



WC17 - Health and Safety Policy

College Policy	
Status	Draft
Document Reference No	WC 17
Document Title	Health and Safety Policy
Version	Version 1
Last Updated	24 TH JANUARY, 2025

Information Classification: Private

Status: Draft,

Contents

Introduction	3
Policy Statement	3
Purpose	3
Procedure	3
Definitions of Terms:	3
Roles and Responsibilities	4
a. Responsibilities of Students	4
b. Responsibilities of the Health & Safety Officer	5
c. Responsibilities of the Management	6
d. Responsibilities of Staff	6
Policy Principles	6
Policy Review	16
Version History	16

Information Classification: Private
Status: Draft,

Introduction

This policy applies to all members of Westerfield College, including students, faculty, staff, visitors, and any other individuals participating in college-related activities.

Policy Statement

It is the policy of Westerfield College that its management ensures, so far as reasonably practicable, the health, safety and welfare of its employees, students and visitors to its campus. Westerfield College wishes to create an environment in our college where all feel safe, and secure and can thrive. The college will ensure adequate resources are available to carry out the policy and monitor its implementation.

The College management is responsible for, and committed to, effective health and safety management, for reviewing & approving this policy annually, ensuring sufficient resources & management, competent advice is sought, risk assessments are conducted & suitable employee involvement, and delegates authority to safety officer to implement effective health and safety procedures in support of this. The management will also review health and safety performance and receive regular reports on performance from management.

Purpose

This policy establishes Westerfield College's commitment to maintaining a safe and healthy environment for all students, staff, visitors and stakeholders. It provides a framework for preventing injuries, illnesses, and incidents, promoting a culture of safety and well-being across all activities and premises, while ensuring compliance with international, regional, and local regulations.

Procedure

Definitions of Terms:

Safety Training: The process of educating employees about workplace hazards, safe practices, and emergency procedures to ensure their health and safety while performing their duties.

Hazardous Substance: Any material, chemical, or substance that risks health, safety, or the environment, including toxic, flammable, corrosive, or reactive substances.

VDU (Visual Display Unit): Equipment such as computer monitors or display screens used in the workplace, with potential ergonomic risks like eyestrain, repetitive strain injury, or posture issues.

Electrical Appliances: Devices powered by electricity used in the workplace, requiring regular inspection and maintenance to prevent risks like electric shocks, fires, or equipment failure.

Information Classification: Private

Status: Draft,

Asbestos: A naturally occurring fibrous material once widely used in construction that poses serious health risks, including respiratory diseases and cancer, if its fibres are inhaled.

Fire Safety: Measures and practices designed to prevent, detect, and respond to fire incidents, including fire extinguishers, evacuation plans, fire alarms, and regular fire drills.

First Aid: The immediate assistance provided to an injured or ill person before professional medical treatment is available, aimed at minimizing health risks and stabilizing the individual.

Safety: The condition of being protected from harm, hazards, or risks in the workplace, achieved through policies, procedures, and preventive measures.

Housekeeping: The routine maintenance and cleanliness of the workplace to reduce hazards, improve organisation, and ensure a safe and productive environment.

Hygiene: Practices and standards aimed at maintaining cleanliness and preventing the spread of diseases in the workplace, including personal hygiene, sanitation, and waste management.

Roles and Responsibilities

a. Responsibilities of Students

All students have a personal responsibility for health & safety as follows:

Be familiar with the College's Health & Safety Policy and with the standards and procedures it contains and to co-operate and implement its contents.

Understand and comply with all instructions, procedures and safety rules which apply to them whilst studying in the College. Some rules have a general application, such as rules for fire risks and emergencies. Other rules apply to specific departments and equipment, such as correct use of equipment in the laboratories and computer rooms etc.

Work with due care and attention at all times. Whilst it is the College's responsibility to provide and maintain the necessary equipment for safe working, it is equally the student's responsibility to use that equipment properly.

Not use tools or equipment unless the student is trained and authorized to do so (particularly in the art and science laboratories).

