HEALTH AND SAFETY POLICY

Wales

September 2024

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Introduction

Pinc College is committed to providing holistic education of the highest quality and this policy is underpinned by Pinc College values, culture and methodology.

Our college Values

Individuality - 'Come as you are'

Inclusion - 'We welcome everyone'

Innovation 'Anything is possible'

We foster a culture that is **Respectful, Responsible, Safe and Kind**

The principles of the Pinc Method applies equally to our students and team members in everything we do. Our method holds the individual, their wellbeing and their specific needs in every aspect of our approach.

Policy intent and scope

The College has several campuses that provide appropriate, challenging, and meaningful study programmes, to increase employability skills. This policy relates to safety across all aspects.

Any reference to the College 'team' in this policy means all team members and volunteers working at each of its campuses.

Each campus is housed within a unique site and not owned by the College. As such, the campuses are the responsibility of the Landlord. As the College is the tenant, several health and safety responsibilities and duties will fall to the Landlord.

This policy applies to all members of the College community (including the College team, students, parents/carers, and visitors.

Legal Framework

Relevant Acts and legislation are as follows:

- Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Workplace (Health Safety and Welfare) Regulations 1992
- The Health and Safety (Display Screen Equipment) Regulations 1992
- The Personal Protective Equipment at Work Regulations 1992

- The Manual Handling Operations Regulations 1992
- The Provision and Use of Work Equipment Regulations 1998
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- The Working Times Regulations 1998 (as amended)

General Statement of Policy

Pinc College takes all reasonable steps to comply with the terms of the Health and Safety at Work Act 1974 and subsequent legislation, and to provide and maintain a healthy and safe working environment.

The College's objective is to minimise the number of instances of accidents and illnesses on college campuses and to achieve an accident-free workplace. All team members will be provided with the necessary safe and healthy working conditions, equipment and systems of work and adequate information, training, instruction and supervision to ensure this.

The College also undertakes to operate with due regard to the health and safety of students, visitors and contractors.

All reasonable steps will be taken to ensure that risks inherent with the workplace are identified and that all reasonable steps will be taken to eliminate them. In order to achieve this, it is important that everyone takes a full part in the process of managing health and safety in the College. All team members are expected to make themselves familiar with the health and safety policy and associated procedures. All team leads have an additional responsibility to ensure that health and safety standards are maintained at all times in their areas of responsibility.

Team members must take all reasonable steps to ensure that they are not endangering themselves or others through their activities.

This policy will be reviewed yearly or when any major changes are implemented and team members will be advised of any changes.

Responsibilities

Board of Governors

The overall accountability for ensuring that health and safety procedures within the College are adequate rests with the Board of Governors of the College. The Board of Governors will ensure that all necessary procedures are devised, implemented, monitored and reviewed to ensure compliance with relevant legislation. They will: -

- plan to ensure that the College complies with all relevant legislation, statutory requirements, codes of practice and DfE guidance
- ensure procedures are in place to identify hazards and evaluate risk control measures
- create a management structure and periodically monitor its effectiveness, ensuring the Team Lead (as Key Lead for health and safety) carries out the assigned responsibilities
- discuss health and safety at Board Meetings
- provide a safe environment for students, the College team, visitors, and other users of the campuses
- ensure plant, equipment and systems are safe
- ensure safe arrangements for transportation, storage and use of articles and substances
- ensure adequate information, instruction, training and supervision are in place
- ensure all necessary safety and protective equipment is provided

Regional college Lead

The Regional college Lead is responsible for:

- ensuring the College complies with all health and safety legislation as far as is reasonably practicable
- that the health and safety policy is implemented.

The Regional college Lead has delegated the co-ordination of the day-to-day operation of Health and Safety matters to each Campus Lead.

Regional Campus Lead

The Regional Campus Lead is responsible for:

- liaising with external agencies such as the Health and Safety Executive (HSE) or City Council Officers (Fire Officer and Environmental Health Officer)
- Ensuring that a copy of all appropriate H&S checks carried out by the Landlord is held on file for each location.
- Ensuring all team members receive appropriate health and safety training for their specific tasks and for emergency situations.
- Ensuring that risk assessments are undertaken as appropriate by Team Leads.

