DAVENTRY UTC

# HEALTH & SAFETY POLICY

Status: **Statutory**
Member of Staff responsible: **Principal**

Associated Policies and documentation:

- First Aid Policy
- Educational Visits Policy

Implementation date: September 2014
Review Date: July 2015

# Our Mission Statement

## “A distinctive learning community focussing on engineering and sustainability.

## An environment integrating education and business, where young people feel valued.”

Daventry UTC offers an excellent, career-focused education for 600 students between the ages of 14 and 19 who are interested in “new technologies” or who are motivated by technical subjects.

The education and breadth of experience provided by Daventry UTC will match the best provision in the state or independent sectors. It will help you to achieve the qualifications and skills that are highly valued by employers, and the opportunity to start developing an inspiring career.

Based in the heart of England in West Northamptonshire, Daventry UTC has a superb and accessible location with a long standing technological and manufacturing base to draw upon.

Underpinning our vision for Daventry UTC is a commitment to:

• Provide an excellent, student-centred education for 14-19 year olds

• Develop highly desirable skills in science, technology, engineering and mathematics

• Deliver career-focused, practical and technical skills training

• Harness employer partnerships to ensure qualifications and skills training are relevant to the world of work

• Focus on new, sustainable technologies to promote a “cleaner, greener county”

# Our Ethos

Emphasis will be on high standards and excellence at every level.  The Daventry UTC will create an outstanding learning environment where students will be passionate and committed to developing the skills required for a career in sustainable and related new technologies in construction, engineering or environmental sustainability.

Daventry UTC will foster a learning ethos, which promotes a spirit of enquiry, delivering young people that are ‘skilled, professional and enterprising’ by equipping them to share in a journey of technological, professional and personal development. We believe that each individual is unique and has his/her own special talent, which can be nurtured, stimulated and developed in a positive, balanced, innovative and rich environment where there is fairness, understanding, recognition of achievement and shared values.  We want every student to enjoy their education, to achieve to their potential and to develop emotionally, socially, vocationally and academically.

**STATEMENT OF INTENT**

1. In accordance with the Health and Safety (H&S) policies of the Secretary of State for Education, this policy statement sets out my H&S responsibilities towards you. As Principal of Daventry University Technical College, I have overall responsibility for the health, safety and welfare of all UTC staff, all students and all visitors to the UTC. However, I can only succeed if you meet in full your own responsibilities.

2. **My Responsibilities**. It is my intent that Daventry University Technical College will remain a safe place to work and study. I am, therefore, required to pay due regard to the fabric of the UTC and the successful operation of systems for dealing with fire, security and your wellbeing. I am also required to implement the appropriate legislative measures regarding health and safety, fire safety and environmental protection.

3. **Your Responsibilities**. You also have responsibilities for promoting health and safety; much of this is covered by law. Your responsibilities are:

a. You are to take reasonable care for your own health and safety.

b. You are to take reasonable care for the health and safety of anyone else who may be affected by your own acts or omissions.

c. You are to comply with all Daventry UTC H&S instructions.

d. You are also required to act in a way that prevents damage to property or the environment. Further, in order to mitigate environmental costs you are to:

(1) Reduction of Energy Consumption. Take all necessary actions to reduce energy consumption throughout the UTC.

(2) Waste. Take all necessary actions to reduce waste throughout the UTC.

(3) Noise. Keep noise levels down, particularly where they may impinge on other members of staff and students.

(4) Environmental Standards. When procuring goods and services for the UTC, make environmental standards a factor in the decision as to whether to purchase or not.

e. Where you are able to improve the safety of your working methods or environment, you are to do so. If you need support to achieve this, then you should speak to your line manager or to me.

f. Those of you responsible for organising off site visits are to ensure that appropriate risk assessments are conducted in line with the off site visit policy and then acted upon.

4. **Responsibilities**.

a. Daventry UTC Health & Safety Advisor. The UTC Health & Safety Advisor is the Mr Johnson and he is available to advise and assist all personnel within the UTC in order to promote compliance with the law and safe working practices.

b. UTC Fire Representative. The UTC Fire representative is XXXXXXXX

c. Control of Contractors. Contractors are to be managed by the UTC Caretaker. When operating in the Sunley Management Centre, contractors will be managed by the SMC Manager.

5. **Accident Reporting**. All staff should understand the process for reporting accidents. The UTC Administrator holds the relevant documentation in reception which is to be completed in a timely fashion in the event of an accident within the UTC.

6. **Policy Review**. This policy will be reviewed annually.

DW EDMONDSON

Principal

Sep 13

## INTRODUCTION

Daventry University Technical College is fully committed to high standards of Health and Safety. Although the Principal has ultimate responsibility for the Health and Safety, all staff and students have an important part to play in its successful implementation.

## OBJECTIVES

- To confirm that all activities are being carried out safely, without risk to health, so far as is reasonably practicable.
- To confirm there are Codes of Practice covering work activities.
- To confirm all staff are aware of and actively support the responsibilities of the Principal and accept their own personal responsibilities.
- To confirm that all new employees are aware of the UTC Health and Safety policy and the appropriate health and safety procedures.
- To confirm all visitors, contractors and suppliers of goods and services comply with relevant health and safety requirements.
- To confirm that consultative procedures facilitate the involvement and commitment of employees and their appointed representatives.
- To promote awareness of health and safety issues.
- To provide specialist professional support to managers and staff on all health and safety matters.
- To have and make readily available detailed health and safety information that may be required about or resulting from legislation, Approved Codes of Practice, or British Standards.
- To have and make readily available detailed health and safety information that may be required about substances, materials, articles, processes, plant and equipment employed by the UTC.
- To confirm suitable and sufficient assessments are carried out of the risks to health and safety of employees, students and others.
- To keep the policy under review and revise it as required.
- To monitor the implementation of the Health and Safety Policy.

## ORGANISATION AND RESPONSIBILITIES

### The Governing Body

- The Governing Body will oversee health, safety and welfare matters and will confirm that necessary resources are provided by the Principal.

- The Governing Body will monitor the implementation of the Policy by requiring an annual report based on a monitoring checklist and reports of inspections.

### Principal

The Principal is accountable to the Governing Body for the implementation of the Health and Safety Policy. The Principal will be responsible, in particular, for ensuring that:

(a) The Safety Policy Statement is brought to the attention of all staff;

(b) Codes of Practice are available for each work activity carried out in the UTC: that a copy of each Code of Practice is kept in the administrative office (Reception) of the UTC: that other copies are distributed to relevant staff and a record of distribution is maintained;

(c) Other health and safety information is communicated to relevant staff;

(d) Adequate first aid procedures exist, including the provision of sufficient first aiders and appointed persons and that all staff are aware of the arrangements. This should include times when staff are present outside the normal hours of the establishment;

(e) Accidents are reported using the established procedures;

(f) Health & safety committee members can carry out their functions including inspections and accident investigations; and, where appropriate, that consultation takes place with safety representatives;

(g) Safety representative inspection report forms are dealt with in the appropriate manner;

(h) Training needs are identified and appropriate arrangements are made for training;

(i) Assessments are undertaken of all risks to health and safety as required by the Health and Safety at Work Act 1974, Management of Health and Safety at Work Regulations 1999 and other legislation and that the significant findings are recorded;

(j) New employees receive appropriate health and safety information including details of the safety policy, codes of practice, fire drill procedures and other safety procedures;

(k) The overall procedures for safety are monitored;

(l) Fire drills are carried out and a fire register is maintained;

(m) Arrangements are in place for liaising with contractors (cleaning, catering, grounds maintenance and building work) to ensure appropriate co-operation and co-ordination between the UTC and the contractor as required by the Management of Health and Safety at Work Regulations; all reasonable steps are taken to inform contractors of risks to their employees arising out of, or in connection with the operation of the UTC; and contractors make the UTC aware of any special risks to students which might arise out of their work;

(n) Health and safety matters which cannot be resolved appropriately are raised with the Governing Body;

(o) A copy of the Statement of Intent is posted on notice boards in a prominent position and updated at regular intervals.

**Deputy Principal**

The Deputy Principal is responsible for carrying out the Principal's duties in his absence.

The Deputy Principal is responsible for staff development. This includes ensuring health and safety training is appropriately prioritised, where identified by the Daventry UTC Health & Safety Advisor.

**Health and Safety Advisor**

The Daventry UTC Health & Safety Advisor's duties include:

(a) Establishing arrangements for dealing with health and safety matters such as:
- dissemination of health and safety information to all staff;
- first aid;
- accident reporting;
- emergency evacuation procedures;
- ensuring accidents and near misses are investigated;
- ensuring health and safety matters raised by staff are dealt with;
- maintaining a central file of Codes of Practice.

