the dutyholder to comply with the above requirements.

Arrangements for Managing Asbestos in the Workplace Premises

Asbestos-containing materials within the premises will be identified and then managed to ensure the prevention of the presence of asbestos fibres in the air that can be inhaled by employees and others who may be present in the workplace. The Clerk of Works has been given the specific responsibility for the completion of relevant assessments and maintenance of asbestos containing materials.

Assessment

The premises (and equipment installed therein) will be surveyed to determine whether asbestos containing materials are present. It will be presumed that materials contain asbestos unless there is strong evidence to the contrary. The amount and condition of the asbestos-containing material will be assessed and the measures identified to ensure that airborne asbestos fibres are not present or formed in the workplace.

A written plan

A written plan that sets out the location of the asbestos-containing material and how the risk from this material will be managed will be prepared and steps taken to put the plan into action. The plan and the arrangements will be reviewed at six monthly intervals, or when there has been a significant change to the premises, organisation or personnel or where new information becomes available that suggests that the original assessment is no longer suitable and sufficient.

Control of access to asbestos-containing materials

Access to asbestos-containing materials in the premises will be controlled so as to prevent inadvertent disturbance of the material and the release of asbestos fibres. A site plan and register showing the location of all asbestos-containing materials and presumed asbestos-containing materials will be made available. The Clerk of Works will ensure that systems are put in place to ensure that anyone liable to disturb asbestos-containing materials is made aware of its location.

Monitoring and maintenance

The condition of all asbestos-containing materials or materials suspected of containing asbestos will be inspected at agreed intervals to ascertain that there has been no damage or deterioration. Where damage or deterioration is found the asbestos-containing material will be reassessed and repaired or removed as appropriate. The plan will be amended, as appropriate, to reflect the current state of knowledge.

Asbestos-related emergencies

Procedures, including the provision of information and warning systems, to deal with asbestos related incidents, will be in place unless there is only a slight risk to the health of employees.

Arrangements for Controlling Work on Asbestos in the Workplace Premises

Anyone working on, or removing asbestos-containing materials will be controlled to ensure that adequate precautions are taken to prevent the release of asbestos fibres. Where work on asbestos insulation, asbestos coating or asbestos insulating board is to be carried out an appropriately licensed contractor will be employed, unless the work is exempted from the Regulations.

Selection and control of contractors to work on asbestos-containing materials

When contractors are engaged to work in the premises adequate steps will be taken to ensure the contractors are competent and have sufficient skills and knowledge to do the job safely and without risks to health. The Clerk of Works will ensure that the contractors hold the appropriate licenses.

Contractors hired to carry out building or allied trade work that will involve minor work with asbestos must comply with The Control of Asbestos Regulations 2006. When any contractor who may do work on the premises arrives on the site they must report to the Head Porter or a specified contact, where they will exchange information relating to the task in hand and any resultant risks. Where significant risk to College personnel or others is identified, a permit to work system will be operated.

Control of minor work on asbestos-containing materials

Maintenance workers and other employees can carry out minor work of limited duration with asbestos-containing materials. Before work is carried out, an assessment of the potential exposure to asbestos will be carried out and a written plan of the work to be carried out prepared. Employees will be provided with information, instruction and training; they will follow the written plan and use the appropriate control measures. Where personnel undertaking this activity are within the employ of Corpus Christi College records of this work detailing its nature and duration are to be recorded on employee's personal file.

Procedures for Dealing with Health and Safety Issues

Where an employee raises a problem related to health and safety in the use of asbestos, the College will:

- Take all necessary steps to investigate the circumstances
- Take corrective measures where appropriate, and
- Advise the employee of actions taken.

Where a problem arises in the condition of asbestos-containing material in the premises or during work with an asbestos-containing material, the employee must:

- Inform the Clerk of Works immediately
- Take all reasonable steps to prevent himself/herself, and others being exposed to asbestos fibres
- In the case of an accident or emergency, respond quickly to ensure effective treatment.

Safe System of Work

Asbestos is only hazardous to the employee and others if asbestos fibres are inhaled (or ingested). The formation of airborne asbestos fibres can be prevented if the asbestos-containing materials in the premises are maintained in good condition and not damaged. This can be achieved if you:

- Do not carry out any work on the fabric of the premises without consulting the Clerk of Works
- Do not work upon asbestos-containing material without an assessment of the risk
- Follow the written plan at work
- Use the control measures identified as necessary to carry out the work without risk to health.
- Report any damage or deterioration of asbestos-containing materials or any incidents during work with asbestos.
- Report any additional or suspected asbestos finds of asbestos-containing materials.

Control of Contractors

The presence of contractors on Corpus Christi College sites, and their lack of familiarity with the premises and processes are likely to produce increased health and safety risks. The work they are involved in will often increase that risk further. It is essential that contractors, their employees and subcontractors are aware of the risks they introduce through their work and the risks inherent in Corpus Christi College operations. The activities of subcontractors must be controlled at all stages to ensure safe systems of work are being used.

Both the contractors and Corpus Christi College management have shared and separate responsibility for health and safety. A key factor therefore is good communication between both parties. Wherever contractors are expected to work on site the Clerk of Works or Head Housekeeper will be responsible for co-ordinating the activities of Corpus Christi College employees and contractors.

The size of the contract is not important as even small jobs may expose people to risk; however, more planning is likely to be required for larger jobs where several contractors are involved.

Where the work involves any demolition, or the construction, alteration, conversion, fitting out or renovation of a structure, and the work will last longer than 30 days or involve more than 500 person days then there are additional and specific statutory requirements in the Construction (Design and Management) Regulations 2007 (CDM). Where the work falls into this category advice will be sought from the College Health and Safety Advisor and a specific procedure drawn up to control the work.

Where the work falls within the requirements of the CDM Regulations, Corpus Christi College will appoint a competent CDM Co-ordinator and Principal Contractor who will be responsible for the coordination of all aspects of health and safety for the contract and co-ordinating the work on site.

For all contractor work, the boundaries of responsibility need to be agreed, understood, complied with and monitored. The details of these shared and individual responsibilities must be outlined in contract documentation.

All contractors will be assessed to ensure that they have the competency to work safely and have procedures in place to manage health and safety risks. On small projects, involving repeated use of a contractor, an annual assessment will normally be sufficient to ensure continuing competence. The pre-qualification form must be completed by all prospective contractors. This form can be located in the Site Occupiers Log (2.19.1 – Contractors Pre-Qualification Assessment).

Display Screen Equipment

Introduction

This policy applies to anyone who uses a workstation, or if you supervise people using a workstation, including home workers and employees working on other employers' workstations.

A workstation can be described as a place where a person can carry out their work tasks. This could be at a bench assembling components or a computer workstation.

Ergonomics is the study of people and their working environment and an assessment of ergonomic issues will evaluate the design of workstations and equipment, organisation of work, the environment and the people from a 'user' perspective.

Workstation design will need to be based on such things as the requirements for the task, the size and shape of the people involved and standards and guidance applicable to the work. Other aspects that need to be considered include: working height, standing or sitting? light or heavy? good eyesight needed? tools required? Is the work monotonous, repetitive, system or self-paced?

How the work is organised will also be very important: do people work alone or as part of a team? Can jobs be rotated, how fast do they have to work and how often do they get rest breaks?

Environmental issues such as lighting, noise levels, temperature and people issues such as age, gender, size, competence, training, background, habits and medical history all have to be considered.

Policy

It is College policy to ensure that all workstations are comfortable and free from reasonably foreseeable ergonomic risks as far as is reasonably practicable. It is also our intention to comply with the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002 (DSE Regs) and the Workplace (Health, Safety and Welfare) Regulations 1992 (Workplace Regs).

Scope

This policy applies to all workstations as described in the above Regulations and to departmental managers with employees who use a workstation in their work.

Definitions

Users

The DSE Regs apply to computer workstations and other workstations with a Visual Display Unit or Cathode Ray Tube. They use a definition of 'user', which generally means someone who uses their computer workstation for a significant part of the working day and is reliant on their PC for their work. As this definition can be subjective, all College employees who use DSE are considered users for the purposes of training and information but only those users designated as such by a DSE assessor will be entitled to free eyesight tests. The Workplace Regs are less prescriptive about workstations and there is only a general requirement to ensure that all workstations, such as at workbenches and general work seating are ergonomically safe as far as is reasonably practicable.

Eyesight test

This is a specific type of eye test to see if special glasses or lens are required for computer work.

Workstation General Requirements

All workstations, whether general or DSE have the following basic requirements:

- Seats should be stable, comfortable and suitable for the person using them. They should be adjusted so that arms are not hampered; the forearm is approximately at right angles to the upper arm and the elbows level with or slightly above the work surface. Footrests should be provided when the user cannot rest both feet flat on the ground without putting pressure on their thighs
- Adequate space for legs should be incorporated into a seated workstation, and sharp edges, corners or protrusions likely to cause damage to people or clothing should be avoided

- Equipment should be positioned so that the user does not have to bend or reach excessively or lift from the ground, perhaps with the use of inclined component trays or turntables
- Lighting should be adequate for the task and localised task lighting provided where appropriate
- Work should be designed so that the user can change posture frequently, including alternating between standing and sitting; where this is not possible, rest pauses should be arranged
- Slips, trips and falls should be minimised by ensuring safe storage of work equipment and components
- Staff should be provided with adequate instruction, information and training to enable them to carry out their job safely.

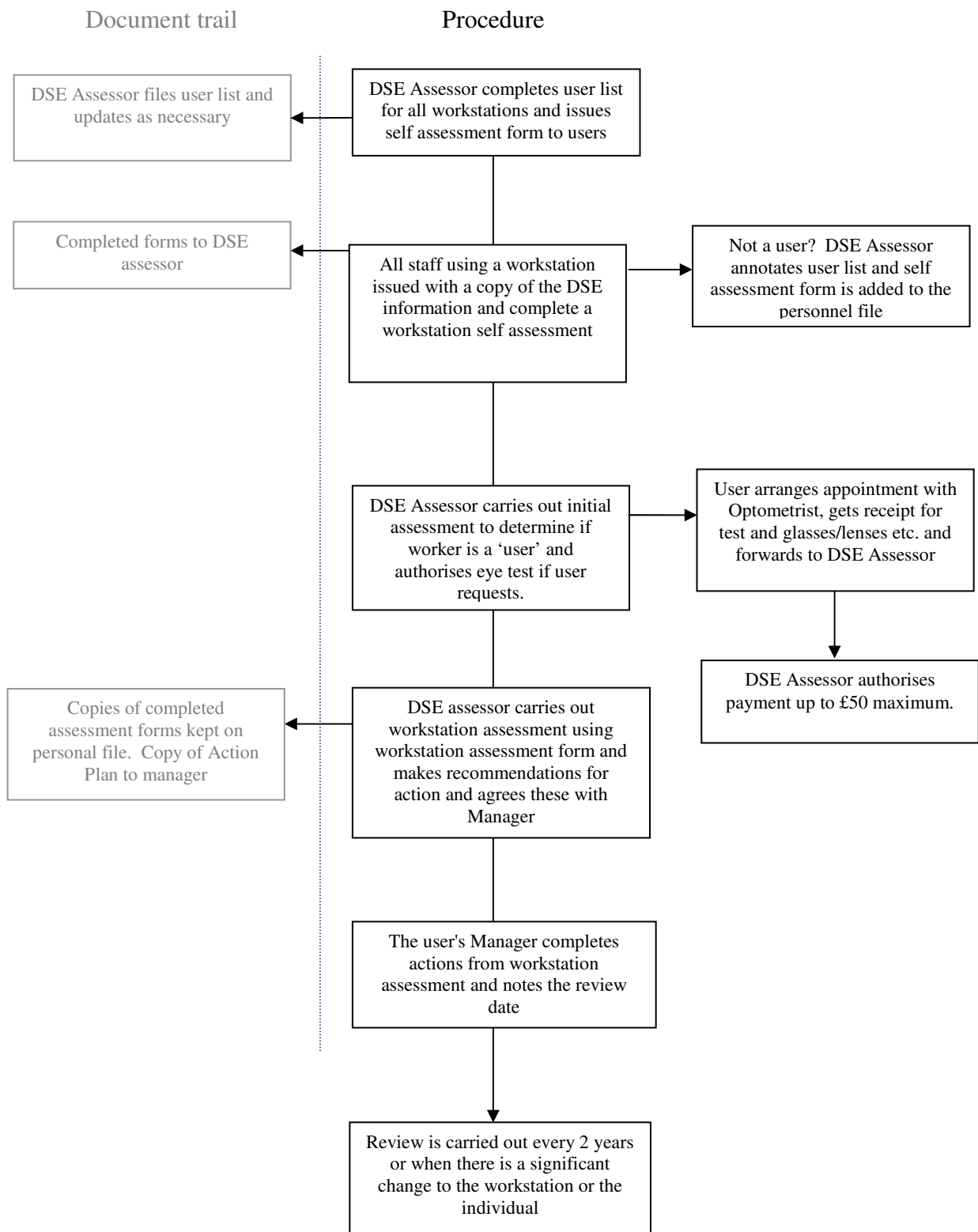
Workstations and standing

If work can only be carried out standing, seats should still be provided so that people can sit down during rest periods. Prolonged standing at work is one of the most common sources of discomfort and fatigue. The muscles of the back, thighs and calves are contracted in order to maintain the upright position; prolonged standing is therefore an important contributory cause of accidents and health hazards such as varicose veins, back strain and upper limb disorders.

Risk Assessment Process

The Head Porter is responsible for ensuring that:

1. DSE workstations and users (or potential users) are identified (using DSE Form 2.1.7).
2. All staff who use DSE are provided with a workstation self-assessment form (DSE Form 2.1.7) and information from this manual.
3. An eye test is provided if the user requests it (and they have been assessed as a user by the DSE assessor).
4. Any recommendations from the assessment are carried out as far as reasonably practicable.
5. Staff are monitored for signs of any ill-health and assessment review arranged if necessary.
6. Complaints are dealt with quickly and effectively.



Competency

Only trained DSE assessors may carry out a workstation assessment.

Eyes and Eyesight testing

All College DSE 'users' are entitled to an eyesight test on request, either as DSE users or if they are about to become a DSE user.

- The DSE assessor will authorise the test and inform the Head Porter who will refund payment up to £50 on production of a valid receipt.
- The user should arrange an eye vision test for DSE work with a qualified optometrist.
- The College will pay up to £50 towards the cost of glasses or contact lenses for DSE work on production of a valid receipt.
- The College will not ordinarily replace glasses or contact lenses that are lost or damaged.
- The optometrist will advise how often the user should be retested. If the user feels that they need a retest before that time, they will need to have a reassessment of their workstation.
- It may be useful to let the optometrist know that the user has a laptop where necessary, as typical viewing distances are usually shorter than for desktop DSE.

Monitoring

The Head Porter is responsible for monitoring compliance with this policy.

Assessment Review

All DSE risk assessments will be reviewed by a competent assessor every two years or when there is a significant change to the working environment or the individual.

On notification of a new or expectant mother (see New and Expectant Mothers Policy) a risk assessment will be carried out which will include a review of the workstation.

If someone reports that they are suffering ill health associated with their workstation a review of the assessment must be carried out.

Employees are reminded that they have a duty to report injury and ill health to their line manager.

Guidance for setting up a DSE workstation

Display screen

All College screens are able to tilt and swivel enabling you to position your own screen so that the top is at eye level and directly in front of you, avoiding unnecessary head and neck movements.

- Your eyes should look slightly downward when viewing the middle of the screen.
- The monitor should be tilted so that it faces your eyes; if you hold a small mirror in the centre of the viewing area you should be able to see your eyes.
- To determine a comfortable viewing distance, stretch your arm toward the monitor and place the monitor near to the location of your knuckles.
- If you wear bifocals or trifocals it is especially important that the monitor is positioned correctly do not tilt your head back so that you can use the lower portion of your glasses, this can lead to muscle fatigue in your neck and back. You may wish to consider using mono-focal glasses that are specially made for computer use.
- You should be aware of how to change contrast and brightness.

Document holders

Document holders should be positioned to minimise neck movement and be at the same viewing distance *and height* as the screen.