- Ensuring that suitable induction programmes are in place for all new team members. Ensuring that the College has sufficient fire alarm detection and firefighting equipment and those systems are adequately maintained.
- Ensuring that all accidents and near misses are reported and investigated promptly and correctly.
- Submitting to the CLT, yearly, a report outlining accident statistics and the state of health and safety in general.
- Supporting the Regional college Lead in carrying out their duties. Liaising with the College's Health and Safety Advisors

Campus Leads

Campus Leads are responsible for:

- Implementing the College's Health and Safety Policy for their areas of responsibility.
- Collecting relevant Health and safety checks and documentation from the building the campus based in, upload to Databridge and store in Campus H&S file monthly.
- Ensuring safe working methods are in place that risk assessments have been carried out in their areas of responsibility, including risk assessments for off-site activities.
- Ensuring that the team members they supervise are following health and safety policies and procedures.
- Assisting in the development and maintenance of safe conditions for the College team, students, visitors, and anyone else using the Studios.
- Carrying out a weekly safety inspection, ensuring supervision is adequate and training needs met, completing the checklist stored in the H&S file in campus.
- Ensuring any issues raised from the above weekly inspection are raised with the Regional College Lead
- Reporting major accidents or health and safety deficiencies to the Regional College Lead.
- Ensuring that all health and safety guidance and advice is kept together in the safety file in a place that is easily accessible to all team members.
- Ensuring any hazardous substances are correctly used, safely stored and COSHH assessments completed
- Ensuring appropriate Personal Protective Equipment (PPE) is available, in good condition and being used correctly
- Ensuring all such advice is communicated to the College team members where relevant and incorporated into the College's procedures.
- Ensuring team members are made aware of communication channels for health and safety within the College
- Ensuring A 'Health and Safety Law' poster is displayed in each Campus

College Teams members

College Team members are responsible for:

- Reading and familiarising themselves with the Health and Safety Policy and associated procedures, codes of practice and guidance relevant to their area of responsibility and co-operating with all health and safety arrangements and carrying out remedial action where necessary.
- Following all work and safety procedures and training that they have received.
- Monitoring Health and Safety in their own areas of work
- Reporting all accidents or near misses to the Campus Lead.
- Reporting hazards to health and safety so that appropriate actions can be taken to remove or control them.
- Ensuring that any protective clothing or equipment provided for use is well maintained and used for its intended purpose.
- Not misusing or interfering with anything that is provided in the interest of health and safety while at work

Team members must take reasonable care for their own safety and that of anyone else that may be affected by their actions. Team members have responsibility to support students to understand the importance of Health and Safety and learn to be responsible for their own safety.

The Board of Governors and Regional college Lead recognise the valuable contribution to health and safety that can be made by the entire College team.

Consultation and feedback are carried out on a termly basis. All team members are encouraged to contribute to the evolving management of Health and Safety through team briefings, meetings and the termly consultation and feedback processes.

The Regional Campus Lead and Campus Leads will also ensure the implementation of on-going training for team members at:

- recruitment or promotion
- exposure to new or increased risks
- introduction to new equipment
- introduction to a new work system

Induction Procedures

The capabilities of all new team members regarding their own health and safety and that of students in their care will be considered before employment starts.

Adequate information and training will be given to ensure that they are aware of the College's health and safety arrangements, particularly: -

- evacuation procedures (held in the handbook at each Campus)
- first aid and injury reporting arrangements
- any other relevant emergency procedure

- restrictive physical intervention control & restraint
- infection control

All team members will be required to sign to say they have received and read the relevant policies and safety arrangements.

Working Alone

Some activities involve special risks and shall not be carried out whilst alone on the premises. If an accident occurs, there will be no one to help or summon assistance. These will include those listed below.

These require specific risk control measures which are not detailed here:

- Working at heights of more than two metres (from floor to feet position)
- Moving and handling tasks where assistance is required to minimise the risk of injury
- Work in roof space.
- Work below the ground such as inspection pits, pipe ducts, and excavations
- Work involving exposure to uninsulated, live, mains voltage conductors, such as when fault finding on electrical equipment
- Work involving the use of high risk, hand fed machinery such as circular saws and planers
- Meetings with people who have a record of violent behaviour or meetings where conflict or disagreement is anticipated

Working alone on the premises should be avoided where possible but where this is unavoidable the procedures held within the **Lone Working policy** should be followed.

Inappropriate communication and interaction at work.

The College seeks to minimise employee vulnerability to challenging dysregulation, including threats, intimidation, and verbal abuse as well as physical assault. This kind of interaction will not be tolerated from students, parents or third parties and further action such as end of placement on program/prosecution will be considered.