Wear or use personal protective equipment as instructed or when circumstances dictate its use. Please abide by the particular guidance for the appropriate wear in science and art laboratories.

Report any hazards seen and, if appropriate, make suggestions for their elimination and control.

Information Classification: Private

Status: Draft,

- Report any defects in tools or equipment.
- Ensure their work area and communal areas are kept clean and tidy.
- Develop a personal concern for the safety of themselves and others.
- Report all accidents, injuries, dangerous occurrences and 'near misses' no matter how trivial.
- Raise any safety matter with the appropriate member of staff.

b. Responsibilities of the Health & Safety Officer

The College Health and Safety Officer (HSO) has overall responsibility for all health, safety and welfare matters within the college as follows:

The HSO will ensure that there is an effective policy for health and safety, the provision of regular reviews to its efficiency and the provision of adequate staff, funds and materials to meet the policy's requirements.

The HSO will ensure Responsibility for health, safety and welfare is properly assigned and accepted at all levels.

Ensure arrangements are made for the provision of suitable and sufficient safety training for all students if appropriate.

Ensure students are informed of any relevant changes to health and safety documents are updated as necessary.

Ensure Health and safety monitoring is regularly undertaken at all sites where the College is operating.

Information is obtained from suppliers on the safe use of equipment and materials and that all relevant health and safety information and guidance are provided to staff and students as required.

Records of statutory inspections and other appropriate records are kept.

Records of injuries and work-related diseases are maintained and that appropriate reporting action is undertaken.

Appropriate resources are allocated to allow for the elimination and/or control of known hazards and to safeguard against the introduction of new risks.

Provision of suitable equipment necessary to ensure safe working and handling including the requirements for any specialized safety and storage equipment.

Provision of adequate personal protective equipment as required, safety signs and relevant health and safety documentation.

Provision of safety training including specialised training if required.

Provision of adequate welfare and first aid facilities.

Ensure the action to be taken in the event of a fire or other emergency and the provision of suitable firefighting equipment.

Protect the public and students.

Information Classification: Private

Status: Draft,

Ensure risk assessment of potential hazards is undertaken to determine the most appropriate means to minimise the risk, record the assessment and advise staff and students of any significant findings.

Ensure staff and students are only allocated work according to their ability, and that they have been given the appropriate instructions and/or training to enable them to carry out their work in a safe manner.

Ensure all necessary data sheets for hazardous substances are made available to staff and students coming into contact and COSHH assessments are carried out as required.

Provide safety equipment and personal protective equipment necessary for a particular task is readily available, used/worn as required and is in good repair.

Ensure materials are stored safely and that, where appropriate, firefighting equipment is readily available.

Ensure only trained, competent and authorised staff and students use equipment and tools, and inexperienced students are properly supervised.

Ensure prompt corrective action is taken whenever unsafe acts are noticed or reported to them.

Ensure cleanliness, tidiness, and other attributes of 'good housekeeping' are of an acceptable standard.

Ensure all accidents are reported and recorded, and that attention given by medical or first aid staff is appropriate.

Ensure the cause of all incidents/accidents are investigated and reported, including those, which cause minor injury or loss/damage to equipment or materials with no injury and to take appropriate remedial action to avoid re-occurrence.

Enforce health and safety policies at the departmental level.

Conduct regular risk assessments and inspections.

Provide employees with the tools and training needed to work safely.

c. Responsibilities of the Management

The College will endeavour to ensure that students are familiar with the contents of the College Health and Safety Policy and will communicate with them orally, through tutors and personal tutors, and in writing, in the form of directives and this policy

Ensure compliance with applicable health and safety laws and regulations

Provide adequate resources for maintaining safety standards

Conduct regular risk assessments and implement controls to mitigate hazards

d. Responsibilities of Staff

Adhere to all health and safety policies, procedures, and instructions.

Report hazards, unsafe conditions, and incidents immediately.

Use provided PPE appropriately and maintain it in good condition

Information Classification: Private

Status: Draft,

Participate in health and safety training as required

Promote safety awareness among students at the college.