Copy typists, who do not often look at the screen, may prefer to have the copy placed directly in front of them and the screen slightly off to one side.

Laptops

These are not designed to be used for any lengthy period, unless used with a docking station and separate screen, keyboard and mouse. When operated on their own you should not use them for extensive periods; the laptop should be situated on a table or other appropriate flat surface, not on your lap and the screen should be tilted so that you can easily see the display without holding your neck at an awkward angle. Laptop users might also like to consider the following:

- In hotel rooms, use a folded blanket or towel to support the small of your back and to raise your seat
- Try to create a footrest if necessary
- Raise your computer to elevate the keyboard and display
- Take short, regular breaks and change position often.
- Think about the weights to be carried. Where necessary (for example if people are carrying substantial amounts of equipment and/or papers), carry out manual handling risk assessments with portable computer users.
- Set up the laptop or portable computer on a suitable work surface. Sitting with it on your lap, for example, will not only result in poor posture but also discomfort due to the heat generated by the computer.

As more people use laptops as 'portable offices', carrying the computer and associated equipment between workplaces and home, there are a variety of risks to be considered in addition to the ergonomic ones, for example, violence and/or theft of equipment and manual handling. If these risks are present at significant levels, advice should be sought from the Health and Safety advisor.

Keyboard

This should be separate from the screen, with a non-shiny surface and adjustable feet so that it can be at an angle or flat on the desk.

- Use a minimum amount of force to tap the keys on the keyboard
- When using more than one key such as [Shift] or [Ctrl] + C, use two hands rather than one
- Keep thumbs relaxed and forearms and wrists in a straight line and parallel with the floor
- Rest wrists only when not keying.

Mouse

There are many different types of mouse to choose from, you may prefer a shaped or straight one, a Microsoft Intellimouse, or a tracker ball.

- When using the mouse you should use your whole arm and shoulder to move the mouse, not just your wrist. Don't rest your wrist on the work surface as that puts a strain on the wrist tendons, keep wrist, arm and shoulder free to move, and keep your wrist straight.
- Use Windows Control panel to adjust the mouse properties to speed up or slow down the mouse, and to change the buttons so you can use either hand.
- Make sure you clean the mouse regularly as dust can cause it to be jumpy and unresponsive, thus adding awkwardness and frustration.
- Use a mouse mat to reduce static and consequent dust accumulation, and to keep an area of your desk free for the mouse.

Desk

This should be of an appropriate height for you; the top should have a non-shiny surface and be large enough so that there is space for you to position all the components in their most comfortable position, including being able to push the screen as far back as necessary. There should be room in front of the keyboard to allow you to rest your hands when not keying; some users like to use a wrist rest. Try to ensure that you are not stretching to reach your telephone and other frequently-used pieces of equipment.

All cables should be stored safely so there is no risk of trips and falls.

Chair

Chairs should be stable and easily moved; have adjustable seat height; the backrest should be adjustable for height and tilt. If, when the chair is positioned at the correct height, you cannot place both feet on the floor to support your lower back and remove pressure on your thighs, a footrest should be provided.

If the chair has armrests, you should still be able to move the chair as close to the desk as necessary.

Working space

You should have enough space at the workstation so that you do not have to stretch to reach your work equipment, to achieve a comfortable position and to allow you to change position. This will reduce the likelihood of fatigue and ill-health.

Lighting

Natural lighting is generally accepted to be the best source, but can cause glare and reflections on the screen. Ideally, workstations should be set up at right angles to a window and parallel to and between overhead lights. This is because your eyes can become very tired by trying to focus on both the screen image and the reflection, if the screen is situated facing the window; if the screen is positioned so that you are facing the window, there may be too much contrast between the outside light and the screen image.

Screen filters should only be used as a last resort as they can reduce the clarity of the text on the screen and lead to eye fatigue.

Noise

Excess noise should be avoided, as it can be distracting and lead to mental fatigue.

Temperature and humidity

Office temperatures will generally be between 19°C and 23°C. Some workplaces may need portable fans and heaters at times. (See section on the Working Environment.)

Change of work routine and breaks

The regulations are often misinterpreted with claims that people should have a 10 minute break for every hour of DSE work. What is really important is that you should be able to control your activities so that you do other things such as filing, photocopying, using the phone, research, communicating with other people, so that you are not constantly using DSE. You should also take regular, short breaks from DSE activity rather than saving them all up for one long break e.g. a 5-10 minute break after 50-60 minutes continuous screen and/or keyboard work is likely to be better than a 15 minute break every 2 hours.

Changing the focus of your eyes by looking out of a window regularly, or letting the mouse hand hang vertically down while thinking, or some simple stretching exercises and shoulder rolls can reduce tension and reduce fatigue.

Avoid working in the same position for long periods without a break.

Watch out for the 'afternoon slump' and be more conscious of your posture when you are tired.

Breaks or changes of activity are particularly important for laptop users who do not have a docking station. These users need longer and more frequent breaks or changes of activity to compensate for poorer working environments, which can impact particularly on posture.

Hot desking

If you are hot desking, the workstation you use will not be set up for you and you will need to be aware of changes you can make for yourself to ensure that you are going to be as comfortable as possible. In addition, if you are a laptop user, you need to read the section on advice for laptop users.

Agency workers

Where agency workers are employed and provided with a computer workstation, we have the same responsibility to carry out assessments as we have to College employees, but the agency is responsible for providing eye tests and training.

Working from home

If employees work from home i.e. are classed as a home-worker, then a risk assessment of their workstation at home may be necessary, depending on the circumstances.

If you are in any doubt, please contact the Head Porter for advice.

Good posture

Below you will find a diagram of someone adopting a good posture at a typical DSE workstation.



Seating and posture for typical office tasks

- | | |
|---|--|
| 1. Seat back adjustability | 2. Good lumbar support |
| 3. Seat height adjustability | 4. No excess pressure on underside of thighs and backs of knees |
| 5. Foot support if needed | 6. Space for postural change, no obstacles under desk |
| 7. Forearms approximately horizontal | 8. Minimal extension, flexion or deviation of wrists |
| 9. Screen height and angle should allow comfortable head position | 10. Space in front of keyboard to support hands/wrists during pauses in keying |

Some problems you may experience and solutions you can use

Problem	Symptoms	Solution
Eye strain and eye problems	Sore and itchy eyes, tired eyes and headaches, or an existing defect which may become more obvious when using a monitor for any period of time	Regular breaks for different work activities; ensure lighting is adequate and screen images clear; legible documents; correct positioning of equipment; eye test and spectacles where necessary
Pains in the hands, arms, shoulders and/or neck	Mild discomfort to severe disabling pain. It is usually caused by rapid repetitive movements of the upper limbs, normally over a long period. Sometimes people who use the mouse for any prolonged period of time can also have discomfort and/or pain	Build in regular changes of activity, ensure correct positioning of equipment, especially chair and keyboard; don't hold the mouse too tightly, keep it close so no stretching is involved, use a mat to ensure smooth movement, alternate hands if possible, take short pauses to let the mouse hand hang down from the shoulder, swap the mouse for a different size or shape. The practice of cradling the phone between the shoulder and head should also be avoided for any more than a few seconds.
Radiation	Although monitors do emit <u>very</u> small amounts of radiation, there is no link with ill-health	
Fatigue and stress	Extreme tiredness, lethargy, aches and pains	Think about the way you do the job, building in regular changes of activity and doing stretching exercises
Epilepsy	Epilepsy is a condition which should have been declared on the pre-employment medical questionnaire and, if applicable, changes will be made to your working environment and monitor	

If you have any of these problems you **must** report them to the Head Porter.

How you can help yourself

Print this page and use it regularly

1	Prepare yourself	
	Eyes	When you have your assessment you will be offered an eyesight test. Are you wearing the correct glasses or contact lenses?
	Existing injury or condition	Discomfort may not be entirely due to work. If you have existing problems you must report them to your line manager.
	Training	Training will be carried out as part of the DSE assessment. Make sure you are assessed!
2	Organise your work	Try not to have very busy and very quiet times. Try to perform some tasks away from the computer. Plan rest breaks so that they can be taken evenly throughout the working day.
3	Position your desk in the room	Try to position your desk sideways to a window or other sources of bright light. Avoid trailing cables.
4	Layout of your desk	Are the things you use most often close to you? Locate your screen, keyboard and mouse directly in front of your seated position for keyboard work. You may need to move your mouse and keyboard to do non-keyboard work so that you have plenty of room. Is your document holder (if you use one) adjusted to be the same height as your screen, and as close to the screen as possible to reduce head and neck movements? Move the screen so that it is comfortable to read. Is there enough room in front of your keyboard so that you can rest your hands while not typing? Make sure there is enough space for your mouse. Is there anything under your desk that is restricting your changes of position?
5	Adjust your chair	Is your back supported and the height correct so that your forearms are parallel to the floor and at roughly the same level as your keyboard?
	Feet	Are they flat on the floor without putting pressure on your thighs - you may need a footrest if this is not possible.
6	Set up your computer screen, keyboard and mouse	Is the top of your monitor at the same height as your eyes to reduce head and neck movements? Is brightness and contrast adjusted for you? Do you have and use a mouse mat?
7	Adjust your software	Use easy to read fonts, limit the number of colours you use on the screen, and avoid large areas of white if your screen appears to flicker. Reduce the problems of reflection by using pastel background colours. Reduce clutter by removing unnecessary toolbars. Change the speed of your mouse if necessary: speed up if you have a large screen; slow down if the pointer is difficult to track.
8	Adjust your environment	Consider anything that you may be able to control: lighting; blinds or curtains; avoid draughts and introduce pot plants to increase humidity; be aware of the overall temperature.
9	Effective use of rest breaks	Do you take breaks away from your desk - particularly lunch? Do you take a break before you are tired or uncomfortable? Make breaks shorter and more frequent.
10	Sitting comfortably all day	Do you sit as close as possible to the desk when using the computer? Try to keep the curve in your lower back and not lean to one side. Do you sit rigidly in one position for hours? Try to remember to lean back and relax, occasionally changing your position.
11	Correct use of your screen	Move your eyes rather than your head when reading the screen. Blink often to keep your eyes lubricated and reduce soreness. Adjust brightness and contrast and swivel the screen to suit lighting conditions and avoid reflections. How often do you clean your screen? Dust builds up quickly and should be removed frequently.
12	Correct use of your keyboard	Do you warm up before starting work? Do you thump the keys or gently stroke them? Are you a two finger typist - try to use other fingers and your thumb for the spacebar. Move the keyboard close to you to avoid stretching, rest your hands when not typing. Be careful not to rest the soft inner part of your wrist (where you would take your pulse) on the wrist rest or table edge - this could reduce circulation in your hands and fingers. Try to keep your wrists straight but relaxed.
13	Correct use of your mouse	Do you hold your mouse with a grip of death? Try to relax and use a light touch on the mouse buttons. Keep your mouse clean. Don't bend your wrists up or down and vary the way you hold your mouse. Some mouse mats have a built in wrist rest which some people like to use. Don't stretch, bring your mouse close to you and use small movements.

Guidance for the Purchase of New Portable Computers¹

Taking all the sources of information examined in the report, new portables purchased should be chosen primarily on the basis of user requirements, not simply cost, or prestige. An injured employee is more expensive to the College than a good specification portable machine. Purchasers will conduct a task analysis of the activities that the portable users are most likely to undertake, and match the purchase to those features which will be most useful for those tasks.

The generally important features to look for are:

- As low a weight as possible (3kg or less) for portable computer and accessories
- As large and clear a screen as possible (14" diagonal or more)
- Detachable or height adjustable screen
- As long a battery life as possible or extra transformer/cable sets so the user has a set in each main location where the portable is used, and only carries the computer, not the cables, etc.
- Touch pad, roller-ball or external mouse rather than 'nipple' track-point device
- Wrist pad between keyboard and front edge of portable
- Lightweight non-manufacturer branded carrying case with handle and shoulder straps
- Tilt adjustable keyboard
- Facility for attaching external mouse and numeric keypad
- Friction pads underneath to prevent computer sliding across surfaces when in use
- Sufficient memory and speed (for the applications used)
- "Add-ons" that improve usability and reduce maintenance time, such as (removable) CD ROM drives and additional memory.

¹ Health and safety of portable display screen equipment: Contract Research Report 304/2000 System Concepts Ltd for the Health and Safety Executive

Electricity and Electrical Equipment

Introduction

Every year around 15 people suffer fatal injuries as a result of contact with electricity at work and hundreds of workers sustain major injury. Poorly designed or badly maintained equipment can also lead to workplace fires; the fire service attend around 5000 workplace fires a year caused by defective electrical equipment.

Corpus Christi College will ensure that the risks from electrical equipment are eliminated or reduced, as far as is reasonably practicable, by complying with the requirements of The Electricity at Work Regulations 1989, The Management of Health and Safety at Work Regulations 1999, The Provision and Use of Work Equipment Regulations 1998 and the Regulatory Reform (Fire Safety) Order 2005 and other associated regulations and guidance including the IEE Regulations for Electrical Installations Sixteenth edition.

Hazards

Electric shock is the most common hazard when working with electrical equipment and a voltage of 50 volts AC or 120 volts DC can cause death. Electric arcing can also cause deep-seated and slow healing burns. An electric shock may cause a person to drop a load or slip and fall causing secondary and often serious injuries. Fires and explosions can be caused by arcing and overheating.

Risk Assessment

Corpus Christi College will carry out a programme of risk assessment to identify hazards and areas of risk so that suitable arrangements and controls can be put in place to ensure that employees and others are not exposed to the risk of injury as far as is reasonably practicable. The risk assessment for electrical equipment will be included in the work equipment risk assessment. In addition, the building wiring systems will be inspected every five years by a competent person to assess for danger and ensure there is adequate protection from excess current.

Portable Electrical Equipment

Portable electrical equipment (any equipment with a cable and plug) is, in general, more vulnerable to damage, wear and harsh treatment. This can lead to damaged leads and cables with the chance of the conductors being exposed and causing electric shock or fire. It is essential therefore that a programme of inspection is in place to monitor for damage and initiating repair. Corpus Christi College operates a number of safety checks including:

User checks:

The operator of the equipment is responsible for checking the equipment before use.

The checks must include:

- Checking cables for cuts and abrasions or signs of overheating
- Checking plugs for cracked casings, bent pins, wrong fuses, loose screws
- Check the cord grip is tightened on the outer insulation
- Check that electrical sockets are not overloaded
- Check that cables are not wet or sitting in water.
- Formal Visual inspections: Supervisors will carry out regular formal visual inspections to ensure that user checks are being carried out and that the combined inspection and test is up to date. A record should be kept of this inspection.
- Combined Inspection and Test: This will be carried out by a competent person, and will include insulation and continuity tests. The following table sets out the frequency for testing at Corpus Christi College.

Equipment/environment	User checks	Formal visual inspection	Combined inspection and testing (PAT)
Battery-operated (less than 20 volts)	No	No	No
Extra low voltage (less than 50 volts AC) e.g. telephone equipment, low voltage desk lamps	No	No	No
IT equipment e.g. PC and VDU	No	Yes. Every 3 years	No if double insulated otherwise up to 5 years
Photocopiers, fax-machines. NOT hand-held. Rarely moved.	No	Yes. Every 3 years	No if double insulated otherwise up to 5 years
Double insulated equipment. Not handheld Moved occasionally e.g. fans, desk lamps, slide projectors	No	Yes.	Every 3 years
Double insulated equipment. Hand-held e.g. floor cleaners	Yes	Yes Every year	No
Earthed equipment (Class 1). E.g. electric kettles, coffee machines, some floor cleaners.	Yes	Yes Every year	Yes Every year
Cables, including extension cables, and plugs connected to the above. Mains voltage.	Yes	Yes 1 to 3 years depending on the equipment it is connected to.	Yes. 1 to 5 years depending on the equipment it is connected to
Mains operated power tools (110 volt), transformers and extension cables. All equipment centre-tapped to earth.	Yes	Yes. Every 6 months.	Yes. Every year.

NOTE: RCDs need a different range of tests to other portable equipment, and equipment designed to carry out appropriate tests on RCDs will need to be used.