The following steps should be followed:

- Team members should arrange for a colleague to be present during parental interviews if they have any concerns
- Team members should not become confrontational even if provoked, offer to arrange another meeting with leadership team and close the interview
- Do not hold meetings with parents in isolated rooms and have clear objectives and a set timescale
- Do not make home visits alone
- If verbally or physically abused, leave or call for assistance immediately

- Team members should report any concerns, and all incidents of verbal abuse, threats or actual assaults to the Campus Lead. This will enable incidents to be monitored, investigated, and appropriate action taken
- Team members who suffer inappropriate communication or interaction will be sympathetically treated and appropriate support systems are available

Working Time

The College recognises that excessive working hours can impact on health, and the risk of mistakes/accidents is potentially increased. Compliance with the requirements of the Working Time Regulations 1998 is seen as the way to minimise these risks. Normal College arrangements usually ensure that team members receive the in-work/daily/weekly breaks and annual leave entitlements specified in the Regulations.

Some team members, during term time, work many hours more than the normal College week, both at the College and at home. When averaged over the reference period of seventeen weeks, which will take account of college closures, the limit of forty-eight hours per week set by the Regulations is unlikely to be exceeded. Any employee whose workload dictates they are required to work excessive hours should raise this with the Campus Lead.

Smoking at Work

Smoking is not permitted in the College. This is to prevent unwanted exposures to environmental tobacco smoke which is health hazard and to minimise the risk of fire. This includes E- cigarettes and vapes.

Pregnancy and Work

Team members who become pregnant shall inform the Campus Lead so that an assessment can be carried out to ensure that any risks created by their work are identified and controlled.

Contractors

Contractors have a legal responsibility to ensure that they carry out their work in a manner that ensures, so far as is reasonably practicable, the health, safety and welfare of themselves and anyone else who may be affected by their acts or omissions. They will, as visitors to the premises, be entitled not to be put at risk by circumstances relating to the premises that are outside their control. Due to the nature of the occupation of the Campuses and the Tenant/Landlord arrangement, the College may appoint contractors in partnership with, and the knowledge of, the Landlord's Premises Manager.

However, before work commences the Campus Lead will ensure that arrangements to control the risks are implemented by the contractors to protect students, team members, and visitors. The Campus Lead shall then monitor the contractor's activities to ensure the arrangements are adequate. Any situation where the control measures are insufficient will be immediately raised with the Landlord and the contractors.

College Arrangements

Security

Due to the nature of the occupation of the Campuses and the Tenant/Landlord arrangement, access to the building is monitored by the Landlord.

All visitors are required to report to the Campus on arrival. The names of all visitors, their time of arrival and departure is recorded, and a badge issued for identification while in the Studio.

Unknown persons in, or near, a Studio and not wearing a visitor's badge will be asked what they are doing and if they require assistance. In some cases, it may not be appropriate for a lone employee to make this approach, in these cases the Campus Lead or the Regional College Lead should be informed and if necessary, the police called for assistance.

Safety Practices

Guidance issued by the Health and Safety Executive and the Department for Education is incorporated into the College's procedures. These arrangements will be discussed in the appropriate forum and any significant issues relayed to relevant members of the College team.

There are specific instructions regarding fire, first aid and body fluids.

First Aid

A high proportion of the College Team are certificated first aiders. In addition to this it is the policy of the College to train as many of its team members as possible in first aid in order to have cover for the most likely times that injuries occur, for absences and College trips etc.

All first aid training is repeated annually where possible but no later than every three years to maintain competence. First aid boxes stocked with the recommended contents are stored in locked cupboards at each Studio. All team members should familiarise themselves with the separate first aid instructions provided.

Team members should administer first aid treatment in accordance with their training and always act on the side of caution by referring students for further medical attention as set out below or when in doubt

Campus Leads will inspect the contents of the first aid boxes weekly to ensure that all contents are present and in date.

Medicines and Infection Control

The storage and provision arrangements for student's medicines are set out in the College Medicines Policy.
Students who are unwell with an infectious disease should not be at College and should be kept away until they are better or no longer pose a risk of infection to others. Each Campus displays Public Health England posters on Norovirus and Catch-Bin-Kill.

