

HEALTH AND SAFETY POLICY

Policy / Document Purpose Statement

This document sets out the policy supporting health and safety practices for Cornwall College Group.

Application

This document aims to provide a framework to ensure that the college operates its activities in an environment compliant with health and safety to protect all users.

Interpretation

Further guidance on using or interpreting this policy may be obtained from the responsible postholder.

Legislator / Regulatory Compliance

Compliance with relevant current Health and Safety legislation, Data Protection Act and other legislation/regulations named within the body of the document.

Publication Restrictions

A version of this document is available to view on the Cornwall College Website.

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HEALTH AND SAFETY POLICY

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- 7 - Cornwall College Off-Site and Educational Visits Procedure
- 8 – Work Placement Procedure

The above appendices are available from the College intranet.

Introduction

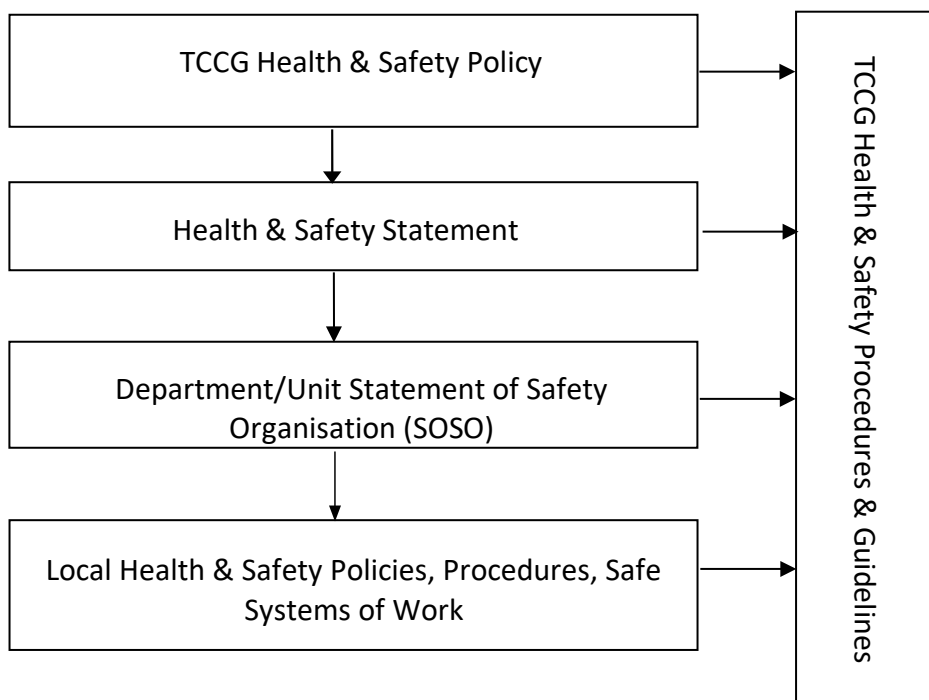
This policy sets out Cornwall College’s commitment to ensuring appropriate standards of health and safety are applied in all of its activities and describes the systems in place for achieving the objectives outlined in the policy statement.

The Policy is divided into four sections:

1. **Health and Safety Policy Statement** – sets out the College’s commitment and ethos towards health and safety;
2. **Organisation for the Management of Health and Safety** – describes in detail the structure for managing health and safety and key responsibilities within that structure;
3. **General Statement of Health and Safety Arrangements** – describes the practical arrangements and systems in place for managing health and safety and implementing the Health and Safety Policy;
4. **Supporting Guidance and Procedures** – the College health and safety procedures and guidance that support the policy.

This Policy is available directly from the Head of Health and Safety or can be viewed and downloaded from the health and safety intranet pages.

Structure of Cornwall College Health and Safety Policies and Procedures





HEALTH AND SAFETY POLICY STATEMENT

It is the policy of The Cornwall College Group (TCCG) to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees, students, contractors, visitors, customers and others who may be affected by our operations. We will seek to ensure that learning takes place in a safe, healthy, and supportive environment that meets the needs of students. Where part of the learning takes place outside the College, the College will assess the health & safety suitability of that environment before learning is delivered.