It is recommended that portable RCDs are tested monthly.

Fire Safety

Introduction

It is imperative that everybody is aware of the continual risk from fires in the workplace. It costs lives, causes injury to thousands and affects business continuity.

Corpus Christi College management have assured staff safety, and the safety of visitors, by putting in safe systems of work and providing a safe environment. However, all of this can be undermined by one careless act. Everyone is responsible for ensuring a safe environment by complying with the procedures in this policy and ensuring that others, including contractors and visitors, also comply with this policy.

The Head Porter will:

- Ensure that all statutory duties for fire safety management are being met at all times as far as is reasonably practicable.
- Ensure that an efficient fire safety management system is implemented, monitored and maintained.
- Appoint a competent assessor to carry out a fire risk assessment in accordance with the relevant Guidance to the Regulatory Reform (Fire Safety) Order 2005.
- Ensure that all staff receives suitable fire training.
- Ensure that all staff, visitors and contractors are provided with and understand the procedure for the safe evacuation of the area/premises in the event of fire.
- Ensure that records of staff fire induction training are maintained.
- Carry out regular inspections to ensure that escape routes are kept clear and fire-fighting equipment is available.
- Ensure that contractors work safely and comply with Corpus Christi College health and safety policies.
- Maintain records of all fire incidents and investigate all fires.
- Ensure that systems are in place for the provision and maintenance (including regular testing) of the following:
 - Safe means of escape including the maintenance and monitoring of fire doors and fire escape routes.
 - Fire detection systems.
 - Fire alarm systems.
 - Fire fighting equipment.
 - Fire signage detailing exits and fire action notices.
 - Flammable materials storage facilities.
- Ensure that records are kept up to date.
- Ensure that maintenance staff and contractors work safely and comply with Corpus Christi College health and safety policies and in particular will ensure that safe systems of work are used for all maintenance work on fire systems.
- Ensure that a Permit-to-Work (PTW) system is in place for any work on all or part of the fire detection or alarm system(s) which needs to be de-activated for maintenance work.
- Ensure that all 'hot work'² is carried out safely and is controlled by a PTW. All 'hot work' must cease at least one hour before the end of shift and a final fire-check must be carried out before declaring the area safe.

Fire Wardens

The Porters act as Fire Wardens and have a specific role to play in the event of fire evacuation which includes ensuring that all staff and visitors have evacuated the area.

Fire Wardens must ensure that they understand their role and the actions in the event of a fire or other emergency evacuation. (See fire evacuation procedures.)

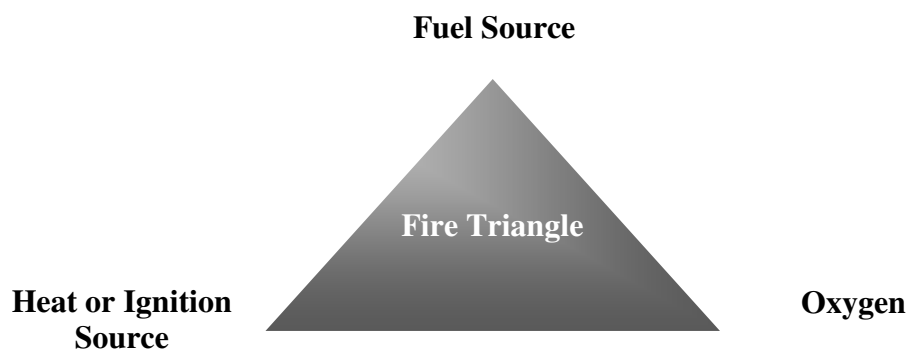
All Staff

All Corpus Christi College staff have a duty to:

- Comply with this policy and the fire evacuation procedures and assist Corpus Christi College management in providing and maintaining a safe place of work.
- Attend annual fire training and any other training commensurate with their role and responsibility.
- Not to block fire escape routes or prop open fire doors.
- Report defects to the Head Porter.
- Understand the local procedure for evacuation in the event of fire.
- In the event of fire:
 - Raise the alarm by activating the nearest fire alarm point.
 - Tackle the fire only if it is safe to do so and it is necessary to enable you or others to escape.
 - Exit the building by the nearest fire exit.
 - Close doors and windows behind you if safe to do so.
 - Report to the assembly point.
 - Not to re-enter the building until instructed to do so by the person in charge.

Arrangements for controlling fire hazards

Before a fire can start, three conditions must usually be met and these are shown below:



As oxygen is readily available in the air, and therefore difficult to eliminate, we need to concentrate on controlling the other two elements.

The steps to controlling the risks from fire are prevention; detection; raising the alarm; fighting the fire; evacuation.

Prevention - Ignition sources

Smoking

The most common cause of fire starting, apart from arson, is discarded smoking materials. Corpus Christi College has a no smoking policy in the workplace and employees and visitors must comply with this.

Flammable substances

The Control of Substances Hazardous to Health Regulations (CoSHH) require that hazardous substances in the workplace, including flammable substances, are identified and suitable controls put in place to reduce the risks. Where these controls have been identified and are being enforced, further action should not be necessary. However, the following general precautions should be taken:

Highly Flammable substances should be stored outside or in a separate part of the building with suitable resistant construction.

Do not store excessive amounts of flammable liquids in storage areas or containers. The normal maximum limit should be 50 litres.

Never store flammable materials on an escape route or under stairs.

Clean up spillages immediately. Even a small amount of volatile liquid can emit vapour that will travel long distances to a source of ignition.

Never mix liquids unless the resultant compound has been subject to a COSHH assessment.

Ensure all electrical equipment used in flammable atmospheres, including general and task lighting, is approved for the environment and is intrinsically safe.

Electrical equipment

Poorly designed or specified electrical equipment can result in fire. Staff and managers are responsible for ensuring that:

All fixed and portable electrical equipment is subject to regular maintenance including inspection, examination and testing as required.

Equipment is not overloaded leading to overheating of cables.

Damaged and inadequate equipment and cabling is removed from the workplace for repair or disposal.

Hot-work such as drilling, grinding, soldering and welding is not carried out near to flammable or explosive atmospheres.

Only suitably qualified and authorised personnel are permitted to install, maintain or otherwise work on electrical equipment.

Arson

Arson is probably the major cause of fire starting in the UK. Opportunist vandals who set fire to waste materials left close to a building cause the majority of incidents.

If you see anyone acting suspiciously or note that waste is being stored close to an unguarded part of a building then report it immediately to the Head Porter.

Prevention – Fuel Sources

Flammable liquids

Fuel for fires can be liquids, solids, vapours or gases. In fact almost any material can ignite and burn given the right circumstances.

Liquids include the obvious ones such as petrol, white spirit and paraffin as well as the less obvious such as adhesives; paint; solvents; thinners and varnish.

All of these substances are CoSHH items and the assessment should have identified the potential fire hazards and the appropriate control measures. ***Do not use these substances until a COSHH assessment has been completed.***

Solid fuels

Solid sources of fuel can range from cardboard and wood to foam and plastics. Accumulations of dust can also be a source of fuel.

Good housekeeping is essential to prevent accumulation of waste materials.

Gases and vapours

Vapours and gases given off as part of processing are subject to CoSHH assessment. Fire hazards should be identified as part of the assessment.

Alarm systems

All fire alarms will be tested on a weekly basis to ensure correct operation and to ensure that all staff can hear the alarm in all parts of the building. Any deficiencies must be reported to the Head Porter.

Fighting the fire

Staff are not expected to fight fires unless they have received appropriate training and it is safe to do so. The most important thing to do is to get out of the building. If you choose to fight the fire, only fight small fires and make sure you are able to escape quickly if you need to do so. Keep yourself between the fire and the nearest exit.

Fire fighting equipment

There are four main types of fire extinguishers provided for fighting fires. In the main they will be coloured RED with zones of colour on them indicating the extinguisher contents. Some areas may still have the old

style extinguishers that are coloured red, cream, black or green. These may still be used provided they are serviceable. The correct extinguisher to use is:

Water – Red

Suitable for most fires except those involving electrical apparatus or flammable liquids. Direct jet at base of flames and move it across the area of the fire.

Foam – Red with a cream band or panel (old style – cream)

Suitable for most fires involving flammable liquids. Direct jet in a sweeping movement to create a blanket. Do not aim jet directly at flames. Some foam extinguishers can be used on electrical fires and are marked accordingly. If you are not sure then use the CO2 extinguisher.

Carbon Dioxide CO2 – Red with black band or panel (old style – black)

Suitable for electrical fires and can be used on flammable liquids. Direct discharge in a sweeping movement and do not hold on to horn as this may cause the skin to freeze to it. Not suitable for use in confined spaces as it works by driving oxygen out.

Dry Powder – Red with a blue band or panel (old style blue)

Suitable for brake fires and other hot metal fires; also suitable for electrical fires and can be used on flammable liquids. Direct discharge in a sweeping movement across the front of the fire and working towards the back.

Training

Training will be provided for staff in the following way:

Local Induction training will be provided by the Head Porter on the first day of work. It will cover as a minimum the local fire evacuation procedure; location of fire call points, extinguishers, fire exits and assembly points.

Annual fire induction will be provided for all staff and is mandatory. It will cover as a minimum; causes of fire; fire prevention; tackling fires including some practical demonstration on using fire extinguishers; evacuation procedures.

Fire Warden training will be provided for the Porters to enable them to fulfil their responsibilities detailed in the local fire evacuation procedure.

Records of training will be kept on the individuals' personal file and it will be the responsibility of the Head Porter to ensure that staff attend training, including annual refreshers.

Evacuation drills

Evacuation drills will be carried out at all Corpus Christi College premises at least annually. The Head Porter will initiate them and record the results.

Construction sites and customer sites

When any Corpus Christi College employee is carrying out work on a construction site they will adhere to the fire management procedures for the site and report any concerns to the site manager. The risk assessment and method statement for the work will include fire hazards and how they will be controlled.

When working in customer premises the local fire procedure will be followed.

Inspections and Audit

The Head Porter will carry out regular inspections of fire safety and put right any deficiencies.

First Aid

Introduction

Corpus Christi College recognises its duty to provide trained first aid personnel and first aid equipment to provide treatment for staff in the event of injury or ill-health.

The Approved Code of Practice (ACOP) on first aid at work provides guidance and a suggestion on how to assess the degree of first aid cover required, depending on the risk, and recommends the minimum levels required. The ACOP has been followed in the compilation of this policy.

Policy

It is College policy that First Aider(s), as assessed, will be provided whenever there are people at work. The Head Porter will be responsible for ensuring that adequate numbers of first aid personnel and equipment is available as necessary. Another First Aider with the same level of training must cover all foreseeable absences of First Aiders, such as annual leave and training courses. Appointed persons may only cover for full First Aiders in unforeseeable absences.

Employees' duties

Employees have a duty to report any injuries or illness which require first aid treatment.

Contractors on site must provide for their own first aid cover unless alternative arrangements have been agreed in advance.

Definitions

First Aid

- Treatment for the purpose of preserving life and minimising the consequences of injury and illness until help from a medical practitioner or nurse arrives; and
- Treatment of minor injuries, which would not otherwise receive treatment or which do not need treatment by a medical practitioner or nurse.

Full First Aider

A person who has completed a full (3 day) course of first aid training with a training establishment approved by the Health and Safety Executive and holds a current certificate

Appointed person and emergency First Aid at work

An appointed person, is someone who has been appointed by management to take charge in the event of a first aid emergency and is the minimum requirement for low risk environments with less than fifty people.

Whilst the ACOP only recommends training for an appointed person, it is College policy that all appointed persons will receive training in emergency first aid.

The College definition of an appointed person is a person who has completed a one-day course of emergency first aid from a competent trainer and holds a current certificate and has been appointed to take charge in an emergency. An appointed person may act as the First Aider in the unforeseeable absence of the full First Aider.

They should:

- Take charge of the situation
- Call an ambulance if there is a serious injury or illness;
- Give emergency first aid treatment;
- Be responsible for the first aid equipment.

NOTE: for the purposes of this policy, the term First Aider includes either a full First Aider, or an appointed person, as they are both able to provide first aid treatment.

First Aid Kit

An easily identifiable box containing a supply of in-date equipment as listed at the end of this policy.

Travelling First Aid Kit

A small first aid kit for vehicles.

Risk Assessment

In deciding the level of cover required, a risk assessment approach is recommended by the Approved Code of Practice (AcoP), which also provides guidance on the cover required for typical workplaces.

The number of staff working in the area also has to be taken into consideration, including shift work and weekends.

The following table is the minimum requirement for first aid cover:

Work Area Category	Number of staff	Minimum number of first aid personnel required
Low risk E.g. offices, shops, libraries	Less than 25	At least one Appointed Person
	25 to 50	At least one First Aider trained in EFAW
	More than 50	At least one First Aider trained in FAW for every 100 employed (or part thereof)
High Risk E.g. light engineering and assembly work, food processing, warehousing, extensive work with dangerous machinery or sharp instruments, construction, chemical manufacture	Less than 5	At least one Appointed Person
	5 – 50	At least one First Aider trained in EFAW or FAW depending on the type of injuries that night occur
	More than 50	At least one First Aider trained in FAW for every 50 employed (or part thereof)

Procedures and Responsibilities

The Head Porter is responsible for ensuring that:

- There are adequate numbers of trained First Aiders appointed in their area of responsibility to ensure that there is first aid cover for all times staff are at work.
- First Aiders attend refresher courses as required and there are systems available to identify when refresher training is required.
- All staff are made aware of the names and location of the First Aiders as part of their induction training.
- That there are adequate numbers of first aid kits available and that there is suitable signage showing the location.
- The arrangements in place are regularly monitored to ensure that there is first aid cover for all times staff are at work.
- Regular inspections of first aid kits and signs.
- First Aiders are listed on Notice Boards throughout the College and its Hostels.
- Copies of first aid certificates are retained on file.
- Ensure that the accident book is completed for each incident requiring first aid treatment and kept on file.

First Aid Personnel

- First aid personnel will provide treatment for injured people at work, and people falling ill at work, in accordance with their training and competence.
- They must not carry out any treatment for which they have not been trained.
- The First Aider must inform the injured party’s manager if, after treatment, the person is sent home or to hospital.
- A written record must be kept detailing the treatment given.

Hazardous Substances

Corpus Christi College recognises that some of the substances that are used in our processes may cause harm to people or damage to property if they are not adequately controlled. We will carry out specific assessments of all potentially hazardous substances as required by The Control of Substances Hazardous to Health Regulations 2002 (as amended).

The findings of the assessment will be incorporated into safe working practices and workers will be made aware of the hazards associated with substances used and the appropriate controls required to reduce or eliminate exposure.

General Guidance on Hazardous Substances

What are 'hazardous substances'?

Usually this is the chemical substances such as:

- Cleaning materials
- Paints and varnish
- Solvents and thinners
- Glues and adhesives
- Battery acid
- Pesticides
- Petrol
- Biological agents such as pathogens or cell cultures
- Oils and lubricants

But can also be products of work such as:

- Welding fumes
- Soldering fumes
- Metal/wood/plastic dust and/or fibres
- Dust from ventilation or extraction units

Chemicals covered in CoSHH are those which, if classified under the Chemicals (Hazard Information and Packaging for Supply) Regulations 2002 (CHIP) would be classified as very toxic, toxic, harmful, corrosive, irritant, sensitising, carcinogenic, mutagenic or toxic to reproduction.

Other hazardous substances include:

- Substances that have been assigned a Workplace Exposure Limit by the Health and Safety Commission;
- Dust of any kind when it is present at concentrations in the air equal to or greater than 10 mg/m³ of inhalable dust or 4 mg/m³ of respirable dust (both time-weighted average over an 8 hour period);
- Gases and vapours that are asphyxiants;
- Biological agents such as bacteria, viruses, fungi, and parasites;
- Carcinogens and mutagens

Recognising hazardous substances

They usually have an orange symbol on them and a descriptive word e.g.:



IRRITANT or HARMFUL



TOXIC



CORROSIVE

However, sometimes the quantity is so small that the risks are minimal and no further action is required. The COSHH risk assessor will decide if a full assessment is required

Workplace exposure limits

Some substances have been assigned workplace exposure limits (WELs) by the Health and Safety Commission. A WEL is the maximum concentration of an airborne substance averaged over a reference

period, to which employees may be exposed by inhalation. HSE's publication *EH40 Workplace exposure limits* includes the list of substances assigned WELs.