(b) Co-ordinating all aspects of Health and Safety Policy and practice; attendance at SLT meetings for the H&S agenda items.

(c) Assist staff in developing Codes of Practice.

(d) Ensuring premises defects (which affect health and safety) and other health and safety matters are dealt with or, if this is not possible, for ensuring they are raised with the Principal;

(e) Ensuring the implementation of the Safety Policy is monitored;

(f) Overseeing arrangements for lettings;

(g) Ensuring 'reportable' accidents are reported to the HSE;

(h) Liaising with contractors carrying out building work.

(i) Escalation of matters requiring SLT action.

**Heads of Department *(All staff in first year)***

Heads of Department are responsible, so far as is reasonably practical, for implementing the safety policy within their department. In particular they are responsible for ensuring:

(a) That activities under their control are carried out, so far as is reasonably practical, safety and without risk to health;

(b) The implementation of the safety policy is properly monitored in their area of responsibility: carrying out inspections of the workplace and equipment;

(c) Individual employees are aware of their responsibilities for health and safety;

(d) Suitable arrangements are made for consultation with employees' safety representatives;

(e) Employees under their control are adequately trained, informed, instructed and supervised;

(f) Develop Codes of Practice appropriate to the department and that they are brought to the attention of all staff in the department.

(g) Codes of Practice are complied with and appropriate safety signs or notices are displayed;

(h) Relevant health and safety information is communicated to staff;

(i) First aid procedures are complied with;

(j) All accidents and near misses occurring in the department are reported and an Accident Report Form is completed;

(k) Reasonable arrangements for allowing health & safety committee members to carry out their functions are complied with;

(l) Health & Safety training needs of staff within the department are identified;

(m) Staff are aware of fire procedures;

(n) New employees receive all appropriate health and safety information / training, including departmental safety procedures;

(o) Ensuring assessments are undertaken of all risks to health and safety as required by the Management of Health and Safety at Work Regulations and other legislation and that the significant findings are recorded.

(p) Ensure that they discuss Health and Safety with their line Manager [Deputy Principal] at their scheduled meetings.

**Educational Visits Group Leaders**

The Educational Visits Group Leaders are responsible for overseeing arrangements for all UTC educational visits in accordance with the Educational Visits Policy.

**All Staff**

All staff are expected to:

(a) To take reasonable care of their own health and safety and that of all persons affected by their acts or omissions;

(b) Know the emergency procedures in respect of fire and first-aid and the special safety measures to be adopted in their own working areas and to ensure that they are applied;

(c) When working with students, exercise effective supervision of students and ensure that they know of the general emergency procedures in respect of fire and first-aid and the special safety measures of the teaching area. Ensure that they give clear instructions and warnings as often as necessary ***(notices, posters, hand-outs are not enough);***

(d) Ensure that students' coats, bags, cases etc are safely stowed away;

(e) Integrate all relevant aspects of safety (where applicable) into any teaching process and if necessary give special lessons on safety;

(f) Personally follow safe working procedures;

(g) Ensure the use of protective clothing, guards, special safe working procedures etc, when necessary;

(h) Make recommendations on safety matters;

(i) Assist their Head of Department in the development of Codes of Practice appropriate to the work area and be familiar with them;

(j) Comply with risk assessments appropriate to the work activity (and the consequent protective and preventative measures). If there is no risk assessment for work activities where there is a risk to anyone's health and safety, Staff must raise this with the UTC Health and Safety Advisor and assist in the development of the Risk Assessment. (NB – in many cases the risk assessment will be implicit in the Codes of Practice).

**Caretaker**

The Caretaker is responsible for:

(a) Supervising other site services staff (including contracted services), ensuring they are provided with relevant health and safety information including the Safety Policy and Codes of Practice;

(b) Identifying premises' defects and dealing with them as appropriate. Where they cannot be dealt with, ensuring the area is made safe and the defect is reported to the Health and Safety Advisor

(c) Liaising with building contractors and monitoring the work to ensure appropriate standards of health and safety are maintained;

(d) Testing the fire alarm system and entering details in the Fire Register;

(e) Ensuring that the premises are secured and all persons have left the premises before alarms are set.

**All Line Managers**

All Managers are responsible for ensuring the Health and Safety Policy and arrangements that have been made are implemented in their areas of activity. In addition to ensuring work activities under their control are carried out, so far as is reasonably practicable, safely and without risk to health, Managers and Supervisors' responsibilities include:

(a) Monitoring the implementation of the Health and Safety Policy in their area of responsibility, carrying out inspections of workplaces and equipment and reporting accidents;

(b) Ensuring individual employees are aware of their responsibilities for health and safety;

(c) Making suitable arrangements for consultation with health & safety committee members;

(d) Ensuring employees under their control are adequately trained, informed, instructed and supervised.

**Reception Staff**

Reception Staff are expected to:

(a) Hold copies of the Codes of Practice.

(b) Hold copies of the UTC Accident Books.

(c) Hold a copy of the UTC Health & Safety Policy.

(d) Maintain the Fire Register.

(e) Hold a master copy of the COSHH Risk Assessments (including SDS).

(f) Hold a master copy of the Risk Assessments.

(g) Hold a central file of H&S bulletins.

(h) Hold copies of RIDDOR form F2508.

**Students**

Students are expected to:

(a) Exercise personal responsibility for safety of themselves and others;

(b) Observe the safety rules of the UTC and in particular the instructions of staff given in an emergency;

(c) Treat all equipment with respect;

(d) Wear safety clothing when in the Workshops as directed;

(e) Use and not wilfully misuse, neglect or interfere with any item provided for safety;

(f) Ensure that they only use those areas which are designated for pedestrians.

**HEALTH & SAFETY REPRESENTATIVES AND HEALTH & SAFETY COMMITTEE**

**Health & Safety Representatives**

The Governing Body will provide for effective joint consultation on health and safety matters with Health & Safety committee members.

Heads of Department (all teaching staff in year 1) are the nominated Safety representatives for their areas.

**Health & Safety Committee**

The Health & Safety Committee will meet monthly and be made up of the following members:

Member of SLT
Health and Safety Advisor
One Governor
Staff Representatives

- Two Teaching Staff from the Engineering and Construction Departments
- One other

Caretaker
First Aider

**HEALTH AND SAFETY ADVICE**

Northamptonshire County Council Health and Safety Advisory Service will assist in undertaking protective and preventative measures.

**GENERAL ARRANGEMENTS FOR HEALTH AND SAFETY**

**Codes of Practice**

Daventry University Technical College has adopted Northamptonshire County Council Codes of Practice; these are the arrangements for carrying out the safety policy and should therefore be read in conjunction with the safety policy.

**Training**

Daventry UTC is committed to investment in staff learning and development as part of its Strategic Plan. It is an investment in the individual for the benefit of the individual, the team and for the UTC.

SLT and Department Heads will be given appropriate training to enable them to discharge their health and safety responsibilities appropriately.

Where the Principal allocates health and safety responsibilities to specific members of staff he must ensure that person is competent to perform those duties and must consider the need for additional training.

All health and safety related training will, so far as possible, be planned and organised with the involvement of the relevant stakeholders. However, responsibility for appropriate health and safety training for staff, as part of the overall CPD training, rests with the Deputy Principal.

Students will be given appropriate training in health and safety. The use of colour coding will assist with their understanding and therefore compliance.

**General Arrangements**

Appendix 1 of this policy indicates staff responsibilities for implementing the safety policy.

**Accident Reporting**

The accident reporting procedure is in Appendix 2 of this document. All accidents should be reported to the UTC Health & Safety Advisor.

**Fire Procedures**

The Fire Procedures can be found at Appendix 3.

**Medical Room Procedures**

The Medical Room Procedure can be found in the First Aid Policy.

**Risk Assessments**

Under the Management of Health and Safety at Work Regulations 1999 and Control Of Substances Hazardous to Health (COSHH) Regulations, there is a requirement for all risks to health and safety to be assessed and for significant findings to be recorded. All members of staff responsible for health and safety matters within a department or area must ensure that they have fully completed risk assessments for those areas; the DUTC Risk Assessment form is at Appendix 4. All risk assessments must be returned to the Health and Safety Advisor.

The Health and Safety Advisor is to maintain a Risk Register of all risk assessments. Department heads are to maintain a Risk Register for all risk assessments in their area/department. These are to be made available to all personnel using their area.