Young Persons on Work Experience in the College

Special Regulations apply for young people attending the College to work or on work experience. A 'young person' is someone who has not attained the age of 18 and a 'child' is someone not over compulsory College age. A specific risk assessment is required to be in place to identify any measures that are required to reduce the risks because of their immaturity, inexperience and lack of awareness. This will be carried out collectively by the young person's Campus Lead and the Work experience provider. Where a 'child' is involved the findings of the risk assessment and the protective/preventive measures to be taken must be communicated to the person with parental responsibility for the child.

The overall rule is that young people under 18 years old must not be allowed to do work which:

- Cannot be adapted to meet any physical or mental limitations they may have
- Is not properly supervised by a competent person
- Exposes them to substances which are toxic or cause cancer
- Exposes them to radiation
- Involves extreme heat, noise or vibration

Young people who are over the age of 16 can do work with attached risk under very special circumstances, which are:

- The work is necessary for their training
- The work is always properly supervised by a competent person
- All risks are reduced to the lowest level, so far as is reasonably practicable.

Children below the age of 16 must never do work involving these risks whether they are employed or under training such as work experience.

All young persons will work directly under the supervision of an experienced member of the team who is responsible for ensuring the appropriate measures are taken to protect their health and safety. The activities that young persons are likely to be involved in will be low risk. To ensure that persons having parental responsibility for a 'child' are informed as described above, a copy of this policy shall be forwarded to them with the confirmation letter.

Students on Work Experience as Part of their Study Programmes

Many students will have external work experience and placements as part of their study programme with the College. Both the College, and the employers who provide the work experience, are required to carry out a specific risk assessment to identify any measures that are required to reduce the risks because of student's immaturity, inexperience, and lack of awareness. The risk assessment will be stored in the individual student file.

Farms pose a risk of infection and the precautions are detailed on the Department of Health poster 'Guidance on infection control in Colleges and nurseries' and the DfE memo on this subject must be followed.

The Campus Lead is responsible for ensuring that employers providing work experience placements are suitable and have arrangements which ensure that:

- students are properly prepared and briefed on the hazards of the workplace and the risk control measures before they start work
- students are effectively supervised to ensure the appropriate risk control measures are taken
- the findings of the risk assessments and the protective/preventive measures to be taken are communicated to the person having parental responsibility for the student.

Vehicles on the Premises

Vehicles manoeuvring around the premises, particularly reversing in restricted areas are a major risk and can cause serious even fatal injuries. Special care is necessary to ensure that students are kept away from the vehicles on the College premises

Related Polices and Process Flows

Lone Working Policy

Version Number	Two
CLT Member Responsible for Policy	Maria Marques-Neves
GovernorApproval Date	
Date of Next Review	September 2025

ANNEX A - Arrangements and Significant Findings of Generic Risk Assessments

- **General Hazards**

- **Electrical Equipment**
- **Working at Heights**
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- **Control of Substances Hazardous to Health (COSHH)**
- **Cleaning Substances**
- **Manual Handling of Items and Equipment**
- **Chair and Table Moving**
- **Miscellaneous Packages and Items**
- **Furniture, Lockers, Display Boards**
- **Display Screen Equipment**
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ANNEX A

ARRANGEMENTS AND SIGNIFICANT FINDINGS OF GENERIC RISK ASSESSMENTS

General Hazards

- A high standard of housekeeping is expected to reduce the risk of accidents.
- Furniture and equipment shall be kept tidy and not allowed to pile up to cause a toppling hazard.
- Unwanted items are to be cleared out and not allowed to accumulate in such ways as to congest the working areas.
- Students' bags are not to be left in walkways or areas where they create tripping hazards.
- Specific attention is to be given to avoid slipping and tripping hazards such as trailing cables, damaged floor coverings, slippery floors surfaces.
- Team members are expected to rectify these situations where possible or report them to the College office on the form provided.
- Step stools, step ladders, and ladders are provided and must be used where necessary to reach above head height.
- Team members are to inspect these before use and report any defect to the Campus Lead on the form provided.
- Team members are not to use chairs, boxes or similar items and are not to climb up the face of cupboards or storage racks.
- Filing cabinet drawers shall not be overloaded and team members must not open more than one drawer at once as this presents a toppling hazard. Desk and cabinet drawers are to be closed immediately after use and not left open.
- Damaged or defective furniture and equipment is to be reported to the Campus Lead. Any sharp edges which may cause injury and/or damage to clothing must also be reported.
- All radiator spindles must be fitted with a hand wheel or cap to prevent penetration injuries. Team members should notify the Campus Lead if they notice any of these to be missing.