Substances which have been assigned a WEL fall into two broad groups:

- a) A substance that carries the risk phrase R42 or R42/43, or which is listed in section C of HSE publication *Asthmagen? Critical assessments of the evidence for agents implicated in occupational asthma*, or any other substance which the risk assessment has shown to be a potential cause of occupational asthma and those defined as a carcinogen or mutagen for the purposes of CoSHH; including those assigned one of the risk phrases R45, R46 or R49, or included in the list of substances and process in Schedule 1 to the Regulations;
- b) All other hazardous substances assigned a WEL.

For those substances included in (a) above, employers must ensure that the control measures are in place to reduce exposure as far below the WEL as is reasonably practicable. This will require a programme of air monitoring unless the risk assessment shows that the level of exposure is most unlikely ever to exceed the WEL.

For all other substances assigned a WEL employers should achieve adequate control of exposure by inhalation by applying principles of good practice and by ensuring that the WEL is not exceeded.

Inhaled substances not assigned WELs

Where the substance has not been assigned a WEL employers should apply principles of good practice for controlling exposure. Examples can be found on the HSE website, from trade associations, manufacturers and suppliers as well as health and safety advisors.

Any dust in high concentration may be hazardous to some groups of people and measurements may be necessary to decide if control measures are required.

What is the risk to people?

Hazardous substances can enter the body by:

- Inhalation. By breathing in the substances where they either sit in the lung (particles and fibres) or they are transferred from the lungs through to the bloodstream (fumes and gases).
- Absorption through the skin or eyes. Oils, solvents and even fine powders can enter the bloodstream through the skin or eyes.
- Ingestion. By accidentally eating or swallowing small amounts of the substance (smoking and eating with dirty hands) it is absorbed through the stomach lining into the bloodstream.

Substances can cause acute symptoms such as coughing and sore throat and/or chronic symptoms such as occupational asthma, dermatitis and even cancers. Some people are more sensitive than others to the same substances. Oils and grease in particular can cause dermatitis of the hands and other parts of the body. Welding and soldering fume can cause acute and chronic breathing difficulties.

How to Control Exposure

There are a number of routes which can be taken to control exposure to hazardous substances. For common substances, *CoSHH Essentials* (www.coshh-essentials.org.uk) is a useful and effective approach. For more complex substances and compounds it may be necessary to seek specialist advice.

College Policy and Procedure

The approach adopted by Corpus Christi College will be to use the HSE methodology *CoSHH Essentials*. The following procedure will be followed and is the responsibility of the Head Porter.

1. Identify all substances used at work including any substances used away from the main workplace – create an inventory.
2. Obtain Material Safety Data Sheets from suppliers.
3. Where the product does not have a MSDS i.e., a substance produced by a process, determine the safe levels of exposure.
4. Carry out an assessment of risk and determine if the control measures are adequate. Modify control measures where required

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5. Record the findings of the assessments and all control measures including storage and emergency arrangements.
 6. Train staff, supervisors and others, as required, on the hazards and controls for each substance.
 7. Monitor the control measures put in place. Environmental monitoring may be required
 8. Review the assessments annually, after any incidents or where there has been a significant change that would make the assessment invalid.

Legionella – Controlling the risk

Background

Legionella is a type of bacteria which is common in natural and artificial water systems. They can survive at low temperatures and thrive at temperatures between 20°C and 45°C. They are killed at higher temperatures and this is the main method used for their control in domestic water systems.

Legionellosis is the name given to a group of pneumonia-like illnesses caused by *Legionella* – the most serious and well-known being Legionnaires' disease. Legionnaires' disease is serious in elderly and infirm patients; pneumonia is a common cause of death in people over 70. Infection is caused by breathing small droplets of water contaminated by the bacteria. Anyone can get infected but those most at risk include elderly people, smokers, alcoholics, and those suffering from cancer, diabetes, chronic respiratory disease or kidney disease.

Scope

This policy applies to hot and cold water systems and other plant and systems containing water which is likely to exceed 20°C and which may release a spray or aerosol. This includes: plant/equipment and components associated with the water system (pipe-work, pumps, feed tanks, valves, showers, heat exchangers, chillers etc), humidifiers, spa baths and pools, indoor fountains and water features.

Responsibilities

If required, the Clerk of Works will arrange for a legionella risk assessment to be carried out of Corpus Christi College for the appropriate water systems.

The risk assessment will identify controls and actions to be taken to reduce the risk.

Control measures

These will include:

- Controlling the release of water spray
- Avoidance of water temperatures and conditions that favour the growth of legionella and other micro-organisms
- Maintenance of the cleanliness of the system and the water in it
- Use of water treatment techniques
- Safe operation and maintenance of the water system.

Temperature regime

It is recommended that hot water should be stored at 60°C and distributed so that it reaches a temperature of 50°C within one minute at outlets. Because of the scalding risk to residents and visitors, thermostatic mixing valves will be used where the need is identified in the risk assessment. These will be placed as close to the point of use as possible.

Inspection frequencies

The checks detailed in the table below will be carried out and remedial actions taken.

Frequency	Check	Standard to meet		Notes
		Cold Water	Hot water	
Monthly	Sentinel Taps ³	<20°C after running the water for up to 2 minutes	>50°C within one minute of running the water	This check makes sure that the supply and return temperatures on each loop are unchanged i.e. the loop is functioning as required
	If fitted, input to TMVs on a sentinel basis		The water supply to the TMV temperature should be at least 50 °C within one minute of running the water	One way of measuring this is to use a surface temperature probe
	Water leaving and returning to calorifier		Outgoing water should be at least 60°C, return at least 50°C	If fitted, the thermometer pocket at the top of the calorifier and on the return leg are useful points of accurate temperature measurement
Quarterly (or as necessary)	Showers	Dismantle, clean and descale shower heads and hoses Ensure that shower hoses are fixed so cannot fall into bath water		
Six monthly	Incoming cold water inlet (at least once in winter and once in summer)	The water should preferably be below 20°C at all times		The most convenient place to measure is usually at the ball valve outlet to the cold water storage tank
Annually	Representative number of taps on a rotational basis	<20°C after running the water for up to 2 minutes	>50°C within one minute of running the water	This check makes sure that the whole system is reaching satisfactory temperatures for legionella control
	Visual inspection of the cold water storage water tank to check the condition of the inside of the tank and the water within it. <ul style="list-style-type: none"> • The lid should be in good condition and fit closely • The insect screen on the water overflow pipe should be intact and in good condition • The thermal insulation on the water storage tank should be in good condition so that it protects it from extremes of temperature • Water surface should be clean and shiny • Water should not contain any debris or contamination • Should be cleaned, disinfected and faults rectified if considered necessary • If debris or vermin are found then the inspection should be carried out more frequently. 			
	Making a record of the total cold water consumption over a typical day to establish that there is a reasonable flow through the tank This can be done by fitting a temporary water flow meter over the outlet pipe and recording the consumption			
	Draining the calorifier and checking for debris in the base of the vessel			
	Checking the plans for both the hot and cold water circuits to make sure they are correct and up to date			
	Ensuring that the operation and maintenance schedules of the hot and cold water systems are available and up to date			
	Checking all water connections to outside services: kitchens, fire hydrants etc; insulation should be intact; any water outlets that are no longer used should be removed			

Monitoring for legionella

If an outbreak is suspected or has been identified, samples will be taken according to the schedule in the ACOP L8⁴ and any remedial actions taken.

³Hot water: the first and last taps on a re-circulating system

Cold water (or non-re-circulating systems): the nearest and furthest taps from the storage tank.

The choice of sentinel taps may also include other taps which are considered to represent a particular risk.

⁴Legionnaires' disease: the control of legionella bacteria in water systems

Lone Working

At Corpus Christi College we recognise that for some employees, working alone is a normal part of their job. In most instances there is no increased risk to their safety or health from working alone. However, each job and situation is different and, in some circumstances, there is the potential for employees to be harmed or injured as a direct result of their lone situation. The degree of harm or injury could range from trivial to very serious.

Lone working is not by itself an 'illegal' activity. There is no specific regulation that prohibits lone working. The Management of Health and Safety at Work Regulations 1999 require us as an employer to assess the risks from all activities carried out by our staff or anyone else who may be affected by the work we do. To assist us in this decision making process the Health and Safety Executive have produced guidance documents. Other organisations, such as the NHS and Unison, have also produced helpful guidance on managing lone working. We have referred to these and other standards in the development of this policy.

It is the policy of Corpus Christi College that no employee, or persons working on behalf of Corpus Christi College, will be put at an unacceptable risk of harm or injury whilst lone working. All lone working must be subject to a risk assessment and controls put in place that result in the risk level being 'acceptable' as defined in the Corpus Christi College Risk Assessment Policy and procedure. The risk assessor's hazard checklist includes lone working and so it will be considered for every Corpus Christi College activity assessed.

We recognise that in many cases there are already controls in place to manage the risks from lone working. However, these controls must be documented in the risk assessment process to ensure that they are recognised and acceptable and so that the controls can be monitored as part of our active monitoring programme (inspections and audits).

Scope

This policy applies to all departments and employees. It will also apply to any agency staff or contracted staff working on behalf of Corpus Christi College. Where Corpus Christi College is working in conjunction with another employer then that employer will be expected to instruct their employees on the requirements of this policy.

Responsibilities

Line Managers

For any activity or job that requires, or could require, lone working, line managers are responsible for ensuring that a suitable risk assessment has been undertaken of the activities involved, and that a safe system of work (SSW) is drawn up. In most cases the SSW will need to be written down so that it can be used for training and auditing purposes.

The area manager must ensure that all employers, and any others working on behalf of Corpus Christi College, are made aware of and understand the SSW.

Area managers are responsible for ensuring that the SSW is followed and that the risk assessment is kept under review.

All incidents of harm or injury resulting from lone working should be recorded in accordance with Corpus Christi College Incident Reporting Procedure. Acts of violence and aggression must be investigated in accordance with the Corpus Christi College Policy and SSW for the Management of Violence and Aggression.

Health and Safety Advisor

The Health and Safety Advisor will provide professional support to Line Managers and risk assessors in the development of safe systems of work. The Advisor will also keep Corpus Christi College informed of any change in regulations or standards that could affect this policy.

Employees

All employees are required to comply with the safe system of work for the activities they carry out. Where you become aware of a lone working activity that you consider to be dangerous to you or your colleagues you must report it to your Line Manager immediately. All incidents, as defined in the Incident Reporting Procedure, must be reported. This includes near misses or situations where you felt threatened or afraid because of your lone situation.

Safe System of Work for Lone Working

Definition of Lone Working

For the purposes of this policy, a lone worker is someone who has no visual or audible communication with another person who is capable of providing assistance without delay, should illness or injury occur. In practice, lone working occurs frequently - for example, at the start and end of the working day, during holiday periods, at weekends. In many cases, the risks are low and work takes place without incident. However, in an emergency, lone workers are more vulnerable because they may not be able to summon assistance or deal effectively with a potentially dangerous situation.

Examples of lone workers are:

Staff in fixed establishments where

- Only one member of staff works on the premises
- Staff work separately and in isolation from each other
- Staff work outside of normal hours

Mobile lone workers working away from their base such as

- Making deliveries or collections
- Making sales visits

Risk assessment

This is the means by which each risk from lone working will be considered. The risk assessment policy and procedure requires every activity to have an initial assessment. Where necessary a detailed assessment of the activity is carried out to determine if the existing controls are adequate and if not what additional controls are required. To assist the assessor, a series of hazard checklists are provided (covered in risk assessment training), giving examples of the type of hazard that may be encountered during the activity. Appendix 1 shows a checklist for lone working. Experience will lead to this list being updated periodically and this information will be made available through the usual communication channels.

Prohibitions

In the following situations, lone working should normally be prohibited:

- Entry into confined spaces where there may be a risk of inadequate ventilation (eg tanks, manholes, pipes, ducts and flues, enclosed basement rooms);
- Use of ladders where the height of the ladder is such that footing is required and the ladder cannot be lashed securely or the SSW for using ladders cannot be followed;
- Use of dangerous machinery where there is an uncontrolled risk of entanglement, entrapment, crushing, impact, or injury from cutting or shearing, stabbing or puncture;
- Work on or near live, un-insulated conductors (all live working is prohibited by Corpus Christi College policy);
- Visits to areas, buildings or homes where there is a known history of violence or aggression (see Policy and SWP on the Management of Violence and Aggression);
- Visits to areas, buildings or homes where there is no intelligence about the risk of violence and aggression but experience of similar environments indicates that there is a potential for it;
- Working with clients or groups of clients where their personal history is unknown but experience of similar groups has been known to lead to acts of violence and aggression;
- Working in areas with poor communication links (mobile phone black spots for example) where communication is seen as a key control measure.

Monitoring and Review

This policy will be monitored and reviewed by the Head Porter.

Machinery and Work Equipment

Introduction

Many types of work equipment, particularly complex machinery, have made a significant contribution to productivity and efficiency in industry. However, the hazardous nature of much of this equipment has caused numerous injuries and deaths. It is clear that the risks presented by work equipment must be carefully assessed and controlled, otherwise accidents are likely to result and, particularly where machinery is involved, the consequences of such accidents will often result in serious injuries or fatalities.

The main legislation that applies to work equipment is:

- The Provision and Use of Work Equipment Regulations
- The Workplace Health, Safety and Welfare Regulations
- The Electricity at Work Regulations

Hazards associated with machinery

A hazard is something which has the potential to cause harm.

There are two types of hazard associated with machinery: from the machinery itself and non mechanical hazards.

Machinery hazards		
Traps	The main types of trap are: <ul style="list-style-type: none"> • Those formed between moving and fixed parts, such as on presses; • In-running nips, such as on a conveyor system where the moving belt meets a roller; • Shearing traps, such as on guillotines 	
Entanglement	A person's clothing, hair or limbs can become entangled with certain moving parts of machinery, e.g.: <ul style="list-style-type: none"> • Where two parts rotate in opposite directions, such as gear wheels; • Where contact is made with a rotating surface, such as a drill bit and chuck, pulleys, mixer and beater arms, fan blades 	
Impact	This hazard occurs where a moving part of the machine could hit a person who might get in its way, such as a moving counterweight	
Contact	Contact with machinery can cause a variety of injuries depending on the nature of the machine, such as burns from hot machines, amputations from machines with sharp blades, cuts and abrasions from machines with abrasive surfaces (machines do not need to have accessible moving parts for some of these hazards to arise)	
Ejection	This can refer to the ejection of either the material being worked upon or parts of the machinery itself, such as bursting of an abrasive wheel, flying swarf, sparks, chips, etc	
Non-mechanical hazards include:		
Electricity	High or low temperatures	Fire or overheating and explosion
Noise and vibration	Poor lighting	Handling and lifting
Discharge of hazardous dusts, gases, liquids or vapours	Poor ergonomic design	Exposure to hazardous chemicals

Hazards associated with non-machinery work equipment

This will include ladders, scaffolding, ropes and chains, basic hand tools, etc.

The hazards associated with these types of work equipment will depend upon the nature of the equipment, what it is used for and where. Some of the hazards will be obvious (for example ladders – falling off the ladder), others will be less obvious (for example some hand tools may cause nerve damage to the hand and wrist). For certain types of equipment, the mechanical and non-mechanical hazards listed above under 'machinery' may be applicable, for example the production of toxic fumes during welding, noise during the use of pneumatic tools, flying swarf whilst drilling, etc.

Employers are required by law^{5/6} to ensure that all work equipment provided for use is suitable for the intended use and that it is safe for use; maintained in a safe condition and, in certain circumstances, inspected to ensure this remains the case; used only by people who have received adequate information, instruction and training; and has suitable safety measures such as protective devices, markings and warnings.

The objective of this procedure is to ensure that equipment used at work does not result in health and safety risks regardless of its age, condition or origin.

