

Health & Safety Policy (HSE000)  
Revision: 1  
Date: 01/02/09  
Owner: JH



## **Canterbury College**

### **Health & Safety Policy**

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## 1.0 Health & Safety Policy Statement

Dear Employee

At Canterbury College, health & safety is considered a core value, expressed in our health & safety Mindset:



- All incidents can be prevented. We strive continuously for zero harm to personnel, students, contractors and visitors, material and non-material assets.
- We focus on employee health and on continuously improving the work environment.
- We focus on student safety and aim to provide a basic grounding in health & safety matters for all students that attend the college.
- We choose to conduct our operations through efficient use of materials and energy, with minimum waste and damage to the environment.

To live up to our health & safety Mindset, we will:

- Require every employee to take personal responsibility for health & safety by focusing on their own behaviour.
- Apply a systematic and measurable approach to continually improve our health & safety culture and performance.
- Bring with us our high health & safety standards wherever we do business. Complying with applicable laws and regulations is only the minimum.
- Openly communicate health & safety issues and performance, and share and learn from health & safety best practices, internally and externally.
- Include health & safety performance in the selection, appraisal and reward of our staff.
- Integrate health & safety in all business processes.
- Require line management to provide health & safety leadership and implement this policy.

The Director with overall responsibility for the implementation of this policy within Canterbury College is the Principal.

This Statement will be reviewed, added to or modified from time to time and may be supplemented in appropriate cases by further statements relating to the work of particular departments/faculties or groups of workers.

.....  
Alison Clarke  
Principal

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## **2.0 Duties within the organisation**

It is the College policy that all reasonable practical steps will be taken to ensure the health and safety of all staff and students and to prevent damage to College property. In particular the following specific responsibilities are allocated. All staff with specific health and safety responsibilities will ensure that those responsibilities are adequately delegated in their absence.

## **3.0 Duties of the corporation**

**3.1** The Corporation accepts its role both collectively and individually to provide health and safety leadership in the College. One member will be appointed to ensure that the Corporation is kept informed of and alert to relevant health and safety risk management issues.

**3.2** The Corporation will take account of the health and safety implications of all decisions taken.

**3.3** Section 2(3) of the Health and Safety at Work Act lays certain duties on the Corporation as the employer. These are:

**3.3.1.** To produce a written Statement of the organisation's general policy on health and safety.

**3.3.2.** To include within that Statement the organisation and arrangements for carrying out that policy.

**3.3.3.** To bring the Statement to the notice of all the employees.

**3.3.4.** To review and revise the Statement as often as may be appropriate and to bring any revision to the notice of all employees.

**3.4** The Act lays emphasis on the duty of the employer to ensure that particular attention is paid to:

**3.4.1.** Plant, equipment and systems of work that are safe and without risk.

**3.4.2.** Safe arrangements for the use, handling and storage of articles and substances.

**3.4.3.** Sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own health and safety at work.

**3.4.4.** A safe place of work without risk to health and with safe access and egress.

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**3.4.5.** A working environment that is safe and without risk to health.

**3.4.6.** Adequate welfare facilities.

**3.5 The Corporation Members require that:**

**3.5.1.** Employees of the College at all levels display a positive attitude towards health and safety and pursue the College's objectives in respect of health and safety.

**3.5.2.** All accidents at work and occupational ill health will be investigated to try to prevent further occurrence.

**3.5.3.** A copy of this statement is issued to all employees. From time to time it is to be reviewed and amendments advised to employees.

**4.0 Duties of the Principal**

**4.1.** To ensure that health and safety issues are an integral part of all strategic decision making.

**4.2.** Promote a positive and pro-active safety culture across the college.

**4.3.** Ensure there is a comprehensive and effective Health and Safety Policy within College.

**4.4.** Approve and enforce the Health and Safety Policy.

**4.5.** Ensure that adequate funds are included in all financial planning to meet the requirements of College policy.

**4.6.** Chair the College Health and Safety Committee.

**4.7.** Ensure that there is a Duty Officer on duty during normal College hours. Outside of normal hours ensure that a risk assessment and procedures are in place.