This policy encompasses our responsibility for ensuring adequate arrangements are in place to protect the health, safety, and welfare of people affected by our operations and our wider duty as educators to prepare students to be safe and healthy workers in the future. We will lead by example, adopt best practices and promote a positive health and safety culture.

Health and safety are vital to the college's commitment to our staff and student community. We expect staff, students, visitors, contractors, and other employees who work at the college to share this commitment.

We believe effective health and safety management is essential to our business strategy. Adequate resources will be provided to ensure proper provision, and health and safety will be considered in all planning.

We will make a suitable and sufficient assessment of the risks associated with our activities, take appropriate preventative and/or protective measures, and meet our legal obligations under the Health and Safety at Work Act 1974 and associated regulations by providing, so far as is reasonably practicable:

- a) Safe and healthy places of work with safe access and egress;
- b) Safe plant, equipment and systems of work;
- c) Safe handling, storage and transport of articles and substances;
- d) Information, instruction training and supervision;
- e) Adequate welfare facilities at work.

Staff, students, contractors, and visitors are responsible for ensuring that they take reasonable care of their health and safety and that of others who could be affected by their actions. They must cooperate with the college and must not interfere with anything provided in the interests of health and safety.

We consider the active involvement of our employees and students to be vital in achieving these objectives. We will consult with our employees and students through appropriate employee and student representatives and committees on all matters affecting their health, safety and welfare.

We will monitor our safety policies, procedures, and assessments by auditing and reviewing their effectiveness in the workplace to continuously improve our health and safety performance.

To help achieve our objectives, we will ensure that we have provisions for competent advice and guidance on health and safety matters.

Signed:

A handwritten signature in black ink, appearing to read 'John Evans', written over a horizontal line.

Date: June 2024

Mr John Evans Principal and Chief Executive, The Cornwall College Group

SECTION 2

ORGANISATION FOR THE MANAGEMENT OF HEALTH AND SAFETY

1. Introduction

This policy section aims to define responsibilities and relationships that promote a positive health and safety culture and secure the implementation and continued development of the Health and Safety Policy. This section of the policy should enable the College to:

- Establish and maintain management control of health and safety;
- Promote co-operation between individuals, safety representatives and groups so that health and safety becomes a collaborative effort;
- Ensure the communication of necessary information throughout the College;
- Secure the competence of employees.

2. The Board of Governors

As the employer, the Board is responsible for health and safety.

The Board acknowledges that effective health and safety policies contribute to business performance by:

- Supporting human resource development;
- Minimising financial losses which arise from avoidable unplanned events;
- Recognising that accidents, ill health, and incidents resulting from failings in management control are not necessarily the fault of individual employees;
- Recognising that the development of a culture supportive of health and safety is necessary to achieve adequate control over risks;
- Ensuring a systematic approach to the identification of risks and the allocation of resources to control them;
- Supporting quality initiatives aimed at continuous improvement.

To perform their duties, the Board will:

- Accept individually and collectively their role and responsibility for providing health and safety leadership and actively promoting and supporting health and safety standards;
- Appoint one of their number to champion health and safety at the Board level;
- Satisfy themselves that a policy on health and safety is prepared and periodically reviewed, including details of the organisation and arrangements for its implementation;
- Satisfy themselves that management responsibility for health and safety is designated;
- Satisfy themselves that effective management of health and safety is an integral part of the College's overall business strategy;
- Monitor the effectiveness of the Health and Safety Policy by receiving appropriate minutes and reports.