Definition of Work Equipment

The definition of work equipment is broad and ranges from simple tools to complete installations. Generally, any equipment, which is used by an employee at work, is covered, for example, hammers, knives, ladders, drills, guillotines, welding equipment, pallet handlers, cranes, lifting equipment and fork lift trucks.

The term installation includes a series of machines connected together such as a conveyor system, a fire sprinkler system, or even scaffolding.

Private cars are not considered to be work equipment. However, cars which are not privately owned are considered to be work equipment but they will fall within the remit of road traffic legislation i.e. they will need a current MOT certificate and must be in a roadworthy condition. Where cars used at work are on private roads they will be governed by the work equipment regulations and this procedure will apply.

Where employees provide their own work equipment then it is the duty of Corpus Christi College to ensure it complies with the regulations otherwise it should not be authorised for use.

The definition applies to all new, second hand and existing work equipment.

Purchasing New Equipment

Before any work equipment is purchased, hired or contracted for use, whether new or second hand, it must be ascertained that it complies with the requirements of UK legislation^{7/8/9} and EU work equipment directives. This should be included in the specification details of the supply contract and a 'Declaration of Conformity' should be supplied with the equipment. (This is known as the Declaration of Incorporation for assembly line machinery).

Consideration must be given to how the equipment will be installed, used, and maintained, as well as any specific training requirements for operators and supervisors. The manufacturer will be responsible for providing information on how to install, use and maintain the equipment.

Existing Work equipment

All existing work equipment must be assessed to ensure compliance with the work equipment regulations. (Other hazards such as manual handling, hazardous substances, electric shock, noise etc should also be considered.)

Lifting Equipment

All lifting equipment, cranes, slings and accessories will be used in compliance with the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).

An inventory of all lifting equipment and the associated accessories will be recorded to ensure that it is inspected, tested and maintained on a regular basis as required by the regulations.

Training on the correct use of the lifting equipment will be provided for all operatives.

Risk assessment

The Head Porter is responsible for ensuring compliance with PUWER by including the requirements in the general risk assessment process and by auditing work equipment against the requirements of the Regulations.

⁵ The Health and Safety at Work Act 1974

⁶ The Provision and Use of Work Equipment Regulations 1998. L22

⁷ The Supply of Machinery (Safety) Regulations 1992 (and 1994 Amendment)

⁸ The Electrical Equipment (Safety) Regulations 1994

⁹ The Electromagnetic Compatibility Regulations 1992

Manual Handling

Policy

Corpus Christi College is committed to a policy of no manual lifting as far as is reasonably practicable. This means that staff should not lift any load that could lead to injury or ill health.

To identify areas of risk, a baseline risk assessment will be carried out on existing and new work procedures. Where a possible risk exists and the task cannot be avoided or automated, then a detailed risk assessment will be carried out by a competent risk assessor.

Safe systems of work will be implemented for tasks with a significant risk from manual handling and employees will be trained accordingly. As a minimum, all employees will receive training on safe handling techniques and the risks associated with incorrect lifting.

Background and Definitions

It is estimated that around ten million working days are lost every year due to manual handling accidents and injuries, costing British industry over £5 billion - the majority of which are caused by employees lifting and carrying unsafely. Many people cannot return to work at all as a result of a manual handling injury.

The Manual Handling Operations Regulations 1992 (MHOR) describe manual handling as '*any transporting or supporting of a load (including lifting, putting down, pushing, pulling, carrying, throwing, and supporting in a static posture) by hand or bodily force*'.

The Regulations require employers to specifically consider an ergonomic approach to reducing manual handling risks (adapting the task to suit the person rather than the person to the task).

The Regulations prescribe a hierarchy of control measures when dealing with manual handling tasks:

1. **Avoid, if it cannot be avoided then;**
2. **Assess the risks, then;**
3. **Reduce the risk - by changing the load or task for example, then;**
4. **Review and Monitor the assessment and controls, and finally;**
5. **Information and Manual Handling Training should be provided**

Responsibilities and Procedure for Manual Handling Assessments

The Head Porter and Heads of Department are responsible for ensuring that general risk assessments consider manual handling risks and that if required, Manual Handling Risk Assessments are carried out and recorded.

Employees

Employees have a duty to follow the safe systems of work for handling that have been devised by Corpus Christi College and to report any injuries or illness which might affect their ability to work safely.

Guidelines to Assessments Procedures

A preliminary assessment is carried out to help determine which of the manual handling operations identified involve a significant risk of injury. These assessments are important, because to fully assess every manual handling operation would require significant and probably unnecessary time and resources.

As a guide, if the operation involves employees working outside the weight shown below then a detailed assessment will be carried out by a trained manual handling assessor.

Figure 1: Guidelines for lifting and lowering (kg)				
Lifting or lowering between:	Load held close to body		Load held away from body	
	Men	Women	Men	Women
Shoulder height and full height	10	7	5	3
Elbow to shoulder	20	13	10	7
Knuckle to elbow	25	16	15	10
Mid lower leg to knuckle	20	13	10	7
Below mid lower leg	10	7	5	3

Other Factors

As well as the weight of the load, the Manual Handling Assessor will consider a number of other factors:

Twisting

A person's lifting capability is reduced as they twist. The following table indicates the reduction factor when twisting.

Note: however, most twisting can be avoided by moving or swivelling the feet, twisting should be avoided if practicable.

• 30° twist reduces capability by 10%
• 60° twist reduces capability by 15%
• 90° twist reduces capability by 20%

Carrying Distance

Assuming the load is carried close to the body, the guideline weights in figure 1 are applicable up to a distance of approximately 10 m, at which point the carrier should rest.

Pushing and pulling

When moving equipment on wheels, such as roll-cages, it is recommended that the maximum force to get the load moving should be 20 kg for men and 16 kg for women.

When the load is moving, the force required to maintain movement should be no more than 10 kg for men and 7 kg for women.

There is no specific limit to the distance over which the load is pushed or pulled, provided there are adequate opportunities for rest or recovery.

Handling while seated

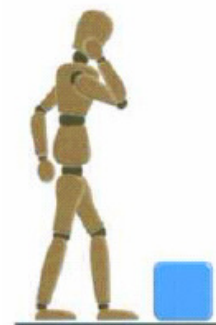
Handling whilst seated prevents the use of the powerful muscles of the lower limbs and increases the load on the arms and the lower back. Unless the load is held close to the body the person will have to reach or lean forward, this could cause their seat to move.

Lifting from below the level of the work surface will inevitably result in stooping or twisting.

The following technique should be adopted:

a. **Stop and think. Plan the lift/handling activity.**

Where is the load going to be placed? Use appropriate handling aids if possible. Do you need help with the load? Remove obstructions such as loose wrapping material. For a long lift i.e. floor to shoulder height, rest the load midway up on a table or bench and change your grip.



b. **Keep the load close to the waist.** Keep the load close to the waist for as long as possible while lifting. The distance of the load from the spine at waist height is an important factor in the overall load on the spine and back muscles. Keep the heaviest side of the load next to the body. If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.



c. **Adopt a stable position.** The feet should be apart with one leg slightly forward to maintain balance (alongside the load if it is on the ground). The worker should be prepared to move their feet during the lift to maintain a stable posture. Wearing over-tight clothing or unsuitable footwear may make this difficult.



d. **Ensure a good hold on the load.** Where possible hug the load as close as possible to the body. This may be better than gripping it tightly with only hands.

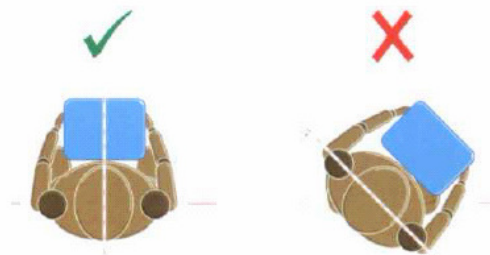
e. **Moderate flexion (slight bending) of the back, hips and knees at the start of the lift** is preferable to either fully flexing the back (stooping) or fully flexing the hips and knees (full/deep squatting).



f. New lifting guidance advises us to maintain the natural curve of the back whilst lifting by tilting the hips and pelvis forward.

Don't flex the back any further while lifting. This can happen if the legs begin to straighten before starting to raise the load.

g. **Avoid twisting the back or leaning sideways especially while the back is bent.** Keep shoulders level and facing in the same direction as the hips. Turning by moving the feet is better than twisting and lifting at the same time.



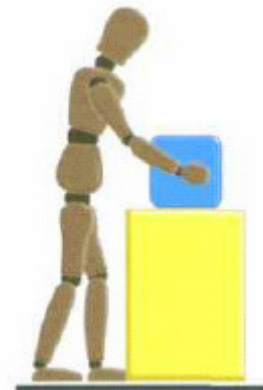
h. **Keep the head up when handling.** Look ahead, not down at the load once it has been held securely.

i. **Move smoothly.** Do not jerk or snatch the load as this can make it harder to keep control and can increase the risk of injury.



j. **Don't lift or handle more than can be easily managed.** There is a difference between what people can lift and what they can safely lift. If in doubt, seek advice or get help.

k. **Put down, then adjust.** If precise positioning of the load is necessary, put it down first, then slide it into the desired position.



Team Handling

Whilst team handling by two or more persons can reduce the risks to a single person, they can also impose their own problems:

During movement there is often a shift in the load the individual has to carry, this can be made worse when moving up and down steps or slopes or carrying over uneven ground.

The height of the carriers can also affect weight distribution and it is best to ensure that team members are roughly the same height.

Vision or movement may be impaired by the physical proximity of other team members, especially when working with small, heavy weights.

Guide to Limits

Two-person team Multiply the sum of the individual capabilities by two thirds	Men $(25\text{kg}+25\text{kg}) \times 0.66 = 33 \text{ kg}$	Women $(16\text{kg}+16\text{kg}) \times 0.66 = 21 \text{ kg}$
Three-person team Multiply the sum of their individual capabilities by half	Men $(25\text{kg}+25\text{kg}+25\text{kg}) \times 0.5 = 37.5 \text{ kg}$	Women $(16\text{kg}+16\text{kg}+16\text{kg}) \times 0.5 = 24\text{kg}$

New and Expectant Mothers

Introduction

There is a specific requirement in the Management of Health and Safety at Work Regulations to assess the risks at work to New and Expectant Mothers.

This document provides further information on College policy and the standards that should be considered as part of that assessment procedure.

Policy

Where the general workplace risk assessment has been carried out and specifically details the hazards and controls applicable to new and expectant mothers then no further assessment is required.

On those occasions where the general assessment did not include new and expectant mothers or a specific assessment is required for whatever reason, the risk assessment form included in the Risk Assessment Manual (or a similar form), may be used.

The Health and Safety Executive's guidance document 'New and Expectant Mothers at Work'¹⁰ has been followed in the compilation of this policy.

This policy deals with the health and safety issues only and should be read in conjunction with College policy on maternity arrangements.

Definitions

New and Expectant Mother: A worker who is pregnant, who has given birth within the previous six months or is breastfeeding.

'Given birth' Delivered a living child, or, after 24 weeks of pregnancy, had a miscarriage.

'Breast feeding': It is for women themselves to decide how long to breastfeed their child.

Risk Assessment

On being informed by the new or expectant mother in writing from a doctor etc of their condition or circumstances, the Head of Department will carry out, or arrange for, a risk assessment to identify any potential hazards to the worker.

The result of the risk assessment will identify if any changes are required to the workers' tasks or working routine. Where the existing work cannot be carried out safely and without risk to the mother or unborn child then the Head of Department will alter the working conditions or hours of work if this will avoid the risk.

Where altering the working conditions or hours of work is not reasonable or would not avoid the risk(s) then suitable alternative work will be offered with no reduction in terms or conditions¹¹.

Potential Hazards

In general, the hazards in the workplace are already well controlled and there should be only minor alterations required to ensure the safety of new and expectant mothers.

However, the following hazards will be considered by the risk assessor:

- **Physical Risks**
 - Manual Handling
 - Long periods of standing
 - Poor seating or workplace ergonomics
 - Confined or restricted spaces
 - Long periods of driving

¹⁰ HS(G)122

¹¹ Employment Protection (Consolidation) Act 1978

In general, manual handling i.e. lifting, carrying, pulling and pushing of loads, should be avoided completely. The task and/or workstation should be assessed and prolonged periods of standing, sitting or repetitive movements, involving twisting and reaching, avoided.

The pregnant worker may need more space for access to the workstation particularly in the later months of pregnancy.

As each and every woman will be affected differently by their pregnancy, their personal circumstances will be taken into account by the assessor as well as any advice given by a GP or Midwife.

- **Biological Agents**

- Examples include hepatitis B, HIV, herpes, TB, syphilis, chickenpox and typhoid, rubella, toxoplasma, cytomegalovirus, Chlamydia.

For most workers the risk of infection is not higher at work than from elsewhere, but for laboratory workers, health care, animal husbandry or meat processing there may be an increased risk.

- **Chemical Agents**

- R64 – may cause harm to breast fed babies
- R63 – possible risk of harm to unborn child
- R61 – may cause harm to unborn child
- R40 – limited evidence of carcinogenic effect
- R45 – may cause cancer
- R47 – may cause birth defects
- R46 – may cause heritable genetic damage
- R49 – may cause cancer by inhalation
- R68 – possible risk of irreversible effects
- Carbon monoxide
- Lead and mercury

Presence of these substances can only be determined by carrying out CoSHH assessments. Workplace monitoring may be required to determine exposure risk levels.

Physiological Aspects of Pregnancy

Consideration will be given to the personal aspects of pregnancy such as morning sickness, backache, frequent visits to the toilet and general tiredness and reasonable adjustments will be made to working arrangements. Occupational stress should be taken into account and adjustments made accordingly.

Passive Smoking

Cigarette smoke is mutagenic and carcinogenic and is a known risk to pregnancy. The College smoking policy will take this into account to avoid exposure to expectant mothers.

Other considerations

There are a number of other considerations that are detailed in the HSE Guidance document and these should all be considered when carrying out an assessment for new and expectant mothers.

Assessment procedure

The Head of Department will arrange for risk assessments to be carried out for new and expectant mothers.

Duty of New and Expectant Mothers

It is your responsibility to inform the College when you become pregnant or, if you are a new employee, that you are pregnant or breastfeeding. You may choose not to tell your employer immediately but in these circumstances, a risk assessment would not be carried out and any increased risk would not be identified.

If you have any concerns about your health and safety or the health and safety of your unborn child you should discuss this with your Midwife or GP.

Noise and Vibration

Introduction

Noise at work can cause noise-induced hearing loss if proper protection is not taken. Exposure to high noise levels over a long period of time can impair hearing by permanently damaging the nerves of the inner ear. It can lead to hearing impairment (sound or speech is muffled especially in a crowded room) and tinnitus (a permanent ringing in the ears).

Corpus Christi College recognises its responsibility under the Noise at Work Regulations and assessments will be carried out to measure the exposure to employees. Measures will be taken to reduce the noise at source as far as is reasonably practicable.

Hearing protection will be provided for all employees and its use will be enforced where noise levels are measured as being above the first action level.

Vibration from hand-held tools can lead to damage to the nerve endings in the hands and fingers and lead to 'vibration white finger' and similar conditions.

Where required, vibration risk assessments will be carried out and Information will be provided for employees explaining the hazards associated with vibration and the measures that must be adopted to control those hazards. Noise and vibration hazards will be taken into account when purchasing new equipment. Measures will be taken to continually reduce the hazards from noise and vibration.

Explanation of Terms

Action Values and Limit Values

The Control of Noise at Work Regulations 2005 specify action values and exposure limit values for daily personal noise exposure (or weekly personal noise exposure) and peak sound level.

Daily personal noise exposure (LEP,d) is a measure of the total noise received by an employee over the working day. Daily personal noise exposures depend both on noise levels experienced at work and on the time spent in the noise. A high level noise for a short time will give the same noise exposure as a lower level noise for a longer time, if the total sound energies of the two noises are the same. For an eight-hour working day, the average noise level over the eight hours is numerically equal to the daily personal noise exposure. For example, an employee working for 8 hours in a noise

level of 75 dB(A) will have a noise exposure of 75 dB(A) LEP,d. However, if the time spent is less than 8 hours the noise exposure will be less than 75 dB(A) LEP,d, and if the time is longer than eight hours the noise exposure will be more than 75 dB(A) LEP,d.