- Running is not permitted within the College premises and care is necessary when using doors, particularly those without viewing panels. Doors must not be opened without regard for someone coming from the opposite direction.

- Falls down stairwells are a major risk to students in colleges with multiple floors. To minimise the risks team members must ensure good discipline in these areas making sure that students do not run or play about on stairs or landings.

Electrical Equipment

- Team members shall not attempt repairs or make modifications to electric equipment other than those normally associated with daily operations. Any defects or malfunctions must be reported.

- The fixed electrical installation in the College is the responsibility of the Landlord on each site.

- Only electrical equipment provided by the College shall be used. Formal visual inspections/tests of portable electric equipment are carried out annually to identify any maintenance that is required to prevent danger. Annual PAT testing of electrical appliances is carried out by an external company.

- Team members are alerted to the dangers of defective wiring and equipment and are encouraged to visually inspect electrical equipment before use and to report any defects immediately to the Campus Lead.

- It is essential that where portable electric equipment is used outdoors a residual current device (RCD) is used to reduce the risk of serious electric shock. Team members must use RCD adapters if one is not fitted into the fixed wiring and to cease using any equipment which causes the RCD to trip. RCDs are checked termly by the Campus Lead and the results of these checks are recorded in the H&S file on Databridge.

Working at Heights

Team members are reminded that falls from heights are the most common cause of fatal and serious accidents at work.

Team members shall not work at heights of more than two metres (from floor to feet position) when they are working alone in or around the College, if an accident occurs there is no one to call for assistance.

The need to reach things at heights should be eliminated wherever possible e.g. displaying students work and storing things below head height, using window poles instead of climbing to open windows. Where this is not possible proper access equipment must be used and the following rules followed:

- Before using a ladder or step ladder make sure it is the right equipment for the work.
- Scaffold towers or specialist access equipment may be required to reach the position and enable the work to be carried safely.
- In these cases, the equipment must be erected in accordance with the manufacturer's instructions by a person who is competent having received sufficient instruction and training.

Ladders and Step Ladders - General Rules

- Check that equipment is in good condition; do not use ladders or step ladders with cracked, broken or splintered stiles / rungs / steps / hinges / cords / clips or other defects.
- Check the ladder is clear of overhead electric cables.
- Set the ladder at the correct angle (1 out to every 4 up)
- Never climb higher than the fourth rung from the top to ensure adequate hand hold.
- If using the ladder for access onto a flat roof or platform etc. make sure it extends at least 1.1m above the stepping off point to provide an adequate handhold, especially for coming down.
- Move ladders and step ladders to avoid the need to overreach.
- Secure the ladder at the top wherever possible, this ensures the ladder cannot slip sideways or backwards, whilst doing this get someone to foot the base.
- If this is impracticable, see that it is firmly secured at the base or footed by a responsible person.
- Ladders less than 3m in length, where securing or footing is not practical can be used unsecured or footed, providing they are set at the correct angle on a firm, level, non-slippery surface.
- Ladders over 3m in length must be secured as above or footed.
- Make sure that extension ladders have enough overlap to prevent collapse.
- Stand the ladder or step ladder on a firm level base and not on loose material.
- Clean wet, icy or greasy rungs or steps before use, make sure footwear is in good condition and free from mud or grease on the soles before climbing.
- Carry light tools and equipment in pockets or a holster/tool bag slung from a strap over the shoulder; use a hoist line to raise larger items when at the working position
- Step ladders must be long enough to reach the work and provide a secure hand hold. Do not stand on the top step or platform on a step ladder unless it is constructed with a secure hand hold.
- Always spread step ladders to their fullest extent for stability and check retaining hinges/cords/clips are secure.
- Whenever possible place step ladders at right angles to the work, i.e. with the front or back of steps facing the work. Pushing, pulling or reaching sideways whilst on step ladders should be avoided because it is less stable, where this is unavoidable another person should support the steps to prevent them tipping.

Control of Substances Hazardous to Health (COSHH)

- Where possible all substances used in the College should be non-hazardous e.g. not labelled 'Toxic', 'Harmful', 'Corrosive' or 'Irritant'.
- All substances must be properly labelled, stored, used and when necessary, disposed of in accordance with the manufacturer's instructions. Team members must be aware of the requirement to assess the risks to health of any hazardous substances brought into the College to ensure the appropriate risk control measures are devised, implemented and where appropriate, recorded.
- Some hazardous substances are unavoidable, the COSHH assessment for cleaning substances are given below.