**5.0 Duties of Directors**

Directors are responsible to the Principal for the safety of work undertaken within their areas. They will oversee the safety of work undertaken within their areas and in particular:

**5.1.** To provide effective health and safety leadership to all staff they have responsibility for.

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- 5.2. To have a working knowledge of all the main processes related to the college's health and safety management system i.e. risk assessment, accident investigation, leading/lagging indicators etc.
- 5.3. Ensure that health and safety issues are integral in all decisions made.
- 5.4. Ensure that health & safety matters are discussed and embedded in every relevant meeting and that reports of these matters are submitted to the Health & Safety committee
- 5.5. Carry out the requirements of the College Health and Safety Policy and support all staff in its execution.
- 5.6. Ensure that the College Health and Safety Policy is understood by staff.
- 5.7. Ensure that responsibility is properly assigned and accepted in all levels of his/her area.
- 5.8. Ensure that adequate funds and materials are provided to meet the health and safety requirements of College policy.
- 5.9. Consult with the Health & safety advisor on a regular basis.
- 5.10. Directors are responsible for the implementation of health and safety procedures within their own offices and where appropriate those of their immediate administrative staff.

## **6.0 Duties of Faculty Heads and Managers including the Capital Project Manager**

These duties apply to all College Faculty Heads and Managers.

Responsible to their Director for the safety of work undertaken in their areas of responsibility. They are also responsible for taking the necessary action to ensure the health and safety of employees, students and others in their areas and for maintaining and improving the standards of safety within their areas. In particular they are responsible for.

- 6.1. Managing and Monitoring the Implementation of College Policies and Procedures in their areas.
- 6.2. To provide effective health and safety leadership to all staff they have responsibility for.
- 6.3. To have a working knowledge of all the main processes related to the college's health and safety management system i.e. risk assessment, accident investigation, leading/lagging indicators etc.

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- 6.4.** Authorising local rules and Codes of Practice after consultation with staff and ensuring that these are communicated to members of staff, students and where appropriate the College Health & safety advisor.
- 6.5.** Ensuring that Section Managers/other managers are aware of their responsibilities and carry them out.
- 6.6.** Ensuring that Section Managers/other managers are in control and adequately managing the risk assessment process in their area in accordance with college guidelines
- 6.7.** Ensure that when producing job descriptions health and safety responsibilities are identified.
- 6.8.** Ensuring that all staff responsible for students are aware of their responsibilities for health and safety. Also that the knowledge and experience of the staff is sufficient for them to carry out their work in a safe manner or otherwise arrange training.
- 6.9.** Ensuring that Section Managers/other managers are committed to providing all new staff with a comprehensive health & safety induction at the beginning of their contract with the college.
- 6.10.** Ensuring that Section Managers/other managers are arranging suitable safety training for staff and students.
- 6.11.** Ensuring Section Managers/other managers are making arrangements for the safe use, storage, transfer and disposal of hazardous materials and waste, including periodic purges of unwanted hazardous materials.
- 6.12.** Ensuring that Section Managers/other managers are conversant with the emergency evacuation procedures in their area and are communicating this information to staff and students.
- 6.13.** Ensuring liaison with the Estates and Building Services Manager in all matters concerning the design, maintenance, conversion and use of existing College buildings. Also ensuring that Union health and safety representatives are advised of any changes.
- 6.14.** Ensuring the safe conduct of any off-site activities.
- 6.15.** The Capital Project Manager is responsible for ensuring that the contractors undertake their work in a safe manner compliant with all relevant legislation. They will ensure that all contractors are aware of the constraints of the site including raising their awareness of working with young people.