Staff and Students are to wear their protective clothing (coveralls and safety boots) in the Workshops.

A colour coded system for Personal Protective Equipment (PPE) is to be used within Daventry UTC. This system allocates colours to activities and equipment:

| Colour Code | Safety Equipment |
|---|---|
| **Green** | Coveralls and Safety Boots |
| **Yellow** | Coveralls, Glasses and Safety Boots |
| **Amber** | Coveralls, Glasses, Safety Boots and Gloves |
| **Red** | Coveralls, Glasses, Safety Boots, Gloves and Mask |

**Health and Safety Monitoring**

(a) Inspections of Daventry University Technical College are to be carried out termly by the Principal, Heads of Department, Health and Safety Advisor and the Caretaker.

(b) An internal review of health and safety arrangements and procedures will be carried out annually by the Health and Safety Advisor. A report will be made to the Governing Body through the Principal.

(c) All accidents and near misses will be investigated, as appropriate, to identify any failures in the management of health and safety. All reports will be submitted to the safety committee and where necessary reports will be submitted to the Principal.

(d) The Health and Safety Advisor will examine accident and incident records to identify any causes that might be remedied. (Recurring events might highlight a problem not highlighted by a single event).

(e) In addition to the above, routine inspections are carried out on the following equipment:

- PE equipment,
- Fire extinguishers,
- Portable electrical appliances,
- Fire alarms,
- Emergency lighting,
- Lifting tackle,
- Heating appliances,
- Hot and cold water systems
- All equipment for the specialist subjects.

Other routine inspections are detailed in specific Codes of Practice (eg fume cupboards).

**Display Screen Equipment (DSE) Procedures**

DSE procedures can be found at Appendix 5.

**Control Of Substances Hazardous to Health (COSHH)**

COSHH procedures can be found at Appendix 6.

**Manual Handling and Lifting Procedures**

Manual Handling and Lifting procedures can be found at Appendix 7.

**Electrical Safety Procedures**

Electrical Safety Procedures can be found at Appendix 8.

**Noise Procedures**

Noise Procedures can be found at Appendix 9.

**Contractor Checklist**

The checklist for Contractors working within the UTC can be found at Appendix 10.

**RADIATION PROTECTION ADVICE**

When the UTC uses radioactive sources at a level that will require the services of:

(a) Radiation Protection Adviser (RPA)

(b) Radiation Protection Supervisor (RPS)

The RPA will be provided through the Northamptonshire County Council's Health and Safety Advisory Service. A specialist member of the UTC's Science Department will provide the role of RPS.

## ACCESS TO POLICY STATEMENT

Access to a copy of the statement will be available to all staff and students on the UTC's notice board(s).

A copy of the Health and Safety Policy will be uploaded on the UTC website and all new staff directed to read it.

## FIRST AID ARRANGEMENTS

See First Aid Policy

### Designated First Aiders

| Name: | Expiry date of qualification: |
|---|---|
| Mandy Seaney | 2015 |

This policy will be monitored regularly to assess its implementation and effectiveness. The designated member of staff responsible will provide an annual report to the Governing Body and interim reports on request.

The policy will be reviewed as per the published policy review cycle.

**Appendix 1**

**STATEMENT OF HEALTH AND SAFETY POLICY**
(copies to be displayed on notice boards in prominent positions)

| | |
|---|---|
| Name of senior member of staff with responsibility for co-ordinating health and safety: | Mr Matt Johnson |
| Senior member of staff responsible for staff development: | Mrs Sally Kirk |
| Location of central file of Codes of Practice: | Reception |
| Location of Fire Register: | Reception |
| Location of central file of Health and Safety Information Bulletins: | Reception |
| Procedure for accident reporting:<br><br>(a) Name of member of staff to report accident to:<br><br>(b) Who should complete accident form:<br><br>(c) Who should telephone HSE in case of notifiable incidents: | <br><br>Mr Matt Johnson<br><br>Department Heads<br><br>Mr Matt Johnson |
| Name(s) of establishment's Safety Representatives: | Department Heads (all staff in year 1) |

**SAFETY COMMITTEE**

**CONSITUTION AND TERMS OF REFERENCE**

**Introduction**

This Committee shall report to the Principal of Daventry University Technical College

**Terms of Reference**

The aim of the Committee shall be to promote co-operation between the UTC and its employees in instigating, developing and carrying out measures to ensure the health, safety and welfare at work of employees and the health and safety of other users of the site.

Its main functions will be:

(a) To receive general reports and factual information provided by Inspectors of the enforcing authorities appointed under the Health and Safety at Work Act and act upon them;

(b) To consider matters raised by the Health and Safety Advisor and Safety Representatives;

(c) To determine arrangements for safety inspections and to consider reports;

(d) Assist in the development of safe working practices and Codes of Practice;

(e) To receive reports on accidents, near misses and occupational ill health and consider the need for appropriate action;

(f) To monitor the implementation of the Safety Policy;

(g) To review the effectiveness of health and safety communication, publicity and training within the UTC;

(h) Where appropriate, to make recommendations to the Principal.

**Membership**

The membership of the Committee will be as follows:

Member of SLT
Health and Safety Advisor
One Governor
Staff Representatives

- Two Teaching Staff from the Engineering and Construction Departments
- One other

Caretaker
First Aider

**Chair**

The Health and Safety Advisor shall be Chair of the Committee.

**Decisions**

It is intended that decisions will be reached on the basis of consensus to reflect the shared commitment of the Governors, SLT and Staff to maintain high standards of health and safety. However, where this cannot be achieved the matter will be raised with the Principal and possible consideration by the Governing Body.

**Quorum**

The quorum for a meeting will be one member of the SLT, the Health and Safety Advisor and one Staff member.

**Secretarial Arrangements**

The Health and Safety Advisor will arrange minutes to be taken at the meeting.

**Record of Attendances**

Attendance at meetings will be recorded in the minutes.

**Attendance of Specialists/Advisors**

External specialists and other members of staff or management may be invited to attend meetings to advise on particular matters as and when considered necessary by the Committee.

**Procedures**

(a) The Committee will normally meet monthly but other meetings can be arranged as necessary.

(b) Agenda items giving adequate written details must be submitted to the Chairman/Secretary at least two weeks prior to the next meeting. Matters brought to the attention of the Committee by staff representatives shall have already been raised through established reporting procedures.

(c) Agenda and related papers should be sent to members at least one week before each meeting.

(d) Minutes of the proceedings of each meeting shall be circulated to all members of the Committee as soon as possible after each meeting and posted on the UTC notice board.

**Appendix 2**

## ACCIDENT REPORTING PROCEDURE

### INTRODUCTION

All incidents (accidents and near misses) to both staff and students must be reported using the appropriate form or book. Certain accidents or near misses must in addition be reported to the Health and Safety Executive (HSE).

The procedures to be adopted are described below.

### ALL ACCIDENTS

#### Employees

The **Staff Accident Book** should be completed either by the injured person or their Department Head. A copy of each record must be sent to the UTC Health and Safety Advisor. Records must be kept for three years.

#### Students and Non-Employees

The **Student and Non-Employees Accident Book** must be completed for all accidents to students and non-employees (including members of the public) by the Head of the Department in which the accident occurred. A copy of each record must be sent to the UTC Health and Safety Advisor. Records must be kept for three years.

### ACCIDENTS/DISEASES WHICH MUST ALSO BE REPORTED TO THE HSE

Reporting of Injuries, Diseases and Dangerous Occurrences (as covered in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995) Accidents must be reported using the appropriate Accident Book, as indicated above, both of which are located in the Medical Room. Copies of each report must be sent to the UTC Health and Safety Advisor, who will report the incident to the HSE on Form F2508.

Definitions of ‘Major Injuries or Conditions’ and ‘Dangerous Occurrences’ are listed in the Guidance Notes accompanying the F2508 Forms and in the booklet HSE24. Major injuries include, for example, broken wrists, injury to the eyes from chemicals and injuries that result in the injured person being admitted to hospital for more than 24 hours. By law, these accidents must be reported to the HSE by the quickest practicable means (i.e. telephone), followed by the submission of Form F2508 within seven days.

#### Reporting Procedures

(a) As soon as practicable after the incident, the UTC Health and Safety Advisor (or a nominated representative) must telephone the HSE – 0845 300 9923. A written record must be kept of the call in the relevant Accident Book.

(b) Form F2508 must be completed and sent to the Health & Safety Executive, Incident Contact Centre, Caerphilly Business Park, Caerphilly CF83 3GG within seven days of the incident.