Cleaning Substances

- Liquid cleaners, disinfectants and bleach carrying the 'Irritant' and 'Harmful' warning labels are used for the general-purpose cleaning in the College.
- These substances are necessary, substitutes without these hazards are considered not to be effective. The following measures are used to control the risks to health from the use of these substances:
    - The substances are always kept secure when not in use to prevent access by students and unauthorised persons.
    - The substances are only to be used as directed by the manufacturers on the containers.
    - Substances shall not be mixed. This is particularly important with bleach; toxic fumes can be generated if this is mixed with other substances.
    - Skin contact with the substances straight from the containers or prolonged/repeated contact with diluted solutions can cause health problems e.g. redness of skin, eczema or dermatitis. Contact with the skin is to be avoided by the wearing of disposable gloves. These are to be inspected before use and replaced if damaged.
    - Accidental splashing on the skin or in the eyes need to be washed immediately with plenty of water and further medical assistance sought if any problems persist. Any skin problems associated with the use of these substances shall be reported to the Campus Lead and where appropriate to a medical practitioner.

The above measures are considered necessary to comply with the COSHH Regulations and it is concluded that these will adequately control the risks to health presented using these substances.

Manual Handing of Items and Equipment

Manual handling operations are required to some extent in most of the College's activities and it is not reasonably practicable to avoid them. Most of these within the classroom do not generally involve significant risks and are within the capabilities of all team members. The measures detailed below are considered adequate to reduce the risks of injury to the lowest level reasonably practicable.

- Team members shall not attempt to lift or move anything they consider to be too heavy or awkward for them. If help is not at hand the matter should be reported to the Campus Lead. Each Campus Lead has been trained in manual handling techniques and can give advice to other team members. Team members needing to undertake similar duties on a regular basis should also undertake this training. They should contact the Campus Lead in the first instance.

- When lifting boxes, parcels etc. the back must be kept straight, and lifting carried out using the leg muscles. Never bend from the waist and lift with the legs straight as this puts strain on the back muscles and spine and may lead to injury.

- Special care is to be exercised where students are involved with the moving of objects e.g. moving trampolines or pianos. Team members are required to assess these operations and only allow students to be involved where they will not struggle and to ensure that adequate precautions are taken to prevent injury.

- The manual handling of any objects which present a significant risk of injury and which cannot be avoided is only to take place following a risk assessment to determine the control measures to reduce the risks to an acceptable level.

- The following operations have been assessed and along with the manual handling training that has been provided are adequate to reduce the risks to the lowest extent reasonably practicable.

- The College team are trained in the appropriate methods of Positive Behaviour Management and the Restrictive Physical Interventions that may be required for our student group.

Chair and Table Moving

Measures to reduce the risk of injury: -

- using correct lifting techniques.
- carrying no more than three chairs at a time
- carrying no more than one table at a time (single tables)
- obtaining assistance where the timescale involved could lead to over-exertion.

Miscellaneous Packages and Item

Measures to reduce the risk of injury: -

- using correct lifting techniques
- using the trolleys and barrows provided
- obtaining assistance where the weight/size of load is beyond individual capacity

Furniture, Lockers, Display Boards etc

Measures to reduce the risk of injury: -

- using the correct lifting techniques
- using the trolleys and barrows provided
- obtaining assistance in proportion to the weight/size and distances involved
- wearing protective equipment such as gloves and safety footwear

Display Screen Equipment (DSE)

- Computer equipment is used by team members in the College. These team members have been designated as 'users' under The Health and Safety (Display Screen Equipment) Regulations 1992. 'Users' are provided with information and training about the risks to their health and how to minimise them.

- Workstations in the office have been assessed to ensure they satisfy minimum requirements and the risks are reduced to the lowest level reasonably practicable.

- Frequent changes of activity occur; therefore, no special breaks need to be planned into work routines to prevent the onset of fatigue.

- 'Users' are entitled to eye tests and any special spectacles required for display screen work. Initially 'users' are to request these through the Campus Lead who will provide referral letters to take to an optician of their choice.

- Work related upper limb disorders such as pain to the muscles, ligaments and nerves of the hand and arm can be brought about by repetitive movements associated with intensive keyboard or mouse operations. Properly arranged workstations and organisational systems will minimise the risks of these disorders. Team members should be aware of this type of injury and report any pain, discomfort, swelling or weakness experienced during or shortly after keyboard/mouse work.

Radioactive Sources

No radioactive sources are to be used in College.