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## **7.0 Duties of Section Managers and Team Leaders**

Section Managers and Team Leaders are responsible to their Faculty Head or Manager for the safety of work undertaken in their areas of responsibility. They are also responsible for taking the necessary action to ensure the health and safety of employees, students and others in their areas and for maintaining and improving the standards of safety within their areas. In particular they are responsible for:

- 7.1.** Implementing College Policies and Procedures in their areas
- 7.2.** Where appropriate appointing a Safety Officer to be responsible for the safety of each discipline within an area. If a Curriculum Leader considers that the work within all of the disciplines to be at low risk ie not involving workshop or laboratory activities, then a single Safety Officer may be appointed for the area.
- 7.3.** Displaying statutory notices, including Fire Notices. Fire notices are supplied by the Estates & Facilities Manager and local signage is the responsibility of the area Manager.
- 7.4.** Arranging risk assessments and ensuring that they are monitored at appropriate periods and at least annually.
- 7.5.** Ensuring that actions arising from risk assessments are fully implemented.
- 7.6.** Ensuring the maintenance of records on all matters relevant to safety and equipment logs.
- 7.7.** Ensure that when producing job descriptions health and safety responsibilities are identified.
- 7.8.** Ensuring that all staff responsible for students are aware of their responsibilities for health and safety. Also that the knowledge and experience of the staff is sufficient for them to carry out their work in a safe manner or otherwise arrange training.
- 7.9.** Ensuring that new staff are made fully aware of local rules, risk assessments and safe systems of work.
- 7.10.** Ensuring that safety training for staff and students is arranged which enables them to undertake the job safely.
- 7.11.** Ensuring the adequacy of the arrangements for the safe use, storage, transfer and disposal of hazardous materials and waste, including periodic purges of unwanted hazardous materials.

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- 7.12.** Ensuring that adequate storage and handling arrangements are made for gas cylinders and that all pressure vessels are tested and inspected in accordance with The Pressure Vessels Regulations 1988.
- 7.13.** Ensuring that all electrical equipment is tested regularly and equipped with adequate wiring and insulation. This should be done in consultation with the Estates M & E Co-ordinator.
- 7.14.** Ensuring that the performance of fume cupboards is adequate for the use to which they are put, that they are tested regularly and appropriate records maintained.
- 7.15.** Ensuring that all staff are aware of how to activate fire alarm systems, who to contact in event of emergencies and know the emergency evacuation procedures in the areas in which they work.
- 7.16.** Ensuring that PEEPs (Personal emergency evacuation plans) are written for all disabled student in their areas. Liaison with the college disability advisor is essential.
- 7.17.** Ensuring that dangerous occurrences and near misses are reported to the College Health & Safety advisor.
- 7.18.** Liaising with the College Health & Safety advisor.
- 7.19.** Ensuring liaison with the Estates and Building Services Manager in all matters concerning the design, maintenance, conversion and use of College buildings. Also ensuring that union health and safety representatives are advised of any changes.
- 7.20.** To liaise with the Estates and Building Services Manager when contractors are required to perform works in their section/area
- 7.21.** Ensuring the safe conduct of any off-site activities.
- 7.22.** Ensuring the area is kept clean and tidy and that any waste is stored and disposed of in accordance with regulations.
- 7.23.** In carrying out these responsibilities Section Managers/Team Leaders will appoint such persons to assist them as Safety Officers who are appropriate locally and will make this information readily available to their staff and to the College Health & safety advisor.

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## **8.0 Duties of Safety Officers**

Area Safety Officers are appointed to assist in providing a health and safety culture. They are responsible to their line managers for the health and safety of identified areas within the College; they are particularly responsible for:

- 8.1.** Ensuring that they are fully aware of the statutory requirements and College policies relating to those areas.
- 8.2.** Ensuring that any breaches of the statutory requirements are notified to the Manager so that they can be acted upon.
- 8.3.** Ensuring that hazards are identified and rectified.
- 8.4.** Ensuring that safe practices of work are followed by staff and students.
- 8.5.** Ensuring that risk assessments and room safety audits are carried out and records kept.