Policy Principles

1. **Safety Training:** Safety training is essential for all effective health and safety procedures. All students will be trained in safe working practices and procedures where appropriate (such as good laboratory practice). Training will also include advice on the use and maintenance of personal protective equipment and fire equipment, if applicable. Training sessions will be held as often as is deemed necessary. Despite training sessions, students can raise concerns regarding health and safety at any time with their tutor or directly to the HSO.
 - A. **Inspections:** Inspections will be of a routine nature or as a result of an event or a planned change in working procedures. Inspections will always provide the opportunity to review the continuing effectiveness of safe working practices and therefore implement changes where necessary.
 - B. **Substances Hazardous to Health and COSHH Precautions:** Risk assessments will be undertaken of all work involving exposure to hazardous substances. The College will ensure that exposure of students to hazardous substances is minimized and controlled. Students who may come into contact with hazardous substances will receive training and information on the health and safety issues concerning such substances. Students working with hazardous substances, in the laboratories for instance, must follow College procedures relating to the substances. Substances hazardous to health are regarded as any natural or artificial substances (including micro-organisms), which can be toxic, harmful, corrosive or irritant to any students exposed to them. In the event of contamination, the student should try to identify the substances and its source if practicable and, if injury occurs, he/she should contact the First Aid Officer, his/her own doctor or the local hospital (Casualty Department) for treatment without delay.
 - C. **COSHH Precautions:** precautions should be taken to handle hazardous substances with care and use the personal protective equipment supplied as it is supposed to be used. All should be familiar with the rules for using substances. Precautions should be taken before eating, drinking, and smoking and after handling hazardous substances, ensure that hands are washed. Remove lids/stoppers only when the substance is to be used. Store highly flammable substances in a lockable fire-retardant cabinet as per manufacturers/suppliers' recommendations. Only minimum quantities, required for immediate use, are to be kept in the College.
2. **Personal Protective Equipment Policy:** This requires that all students who may be exposed to a risk to their health and safety while at college will be provided with properly fitting, suitable, and effective personal protective equipment or clothing. All personal protective equipment or clothing provided by the College will be maintained in good working order and all students provided with protective equipment or clothing must wear or use it properly. Students must report defective personal protective equipment or clothing to their immediate tutor or HSO as soon as it is found to be defective. Students provided with personal protective equipment will receive training and information on the use, maintenance, and purpose of the equipment.

Information Classification: Private

Status: Draft,

2. **Use of Equipment Policy:** The College will try at all times to ensure that all equipment used in the College is safe and suitable for the purpose for which it is used. Students will be provided with adequate information and training to enable them to use relevant equipment safely and this equipment must only be used if the student is authorized and adequately trained to do so. College equipment must be maintained in good working order and repair. Students must report defective equipment to their tutor or the HSO as soon as it is found to be defective. Students will also be provided with adequate protection from any equipment that presents a danger when in use (e.g. goggles to protect from dust). Such equipment will be clearly labelled with appropriate health and safety warnings.
3. **Display Screen Equipment:** The risks to users of VDU screens will be reduced as much as is reasonably practicable. Students regularly using VDU screens should take periodic breaks during their work. Students regularly using VDU screens are recommended to have eye tests. Further information is available in the guide "Advice for Working with VDUs". If you have any concerns regarding your workstation, please contact the Health and Safety Officer.
4. **Electrical Appliances:** All the College's electrical equipment whether fixed or portable is to be subject to periodic testing and records kept. The correct voltage for tools and equipment must always be used. Waterproof fittings must be used for external work. Leads must not be allowed to trail, as this may cause a tripping hazard. Frayed electrical leads must be repaired or replaced immediately. Students must ensure that they are familiar with any safety instructions (including manufacturer's instructions) relating to any equipment before use. It is forbidden to interfere with any electrical appliance. The students are advised to check all electrical tools, leads, plugs of any electrical equipment before bringing them into use. Any obvious sign of irregular operation of electrical equipment should be reported at once to their tutor or the HSO. If any electrical appliance, whilst in use, is found to be faulty it must be reported immediately to the HSO. It is forbidden to carry out any repairs or fit any plug to an electrical appliance. No electrical appliance may be connected to an electrical system by any means other than the correct plug or connection. The student is responsible for the safety of their own electrical equipment brought into college and should request permission to use the equipment beforehand. All personal electrical equipment brought into the college and used on the College's teaching premises or at the student residences will be subject to periodic testing and records kept. Students living in the College's residences should be familiar with the accommodation guidelines and any particular reference to the use of electrical equipment. Students are forbidden to bring their own irons. These are provided by the College and should only be used in the designated areas as instructed. Laptops should not be left on beds-unattended even when switched off. Hair dryers and hair straighteners should never be left switched on unattended and should be placed on a fireproof surface to cool down safely. A hair dryer or hair straightener should never be left on the bed or covered with clothing after use even if switched off. Careless use or misuse of such appliances represents a serious fire hazard.
5. **Asbestos Policy:** Asbestos dust can kill. It can cause lung damage and cancer. The dust particles that harm us are too small to see with the naked eye and the diseases that develop can take many years and there is no known cure. Asbestos can be found in most buildings and is used in asbestos cement products such as sheets, tiles, tanks, gutters, down pipes, decorative finishes, insulation board, fire doors, ceiling tiles, sprayed coatings, insulation