(c) The Regulations require that a record be kept of all reportable accidents/dangerous occurrences. A copy of the form must be kept as the official record.

(d) Student are not at work and therefore are regarded as members of the public (MOPs) for this part of the form. The exception is they are participating in a recognised training scheme or work experience. Under health and safety law, students are regarded as employees in such circumstances. The employer should report the injury as if they were one of their employees.

‘**Over Seven Day Accidents’ to a Person at Work**

If a person at work (e.g. employee or student) is incapacitated for his or her normal work for more than seven consecutive days as a result of an accident at work, Form F2508 must be completed and sent to the HSE within seven days of the accident. The seven days excludes the day of the accident but includes any days that would not have been working days (e.g. weekends). The UTC must still keep a record of the accident if the employee or student has been incapacitated for more than three consecutive days.

**Reporting Procedures**

(a) As soon as the accident becomes reportable (i.e. on the 8th day of absence) Form 2508 must be completed and sent to the HSE.

(b) A copy of Form F2508 must be kept as the official record.

**Cases of Disease**

Where a person at work suffers from certain specific diseases and their work involves specified activities a report must be sent to the HSE on Form F2508A. The diseases and activities are also specified in the booklet HSE24. It is only necessary to report diseases when a written statement is received from a registered medical practitioner diagnosing the disease as one on the list. Such cases are likely to be very rare in education establishments but nevertheless can occur. For example the list includes acne caused by exposure to mineral oils; occupational asthma caused by exposure to epoxy resins, laboratory animals and grain products; and poisoning by substances, which could be found in UTC chemistry laboratories.

**Exemptions – Road Traffic Accidents**

Road Traffic Accidents do not need to be reported to the HSE, except where the injury involves a person engaged in work, or alongside a highway; or exposure to a substance being conveyed by a vehicle, or loading or unloading a vehicle. (NB: the standard accident book/form should however be completed).

**Exemptions – Student Accidents in the Playground**

Injuries received during play activities in playgrounds arising from collisions, slips and falls do not need to be reported to the HSE unless they are attributable to:

- the condition of the premises (e.g. potholes, ice, worn steps);
- plant or equipment on UTC premises;
- or lack of proper supervision. (NB: the standard accident form should however be completed).

**Exemptions – Student Accidents during PE**

Such accidents only require reporting if:

- The pupil is killed or taken to hospital for treatment to an injury (i.e. not as a precautionary measure); and
- The accident arose out of or in connection with the work of the UTC, rather than as a consequence of the normal risks associated with participation in physical activities. For example, if the accident was caused by faulty equipment or inadequate supervision.

**Exemptions – Student Accidents during Sports**

Most do not require reporting, since they arise out of the normal participation in a sporting activity (for example, a heavy tackle in rugby). Injuries should only be reported if they arise out of or in connection with a work activity, such as those due to defective equipment or failings in the organisation and management of an event.

**Appendix 3**

**FIRE PROCEDURES**

**ON DISCOVERING A FIRE**

Member of staff or student sounds alarm by breaking glass at nearest Fire Point and confirms situation by telephone to UTC Reception (phone 0). Caretaker to confirm location of fire.

On confirmation of fire, Reception are to telephone Fire and Rescue Service.

The Principal is to take control of the incident.

Only staff should tackle the fire and only do so if they are specifically trained to use a fire extinguisher. Where staff are trained, the extinguishers should only be used where it is necessary to do so to enable safe evacuation of the premises. No students should tackle the fire or use an extinguisher.

**ON HEARING THE FIRE BELL** *(continuous ringing of the lesson change bell?)*

- Always assume that the alarm is real
- Close all windows in the room you are in
- Turn off lights, power, gas
- Computers may be left 'on'
- Doors should be shut but not locked – Ensure that no doors are wedged open
- Teaching staff to evacuate students in an orderly and quiet fashion, following the route indicated by the map situated next to the door in each room. DO NOT allow anyone to re-enter the building.
- Whilst seeing students out, staff should check local fire points and inform front office if false alarm (Phone 0).
- Reception Staff to take the following to the Assembly Point:

    - Staff and Student Register
    - Visitors Book
    - Medical Book
    - Support Staff signing in sheets

- All visitors to the UTC must be escorted to the fire assembly point by the individual they are visiting.

**RESPONSIBILITIES OF CARETAKER**

**On hearing the bell:**

- To open all locked external gates
- Determine the location of the fire (or broken call point)
- Establish whether the fire is real or a false alarm

**If the fire is real:**

- Tackle the fire if necessary to enable safe evacuation of the area
- Liaise with the Fire Service upon their arrival and direct to fire
- Confirm fire to SLT at fire assembly point

**If a false alarm:**

- Locate the broken call point
- Replace glass
- Silence and reset alarm panels
- Confirm false alarm to SLT at assembly point who will then co-ordinate return to classrooms

**GENERAL RESPONSIBILITIES OF TEACHING STAFF**

**ESCORT** students and supervise them during the evacuation
**LISTEN** for instructions during the evacuation

**FIRE MARSHAL RESPONSIBILITIES**

The staff designated below should "sweep" through their designated area to ensure everyone is out.

| Area to be "swept' | Staff / Deputy |
|---|---|
| Sports Hall | Mr Odell |
| Cafeteria | |
| Workshops | Mr Johnson  Mrs Triggs |
| Level 4 | |
| Level 5 | |
| Level 3 Community Area | |
| | |

Each designated sweeper should ensure that other staff in their Department know the area to be swept so that they can cover their role if the named person is unavailable.

Once outside the "sweepers" should report to the Deputy Principal.

**AT THE ASSEMBLY POINT** (Car Park)

**RESPONSIBILITIES OF STUDENTS**

Students to go to the designated area for their Tutor Group in alphabetical order ready to be registered.

**RESPONSIBILITIES OF ACADEMIC MENTORS**

- Academic Mentors to ensure that their students line up in silence behind the designated line and in register order.

- Reception staff to distribute registers

- Staff to take register

- Staff to report details of any unaccounted students with details of where they were last seen to Deputy Principal.

**RESPONSIBILITIES OF RECEPTION STAFF**

- Distribute Registers
- Ensure that all visitors (including support staff) are accounted for

**REPORTING TO PRINCIPAL**

The following staff need to report directly to the Principal:

- Caretaker to confirm as to whether fire or false alarm.
- Deputy Principal to confirm all areas are clear.
- Deputy Principal to confirm all students accounted for.
- Reception Staff to report situation regarding visitors and support staff.

**RESPONSIBILITIES OF PRINCIPAL**

- Assume overall control of situation
- Receive reports from designated staff
- If false alarm, to dismiss students back to class
- If fire to await instruction from Fire Services

**Appendix 4**

## DAVENTRY UTC RISK ASSESSMENT FORM

| | | |
|---|---|---|
| Risk to be Assessed: | | |
| Assessment Conducted by: | Name: | Date: |

| | | | | | | |
|---|---|---|---|---|---|---|
| **1. Describe** the hazard. | | | | | | |
| **2. Identify** the persons at risk and **describe** how they might be harmed. | | | | | | |
| **3. Identify** the existing control measures and **explain** how they are intended to control the risks. | | | | | | |
| **4. Calculate** an initial risk rating based upon existing control measures. | **Severity** | | **Likelihood** | | **Overall Rating** | |
| **5. Describe** any additional control measures required and **explain** how these will reduce the risks. | | | | | | |
| **6. Calculate** a revised risk rating based upon any additional control measures. | **Severity** | | **Likelihood** | | **Overall Rating** | |

**Risk Assessment Matrix**

| | Likelihood | Unlikely | May Happen | Likely | Very Likely | Certain |
|---|---|---|---|---|---|---|
| **Severity** | | (1) | (2) | (3) | (4) | (5) |
| **Death** | (5) | 5 | 10 | 15 | 20 | 25 |
| **Major Injury** | (4) | 4 | 8 | 12 | 16 | 20 |
| **Over 3 Day Injury** | (3) | 3 | 6 | 9 | 12 | 15 |
| **Minor Injury (First Aid off site)** | (2) | 2 | 4 | 6 | 8 | 10 |
| **Minor Injury (First Aid on site)** | (1) | 1 | 2 | 3 | 4 | 5 |

**Risk Rating Table**

| Score | Priority | Action |
|---|---|---|
| **1-4** | **Low** | **This represents a low risk and activity can go ahead. Although control measures must be maintained.** |
| **5-10** | **Medium** | **Action required to control the risks. Measures required before activity can take place.** |
| **12-25** | **High** | **Action required urgently to control risks. Activity must not go ahead.** |

**Appendix 5**

## DISPLAY SCREEN EQUIPMENT (DSE) PROCEDURES

The definition of DSE is any equipment having a display screen; this does not include specialist equipment with a monitor.