## **9.0 Duties of Duty Managers & Duty Officers**

During evacuations:

- 9.1** Assume 'control' of the College Campus environment
- 9.2** Liaise with emergency services
- 9.3** Co-ordinate other senior staff controlling 'areas' of the College
- 9.4** Co-ordinate Maintenance/Caretaking Teams in assessing the scale of the emergency

General issues:

- 9.5** Incidents of serious misconduct
- 9.6** Complaints from customers/parents/others
- 9.7** Incidents with casual callers, vandals, thieves, drunks (or other intoxication) and general bad behaviour
- 9.8** Support first-aiders in difficult cases/as required

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## **10.0 Duties of Personnel Manager**

The Personnel Manager is responsible to the Principal for the organisation and provision of all occupational health services within the College including those relating to eyesight tests for the VDU regulations.

- 10.1.** These responsibilities are in addition to the responsibilities as a Manager detailed in section 6.
- 10.2.** The Personnel Manager will ensure that all staff job descriptions contain adequate information that relate to the health and safety responsibilities of the post
- 10.3.** The Personnel Manager will ensure that training needs in respect of health and safety are identified at interview and upon appointment are passed to the appropriate Manager to arrange with the Staff Development Office and the Health & Safety Advisor.
- 10.4.** The Personnel Manager will ensure that every member of staff receives and signs for a copy of the College Health and Safety Policy and that records are kept.
- 10.5.** To provide the College Health & Safety Advisor with comprehensive sickleave records on a monthly basis and to alert the Health & Safety Advisor to any staff sickleave that may be reportable under the RIDDOR regulations.
- 10.6.** The Personnel Manager shall have ownership of the Stress Policy and any other health and safety related policy that relates to the department's operating area.

## **11.0 Duties of Estates & Building Services Manager**

The Estates & Building Services Manager is responsible to the Principal for building and maintenance works authorised by the Estates & Facilities Department and in particular is responsible for:

- 11.1.** These responsibilities are in addition to the responsibilities as a Manager detailed in section 6.
- 11.2.** For maintenance systems (including defect reporting) to ensure that College buildings and grounds are kept in a condition that is, so far as is reasonably practicable, without risk to health and safety and which provides safe access and egress for all users of College property.
- 11.3.** For the health, safety and welfare of all College maintenance workers as regards their working environment, practices and competence.

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- 11.4. For the control and co-ordination of, and co-operation with contractors employed by College on estates contracts to ensure so far as is reasonably practicable that their conduct does not present a risk to health and safety. This includes the permit to work system.
- 11.5. For ensuring that companies employed to carry out construction or related work on behalf of the College are competent and that suitable health and safety provision is included at the tender or quotation stage of the contract.
- 11.6. For ensuring that any unsafe machine, tool or structure is adequately immobilized or made safe.
- 11.7. For ensuring that all fire detection equipment and emergency lights are regularly inspected and serviced according to current British Standards
- 11.8. For the periodic examination by a competent person of any plant or equipment for which examination is statutory.
- 11.9. For the control and co-ordination of the College's portable appliance testing programme.
- 11.10. For monitoring the competence of the College employees trained to test portable appliances.

## 12.0 Duties of the Health & Safety Advisor

General responsibilities are:

- 12.1. Review and develop the College Health and Safety Policy to meet the requirements of Government legislation and other relevant regulations.
- 12.2. Ensure that the policy is converted into regulations and operational procedures, and monitor to ensure that all employees are fully conversant with these and observe them.
- 12.3. Devise College wide management systems to enable Faculties/Directorates to undertake risk assessment processes to identify hazards and after evaluation of the risk to ensure appropriate control measures are taken to meet or exceed statutory provisions.
- 12.4. Monitor to ensure that records of the risk assessment process are maintained in Directorates/Faculties and maintain a central record of risk assessments.
- 12.5. Discuss deficiencies with the relevant officer(s) and/or outside bodies and agree appropriate action. Provide a consultative forum for Trade Union

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Safety representatives to discuss issues relating to the postholder's responsibilities.