Information Classification: Private

Status: Draft,

and lagging to pipe work-and plant, caulking materials, and fire protection materials. To minimize the risk from asbestos, the College has undertaken an asbestos survey of all its premises in accordance with its legal obligations. The findings are reported by surveyors and any significant findings are appropriately acted upon. The maintenance staff undertake routine checks to ensure the continued safety of the College in accordance with the findings of the report. However, if you suspect you have discovered, encountered or disturbed asbestos based material, STOP WORKING, inform your tutor who will inform HSO and do not recommence working until further instructions. Make sure your classmates and tutors are made aware of the hazard of the asbestos.

6. **Environmental Policy:** The College has a duty to act responsibly towards staff, students, suppliers and the public concerning the effect that College activities may have on the environment and will endeavour to achieve its responsibilities through the following objectives:

Adhere to any current legislation and where possible, anticipate new requirements and set out new procedures as required.

Where feasible, purchase from suppliers who share a concern for the environment and produce products from sustainable sources.

Minimize waste from business operations and reuse or recycle where possible.

Endeavour to control the level of harmful emissions.

Promote the use of energy-efficient systems on College premises.

Support organisations that promote environmental protection issues.

The College will continue to monitor, evaluate and improve its performance whilst promoting environmental awareness to staff and students.

7. **Fire Safety Regulations:** Fire risk assessments will be undertaken as required. However, students must bring to the attention of the HSO or the Fire Safety Officer any potential fire risks that they may become aware of. A fire risk assessment is undertaken annually by the Fire Safety Officer and the local fire service and external auditors are contacted as required. Any recommendations and significant findings are reported and followed up.
8. **Reducing Fire Risk:** Prevention is better than cure when it comes to fire safety and one of the most important areas of fire prevention is to minimize and/or isolate combustible materials as follows:

Highly inflammable liquids such as oils, fuels and paints or other inflammable material, must be removed from the College premises when not in use or securely stored in appropriate closed metal containers within a properly designed storage facility well away from sources of ignition. Use must be kept to a minimum.

Gas leaks are a potential source of fire or explosion and the detection of a gas leak must be reported immediately to the HSO or the Fire Safety Officer. All equipment with gas taps

Information Classification: Private

Status: Draft,

including gas bottles not in use should be regularly checked to ascertain that the gas taps are turned off and not leaking.

Any waste such as paper waste and other waste such as oily rags must not be allowed to accumulate and must be disposed of in appropriate containers, which are emptied regularly.

Smoking is not allowed on college premises or on the pavement and roadside frontage within sight of any of the College buildings. Anyone wishing to smoke should do so in Oriel Square and dispose of their cigarette ends responsibly. The council may fine or prosecute anyone caught dropping litter in the city centre.