Weekly personal noise exposure (LEP,w) is a measure of the total noise received by an employee during a working week. It is similar to the daily noise exposure but is calculated for a 40-hour week (five 8-hour days) instead of an 8-hour day.

Peak sound pressure level (LCpeak) is the instantaneous C-weighted peak sound pressure level occurring at any time during the working day.

The *lower exposure action values* are

- 80 dB(A) LEP,d or 80 dB(A) LEP,w - ie a daily or weekly personal noise exposure of 80 dB(A) ; and
- 135 dB(C) LCpeak - ie a peak sound pressure level of 135 dB(C).

The *upper exposure action values* are

- 85 dB(A) LEP,d or 85 dB(A) LEP,w - ie a daily or weekly personal noise exposure of 85 dB(A)
- 137 dB(C) LCpeak - ie a peak sound pressure of 137 dB(C).

The *exposure limit values* are

- 87 dB(A) LEP,d or 87 dB(A) LEP,w - ie a daily or weekly personal noise exposure of 87Db (A); ie
- 140 dB(C) LCpeak - ie a peak sound pressure of 140 dB(C).

The exposure action values are ambient noise levels in the workplace at the worker's location and do not take into account the effect of any hearing protection. The exposure limit values however, do take the effect of hearing protection into account.

College policy

Assessment of risk

We will ensure that risk from the exposure of our employees to noise is either eliminated at source or, where this is not reasonably practicable, reduced to as low a level as is reasonably practicable.

If one of the lower exposure action values is likely to be exceeded, we will carry out a risk assessment to assess whether any employees are likely to be exposed to noise at or above a lower exposure action value, an upper exposure action value, or an exposure limit value

The risk assessment will consider (a) the level, type and duration of exposure, including any exposure to peak sound pressure; (b) the effects of exposure to noise on employees whose health is at particular risk from such exposure; (c) any effects on the health and safety resulting from the interaction between noise and the use of ototoxic substances at work, or between noise and vibration; (d) any effects of noise on audible warning signals or other sounds that need to be audible for safety, or in order to reduce risk at work; (e) any information provided by the manufacturers of work equipment; (f) the availability of alternative equipment designed to reduce the emission of noise; (g) any extension of exposure to noise at the workplace beyond normal working hours, including exposure in rest facilities; (h) appropriate information obtained following health surveillance, including, where possible, published information; and (i) the availability of personal hearing protectors with adequate attenuation characteristics.

At and above a lower exposure action value

Where noise exposures exceed the lower exposure action value we will make suitable hearing protection available to any employee who wants to use it, though employees do not have to wear it. We will also provide information and training on (a) the nature of risks from exposure to noise; (b) the organisational and technical measures taken in order to reduce noise exposures; (c) the exposure limit values and upper and lower exposure action values; (d) the significant findings of the risk assessment; (e) the availability and provision of personal hearing protectors and their correct use; (f) why and how to detect and report signs of hearing damage; (g) the entitlement to health surveillance and its purposes; (h) safe working practices to minimise exposure to noise; and (i) the collective results of any health surveillance undertaken.

At or above an upper exposure action value

If any employee is likely to be exposed to noise at or above an upper exposure action value, we will reduce exposure to as low a level as is reasonably practicable by establishing and implementing a programme of organisational and technical measures, excluding the provision of personal hearing protectors, which is appropriate to the activity. (a) other working methods which reduce exposure to noise; (b) choice of appropriate work equipment emitting the least possible noise, taking account of the work to be done; (c) the design and layout of workplaces, work stations and rest facilities; (d) suitable and sufficient information and training for employees, such that work equipment may be used correctly, in order to minimise their exposure to noise; (e) reduction of noise by technical means; (f) appropriate maintenance programmes for work equipment, the workplace and workplace systems; (g) limitation of the duration and intensity of exposure to noise; and (h) appropriate work schedules with adequate rest periods.

The provision of hearing protectors will, as a last resort, be used where the preferred methods of reducing noise exposures are not reasonably practicable. Hearing protection zones will be marked and employees must wear the protection provided when in the zones.

Health surveillance, including audiometric testing, will be provided for employees if daily exposures regularly exceed the upper action values. The health surveillance will be provided even if hearing protection is worn, to provide a check on the effectiveness of the protection.

At or above an exposure limit value

The exposure limit values must never be exceeded. If a limit value is exceeded then we will identify the reason and take steps to ensure that it cannot happen again.

Personal Protective Equipment

Introduction

In an ideal world, personal protective equipment (PPE) would not be necessary, as risks to health and safety would be controlled by other measures, such as safe systems of work or engineering controls. Unfortunately, situations do occur in the workplace where alternative means of adequately controlling risks are not available and PPE has to be provided. However, PPE must only be used as a control measure after all other possibilities have been considered and evaluated, and it has been established that there is no other reasonably practicable way of avoiding or adequately controlling a particular health and safety risk.

- PPE should therefore be considered as the last resort. The reasons for this are that:
- PPE is rarely 100% effective;
- If it fails, people can be exposed to serious risks;
- It only protects the wearer;
- Some types of PPE are awkward to wear, which can cause discomfort and lead to other risks being created;
- It is easier for management to ensure the correct use of a single control measure, such as exhaust ventilation, than large numbers of employees using personal protective measures.

Corpus Christi College Policy

Personal protective equipment (PPE) in the workplace must only be used where there is no other reasonably practicable way of avoiding or adequately controlling a particular health and safety risk.

PPE will be provided to employees free of charge.

If the wearing of PPE is a mandatory part of a task, failure to use the PPE correctly can lead to disciplinary measures.

What legislation applies?

The Personal Protective Equipment at Work Regulations places certain duties on employers and employees.

Risk assessments carried out under the Management of Health and Safety at Work Regulations, or under specific Regulations such as the Control of Substances Hazardous to Health Regulations, should indicate whether PPE is required to adequately control risks.

All PPE must have a CE mark to show that it conforms to an acceptable standard or, if provided before 1 July 1995, be approved by the HSE (Health and Safety Executive).

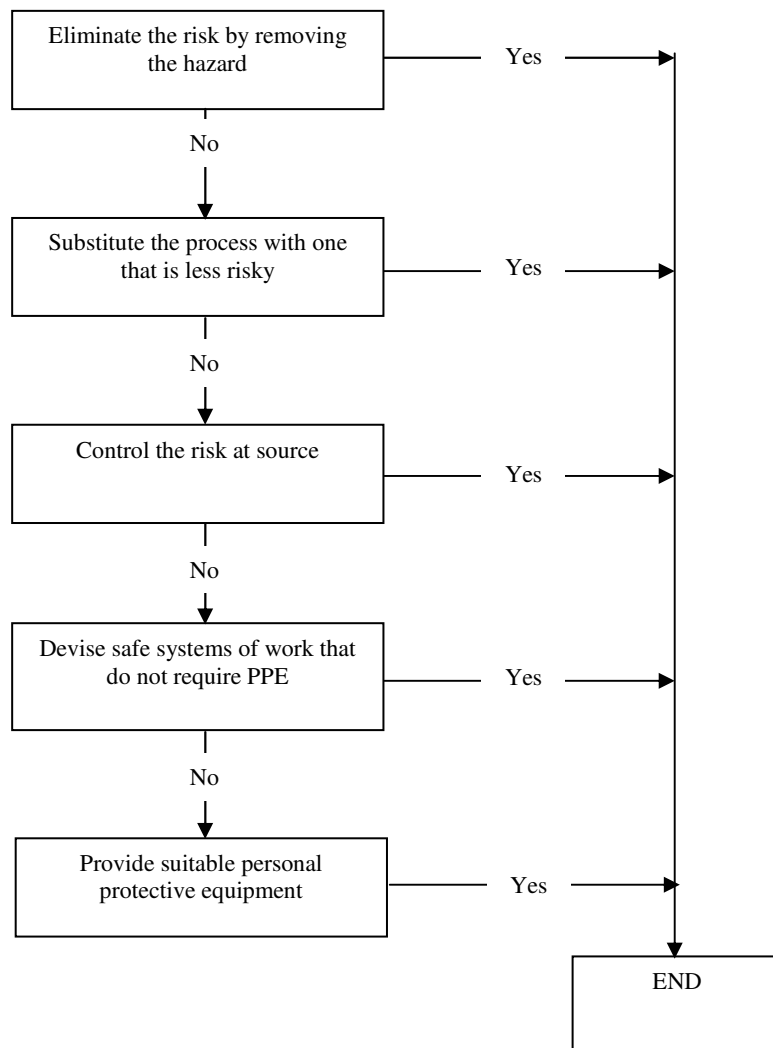
What is PPE?

Personal protective equipment is defined within the Personal Protective Equipment at Work Regulations as 'all equipment (including clothing affording protection against the weather) which is intended to be worn or held by a person at work and which gives protection against health and safety risks'. This is a wide definition, which includes:

- protective clothing such as aprons, safety footwear, safety helmets, high visibility clothing, gloves, clothes needed for adverse weather conditions, etc;
- protective equipment such as eye protectors, safety harnesses, respirators, etc.

Procedure

The appropriate risk assessment will identify control measures including, where applicable, the use of PPE. The flowchart below illustrates the decision-making process that justifies the use of PPE.



When it has been decided that PPE is the most appropriate control measure, the risk assessment will also determine the standard of PPE required for each hazard.

Choosing PPE

Personal Protective Equipment is designed to safeguard the part of the body that is exposed to a particular hazard. This is normally categorised into Head Protection, Eye Protection, Respiratory Protection, Hand and Arm Protection, Foot Protection, Protective Clothing and Hearing Protection.

The following tables illustrate the activities and selection criteria for PPE.

Head Protection (hard hats)		
Typical work activities where hard hats may be required	Selection criteria	Use and maintenance
<ul style="list-style-type: none"> ▪ If it is a site rule: as on most construction sites or where refurbishment is being carried out ▪ Anywhere that materials/tools may fall from above and cause injury if they hit a person ▪ Working in areas where loose goods are stored at height ▪ Where headroom is severely restricted – in this case a ‘bump cap’ may be appropriate. 	<ul style="list-style-type: none"> ▪ Suitable size for the wearer ▪ Easily adjustable bands and straps (preferably with foam padding for comfort) ▪ Compatible with the work being done, e.g. a job involving frequent bending forwards or working in windy conditions will require a helmet with chin strap ▪ Minimum European/British Standard ▪ BS EN397 (hard hats) ▪ BS EN812 (bump caps) 	<ul style="list-style-type: none"> ▪ Do not store in direct sunlight or damp ▪ Regularly clean and visually inspect for damage ▪ Replaced periodically, or if the shell shows deep scratches or cracks, or receives a severe impact

Eye Protection (safety glasses or goggles)		
Work activities where eye protection may be required	Selection criteria	Use and maintenance
<ul style="list-style-type: none"> ▪ Handling hazardous substances where there is a risk of splashing ▪ Any activity where there is a risk of particles coming into contact with the eye such as drilling, abrading or grinding ▪ Work with dusty processes ▪ Welding and/or hot working (seek advice from safety advisor) 	<p>Type selected will depend upon the hazard; fit, comfort and the need for visibility should also be considered. Main types are</p> <p>Safety spectacles:</p> <ul style="list-style-type: none"> ▪ Generally used with less severe hazards ▪ Provide impact protection against low energy particles ▪ Usually incorporate side shields ▪ Can be matched to individual prescriptions <p>Goggles</p> <ul style="list-style-type: none"> ▪ Provide the eyes with total protection ▪ Different types available for protection against different hazards i.e. chemical or impact and this must be specified when purchasing ▪ Important to choose a comfortable type, as wearers are often reluctant to use them ▪ Misting can be a problem <p>Face shields</p> <ul style="list-style-type: none"> ▪ Used mainly for protecting the whole face from impact, but also offer some eye protection ▪ Weight and restricted vision can be a problem <p>Must conform to BS EN 166.</p>	<ul style="list-style-type: none"> ▪ Should be issued on a personal basis, and used only by that individual ▪ If used by more than one person, they should first be cleaned and disinfected ▪ Regular cleaning according to manufacturer’s instructions ▪ Scratched and damaged lenses should be discarded and replaced ▪ Suitable storage provided to prevent damage

Respiratory Protection Equipment (RPE) (masks and breathing apparatus)		
Work activities where RPE protection may be required	Selection criteria	Use and maintenance
<p>Working with</p> <ul style="list-style-type: none"> ▪ Hazardous substances, liquids, gases, fume and vapours ▪ Dust, fibres and particulates ▪ Bacteria and parasites <p>Work where there is an oxygen deficiency.</p> <p>Work in confined spaces.</p>	<p>The selection of RPE is a specialist task and advice should be sought from a competent person. The HSE guide ‘Respiratory protective equipment at work – a practical guide’ (HSG53) should be used to select the correct equipment.</p>	<p>As per HSE guidance and manufacturers instructions.</p>

Hand and Arm Protection (gloves and gauntlets)		
Work activities where hand and arm protection may be required	Selection criteria	Use and maintenance
<ul style="list-style-type: none"> ▪ Working with hazardous substances and dealing with spillages (BS EN 374) ▪ Handling loads with sharp edges (BS EN 388) with the appropriate performance rating for that hazard ▪ Working in the cold/handling cold materials (BS EN 511) ▪ Handling hot materials/equipment, e.g. in kitchens (BS EN 407) 	<p>Type selected will depend upon the hazard (i.e. BS EN standard) as well as comfort, size and durability; the need for dexterity and practicality issues are also important.</p>	<ul style="list-style-type: none"> ▪ Should be used carefully, e.g. to prevent touching other parts of the body with contaminated gloves ▪ Regular cleaning according to manufacturer's instructions ▪ Inspected regularly by user for holes, splits, contamination, and general wear and tear, replaced if necessary
Foot Protection		
Work activities where foot protection may be required	Selection criteria	Use and maintenance
<p>If it is a site rule: as on most construction sites or where refurbishment is being carried out</p> <p>Anywhere that materials/tools may fall or be dropped onto feet and cause injury</p> <p>Work activities where there is a risk of crushing, penetrating injuries, or slipping</p> <p>Outdoor work (cold)</p> <p>Special footwear may also be required to prevent build up of static electricity</p>	<p>Selection will depend primarily on the hazard; other considerations include comfort, need for grip, fit, compatibility and durability.</p> <p>There is a choice between shoes, boots and trainers. Boots will only be required where the ankles and legs need protecting.</p> <p>The following protective features need to be considered:</p> <p>Steel toe caps: To protect the toes against crushing and impact injury</p> <p>Protective soles: To protect against penetration for example: nails on building sites</p> <p>Other considerations: slip resistance; chemical resistance; anti static soles</p> <p>Must conform to BS EN 345 standard plus penetration resistance where risk assessment specifies</p>	<p>Regular examination required, in particular the stitching and seams should be checked for damage; laces should be in good condition</p> <p>If worn or badly damaged, the item should be replaced</p> <p>Waterproofing materials can be applied to maintain water resistance</p> <p>If subject to heavy loads or crushed, should be replaced</p>
Protective Clothing		
Work activities where protective clothing may be required	Selection criteria	Use and maintenance
<p>If it is a site rule (i.e. chemical industry sites)</p> <p>Outdoor activities</p> <p>Working in places of extreme hot or cold</p> <p>Working in areas where high visibility is required</p> <p>Using chemicals and solvents</p> <p>Electrical work (anti static)</p> <p>Note: protective clothing is only regarded as PPE when protecting a person against a hazard. Clothing worn at work for other reasons i.e. food industry workwear, is required for hygiene reasons and is not considered to be PPE</p>	<p>Type selected will depend upon the hazard; fit, durability and compatibility with other PPE are also important. Types include:</p> <p>Thermal/weather protection:</p> <p>Waterproof jackets for wet conditions</p> <p>Insulated jackets for cold conditions</p> <p>Hot conditions: specialist flame retardant clothing;</p> <p>Hazardous substances protection:</p> <p>General purpose overalls and coats which are resistant to chemicals</p> <p>Impact protection</p> <p>Hazardous conditions</p> <p>High visibility clothing - must conform to BS EN 471 Class 1 or 2</p>	<p>Should be used only for protective purposes</p> <p>Regular checks required for defects and wear and tear; repairs or replacement must be carried out as necessary</p> <p>Regular cleaning required in certain situations e.g. chemical use</p>