- 12.6.** Develop monitoring systems to assess health and safety performance.
- 12.7.** Liaise with the Welfare & Benefits Officer on health surveillance where the risk assessment has identified a need.
- 12.8.** Provide College staff with comprehensive and relevant information or advice as requested on: the risks identified by the assessment, the preventive and protective measures taken, procedures relating to serious and imminent danger and danger areas, and risks relating to other employers using the site.
- 12.9.** Ensure Faculties/Directorates inform non-employees working on the site of the College of emergency & health and safety arrangements.
- 12.10.** Ensure Faculties/Directorate inform contractors etc. of any relevant information contained within risk assessments and appropriate action is taken. Where specialist contractors are commissioned where there is high-risk e.g. asbestos removal, liaise with contractors to ensure adequate measures are taken.
- 12.11.** Give advice when requested on machinery and equipment purchased by the College both prior to usage and when problems have been identified. Resolve/prohibit activities, which contravene legislation or involve a risk of personal injury found during monitoring duties.
- 12.12.** Maintain accident records and statistics, ensure accident reports are prepared, analysed and where appropriate, notified to the Health and Safety Executive. Draw to the attention of the Safety Committee any significant accident trends and recommend appropriate action.
- 12.13.** Ensure that appropriate records are maintained in compliance with legislative and regulatory requirements e.g. COSHH. Ensure that necessary notices are displayed.
- 12.14.** Undertake planning and implementation of fire drills, bomb drills and evacuation procedures. Identify and rectify deficiencies. Keep appointed College evacuation officers informed of their responsibilities and monitor accordingly.
- 12.15.** Design training programmes, course material and lecture on key areas of Health and Safety matters relevant to permanent and temporary employees, and contribute to other training programmes, e.g. induction training and fire precautions etc.
- 12.16.** Be a Member of the Safety Committee and report on Health and Safety matters to appropriate College Committees.

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### **13.0 Duties of Health & Safety Committee Members**

Members are appointed by Directors to serve on the Health and Safety Committee to act as representatives of their colleagues with particular responsibilities to:

- 13.1.** Communicate between colleagues and the Health and Safety Committee.
- 13.2.** Liaise with the College Health & safety advisor on all matters of health and safety.
- 13.3.** Fully familiarise themselves with College Health & Safety Policy.
- 13.4.** Regularly attend the College Health and Safety Committee meetings.

### **14.0 Duties of all Staff**

All employees have a duty under Section 7 of the Health and Safety at Work etc. Act 1974 to co-operate with management in the implementation of the health & safety policy, and to take reasonable care of their own health and safety and that of others who may be affected by what they do or fail to do whilst at work.

In particular all staff will ensure that they:

- 14.1.** Observe safety rules at all times and make themselves familiar with the College Safety Policy, Codes of Practice or other instructions that may from time to time be issued.
- 14.2.** Make full and proper use of protective safety clothing, equipment and devices and report any damage or defect to line management without delay.
- 14.3.** Report all accidents, injuries, work related ill health and damage, to their line manager, whether persons are injured or not, using correct College reporting procedures.
- 14.4.** Report all hazards to their line manager who will also be pleased to receive any suggestions to improve health and safety.
- 14.5.** Do not recklessly interfere with, or misuse, anything provided to comply with any Regulation made under the Health and Safety at Work etc. Act 1974 (Section 8 of the Health and Safety at Work etc. Act 1974).
- 14.6.** Report anyone interfering with, or misusing, anything provided to comply with Health and Safety Legislation to their Manager.
- 14.7.** Co-operate with the College to enable the College to comply with statutory duties under the Health and Safety at Work etc., Act 1974.