Faulty electrical equipment is a common source of fire and should be switched off when not in use. Any observable defect should be reported immediately to the HSO or the Fire Safety Officer.

10. Fire Safety Officer: - The College's fire and emergency policy and procedures take account of special fire hazards in specific areas of the workplace with, if possible, the cooperation and advice from the local fire service. The Fire Safety Officer has the overall responsibility for the College's fire and emergency policy and training. All supervisors are responsible for implementing such policy and all staff and students are responsible for carrying out the instructions of the policy.

11. General Fire Safety and Emergency Policy: All staff and students should familiarize themselves with this general fire safety and emergency policy and follow the procedures below. On discovering a fire, the nearest fire alarm call point should be activated, and the building evacuated immediately. The fire should be immediately reported to the local fire service if there is not a member of staff available to do this. Students should conduct their operations in such a way as to minimize the risk of fire and combustible materials must be separated from ignition sources. In particular, no one is allowed to smoke on the College premises or near combustible materials in the vicinity of the College. Smoking outside of lesson time is only allowed outside the College in the designated smoking area. Smoking is prohibited inside the College at all times. The use of e-cigarettes is also prohibited on the College's premises. Emergency evacuation procedure for disabled staff, students, and visitors. The college has a specific evacuation procedure for disabled staff, students, and visitors. Where a risk assessment identifies the requirement, a Personal Emergency Evacuation Plan (PEEP) will be undertaken by the Fire Safety Officer.

Where possible disabled staff, students and visitors shall be accommodated on the ground floor upon arriving at the building, they will be advised of the appropriate disabled route to safely exit the building. They will be advised not to use a lift in the event of an emergency. If appropriate the receptionist will advise two able-bodied persons to assist in their safe evacuation. The Fire Safety Officer will be advised of a disabled employee, student or visitor to ensure that a specific check can be undertaken to ensure that the disabled person will be able to evacuate the building in the event of an emergency.

11.1. Fire Detection Equipment Smoke detector alarms and general fire alarms are located at points throughout the workplace. Students should familiarize themselves with the location of such detectors and alarms. Upon the discovery of a fire or if a smoke detector alarm sounds, students must operate the nearest fire alarm call point and evacuate the building immediately.

11.2. General Fire Alarm: The sounding of the general fire alarm is the signal that the building must be evacuated. The alarm may be raised for a fire or any other dangerous situation such as an unsafe structure, a gas leak, or a bomb scare, and no one should assume that a situation is not serious because there are no visible signs of an emergency in their immediate locality. When the general alarm sounds all staff and students must leave the building by the nearest available exit and assemble at the designated assembly point. Where possible, windows and doors should be closed on leaving the building.

Other Emergency Procedures in the Absence of an Alarm Sounding: In the absence of the alarm sounding a senior member of staff will warn other staff, students and members of the public in the case of a fire or other dangerous situation being detected by word of mouth, to evacuate the premises. They may order evacuation in the case of a fire or any other dangerous situation such as an unsafe structure, a gas leak, or a bomb scare, and no member of staff or student must assume that a situation is not serious because there are no visible signs of an emergency in their immediate locality. Immediately after instruction is given, students must leave the building by the nearest available exit and assemble at the designated assembly point.

11.3. Fire Escape Routes: All specified means of escape, for the site premises, must be properly maintained, and always kept free of obstruction. Failure to comply with this could result in a disciplinary sanction. All students must be familiar with the means of escape and the route to be followed in case of fire. Under no circumstances should fire exit doors be used for general access and fire doors should be kept shut.

11.4. Fire and Evacuation Emergency Procedures: Fire and evacuation emergency procedures are in force at the premises of the College (see 'General Fire Alarm' above) and it is the duty of all students to familiarise themselves with the general procedures and the evening procedures if attending extra-curricular activities or lessons outside of normal College hours. When being taught on other premises not belonging to the College, students are advised to request the information they require from their tutor or the HSO.