Line Managers are to ensure, that a DSE assessment has been conducted for the work activities of each DSE user and their workstation under their control. The guidelines for a DSE user are any employee who uses DSE continuously for 1 hour or more during their working day.

The Line Managers must ensure the following points during the assessment:

- Ensure the process includes users interaction as this must be a two way process to enable agreement on the user's needs and requirements for their work activity.
- Ensure that all hazards to their health and safety have been identified and control measures implemented as required.
- Ensure that key consideration is given to the type of equipment used and the specific requirements of the user, (example mobility impaired or sight restricted).

The assessment format is at the end of this procedure.

Any user who considers that they have difficulty focussing on the Screen after it has been established that the screen image is stable and clear has a legal right to request a sight test for working with display screen equipment. However Line Managers must satisfy themselves that the individual concerned is a dedicated user and hence entitled to eyesight testing and possible corrective appliances.

Self help Guideline for DSE users which may also reduce the potential for ill health occurring because of DSE are as follows:

**Natural Breaks**. Users should arrange daily tasks to allow short "natural" breaks away from DSE. This does not imply more time off work for tea breaks, but means that people should vary their work tasks so that they are away from the screen ten minutes in every hour for other tasks i.e. photocopying, filing, collecting printing etc. This ensures that they are not sitting in the same posture for long periods, and allows the eyes to adjust to differing focal lengths.

**Mini breaks**. Whilst working at the desk under intense visual tasks, users should be instructed not to continually stare at the screen. They should increase blinking and look away from the screen for a few seconds to avoid visual fatigue. Posture should be varied by stretching arms and letting shoulders relax for a few seconds, to avoid muscle fatigue.

Shifting positions can also help relieve stress on the body.

The types of ill-health that may affect users of DSE because of bad practices is as follows:

- Work related upper limb disorders (WRULDs) for example Tendonitis and Carpal Tunnel Syndrome.
- Some back disorders, including prolapsed discs and strains in the lumber or the pelvic region at the base of the spine, can also be blamed on prolonged use of DSE.
- Visual fatigue (or eye strain) is brought about by the eyes having to work at the limit of their capabilities for long periods. This is most commonly caused by prolonged looking at bright light or concentration on small objects.

**COMPUTER WORKSTATION CHECKLIST**

Work through this checklist, ticking either the 'yes' or 'no' column against each risk factor.

**Yes Answers –** Require no further action

**No Answers** - Look at the 'Things to consider column' for help with this. If these do not help further investigation by the Workstation Assessor will be required. The Workstation Assessor will record their decisions in the 'Action to take' column and check back at a later date to ensure these actions have resolved the problem.

| | | | | | | |
|---|---|---|---|---|---|---|
| **Name of Employee:** | | **Job Title:** | | | | |
| **Line Manager:** | | **Department:** | | | | |
| **Date of initial assessment by Employee:** | | **Follow Up by Workstation Assessor Required?** | **Y** | | **N** | |
| **Date of Assessment by Workstation Assessor:** | | **Any further action required?** | **Y** | | **N** | |
| **Follow Up action completed on:** | | | | | | |

| **Risk Factors** | **Tick Answer** | | **Things to Consider** | **Action to take** |
|---|---|---|---|---|
| | Yes | No | | |
| **1. DISPLAY SCREENS** | | | | |
| Are the characters clear and readable? | | | Make sure the screen is clean and cleaning materials are available. Check that text and background colours work well together. | |
| Is the text size comfortable to read? | | | Software settings may need adjusting to change text size. | |
| Is the image stable, i.e free from flicker and jitter? | | | Try using different screen colours to reduce flicker.<br><br>If the problem persists get the set up checked by IT Technician. | |
| Is the screens specification suitable for its intended use? | | | For example, intensive work requiring attention to detail may require a larger screen size. | |

| | | | | |
|---|---|---|---|---|
| Are the brightness and/or contrast adjustable? | | | Separate adjustments are NOT essential as long as they can be adjusted. | |
| Does the screen swivel and tilt? | | | Swivel and tilt does NOT need to be built in: you can add a swivel and tilt mechanism. | |
| Is the screen free from glare and reflections? | | | You might need to move the screen or desk from the source of the reflection. | |
| Are adjustable window coverings provided? | | | Check the blinds work. Contact Caretaker if there are any problems with the blinds. **Only consider anti-glare measures as a last resort**. | |
| **2 KEYBOARDS** | | | | |
| Is the keyboard separate from the screen? | | | This is a requirement. | |
| Does the keyboard tilt? | | | The tilt does NOT need to built in to the keyboard. | |
| Is it possible to find a comfortable keying in position? | | | Try pushing the screen back to create more room for the keyboard, hands and wrist. You may require a wrist rest if you have a very thick keyboard. | |
| Are the characters on the keys easily readable? | | | Keyboards should be kept clean. If the characters still can't be read the keyboard may need replacing. | |
| **3 MOUSE, TRACKBALL ETC** | | | | |
| Is the device suitable for the tasks it is used for? | | | If the user is having problems, try an alternative device. | |
| Is the device positioned close to you? | | | Place devices as close to you as possible. | |
| Are your wrists and forearms supported? | | | Support can be gained from the desk surface or arm of a chair. If you experience any difficulties contact your workstation assessor. | |
| Does the device work smoothly at a speed that suits you? | | | See if the mouse ball and rollers require cleaning. Check that the work surface is suitable. | |
| **4 SOFTWARE** | | | | |
| Is the software suitable for the task? | | | Software should help you carry out the task with the most minimal of stress. You should have appropriate training. | |

| | | | | |
|---|---|---|---|---|
| **5 FURNITURE** | | | | |
| Is the work surface large enough for the necessary equipment? | | | Create more desk space by moving printers, in-trays, reference materials etc elsewhere. | |
| Can you comfortably reach all the equipment and papers you need to use? | | | Re-arrange equipment, papers etc to bring frequently used things within easy reach. A document holder may be required to minimise uncomfortable head and eye movements. | |
| Is the chair stable and fully adjustable? | | | The chair should have 5 castors or gliders, an adjustable seat back and be adjustable in height. If you are unable to adjust the chair please contact your workstation assessor. | |
| Is the chair adjusted correctly? | | | Move any obstructions under the desk that hinders a comfortable position. | |
| Is the small of the back supported by the chairs backrest? | | | You should have a straight back, supported by the chair, with relaxed shoulders. | |
| Are forearms horizontal and eyes at roughly the same height as the top of the monitor? | | | Adjust the chair to get your arms in the right position, then adjust the monitor height as necessary. | |
| Are your feet flat on the floor? | | | If not a foot rest may be needed. | |
| **6 ENVIRONMENT** | | | | |
| Is there enough room to change position and vary movement? | | | Space is need to move and stretch, consider re-arranging the office if this is not available. | |
| Is the lighting suitable, eg not too bright or too dim? | | | Adjust window blinds or light switches. Consider repositioning light sources or providing local lighting. | |
| Does the air feel comfortable? | | | Circulate fresh air if possible. Plants may help. | |
| Are levels of heat comfortable? | | | Can the heating be better controlled? Can you move away from the heat source? | |
| Are the levels of noise comfortable? | | | Consider moving noise sources, such as printers, away from you. | |

| 7 THE USER | | | | |
|---|---|---|---|---|
| Are you aware of your entitlement to eye and eyesight testing if you are a user? | | | Further details are available in the 'Using computers – a brief guide on good practice' | |
| Do you take regular breaks from your VDU? | | | This can include any other duty such as filing. | |
| Are you experiencing any discomfort that you attribute to working with your VDU? | | | | |
| Has the checklist covered any concerns you may have working with your VDU? | | | | |

Please Note: If there are any major changes to your current workstation or you move workstations you MUST complete another assessment. If at any point you experience any difficulties please inform your line manager workstation assessor and/or the DUTC Health and Safety Advisor.

| **Signature of Employee:** | | **Signature of Workstation Assessor:** | |
|---|---|---|---|

**Appendix 6**

## CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

Control of Substances Hazardous to Health (COSHH) is the law that requires employers to control substances that are hazardous to health

COSHH covers chemicals, products containing chemicals, fumes, dusts, vapours mists, gases and biological agents (germs). It does not cover lead, asbestos or radioactive substances because these have their own specific regulations.