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- 14.8.** Report any work situation, which might present a serious and imminent danger to their line manager without delay. This danger may be to themselves or to others.
- 14.9.** Report any shortcomings in the health and safety arrangements that are outside their remit to correct, even when no immediate danger exists, to their line manager so that remedial action can be taken as needed. Where the corrective action is within the remit of the member of staff action must be taken promptly to correct the situation.
- 14.10.** Are responsible for attending all Health and Safety training sessions arranged by their line manager to comply with statutory requirements or College policy. Where, for one reason or another, staff are not able to attend or have not attended these sessions, their line manager must be informed so that alternative arrangements may be made. Employees are also responsible for informing their manager, where they have attended a training session and not fully understood the information given in that training session, so that arrangements for further training may be made.
- 14.11.** Attend for health surveillance where risks to their health and safety have been identified to enable the College to discharge its responsibility for providing appropriate health surveillance.
- 14.12.** Only work within their own competence, training and authorisation.
- 14.13.** Make themselves familiar with the emergency procedures in place in their area(s) of work
- 14.14.** Academic staff are responsible for the students under their control and must ensure that the students receive:
  - Timely instruction, training information and supervision to ensure that all coursework is carried out in safety.
  - Instruction in the fire and emergency procedures including those for disabled students to be followed as soon after enrolment as is reasonably practicable.
  - Information on the use, handling and storage of potentially hazardous substances, materials or plant.
  - Use correctly, and without fail, such Personal Protective Equipment as is required by statute or College risk assessment.
  - Use machinery only as trained and with appropriate supervision where needed.

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**13.15.** All staff must wear their ID cards at all times whilst on the campus.

#### **15.0 Duties of Outworkers**

All College employees working in premises other than those owned by the College must, whilst observing the health and safety requirements of the College, work in co-operation with other employers' health and safety requirements. In case of difficulty the employee should raise the matter with his/her line manager.

#### **16.0 Duties of Visitors**

All visitors must observe the College safety and security rules at all times without exception.

#### **17.0 Duties of Students**

Whilst on the College premises or in attendance at other premises as part of the curriculum, students have a general duty to be aware of the health and safety requirements and to take reasonable care for the health and safety of themselves and of other persons who may be affected by what they do or fail to do during their course of their education. Additionally, all students must wear their ID cards at all times whilst on the campus.

Students who fail to comply with these duties (further defined below) will face disciplinary action by the College.

##### Notices & Written Instructions

**17.1.** Students must comply with all hazard/warning signs and notices displayed on the premises.

**17.2.** Students are expected to read and observe any official notices and instructions displayed in their work area.

##### Working Conditions/Environment

**17.3.** Students must make proper use of all safety equipment and facilities provided to control working conditions/environment.

**17.4.** Students must keep work areas clean and in a tidy condition.

**17.5.** Students must dispose of all rubbish and waste materials within the working area, using the facilities provided.

**17.6.** Students must clear up any spillage of liquids as soon as is practicable.

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#### Fire Precautions

- 17.7.** Students must conform with all emergency procedures pertinent to their work activity.
- 17.8.** Students must not obstruct any fire escape route, fire fighting equipment or fire doors.
- 17.9.** Students must report any use of fire fighting equipment to their lecturer.

#### Accidents

- 17.10.** Students must seek first aid attention from a qualified first aider for all injuries you sustain, no matter how slight and ensure that appropriate records are entered onto an Accident Report Form completed by yourself or your lecturer. Upon returning from treatment, you must report the incident to their lecturer.
- 17.11.** Students must report all incidents accidents and near misses to your lecturer for using the appropriate form which must be forwarded to the College Health and Safety Officer.

#### Health

- 17.12.** Students must report to your lecturer any condition which could affect the safety of themselves or others.
- 17.13.** Students are expected to carry out their work in a way that does not endanger their health or that of others.

#### Safe Working Procedures

- 17.14.** Students must not operate any machine, plant or equipment unless they have been trained and authorised to do so.
- 17.15.** Students must make full and proper use of all machine guarding.
- 17.16.** Students must report to their lecturer immediately, any fault, damage, defect or malfunction of any machinery, plant, equipment, tools or guards.
- 17.17.** Students must not leave any machinery, plant or equipment in motion whilst unattended unless it is designed specifically for this purpose.
- 17.18.** Students must not operate 'prescribed dangerous machinery' in any circumstances if under the age of 18. If over the age of 18, they must have received sufficient training or be under adequate supervision.