11.5. Fire Fighting Equipment: Fire extinguishers are located throughout the workplace. Only appropriately trained staff should tackle a fire if their personal safety, and the safety of others is not at risk. If a staff member cannot tackle the fire, the general fire alarm must then be activated by the student or member of staff. It is important that students do not tackle the fire, but inform their tutor if nearby, sound the fire alarm and evacuate the building immediately.

11.6. Fire Doors: Fire doors must never be blocked, jammed or left open.

11.7. Fire Exits: Fire exit doors and corridors must never be locked or blocked or used for general access.

11.8. Fire Testing and Drills: Fire alarm systems and equipment are tested regularly by the Fire Safety Officer and appropriately trained staff. The testing and any significant findings are recorded in a logbook maintained by the Fire Safety Officer. The fire alarm system, emergency lighting, smoke detectors and fire equipment are checked regularly by an independent engineer appropriately qualified for the purpose. Any recommendations are reported and followed up. Any damaged fire equipment should be reported immediately to the Fire Safety Officer. Call points should only be sounded in an emergency and if set off maliciously this will be treated as a disciplinary matter. Fire drills are undertaken at least termly, will be unannounced and are conducted by the Fire Safety Officer. The drills and any recommendations are recorded and followed up as required. Staff, students, and visitors are required to participate as if it is a real fire

Information Classification: Private
Status: Draft,

and should abide by the fire evacuation procedures. No one should return to the building until debriefed and when given permission to do so.

12. Lifts: Lifts must not be used in the case of a fire or other emergency evacuation. If a student is unable to exit the building by means of the stairs due to either a temporary or permanent disability or medical condition, he/she should make this known to the Fire Safety Officer. A risk assessment will be undertaken, and a PEEP drawn up as a result.

13. No Smoking Policy: It is illegal to smoke cigarettes and e-cigarettes on the premises and smoking is therefore prohibited in all areas of the College. It is also prohibited immediately outside and within sight of the College premises. If smoking outside and away from the building, cigarette ends should not be left on the pavement but rather placed in the bins provided. Combustible materials must never be stored or allowed to accumulate in or near the smoking area. The use of e-cigarettes is also prohibited on or immediately outside of college premises. Smoking on the premises will be treated as a disciplinary matter.

14. First Aid Policy and First Aid Provision: All students should have ready access to first aid facilities. When undertaking activities on premises not belonging to the College, arrangements will be made to share First Aid facilities. The Activity Leader will inform staff and students of these arrangements. When shared facilities are not arranged, the College will provide a first aid kit to be managed by an “appointed” member of staff. In the event of an accident to another person, staff should adopt the following procedure and students should contact their tutor or a designated First Aid Officer immediately:

The tutor should administer necessary first aid, and where possible get help from a designated First Aid Officer. If follow-up treatment is required, the Further Medical Care Procedures should be adhered to. In cases of more serious injury employees, students or visitors will be sent or taken to the nearest hospital. Students are not expected to apply first aid, but if there is any doubt as to the severity of an injury or the health (such as a heart attack) of any person on the College premises, students should not hesitate to ask for an ambulance service.

14.1. First Aid Provision: The first aid box is made of suitable material and so designed to protect the contents. All boxes are marked (recommended marking – white cross on green background). First aid boxes and travelling first aid kits contain sufficient quantities of suitable first aid materials and nothing else. To ensure a sufficient supply of materials, the contents of first aid boxes will be replenished as soon as possible after use and all contents are checked regularly to ensure the contents are not used after their expiry date. In situations where mains tap water is not readily available for eye irrigation, sterile water, or sterile normal saline solution (0.9%), in sealed disposable containers is provided. Each container should hold 300ml and at least 900ml provided. Once opened, they must not be reused. The use of eye baths, cups or refillable containers is not recommended. An eye irrigation system is supplied in the Science Laboratories. Science staff and first aid officers are acquainted with its operation. Students should only use this on themselves under the supervision of a member of staff. Extra equipment or items required for special hazards (i.e. antidotes) may be kept in or near first aid boxes but only where the First Aid Officer has been specifically trained in their use. If a student requires medication to be dispensed, this should be discussed with the college management. A lockable medical cabinet for the storage of medication is available in the First Aid Room in the basement and each student's residence. Special medical equipment or medication that needs to be stored in a cool environment can be kept in a small refrigerator located in the First Aid Room.