Substances that are hazardous to health include:

- All those listed as dangerous (toxic, irritant or corrosive). A dangerous substance can be anything that could potentially cause harm, including many everyday products such as glue, cleaning products, paint, varnish, oil, petrol.

- All substances with a Workplace Exposure Limits (WEL). Extent to which a person may be safely exposed to a hazardous substance (typically a gas or solvent vapour) without endangering health.

- Harmful micro-organisms. Namely Microorganisms that can cause diseases i.e. germs. viruses and bacteria (from uncooked foods, especially meat), etc

- Substantial concentrations of any dust in the air.

- All other materials, mixtures or compounds used at work, or arising from work activities, which can harm people's health.

**Procurement**

The storage, use and disposal of special waste materials must be controlled and the following procedures carried out:

- Whoever orders supplies is to ensure that Safety Data Sheets (SDS) are provided with all hazardous stores purchased.

- SDS or relevant information about use, storing, fire precautions and first aid must be available at the place of use of the substance involved.

- Emergency procedures are to be determined in case of spillage and leaking.

- Arrangements made for the use of personal protective equipment when necessary.

- Stores (cupboards, lockers etc) must be kept locked when not in use and the name of the key holder displayed. (It would be advantageous if a lists of hazardous substances held were available.)

- If an alternative non-hazardous substance is available it must be used.

**Safety Data Sheets**

Safety Data Sheets are one of the key tools in hazard communication. A good SDS provides the user with the information he/she needs to carry out a suitable COSHH Assessment for their application.

It is also intended to provide workers and emergency personnel with procedures for handling or working with that substance in a safe manner, and includes information such as physical data (melting point, boiling point, flash point, etc.), toxicity, health effects, first aid, reactivity, storage, disposal, protective equipment, spill handling procedures and impact on the environment if an incident were to occur.

There is also a duty to properly label substances on the basis of physico-chemical, health and/or environmental risk. Labels can include hazard symbols such as the European Union standard black diagonal cross on an orange background, used to denote a harmful substance.

It is important to use an SDS that is both country-specific and supplier-specific as the same product (e.g. paints sold under identical brand names by the same company) can have very different formulations in different countries; a product using a generic name (e.g. sugar soap) can also have a formulation and degree of hazard which varies between different manufacturers in the same country.

It is strongly recommended that SDS dated over 5 years old are checked to ensure they are still the current issue.

**EXAMPLES OF THE EFFECTS OF HAZARDOUS/DANGEROUS SUBSTANCES INCLUDE:**

- Skin irritation or dermatitis as a result of skin contact;
- Occupational Asthma as a result of developing allergy to substances;
- Losing consciousness as a result of being overcome by toxic fumes;
- Cancer, which may appear long after the exposure to the chemical that caused it;
- Infection from bacteria and other micro-organisms (biological agents);
- Burns from exposure to thermal radiation;
- Blast injuries from an explosion;
- Asphyxiation from oxygen depletion.

**EXPOSURE LIMITS**

Staff responsible for controlling hazardous substances need to be aware of and comply with the exposure limits contained within the COSHH Regulations, where these may be appropriate.

**Occupational Exposure Standards (OES)**

An OES is set at a level that is not likely to damage the health of staff or students exposed to it, by inhalation, day after day (based on current scientific knowledge). For substances with an OES, the exposure should be reduced to comply with that OES.

However, under COSHH, it is allowable to exceed the OES, provided that those managers and staff 'controlling' the hazardous substance state why it has been exceeded and take appropriate steps to reduce exposure as soon as is reasonably practicable.

**Maximum Exposure Limits (MEL)**

MELs are set for substances which may cause the most serious health effects such as cancer and occupational asthma, and for which it is not possible to set an OES. For substances with MELs managers and staff responsible for 'controlling' hazardous substances are required to reduce exposure so far as is reasonably practicable and, in any case, below the MEL.

A single type of limit is being introduced, with Workplace Exposure Limits (WELs) replacing Maximum Exposure Limits (MELs) and Occupational Exposure Standards (OESs). The OESs for around 100 substances will be deleted as the substances are now banned, scarcely used or there is evidence to suggest adverse health effects close to the old limit value.

Adequate control of exposure will require employers to:

- apply the eight principles of good practice for the control of substances hazardous to health;
- ensure that the WEL is not exceeded; and
- ensure that exposure to substances that can cause occupational asthma; cancer; or damage to genes that can be passed from one generation to another; is reduced as low as is reasonably practicable.

The eight principles to be followed are:

- Design and operate processes and activities to minimise emission, release and spread of substances hazardous to health.
- Take into account all relevant routes of exposure - inhalation, skin absorption and ingestion - when developing control measures.
- Control exposure by measures that are proportionate to the health risk.
- Choose the most effective and reliable control options which minimise the escape and spread of substances hazardous to health.
- Where adequate control of exposure cannot be achieved by other means, provide, in combination with other control measures, suitable personal protective equipment.
- Check and review regularly all elements of control measures for their continuing effectiveness.

- Inform and train all employees on the hazards and risks from the substances with which they work and the use of control measures developed to minimise the risks.
- Ensure that the introduction of control measures does not increase the overall risk to health and safety.

**DETAILED PROCEDURES TO BE FOLLOWED**

***Step 1- Conduct a COSHH Assessment***

Staff/assessors must:

- Identify the hazardous substances present in the areas of work for which they are responsible;
- Consider the risks these substances present to staff, Students and other appropriate persons health.

Assessing the risk involves making a judgement as to how likely it is that a hazardous substance (e.g. substances which have been supplied to the area; those produced by the work activities in the area, i.e. fumes, vapours, aerosols, final products and waste materials; and those naturally or incidentally present in the area, e.g. infectious agents) will affect someone's health. The use of Safety Data Sheets (SDSs) are a useful source of information to inform judgements and decisions etc within the assessments, and must be provided, upon request, by the supplier(s). However these do not constitute an overall COSHH Assessment, they merely supply information to inform the assessment.

The assessment needs to address the following points:

- How much of the substance is in use or produced by the areas activities and how people could be exposed to it.
- Who could be exposed to the substance and how often (i.e. students, contractors, visitors, members of the public, staff, cleaning and maintenance workers etc)
- Consider any specific needs, certain groups could suffer more from exposure than others, e.g. pregnant women, individuals with a suppressed immune system and young persons etc.
- Is there a possibility of substances gaining access to the body by being inhaled, absorbed or injected through the skin, or swallowed (e.g. as a result of a substance getting into the mouth from contaminated hands during eating)?
- Are all areas within your control covered, e.g. off site activities, shared sites/areas, contractors operations etc,

All teaching staff directly involved in the provision of any academic activity are expected to ensure that current and valid COSHH assessments covering the activity, which address all significant hazards encountered by the students and where appropriate the staff delivering or assisting in the activity, are available, current and sufficient. Such assessments should form an integral part of the schemes of work, teaching/research programmes.

The assessments should be carried out in accordance with the procedures detailed in this document, using the standard proforma.

***Step 2- Decide what precautions are needed***

If significant risks are identified within the COSHH assessment the Department Head having control of that area/activity must decide on the action to be taken to prevent or control the risks to acceptable levels. Sources of information that may aid the decision include:

- Good work practices and standards used by, or recommended for the industry sector, as appropriate.
- The supplier's or manufacturer's advice on storage, use and disposal (contained within the SDS);
- Specific Education related documentations.

Those persons responsible for undertaking the COSHH Assessments must make and keep a record of the main findings of the assessment. The record should be made as soon as practicable after the assessment and contain enough information to explain the decisions that have been taken about whether risks are significant and the need for any control measures.

The assessment record must identify the risk control actions that staff, students and others needs to take to ensure hazardous substances are adequately controlled.

If the outcomes of the COSHH assessment decide that there are no risks to health or the risk is trivial, then this needs to be recorded, along with the identity of the substance, the control measures taken, and the fact that it poses little or no risk.

Once complete, the assessment should be communicated to all relevant personnel, included as appropriate within the lesson plan/scheme of work and revisited if circumstances change.

The COSHH assessment must be reviewed at least annually, or in the event of the following:

- There is reason to suspect the assessment is no longer valid;
- There has been a significant change in the work;
- The results of monitoring exposure show it to be necessary.

***Step 3 - Prevent or adequately control exposure***

The COSHH Regulations require the prevention of exposure to substances hazardous to health, if it is reasonably practicable to do so. Those people responsible for undertaking the COSHH Assessments should consider the following:

- Change the process or activity so that the hazardous substance is not needed or generated;
- Replace it with a safer alternative;
- Use it in a safer form, e.g. pellets instead of powder.