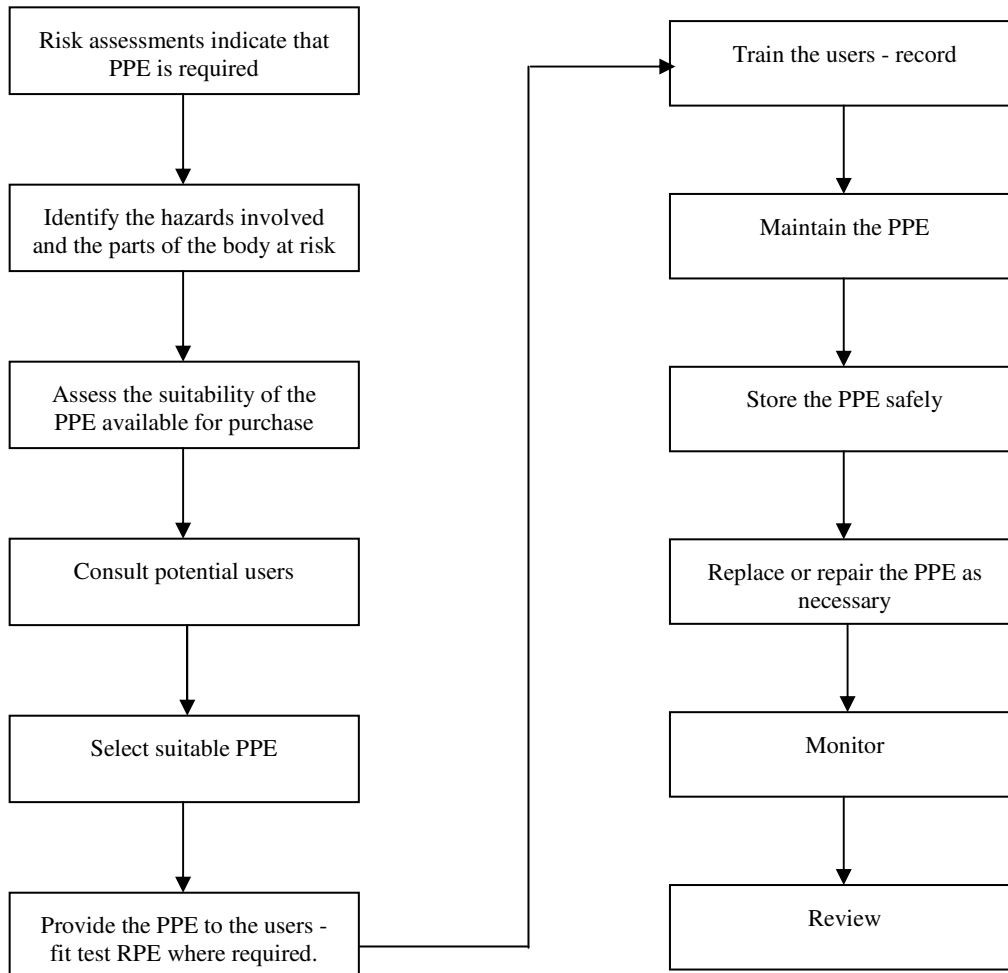
Hearing Protection		
Work activities where hearing protection may be required	Selection criteria	Use and maintenance
<p>Noise is likely to be at hazardous levels if people have to shout or have difficulty being heard at a distance of 2 meters</p> <p>If noise is measured between 85 dB and 90 dB (80dB and 85dB from February 2006) hearing protection may be requested (and must be provided) but does not have to be worn.</p> <p>People need to be protected from any noise measured over 90 dB (85db from February 2006) – hearing protection must be provided and worn when:</p> <p>Working with noisy machinery or equipment</p> <p>Working with cartridge tools</p> <p>Working in areas of high impact noises such as building sites or areas of refurbishment</p>	<p>Factors to consider include:</p> <p>The assumed protection level</p> <p>The performance of ear muffs is frequency dependent, hence the type selected must take into account the characteristics of the noise</p> <p>The noise level</p> <p>Where noise levels are very high, dual protection may be required, e.g. ear plugs inside ear muffs</p> <p>Comfort and Compatibility</p> <p>E.g. where hearing protection is worn with hard hats</p> <p>Communication</p> <p>Additional risks may be created by impairment of necessary communication</p> <p>Main types are:</p> <p>Ear muffs</p> <p>Consist of rigid plastic cups with a soft seal with fits around the ears; the cups are held in place by a headband and can incorporate communication systems</p> <p>Ear plugs</p> <p>One plug is placed in each ear; they may be connected or separate</p> <p>Fit directly into the ear</p> <p>Disposable and reusable types are usually made of foam; the long-lasting type is made of plastic or rubber</p> <p>Must conform to BS EN 352 plus frequency protection where risk assessment specifies</p>	<p>Employees should have some choice in the type of hearing protection used</p> <p>Suitable storage facilities important, e.g. a small box or container for plugs, a locker or individual container for muffs</p> <p>Ear plugs should be regularly cleaned if reusable and replaced when they fall out of shape or no longer fit correctly</p> <p>Ear muffs should be regularly checked by the user, in particular the seals, headbands and cleanliness</p>

Customer Sites and Construction Sites

When working on customer sites or construction sites, the findings of the risk assessment will identify the appropriate PPE. In addition, customers may have site rules on PPE, which must also be complied with.

Management of PPE

Once it has been decided that PPE is required, the procedure below details how suitable PPE is selected, correctly used and maintained. Records must be kept for issue, training and maintenance.



The PPE assessment

As previously stated, the task risk assessment will identify the need for PPE and the type required.

Generally, the higher the risk, the greater the level of protection required. The following list contains some common hazards where PPE may be required either in addition to other control measures or where it is not reasonably practicable to introduce other control measures:

- Falls from a height;
- Vibration;
- Falls on the same level;
- Electric shock;
- Falling objects;
- Radiation;
- Stabs and cuts;
- Dust;
- Mechanical impact/crushing;
- Fumes, gases, vapours;
- Heat and fire;
- Immersion or drowning;
- Cold;
- Noise
- Harmful bacteria/viruses/fungi;

Assessment of suitability of PPE

Factor	Consideration
'CE' mark and/or British Standard	New PPE must bear a 'CE' mark. Other PPE (i.e. supplied before 1 July 1995) should be HSE approved or meet a standard approved by HSE – this PPE can still be used provided it remains suitable and is maintained in good condition.
Fit	<p>The PPE should ideally cause only minimum discomfort and be capable of fitting the wearer properly within its range of adjustment so that maximum protection is achieved. It may therefore be necessary for employers to provide different sizes and types in order to ensure that the PPE will adequately fit all potential wearers. Quality of fit is a crucial factor in ensuring the effectiveness of Respiratory Protection Equipment (RPE), (such as dust masks or filter masks), issues of relevance include:</p> <ul style="list-style-type: none"> • The size and shape of the face: • There must be a good seal between a mask and the face, hence a number of sizes or models of RPE may be required. • If a good seal and fit cannot be achieved with a particular person, an alternative type of face piece that does not rely on a face seal should be considered, such as the various types of hood. • A 'fit test' must be carried out for all tight-fitting RPE. <p>Facial hair, e.g. beards, stubble, sideburns can affect the performance of certain types of RPE as they prevent the formation of a good face seal.</p> <p>Spectacles with sidearms cannot be worn with certain types of full face mask because a good seal cannot be achieved although some manufacturers have designed face masks that allow special frames to be fixed inside the mask. Contact lenses may be safe to use, but consideration should be given to the possible consequences of a lens falling out or requiring removal. Normal spectacles may be worn inside some hoods, but again consideration should be given to the risk of them being dislodged or misting. In general, spectacles and contact lenses should not be worn if the operative cannot safely remove the RPE and put them back on, or leave the contaminated area immediately, if problems occur.</p>
Ergonomic requirements	<p>Factors to consider include:</p> <ul style="list-style-type: none"> • Freedom of movement; • Limits on communication; • Physical effort required to carry out the task; • Visibility; • Methods of work; <p>Additional issues of particular relevance for RPE include:</p> <ul style="list-style-type: none"> • Length of time the equipment must be worn; • The physical work rate. <p>Breathing apparatus or powered respirators with hoods or helmets (as opposed to simple respirators), may be needed where significant effort is required over long periods of time. If perspiration is likely, equipment that does not require a face seal should be considered. Hoods and helmets may be required where the work demands a high degree of mobility and bending, as this can cause leakage at face seals.</p>
Compatibility	The proposed PPE must be compatible with any existing PPE that employees need to wear to ensure that both remain effective against the risks which they are designed to protect against. Examples of situations where problems can occur include wearing eye protectors with half-mask respirators, and safety helmets with certain types of ear protectors. Where different types of PPE are needed, the likelihood of incompatibility can often be reduced if they are integrated and bought from the same manufacturer. In addition, suppliers of such equipment should be able to offer advice and information on this issue.
Employees' views	<p>The potential wearers of the PPE should be consulted before it is provided so that their views can be taken into account in the selection process.</p> <p>Employees will generally be more willing to use PPE if they are given a choice of suitable types.</p>
The overall risk	<p>The use of PPE can create additional hazards and risks, for example:</p> <ul style="list-style-type: none"> • Reduced ability to communicate; • Restricted vision; • Impaired mobility; • Additional weight. <p>These additional risks must be investigated and reduced to an acceptable level. In cases where the risks which arise as a result of wearing the PPE exceed those which it is designed to protect against, then PPE should not be used.</p> <p>Persons with breathing difficulties may encounter breathlessness when using certain types of respirator and unassisted fresh air hose breathing apparatus. In such cases medical advice should be sought and/or alternative types of RPE considered.</p> <p>After considering all of the above criteria, it should be possible to make a decision as to whether the proposed PPE is suitable for purchase. It may be beneficial to carry out trials of the PPE before a decision is made.</p>

Using PPE correctly

Once the appropriate PPE has been selected and purchased, it must be used properly by the wearer.

For most simple PPE, the instructions provided by the manufacturer should give enough information to instruct supervisors who can then cascade the information down to employees. For more complex PPE, it may be necessary for specialist training to be provided. Supervisors should always be aware of how the PPE should be used even if they personally will not be using the equipment, as they will be responsible for ensuring its correct use in the workplace.

Requirements of PPE Training Programme

- A description of the hazards and risks present including the risks from failure to wear the PPE.
- How the PPE provides protection against the risks, and what its limitations are.
- Selection, inspection, fitting, using, removing, and storing the PPE (practical training is particularly important here).
- How to clean and maintain the PPE (where this is performed by the user).
- An explanation of any relevant safe systems of work or permits-to-work in operation.
- How the protection provided by the PPE could be adversely affected.
- Recognition of defects and arrangements for reporting such defects or loss.
- College disciplinary procedure arising for failure to use the PPE properly.

Storage of PPE

Appropriate storage accommodation must be provided for re-usable PPE whilst it is not in use. The nature of the accommodation required will vary according to the type of PPE. It may be simple, such as hooks for protective clothing or lockers for more personal equipment. There may also be a requirement under the Workplace (Health, Safety and Welfare) Regulations 1992 to:

- Ensure that the accommodation is separate from non-work clothing if there is a risk of contamination;
- Provide drying facilities;
- Ensure that separate changing facilities are provided for men and women.

Record keeping

Where appropriate, records of issue, training, tests and examinations should be kept.

Replacement and repair of lost or damaged PPE

Employees have a duty to take reasonable care of their PPE, and to report losses or obvious defects to their supervisor.

Where PPE is reported as lost or defective, replacement PPE will be made available to employees prior to them resuming work. A charge for replacement may be made where it is decided that the loss was due to negligence or lack of reasonable care.

Monitoring and Review

Monitoring is an essential part of the overall PPE management system. It should be used to fulfil a variety of functions, including ensuring that:

- PPE is the correct type to protect from the hazard;
- PPE is being used, and used correctly (in accordance with instructions);
- Users are returning the equipment to its designated storage area after use;
- PPE is being correctly serviced and maintained.

The Head of Department will monitor the use of PPE on a day-to-day basis.

Pressure Systems

Pressure systems can cause serious injury if they are not selected, used and maintained correctly. Corpus Christi College will ensure the safety of workers by complying with the Pressure Systems Safety Regulations 2000.

Pressure systems are defined as any fixed or mobile system comprising a pressure vessel, its associated pipe-work and protective devices carrying a fluid under pressure whether it is steam, gas above 0.5 bar or liquid above 0.5 bar which becomes a gas on release to the atmosphere.

The Clerk of Works will be responsible for ensuring that there are suitable arrangements in place for:

- selection of suitable equipment and systems
- ensuring the provision of information and marking as required by Regulation 5 of the Regulations
- ensure systems are used within the safe operating levels
- ensure that each system is subject to a written scheme of examination and maintenance including
 - a) identification of the items of plant or equipment within the system
 - b) those parts of the system which are to be examined
 - c) the nature of the examination required
 - d) the preparatory work needed for the item to be examined safely
 - e) the maximum interval between examinations
 - f) the critical parts of the system
 - g) the name of the competent person certifying the written scheme of examination
 - h) the date of certification
- ensure that systems are examined and maintained in accordance with the written scheme
- ensuring that operators have suitable instructions including system specification and the action to take in an emergency
- Ensuring that the systems are maintained in good repair
- Keeping adequate records of examination and maintenance.

Risk Assessment

The Management of Health and Safety at Work Regulations 1999 (MHSWR) introduced a duty on employers to identify and control workplace hazards where the risk of injury is significant.

Corpus Christi College meets this requirement by ensuring that all workplaces are assessed and suitable control measures are identified and implemented. These controls are incorporated into existing operating procedures or safe systems of work. The results of the risk assessment are then communicated to staff and training, information and instruction is provided as necessary.

A **hazard** is a source or situation with a potential for harm in terms of injury or ill-health, damage to property, damage to the workplace environment, or a combination of these.¹²

Risk is the combination of the probability and consequences of a specific hazardous event occurring.

The MHSWR require an employer to assess 'significant' risks. It is impossible to be precise on the meaning of significant, but for the purposes of this procedure, a significant risk is any risk that has the potential to lead to injury that would cause the person to need first aid treatment or cause property damage. This does not mean that less significant risks can be ignored but a full risk assessment will probably not be necessary.

Assessment procedure

This procedure applies to general risk assessments for activities at work as required by the MHSWR. More specific Regulations apply for some work activities and the procedures for managing these are included in this document and the Risk Assessment Manual.

The Head of Department/Departmental Risk Assessor will be responsible for risk assessments and will carry out an initial task/hazard survey to identify areas requiring general risk assessment and also to identify areas for specific risk assessments i.e. manual handling risks; fire risks etc. The survey will consider one or more of the following:

- Individual or group activities or tasks (or stages in the activity or task)
- Defined tasks
- Planned and reactive work (e.g. planned maintenance and emergency maintenance or other emergency situations)
- By site, department or area.

The assessor will consult with the workplace managers and supervisors to obtain a preliminary list of work activities and possible hazards. Employees will also be consulted.

Account will also be taken of any accidents or workplace illness that have occurred in the area or tasks being assessed. Non-routine work such as cleaning and maintenance will also be included in the assessment process.

Work activities will be broken down into conveniently managed sections and an appropriate amount of time allocated. It may be necessary on occasions to observe work practices being carried out in order to identify possible hazards.

Once a task, situation or area is noted the Assessor will decide if a detailed assessment is required and also indicate the type and the priority

The findings of all assessments will be communicated to all employees affected, visitors, contractors and others sharing the premises. This will be included in induction training and periodically as new hazards are identified.

Generic assessments

Although assessments should be specific to an individual or group, where the tasks are similar and the individuals or groups have similar abilities, then a generic risk assessment will be used. (A generic assessment simply takes the findings of a general risk assessment and applies the findings to the whole workplace or group of individuals.)