A spillage kit is available in the Science Laboratory, the medical room in the basement and the Bursar's Office on the first floor. They should only be used by trained staff and First Aid Officers.

15. Accident Procedure, Investigation and Reporting: All accidents or injuries must be reported immediately to your tutor who will report it to the HSO. To avoid accidents, it is important to also report any potentially unsafe items of equipment or working situations, as well as all accidents, personal injuries or 'near misses'. Any accidents and spillages in the Science Laboratory should be dealt with by trained science staff and laboratory technicians only. A spillage kit is provided in the science lab and the First Aid room. A member of staff or the HSO, will record ALL ACCIDENTS, no matter how trivial, by completing an accident form. The accident book is located in Reception by the first aid box. Under the Reporting of Injuries, Diseases and Dangerous Occurrences The HSO will undertake investigation of accidents, initially, and, where practicable, means of preventing a recurrence will be recommended. All serious (re portable) accidents will, additionally, be investigated by the HSO.

15.1 Accident Investigation & Reporting: The HSO is responsible for reporting under the regulations. This will entail the HSO or other designated personnel making reports, and the cooperation of all relevant staff and students involved is essential to establish:

The circumstances of an accident or dangerous occurrence or disease.

The nature and severity of the accident or dangerous occurrence or disease.

The identity of eyewitnesses.

The time, date and location of the accident or dangerous occurrence or disease.

Eyewitness accounts for the report will be collected as near to the time of the accident as is reasonably practicable.

The College will study the completed report and will attempt to discover why the accident or dangerous occurrence, or disease happened, and then take action to prevent a recurrence of the accident or dangerous occurrence or disease.

16. General Office, Classroom and Building Safety: All students as well as staff have a duty to assist in reducing the risk of accidents and fire. The following rules and precautions are to be observed:

Keep desks tidy and ensure that wastepaper is disposed of regularly.

Use a safe method of lifting any article and, if necessary, seek assistance.

Never leave filing cabinet drawers open or open more than one drawer at a time.

Ensure that cable and connections on all electrical equipment are sound before use.

Pay particular attention to windows and report any damaged glazing to the Facilities Manager. Do not lean out of windows or remove any affixed closures. Sash windows situated in first-floor rooms and above should not be opened by more than 30cm from the

bottom or by more than 15 cm if below waist height. Any concerns should be, reported immediately to the Health and Safety Officer or Facilities Manager.

Ensure all passageways, stairs and exits are kept clear of any obstruction.

Ensure all flammables are kept in fire-resistant storage.

All students should familiarise themselves with the nearest fire alarm call point in case of an emergency.

Access to firefighting equipment must never be obstructed and it should never be removed from its housing, except when being used to deal with a fire.

Access to certain areas is prohibited to students such as the meter cupboard and lift engine room, which are restricted to authorized personnel only. Similarly, certain areas should only be entered when accompanied by an authorized tutor, such as the art and science laboratories. Please contact your tutor or the HSO if you are unsure of your access rights to any areas of the College premises.

Bicycles must not be brought into the College buildings. Staff and students must park their bicycles in parking spaces provided by Westerfield College and do so at their own risk.

Bicycles must not be chained to the frontage of any of the College buildings as this may obstruct the emergency services, particularly in the event of a fire. The College reserves the right to remove any bicycle that it sees as being detrimental to the health and safety of others or possessing a potential fire risk.