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- 17.19. Students must not make any repairs or carry out maintenance work of any description
- 17.20. Students must use all substances, chemicals, liquids, etc. in accordance with all written and verbal instructions provided by their lecturer.
- 17.21. Any difficulties in following a safe working procedure must be reported to their lecturer immediately and there must be no attempt to perform a task which is likely to cause injury to yourself or others.

#### Rules Covering Gross Misconduct

Students may be liable to summary expulsion if found to have acted in any of the following ways:

- 17.22. A serious or wilful breach of the safety rules.
- 17.23. Unauthorised removal or interference with any guard or protective device.
- 17.24. Unauthorised operation of any item of machinery, plant or equipment.
- 17.25. Unauthorised removal of any item of first aid equipment.
- 17.26. Wilful damage to, misuse of, or interference with any item provided in the interests of health and safety or welfare within the College.
- 17.27. Unauthorised removal or defacing of any label, sign or warning device.
- 17.28. Mis-use of chemicals, flammable or hazardous substances or toxic materials.
- 17.29. Horseplay or practical jokes which could cause accidents.

This list is neither exclusive nor exhaustive.

### **18.0 College Health and Safety Committee**

#### Objectives and Terms of Reference

The principal functions of the Health, Safety and Environment Committee are the promotion of the health, safety and welfare of all persons when on college premises and of staff and students when engaged upon activities relevant to the College's purposes.

#### **TERMS OF REFERENCE**

1. To consider and advise on College policies for health, safety and welfare, both statutory and otherwise and monitor and review their effectiveness.

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2. To discuss and recommend measures to improve the College's environmental performance.
3. To review forthcoming legislation and assess its implications and where necessary to recommend the establishment of rules governing any hazardous work activity or class of operations.
4. To promote health and safety training in the College at all levels and to ensure that appropriate emergency procedures are in place.
5. To receive detailed reports of investigations into all reportable accidents, dangerous occurrences and cases of reportable diseases to consider the effectiveness of any action taken to prevent future similar accidents.
6. To receive a list of all other recorded accidents or occurrences and to consider the effectiveness of any remedial action taken to prevent future similar incidents.
7. To consider reports of formal audits of College work places and activities and such other reports as may be submitted.
8. To request formal inspections of work places as the Committee think appropriate and to receive reports of such inspections.
9. To consider and keep under review building work which may be needed to conform to good health, safety and welfare practice.
10. To keep under review communications and publicity relating to health, safety and welfare in the College and where necessary to recommend any improvements or changes.
11. To consider reports and factual information provided by inspectors of the enforcing authority under the Health and Safety at Work Act 1974, or any other relevant enforcement authority and to establish and maintain effective links with such persons.
12. Consider relevant health, safety and welfare matters raised by members or by other bona fide College members.
13. Note the appointment and consider the activities of Safety Representatives as required by the relevant legislation.

## MEMBERSHIP

The membership of the Committee will be as follows:

1. Chair: Principal
2. Health, Safety & Environmental Advisor
3. Director of Student Support Services
4. Capital Project Manager
5. Faculty Head for ILL
6. Environment Committee Chair
7. Health Forum Chair
8. Work-based learning Manager
9. First Aid Curriculum Team Member
10. Estates & Building Services Manager
11. Union Safety Representatives (1 x UCU, 1 x UNISON)
12. Student Union Representative

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13. Student Activities Manager
14. Finance Department Representative
15. Director of Higher Education & International Provision
16. Sheppey College Safety Officer
17. Representatives of each Faculty (x8)
18. Catering & Hospitality Manager
19. Disability Advisor

A substitute for any member will be allowed provided this is acceptable to other members.

Specialist officers may be invited to give professional advice, etc.

- 7<sup>th</sup> November @ 10am (J221) – this will be a training session
- 5<sup>th</sup> December @ 10am (J221)
- 6<sup>th</sup> February @ 10am (J221)
- 27<sup>th</sup> March @ 10am (J221)
- 8<sup>th</sup> May @ 10am (J221)
- 3<sup>rd</sup> July @ 10am (J221)