If prevention is not reasonably practicable, then measures must be provided to adequately control exposure. The measures provided must be appropriate to the activity and consistent with the COSHH assessment, including, in order of priority, one or more of the following:

- Use appropriate work processes, systems and engineering controls, and provide suitable work equipment and materials e.g. use processes which minimise the amount of material used or produced, or equipment which totally encloses the process;

- Control exposure at source, (e.g. local exhaust ventilation), and reduce to a minimum the number of persons exposed, the level and duration of their exposure, and the quantity of hazardous substances used or produced in the area;

- Provide personal protective equipment, (e.g. face masks respirators, protective clothing) but only as a last resort and never as a replacement for other control measures which are required.

The COSHH regulations define adequate control as 'Reducing exposure to a level that most persons could be exposed to, day after day, within a working, or similar environment, without adverse effects on their health'. For a number of commonly used hazardous substances the Health and Safety Commission has assigned an occupational exposure standard (OES), and a Maximum Exposure Limit (MEL), to help define adequate control.

***Step 4 - Ensure that control measures are used and maintained.***

COSHH requires that all staff and students make proper use of the control measures in place, and that they report any defects identified. All staff must take responsibility for ensuring that all reasonable steps, including reporting systems, have been addressed, to ensure control measures are adhered to and defects etc are reported.

Department Heads are to have COSHH assessments made of all work activities that may expose personnel to hazardous substances and to have the results recorded; they are to keep a record within their area and make these available to all who use their area. A register of all assessments, and substances held in the DUTC is to be maintained by the Health and Safety Advisor. For ease of understanding for the students, a colour coded system is to be used.

| Colour Code | Safety Equipment |
|---|---|
| **Green** | Coveralls and Safety Boots |
| **Yellow** | Coveralls, Glasses and Safety Boots |
| **Amber** | Coveralls, Glasses, Safety Boots and Gloves |
| **Red** | Coveralls, Glasses, Safety Boots, Gloves and Mask |

***Step 5 - Monitor exposure***

It is unlikely that routine air monitoring will be required for the activities undertaken within the UTC, as long as it can be shown that systems are in place to adequately control staff and student exposure to hazardous substances. However, those managers and staff responsible for COSHH and associated risk assessments need to be mindful of the requirement to

measure the concentration of hazardous substances in the air breathed in by staff and students if the risk assessment concludes that:

- There could be serious risks to health if control measures failed or deteriorated;
- Exposure limits might be exceeded;
- Control measures might not be working properly.

***Step 6 - Carry out appropriate health surveillance***

It is likely, from time to time, that health surveillance resulting from the activities undertaken will need to involve examination by an occupational health practitioner. Managers and those responsible for controlling hazardous substances should be aware of the possible requirement to provide health surveillance, as for example devising procedures to check skin for dermatitis, or ask questions about breathing difficulties where activities involve substances known to cause asthma, where staff or students may be affected.

***Step 7 - Prepare plans and procedures to deal with accidents, incidents and emergencies***

These requirements only apply where any organised UTC activity gives rise to a risk of an accident, incident or emergency, involving exposure to a hazardous substance, which goes well beyond the risks associated with normal day-to-day operations. In such circumstances, responsible staff must plan for a response to emergency involving hazardous substances before it happens.

Staff will need to prepare, as appropriate, procedures and set up warning and communication systems to enable an appropriate response, immediately any incident occurs. Staff must ensure that information regarding the emergency arrangements is available to those who need to see it, including the emergency services where appropriate. If an accident, incident or emergency does occur, those persons in control of the activity, or area, at the time must ensure that immediate steps are taken to minimise the harmful effects, restore the situation to normal and inform all who may be affected.

Only those staff necessary to deal with the incident may remain in the area and they must use any safety equipment that may be appropriate

It should be remembered that these plans and procedures need not be introduced if:

- The quantities of substances hazardous to health present in the area of work are such that they present only a slight risk to staff and students' health; and
- The measures introduced within Step 3 are sufficient to control that risk.

***Step 8 - Ensure that all staff, as appropriate, and where necessary students, are properly informed, trained and supervised***

Staff responsible for controlling substances hazardous to health must provide all other staff and students who may be affected, with suitable and sufficient information, instruction and training, the determination of which should be subject to suitable and sufficient consultation with staff and where appropriate their representatives.

The information, instruction and training should include:

- The names of substances used within the area and the risks created by such exposure, and where necessary access to any material safety data sheets that apply to the substances;
- The main findings of the COSHH assessment;
- The precautions that should be taken to protect all concerned;
- How to use any personal protective equipment and clothing provided;
- Results of any exposure monitoring and health surveillance (without giving individual names);
- Emergency procedures which need to be followed (where necessary).

Those responsible for controlling substances hazardous to health must update and adapt the information, instruction and training to take account of any significant changes in the type of activities being carried out or changed methods of use. They should also ensure that the information etc provided is appropriate to the level of risk identified by the assessment and in a manner and form in which it will be understood by all concerned. These requirements are vital.

Staff must ensure that all appropriate staff and students understand the risks from the hazardous substances they could be exposed to. Any control measures will not be fully effective if those concerned do not know their purpose, how to use them properly, or the importance of reporting faults.

**Appendix 7**

## MANUAL HANDLING AND LIFTING

The injuries from incorrect lifting and manual handling are many and varied, the most common being hernia and back injuries.

Department Heads are to risk assess all manual handling and lifting processes carried out in their area of responsibility, and are to ensure that all significant hazards and risks are identified and safe working procedures are implemented for these.

The format for the risk assessment of manual handling to be used is the standard DUTC Risk Assessment form (Appendix 4).

Measures to avoid manual handling that should be considered first once these hazards and risks have been identified are as follows:

- Can the movement of the loads be eliminated altogether, for example can the workplace or task be redesigned to avoid moving loads or could delivery be arranged to the point of use?
- Can the manual handling and lifting operation be automated?
- Can mechanical devices be used, for example forklift trucks, rollers?

If none of these measures can be applied then further control measure must be implemented for the manual handling and lifting processes.

A factor that must be remembered in manual handling and lifting is that all people are different in terms of physical strength, height, degree of physical fitness and body weight, and this must be considered when implementing control measures.

Department Heads are to ensure that any member of staff or student who is required to carry out manual handling or lifting tasks is trained in the correct methods of lifting and manual handling for the task. Records of this training are to be kept.

Best practice guidance for manual handling and lifting is as follows:

- Check the load is help required or can the load be reduced in size and weight.
- Is the direction you intend to go is clear of obstruction and your destination as close as is possible?
- Place the feet apart each side of the load with the leading leg forward facing the direction of travel and have the heaviest part of the load towards you.
- Adopt a good posture by bending the knees and crouch to the load with a straight back and tuck the chin in to the chest and keep the shoulders level facing the same direction as the hips.
- Get a firm grip using a hook grip with the fingers (do not use the fingertips only as this can produce excessive tensions in the forearms and possible loss of grip).
- Using the leg muscles proceed to straighten the legs lifting in one smooth and progressive movement from floor to carrying position with the load at waist height.

- Keep the arms close to the body as this reduces muscle fatigue in the arms and shoulders and the effort required by the arms. It ensures that the load move with the body and become in affect part of the body.

- Move slowly to avoid jerky movements and ensure your vision is not impaired by the load.

- On reaching your destination lower the load slowly by bending the knee and keeping the back straight and avoid crushing the fingers when lowering. Once the load is lowered adjust into the desired position.

Further actions which could prevent injury are:

- Avoid twisting while carrying a load.

- Remove ragged edges and wear gloves.

- Store heavy objects on the lower racks or shelves.

- When carrying long objects, keep the front end above head height when approaching corners or doorways.

- Do not lift a weight, which is too heavy or bulky.

- If two or more persons are lifting, be clear as to who is in charge of the operation.

**Appendix 8**

## ELECTRICAL SAFETY

All staff and students within Daventry UTC are to receive instruction at their induction on electrical safety procedures.

No person is to work on or near a live conductor unless:

- Suitably qualified or under instruction by a competent person.
- Suitable precautions (including, where necessary, the provision of suitable protective equipment) are taken to prevent injury, and in addition supported by an appropriate written Safe System of Work.