17. Housekeeping: Accidents happen more frequently in an uncontrolled or untidy environment. To minimise the risk of accidents, a high standard of cleanliness and safe storage of goods and supplies should be maintained. Please report accidental spillages and breakages to the Facilities Manager to ensure they are handled safely. Regular inspections will be carried out by authorized staff to maintain optimum standards at all times. Gas equipment and CO detectors are regularly tested by qualified engineers (at least annually and as required). Water testing is undertaken by qualified personnel and logged. Any significant findings are reported, and appropriate remedial action is undertaken as required. Specialist equipment such as Bunsen burners, fume cupboards and other science laboratory equipment are maintained in accordance with requirements specified in the Science Laboratory Procedures. Students should report any signs of damaged or defective equipment to their tutor or to the Facilities Manager or Health and Safety Officer.

18. Hygiene & Health Conditions: Paying meticulous attention to good habits in relation to personal body hygiene will greatly help to reduce the spread of diseases and viruses in the College. The most important of these good habits is the thorough washing and drying of hands after toilet use. If handling food and drink (including tea/coffee making operations) or crockery and utensils used by others (kettles or cups for example), students should wash their hands before use. Students should be aware of the danger of the spread of viruses through the use of shared telephone handsets and such handsets should be periodically wiped with a clean damp cloth containing detergent or disinfectant. Students should observe that the College is adequately lit, well-

ventilated and adequately heated. Any concerns in this regard must be brought to the attention of the HSO.

19. General Health and Safety Procedures: All students must follow the rules and procedures contained in this policy.

Students must immediately report any unsafe practices or conditions in the College to their tutor, the Principal or the HSO.

Students under the influence of alcohol or drugs are prohibited from entering the College.

Any act, including horseplay, which might endanger the health and safety of others is strictly prohibited.

A student who is unfit due to injury or illness should refrain from coming into the College if the impairment might put at risk the health and safety of that student or any other persons. The student should contact reception to confirm their illness and their non-attendance for lessons.

Students must not modify, adjust, move or tamper with any College equipment.

Waste materials, particularly combustible materials, batteries, glassware, light bulbs, photocopier toner, oily rags and laboratory chemicals must be disposed of carefully and in such a way as not to constitute a fire hazard or other hazards. Please consult your tutor or the Health and Safety Officer or Facilities Manager if you have any concerns regarding the disposal of any waste materials.

Students should not undertake a task which appears to affect their personal safety or the safety of others. Students should not undertake tasks that require safety training without receiving such training.

All injuries must be reported to your tutor and/or the HSO.

Protective guards and safety devices must be properly fitted and used where appropriate. Defects in such guards and safety devices must be reported immediately to your tutor and/or the HSO.

Only authorised staff and students are permitted to use chemicals in the workplace.

Students must wear suitable clothing and footwear at all times, and personal protective equipment must be worn where appropriate.

20. Building and Personal Security: Any unauthorised persons seen entering or on the premises should be reported to Reception immediately. Students are responsible for their belongings, and they should ensure they have adequate personal insurance to cover valuable items. Valuable items and bags should never be left unattended. The entrance doors should never be left open and security codes for doors with security pads should not be passed on to anyone who is not working or studying at the College. A CCTV camera is in place to monitor the main entrance, and the main

Information Classification: Private

Status: Draft,

building is protected by a burglar alarm. Students should only be in college after 6.00 pm with the College's prior consent and must be adequately supervised at all times. A student should not bring a visitor into the College without prior permission from the Principal or authorized member of staff. Visitors are expected to report to Reception to collect a visitor's pass to be worn at all times and returned before leaving. All adult visitors should be accompanied by a member of staff at all times whilst on college premises. There are specific rules for visitors to the student residence detailed in the accommodation handbook. The student should be familiar with these rules before inviting a visitor to their residence. All staff are expected to wear a photo ID badge. If you are concerned about the identity of an adult on the College premises without a badge, please report this to Reception immediately. Students will be issued with a photo ID card at induction and should be worn at all times whilst on College premises. A member of staff may ask to check this if they are unsure of the student's identity. Students will be issued with a personal alarm and personal safety leaflet at induction.

Policy Review

This policy will be reviewed every two years by the Academic Board unless there are internal or legislative changes necessitating an earlier review.

Version History

No	Revised on	Version	Changes	Approved by	Date of Approval	Revised by

Information Classification: Private

Status: Draft,