¹²BSI-OHSAS 18001. Occupational health and safety management system specification.

Evaluating the Risks

Once hazards have been prioritised, the next stage is to decide if a full risk assessment is required.

The full assessment described in this procedure is not necessary or cost-effective when it is clear from the hazard survey that risks are trivial, or a previous assessment has shown that existing or planned controls:

- 1) Conform to well-established legal requirements or standards;
- 2) Are appropriate for the tasks;
- 3) Are, or will be, understood and used by everyone concerned.

Here no further action is required other than to ensure, where appropriate, that controls continue to be used. Effort devoted to assessment of trivial tasks or to the evaluation of standard controls will lead to collection of more information than can possibly be used and to situations where important facts are lost in a mass of spurious documentation.

Implementing Control Measures

Control measures that are introduced will be designed to:

- Reduce the numbers of people that are likely to be exposed to the risk or ensuring that vulnerable persons are not affected
- Reduce the likely severity of injury that could be suffered by, for example, limiting the distance that a person could fall
- Reduce the probability of an injury occurring by introducing appropriate control measures.

Assessors will take account of the legal standards when considering what control measures are applied and priority will be given to eliminating the hazard wherever reasonably practicable. The hierarchy of controls applied will be as described below.

Hierarchy of control measures

First) If possible, eliminate hazards altogether, or combat risks at source e.g. use battery operated power tools instead of mains voltage;

Second) If elimination is not possible, try to reduce the risk e.g. use access platforms instead of ladders;

Third) Where possible, adapt work to the individual e.g. take account of individual physical capabilities;

Fourth) Take advantage of technical progress to improve controls e.g. use trolleys designed for stairs if applicable;

Fifth) Use measures and safe systems of work that protect everyone e.g. reduce overall noise rather than issuing ear defenders to the person making the noise;

Sixth) Provide adequate instruction and training; e.g. induction training and on-the-job training for safe systems of work;

Seventh) Provide adequate supervision dependent on skills and experience of operatives;

Eighth) Provide suitable personal protective equipment.

Recording the Findings

The significant findings will be recorded to ensure that:

- The assessment can be properly reviewed at the appropriate time
- An accurate record exists of the assessor's observations and decisions.

The findings may also be used as evidence that all reasonable precautions have been taken in the event of criminal or civil proceedings.

Copies of all completed risk assessments will be kept on file or in the Risk Assessment Manual. Risk assessments will be stored for three years from the initial assessment or the last review.

Monitor and Review

Monitoring of the assessments will be carried out regularly by the Head Porter.

Assessment review will be undertaken:

- a. When circumstances surrounding the assessment change and it is no longer valid;
- b. On a regular basis that will be determined by the Assessor when undertaking the original assessment;
- c. Whenever there is an accident or incident;
- d. Every year if not previously reviewed.

Risk Assessment Forms

The forms are included in the Site Occupiers Log (SOL) or available from the Head Porter.

Work Related Road Safety

Policy

As an organisation committed to achieving continuous improvement in standards of health and safety at work, Corpus Christi College will seek to reduce the risks which its staff face and/or create when they are driving or are on the road in the course of their work. It is important that all staff play their part in achieving this important objective, paying particular attention to road safety, speed, fatigue, driving competence, fitness, alcohol and other substances, mobile phones, and vehicle safety and security.

The Working Environment

Corpus Christi College recognises that the Workplace (Health Safety and Welfare) Regulations 1992 require the College to provide and maintain a safe place of work and in particular:

- Maintaining the internal work environment, such as ventilation, heating and lighting
- Managing the movement of vehicles and pedestrians in the workplace
- Preventing persons falling from heights or being struck by falling objects
- Providing a safe workplace
- Maintaining the workplace and its equipment in a safe condition
- Providing adequate welfare facilities such as sanitary and washing facilities
- Ensuring safety in the storage of goods and materials, including racking and moving of goods.

We recognise that the physical condition of the workplace and the working environment are often major contributing factors in accidents and that most accidents that occur in the workplace are due to slips, trips and falls; in addition, serious injuries or fatalities can occur when people work at heights or where vehicles are moving.

The requirements of the Workplace (Health Safety and Welfare) Regulations are wide ranging and overlapping (often requiring specialist knowledge) and it would not be appropriate or useful to include details in this Manual. Therefore, a full audit-style risk assessment will be carried out on all new workplaces and then annually thereafter. The Risk Assessment Manual includes a detailed form for this purpose.

Risk assessments will be carried out and reviewed by a qualified person to ensure that proper control measures are in place as required by the regulations and the associated approved code of practice.

Working at Height

Introduction

'Falls from height' is the single biggest cause of workplace deaths and one of the main causes of major injury. The Work at Height Regulations 2005 (WAHR) set out standards for employers and the self-employed to follow to reduce the likelihood and consequences of falls.

Definitions

'At Height'. A place is at height if, unless the Regulatory guidance is followed, a person could be injured falling from it, even if it is at or below ground level.

'Work' includes moving around at a place of work (except by a staircase in a permanent workplace) but not travel to or from a place of work. The example given by the HSE says, 'a sales assistant on a stepladder would be working at height but we would not be inclined to apply the Regulations to a mounted police officer on patrol'.

'Construction work' is defined as the carrying out of any building, civil engineering or engineering construction work

Policy

It is the policy of Corpus Christi College to comply with the Work at Height Regulations 2005 and any guidance made under the Regulations. We will achieve this by carrying out risk assessments of all activities that fall within the definition of working at height as detailed in the Regulations.

We will do all that is reasonably practicable to prevent anyone falling by applying the following hierarchy:

- We will avoid work at height wherever we can;
- Where we cannot avoid working at height we will use work equipment or other measures to prevent falls; and,
- Where we cannot eliminate the risk of fall we will use work equipment or other measures to minimise the distance and the consequences of a fall should one occur.

We will ensure that:

- All work at height is properly planned and organised i.e.
 - Risk assessments will be carried out for all work at height
 - No work will be done at height where it is safe and reasonably practicable to do it other than at height
 - All work will be properly planned, supervised and carried out in a safe way as far as is reasonably practicable
 - Emergencies and rescue arrangements will be included in the plan
- All work at height takes account of weather conditions that could endanger health and safety and;
 - Work will be postponed while weather conditions endanger health or safety
- Those involved in work at height are trained and competent including inspection and use of all safety equipment, how to avoid falling and how to avoid or minimise injury to themselves should they fall;
- The place where work at height is done is safe;
- Equipment for work at height is suitable, appropriately inspected by a competent person and in accordance with manufacturers instructions and published safety guidance and records kept;
- Each individual place at which work is done at height is checked on every occasion before that place is used; all equipment is inspected after it is assembled or installed and as often as is necessary to ensure safety;
- Before equipment on loan or hire from another organisation is used it will be inspected by a competent person and the inspection records checked;
- Any platform used for any construction work (or access to construction work) from which a person could fall more than 2 metres will be inspected in place before use and not more than seven days before use. Mobile platforms will be inspected at site before use and re-inspected only if it is dismantled for moving. The inspector will provide a written report (see schedule 7 to the WAHR) and give a copy to the person

controlling the work (site manager) within 24 hours; Reports will be kept at site until the work is completed and then on file for three months;

- The risks from fragile surfaces are properly controlled by:
 - Ensuring as far as is reasonably practicable that suitable platforms, coverings, guard rails and the like are provided and used to minimise the risk;
 - Doing all that is reasonably practicable, if any risk of a fall remains, to minimise the distance and effect of a fall;
 - Making sure that all persons who may go onto or near a fragile surface are made aware of the danger preferably by prominent warning notices fixed at approaches to the danger zone
- The risks from falling objects are properly controlled.
 - By preventing anything falling or where this is not reasonably practicable;
 - Ensuring that no one is injured by anything falling
 - Ensuring that nothing is thrown from height if it is likely to injure anyone
 - Ensuring that items are stored in such a way to prevent it falling
 - Marking out any danger areas where, if people enter there is a risk of injury, and ensuring that people are unable to enter that area.

Scope

The WAHR apply to all work at height where there is a risk of a fall liable to cause personal injury. They place duties on employers, the self-employed, and any person who controls the work of others e.g. facilities managers, building owners, or householders who may contract others to work at height, to the extent they control the work.

Employees have a duty to:

- Report any safety hazard to the employer or person controlling the work.
- Use the equipment supplied, including safety devices, properly, following any training and instructions (unless it would be unsafe in which case you should seek further instructions before continuing).

Procedures for safe use of ladders and steps

Portable Ladder Safety

Introduction

Accidents involving ladders are common at work because this tool is often used improperly. The following section is intended to provide some guidelines and requirements for the safe use of portable ladders.

This procedure relates to portable ladders only and not fixed ladders.

Common Causes of Ladder Accidents

- Over-reaching from ladders, rather than moving them.
- Standing ladders on boxes, etc., to gain additional height.
- Too much haste in climbing or descending.
- Climbing one-handed while carrying something in the other hand.
- Standing at the very top of a short ladder, rather than getting one long enough for the job.
- Hanging tools from ladder rungs, or leaving tools on the top of the stepladder.
- Throwing tools to a fellow worker on a ladder.
- Placing the ladder at an improper angle.
- Using metal ladders in locations where contact with electric wires is possible.
- Using worn or damaged ladders.
- Failure to secure (tie) the ladder in place.

Ladder Ratings and Types

Ladders are rated to the duty or service to which they will be put and the working load under which they will be used in a standard inclined position. All ladders should meet the requirements of the appropriate British or European standards.

BS 1129:1990 applies to wooden ladders and stepladders.

BS 2037:1990 applies to metal ladders and stepladders.

BS EN 131:1993 applies to metal and wooden ladders and stepladders.

In addition to the standards that relate to the material the ladder is made from, there are three British and European standards that relate to their safe working loads:

Class1 (Industrial) - Maximum static vertical load 175 kg (27.5 stone).

Class 3 (Domestic) - Maximum static vertical load 125 kg (19.5 stone).

BS EN 131 - Maximum static vertical load 150 kg (23.5 stone). (This replaces the Class 2 [Light Trade] standard.)

Always check for the relevant British or European standard when buying, hiring or using ladders. If it is not marked on the ladder, or detailed in the manufacturer's guidance, contact the manufacturer or supplier to ensure that the ladder has been manufactured to the required British or European standard.

For Corpus Christi College operations, only ladders rated as Class 1 or BS EN 131 are to be used. Class 3 ladders are not for commercial use and shall not be purchased or used.

Electrical Work

Metal ladders should never be used for electrical work and they should always be kept clear of overhead power lines and electrical circuits when used for other projects.

The use of metal ladders should be avoided when there is a possibility that they will be used around electricity, even inadvertently.

Wooden ladders with metal reinforcing rods shall not be used for electrical work, due to the danger of inadvertent electrical contact.

Wet wooden ladders can also conduct electricity and should not be used around electricity.

Safe Working Practice for ladders

Planning the job

Is a ladder the right equipment for the job?

Is the ladder to be used as a means of access, e.g. onto scaffolding or a roof, or will someone be using the ladder as a 'work platform'.

Ladders should only be used as a 'work platform' for uncomplicated work with a short duration. If a ladder is not suitable then consideration should be given to the use of more suitable equipment, e.g. stepladders, scaffolding, tower scaffold systems, Mobile Elevating Work Platforms, etc.

Even where ladders are used only as a means of access and egress, precautions must be taken to prevent the ladder slipping, etc. In addition where a ladder or run of ladders rises a vertical distance of 9 metres or more, landing areas/rest platforms should be provided wherever practicable.

Consider the use of devices such as spreader arms, stabilisers, etc.

Details of various devices that are available can be obtained from suppliers and manufacturers or the Safety Advisors Unit.

Has a risk assessment of the task been undertaken? Questions to ask include:

Are measures required to protect other people (e.g. barriers, second person to act as look out removing ladders when the site is unattended, etc)?

Will the ladder be positioned on a level and stable surface (e.g. concrete)?

Is there means to secure the ladder (i.e. can the ladder be safely tied), or will a second person be required to foot the ladder?

How long will the task take?

Have the person(s) carrying out the work received adequate information, instruction or training to enable them to carry out the work safely?

Who will be using the ladder? Do the person(s) carrying out the work suffer from vertigo or fear of heights?

Is lone working involved? This should be avoided where possible when working with ladders.

Has the right ladder been selected for the job?

Some ladders may be too short for high work and some (just as dangerously) are too long for lower work. You must be able to work comfortably without over reaching up, down or sideways. Has the right class of ladder been selected?

Children under 16 should not be permitted to use ladders.

Never use makeshift items such as a chair or box as a substitute ladder.

Storage and Records of Inspection

- Ladders should be stored in a covered, well-ventilated place where they are protected from excessive damp, heat and the weather.
- Wooden ladders should be kept off the floor (to avoid contact with damp).
- Ladders should be stored out of sight, under lock and key.
- As an alternative, if ladders are stored in corridors, public areas, etc. they should be secured to a wall.
- Ladders can be stored vertically or horizontally.
- If they are hung vertically they should be secured to prevent them falling over. Ladders should never be hung vertically from their rungs. A rack or wall brackets will allow ladders to be hung horizontally from the stiles.
- A formal system should be in place for recording ladder inspections.
- Visual inspections should be carried out before and after normal use. Inspections should also be carried out at other set intervals. The frequency of these set inspections will depend on the amount a ladder is used.
- As part of a system of inspection and maintenance, ladders should be individually identified.
- This identification may include marking or painting small areas of the ladder. However, painting should be kept to an absolute minimum, as painting may hide defects.
- Ladders found to be defective should be clearly labelled or marked and withdrawn from service until repaired, or disposed of.

Ladder Maintenance

- Ladders should be inspected once every three (3) months and a record of said inspections should be kept on file for future reference.
- Untreated wooden ladders should be stored in dry areas to prevent moisture or water absorption. When transported on a vehicle, ladders should be properly secured and supported.
- Ladders constructed from fibreglass should be cleaned and sprayed lightly with a clear or pigmented lacquer or paste wax once every three (3) months.
- Check all ladder hardware, nuts, bolts, spreaders, etc. for tightness and good repair.
- Examine and replace worn or frayed ropes or extension ladders.
- Do not attempt to straighten, or allow to remain in use, a bent or bowed ladder.

Safe Working Practice for Stepladders

Planning the job

- Is a stepladder the right equipment for the job? Stepladders should only be used for uncomplicated work with a short duration. If a stepladder is not suitable then consideration should be given to the use of a ladder, scaffolding, tower scaffold systems, Mobile Elevating Work Platforms, etc.
- Has a risk assessment of the task been undertaken? Questions to ask include:
 1. Are measures required to protect other people (e.g. barriers, second person to act as look out, etc.)?
 2. Will the stepladder be positioned on a level and stable surface (e.g. concrete)?
 3. How long will the task take?
 4. Have the person(s) carrying out the work received adequate information, instruction or training to enable them to carry out the work safely?
 5. Do the person(s) carrying out the work suffer from vertigo or fear of heights?
- Has the right stepladder been selected for the job? Some stepladders may be too short for high work and some (just as dangerously) are too long for lower work. You must be able to work comfortably without over reaching up, down or sideways. Has the right class of stepladder been selected?

Storage and records of inspection

- Stepladders should be stored in a covered, well-ventilated place where they are protected from excessive damp, heat and the weather.
- Wooden stepladders should be kept off the floor (to avoid contact with damp). Stepladders should not be stored on a position where they are hung from their stiles or rungs.
- Stepladders should be stored out of sight, under lock and key.
- As an alternative, if stepladders are stored in corridors, public areas, etc. they should be secured to a wall, or suitable actions taken to ensure they do not fall over.
- A formal system should be instituted for recording stepladder inspections.
- Visual inspections should be carried out before and after normal use. Inspections should also be carried out at other set intervals. The frequency of these set inspections will depend on the amount a stepladder is used.
- As part of a system of inspection and maintenance, stepladders should be individually identified.
- This identification may include marking or painting small areas of the stepladder. However, painting should be kept to an absolute minimum, as painting may hide defects.
- Stepladders found to be defective should be clearly labelled or marked and withdrawn from service until repaired, or disposed of.