**Students are not to work on or near live conductors**

When live work is authorised to be performed on equipment which is at a greater potential than 50v AC or 120v DC, the risk assessment should indicate if there is a requirement for a second person to be present. The second person is to be used to control entry to the area, must be trained to recognise danger and have knowledge of the procedures to be followed should an emergency arise. Health and Safety Executive advice is that for live working on voltages significantly below 50v AC and 120v DC, the requirement for written procedures may be waived if the voltage is considered to be below a dangerous potential. Assessments must have been made on the fault condition current limitation, the recommended limit level being less than 5mA. Assessment must also be made on other dangers that may arise, e.g. fire, working at height, high humidity and damp conditions.

The use of Multi plug adapters is strictly forbidden; only extension leads fitted with a fuse and mains warning light are acceptable. Where the building supply is not protected by Residual Current Circuit Device (RCCD), extension leads are to be powered via an RCCD adapter or hardwired RCCD unit. RCCD protection is NOT required on low power equipment that is not hand held such as IT equipment.

Extension leads must not be ‘overloaded’ nor must they be connected to another extension lead i.e. ‘daisy chained’.

Department Heads are to report damaged mains sockets if part of the building infrastructure to the Caretaker. Where the damaged socket is part of a mains extension lead, then the complete lead is to be quarantined to await repair by a competent person.

## TESTING PORTABLE APPLIANCE EQUIPMENT

This procedure is to be adhered to for both UTC Supplied and privately owned electrical appliances used within the UTC.

All Portable electric equipment is to be visually checked before use for signs of damage (casing, mains cable, mains plug etc). This also includes new/bought in equipment.

The inspection/testing of portable electric appliances can only to be carried out by designated competent persons, who have received training, or by persons qualified by their trade.

## SUGGESTED PERIODICITY OF INSPECTION/TEST

Unless specified by the Health and Safety Advisor, all equipment is to be tested annually.

## PRIVATELY OWNED ELECTRICAL EQUIPMENT

The use of privately owned electrical equipment in the workplace is discouraged, however if this were to occur then:

- Permission must be given by a member of the SLT.
- All privately owned portable electrical equipment must receive a Portable Appliance Test prior to initial usage and then annually
- After inspection/test if the equipment is deemed serviceable, record the fact in the register and complete the record test sheet.
- A visible label should also be affixed to each item of electrical equipment that passes the test/inspection. The label shall display the date when the next test/inspection is due

**Appendix 9**

## NOISE PROCEDURES

A noise hazard may be identified by:

- Any situation which forces people to shout in order to communicate at a distance of two metres.
- Any exposure which results in ringing or buzzing in the ears.
- Any exposure which results in temporary deafness.
- Any situation where noise meter readings exceed the levels stated in the Noise at Work regulations.

When a noise hazard has been detected or is suspected, the UTC Health and Safety Advisor should be contacted who will arrange for a noise survey to be carried out. Once results of the noise survey have been completed Health and Safety Advisor may suggest methods of reducing the noise to a safer level.

It must be remembered that if there is a known noise hazard the Department Head must implement measures to reduce exposure of personnel to noise. Some of the measures that should be considered are:

- Elimination of the noise source if is not required.
- Reduction of noise at source by design or modification.
- Noise insulation by placing a barrier between the source and those are risk.
- Increasing the distance from the source.
- Reducing the duration of exposure to continuous excessive noise.

Where it is not practical to eliminate or reduce noise levels of the noise hazard the Health and Safety Advisor is to carry out a survey for the purpose of defining a Noise Hazard Area and all persons entering the area are to be provided with ear protectors.

It is the duty of Department Heads to instruct their staff or students on how to use the ear protectors. All students are to receive instruction at the start of training and on commencement of training in the workshops.

It is the responsibility of all such personnel to wear the ear protectors correctly all the time they are in a Noise Hazard Area.

Where ear protectors are worn and the levels are still greater than recommended levels at the wearer's ear, the period of exposure is to be reduced as advised by the Health and Safety Advisor.

All ear protectors are to be inspected at six monthly intervals by Department Heads to ensure that they are serviceable, clean and have not deteriorated through use or storage.

**Appendix 10**

## CONTRACTOR CHECKLIST

Contractors are responsible for the health and safety of their operatives, UTC Staff and Students and any others who may be affected by their acts or omissions

### 1. AREA OR BUILDING OF WORK

| | |
|---|---|
| Area or Building (Print) | |

### 2. CONTRACTORS DETAILS

| | |
|---|---|
| Name (Print) | |
| Name of representative on site | |
| Company contact address details | |
| Telephone or Mobile number | |
| Work description | |
| Is work being carried out on the fabric of the building? | Yes/No |
| Is work confined to an independent item of training equipment? | Yes/No |
| Is work being carried out in a high risk area? | Yes/No |

### 3. COMPETENCY

| | |
|---|---|
| Is the contractor and their staff considered competent to carry out this work and are trained in the use of any equipment being used on site? | Yes or No |
| That all equipment that is being brought on site to be used is properly maintained and licensed if required? (Where license are required they are to be available at all times.) | Yes or No |

## 4. METHOD STATEMENT

| | |
|---|---|
| Have you confirmed what, where, when and how the contractor is going to carry out the work? | Yes or No |
| Explain where the method statement of work is held and by whom | |

## 5. PERMITS TO WORK

| | |
|---|---|
| Does the contractor require any specific authority to carry out this work an example being hot work permit or statement of known hazards for excavations or earthworks? | Yes or No |

## 6. RISK ASSESSMENTS

| | |
|---|---|
| Are risk assessments that identify safe systems of work and any other control measures in place to cover all the contractors work procedures whilst at the UTC. To ensure that hazards and any risks arising from these hazards are reduced or controlled which in turn ensures the protection of staff, students and any other person who could be affected during this work process? | Yes or No |
| Explain where the risk assessments are held and by whom. | |

## 7. COSHH ASSESSMENTS

| | |
|---|---|
| Are any chemicals or glues to be used or any MDF or hard woods etc to be cut on site if so does a COSHH assessment cover the use or the process? | Yes or No |
| Explain where the COSHH assessments are held and by whom. | |

## 8. PERSONAL PROTECTIVE EQUIPMENT (PPE)

| | |
|---|---|
| Will the work being undertaken by the contractor require the wearing or use of any PPE? | Yes or No |
| If yes what type would be supplied? | |

## 9. MANUAL HANDLING

| | |
|---|---|
| Will the work require operatives to lift objects that may be heavy or cumbersome? | Yes or No |
| If yes explain what control measures and /or mechanical aids will be used? | |

## 10. INTRODUCTIONS

| | |
|---|---|
| Has the contractor been introduced to the Caretaker to ensure that the contractor has been briefed on any local hazards associated with the working area? | Yes or No |

## 11. SECURITY

| | |
|---|---|
| Has the contractor and their staff been made aware of security arrangements within the area of work? | Yes or No |
| Does the contractor or their representative understand that they must report to the Caretaker as follows: | |
| At the start of each working day to confirm who is working in the building or area? | Yes or No |
| At the end of each working day to confirm that all tools, plant and any other work equipment has been made safe. That all the contractors' staff has left the work area and the area is secure. | Yes or No |

## 12. FIRE SAFETY

| | |
|---|---|
| Is the contractor and their staff aware of fire safety arrangements for the work area and have they supplied their own fire fighting equipment for any task that may require them to do so. | Yes or No |

## 13. ACCIDENT REPORTING

| | |
|---|---|
| Is the contractor and their staff aware of the reporting system for accidents within the UTC? (Note a copy of contractor's accident form will suffice initially). | Yes or No |

## 14. RESPONSIBILITY

| **Name of Contractor** | **Name of Host/Caretaker** |
|---|---|
| Name(In Full): | Name: |
| Organisation: | Appointment: |
| Signature: | Signature: |
| Date: | Date: |

**References**

The Health and Safety at Work Act 1974.

The Management of Health and Safety at Work Regulations 1999

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

Control Of Substances Hazardous to Health Regulations 1999

Noise at Work 1989 (1990)

Workplace (Health, Safety, Welfare) 1992

H&S (Display Screen Equipment) 1992

Provision and Use of Work Equipment (PUWER) Regs

H&S (First Aid) Regs 1981

HSE Website www.hse.gov.uk

HSE Reporting school accidents http://www.hse.gov.uk/pubns/edis1.htm

Health and Safety Commission (HSC) Managing health and safety in schools

HSC Health and safety guidance for school governors and members of school boards

DfE - Health and safety: Advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies, June 2013

Education (School Premises) Regulations 1999 (SI 1999 No.2)
School Standards and Framework Act 1998
School Inspections Act 1996.

Education Act 1996