3. The Principal and Chief Executive

The Principal and Chief Executive (CE) is responsible for the health, safety and welfare of employees, students and others and is personally accountable to the Board in exercising that duty. They have authority from the Governing body and operational responsibility to ensure compliance with health and safety legislation and to implement procedures to ensure compliance with this policy. To fulfil this duty, the Principal and Chief Executive will:

- Ensure a written policy on health and safety is prepared, reviewed and developed, including details of the organisation and arrangements for its implementation in the activities of the College;
- Ensure that the College meets all statutory Health and Safety requirements;
- Ensure the allocation of sufficient human and financial resources to enable the effective implementation of the Health and Safety Policy and to ensure that the college meets the legislative requirement for Health and

Safety;

- Ensure that Health and Safety is integrated into the management structure and that Health and Safety objectives are an integral part of the overall College Strategic Plan;
- Ensure that Health and Safety duties and responsibilities are clearly delegated to all levels within the organisation and that such duties and responsibilities are appropriately discharged;
- Monitor the performance of ELT to ensure that they have undertaken their Health and Safety Responsibilities.

4. Executive Leadership Team

In addition to any specific duties listed below, ELT will:

- Assist the Principal and Chief Executive in the implementation of the College Health and Safety Policies and procedures;
- Deputise on health and safety matters in the absence of the Principal and Chief Executive;
- Liaise closely with members of the Executive Leadership Team (ELT) and Heads of Campus to ensure that operational managers and staff under their control take their health and safety responsibilities seriously;
- Ensure that risk assessments are completed and periodically reviewed by their Managers for all work/learning activities, along with effective implementation of protective and preventative control measures to ensure legal compliance;
- Monitor that Health & Safety are being effectively managed within all their areas of responsibility;
- Ensure employees are competent through incorporating Health and Safety training needs as part of the appraisal process;
- Ensure that the correct procedures are followed for the reporting, recording, investigation and follow-up of accidents and incidents on the premises, including 'near misses';
- Create a Health and Safety culture by stimulating interest and enthusiasm for Health and Safety amongst staff and learners.

5. Group Deputy Principal – Group Operations

The Deputy Principal – Group Operations shares responsibility for health and safety management in the college and is accountable to both the Principal and the Board in exercising that duty. In addition to their duties as a member of ELT, the Deputy Principal Group Operations will:

- Establish and maintain management control of health, safety and welfare within the College;
- Ensure that all employees receive appropriate health and safety information and training regarding their duties and are competent to undertake tasks assigned to them;
- Ensure that the College has access to competent advice and information regarding health and safety;
- Monitor health and safety performance within the college;
- Ensure that employees are consulted on matters affecting their health, safety and welfare; and chair the Corporate Health and Safety Committee;
- Ensure that there is an adequate system in place for the undertaking of risk assessments;
- Seek the commitment of employees in achieving continuous improvement in standards of health, safety and welfare in the College;
- Provide appropriate reports to the Board on the management of health and safety in the College;
- Support initiatives to improve standards and raise awareness of health and safety issues.

6. Group Deputy Principal Curriculum and Quality

The Deputy Principal of Curriculum and Quality is responsible for the quality of education within the college and, through the college educational programmes, the preparation of students for work. In addition to their duties as

a member of ELT, the Deputy Principal Curriculum and Quality will:

- Ensure that all new learners are given appropriate Health and Safety Induction at the start of their course;
- Ensure that health and safety training needs for academic staff are identified;
- Promote good practice and embed Health and Safety within the curriculum, ensuring compliance with technical and legal standards;
- Ensure that specialist equipment, resources and spaces used to instruct learners are maintained following legislative requirements and manufacturers' instructions as appropriate and records kept;
- Ensure that the overall procedures for the health, safety and welfare of learners are monitored;
- Ensure that safe systems of work are in place and followed for all learning activities where appropriate.

7. Heads of Campus

Through effective leadership, ownership and communication, Heads of Campus will manage health and safety performance at their campus, including promoting and maintaining a positive health and safety culture. They will ensure the health, safety and welfare of employees, students and visitors on campus. In particular, they will:

- Ensure that the College operates following College health and safety policies and procedures and promotes a positive safety culture for staff and students;
- Ensure that health and safety forms part of the campus vision and values;
- Annually prepare a College Statement of Safety Organisation that details local health and safety organisation and arrangements;
- Periodically review health and safety performance and implement a plan of action for addressing and continuously improving health and safety within their campus;
- Ensure effective communication through maintaining and chairing an effective Campus Health and Safety Committee and through the inclusion of health and safety on campus operations / other relevant campus meetings;
- Attend and provide campus reports to the Corporate Safety Committee (as invited);
- Ensure risk assessments are undertaken and appropriate control measures are implemented for all courses, activities and areas for which they are responsible;
- Ensure that termly campus health and safety inspections are carried out, recorded, and deficiencies actioned;
- Undertake regular supportive health and safety inspections/learning walks of their campus.
- Ensure that contractors and visitors are managed following the safeguarding and contractors' policies & procedures;
- Ensure emergency evacuation systems are administered and adhered to;
- Liaise closely with the Health, Safety & Environment Manager and the site Health and Safety Officer;
- Bring to the attention of Senior Managers / Health, Safety & Environment Manager any defects, uncontrolled or newly identified hazards that present a significant risk to the safety or health of employees, students or others;
- Ensure arrangements are in place for the provision of adequate and appropriate first aid facilities and equipment for the College, including appropriately trained personnel;
- Ensure all accidents, incidents, dangerous occurrences / near misses are reported and investigated.

8. Health, Safety & Environment Manager

The Health, Safety & Environment Manager will:

- Provide Health and Safety support, advice and strategic input to the College on matters of occupational health, safety and welfare;
- Develop and support the integration of the Health and Safety Management System;

- Prepare strategies and action plans for the effective implementation, monitoring, review and audit of the management of health and safety within the College;
- Conduct Health and Safety audits to ensure the College complies with its statutory duties and to test the effectiveness of the Health and Safety Management System;
- Deal with day-to-day issues concerning Health and Safety, including requests for assistance, guidance, support or information to managers, supervisors, safety representatives, employees, learners, contractors and any associated parties within the College;
- Assist the Principal and Chief Executive / Deputy Principal Group Operations in the implementation of the College Health and Safety Policies and procedures;
- Prepare guidance, procedures and information relating to health and safety;
- Initiate and contribute to, as appropriate, the Health and Safety training needs with Directors, Line Managers and Human Resources for staff within the College;
- Review and update the College Health and Safety Policy and procedures to reflect organisational changes and comply with best practice, technical and legal standards;
- Establish and maintain procedures for reporting, investigating, recording and analysing accidents and incidents;
- Establish systems for the effective communication of health and safety information throughout the College;
- Liaise with trade union and employee safety representatives, the enforcement authority and others as appropriate;
- Bring to the attention of the CE/Principal and/or members of ELT any serious irregularities (legal or otherwise) in the College associated with health and safety;
- Advise on the development and implementation of Risk Control Systems (RCS);
- Provide guidance to Heads of Campus and other managers in the preparation of local College safety policies;
- Provide reports to the CE/Principal on managing health and safety within the College.

9. Managers (Incl. Curriculum Area Managers, Senior Study Programme Managers, Support Managers and College Business Managers)

Through effective leadership, ownership and communication, College Managers will manage their department's health and safety performance, including promoting and maintaining a positive health and safety culture. All college managers are responsible for the health, safety, and welfare of employees, students, and visitors within / affected by their areas of operation, including college businesses and activities (e.g., Concorde Recruitment and Cornwall College Business). Manager will:

- Operate all courses (where relevant) and activities following relevant health and safety legislation, College safety policies and procedures. Ensure health and safety is an integral part of all taught courses and activities, and a culture positive of health and safety is promoted;
- Ensure that termly campus health and safety inspections are carried out for all departmental areas, recorded and deficiencies actioned;
- Periodically review health and safety performance and implement a plan of action for addressing and continuously improving health and safety within their department;
- Ensure risk assessments are undertaken/reviewed and that appropriate control measures are implemented for all courses, activities and areas for which they are responsible;
- Assess hazards arising out of any new or changed programme, activity, equipment, process or layout of premises and take appropriate action before the changes take place;
- Ensure COSHH assessments for substances and processes are carried out in their areas of responsibility;
- Ensure all plant and equipment within their area of responsibility is fit for purpose, regularly examined, tested and maintained in a safe condition and that any defective equipment is effectively disabled, appropriately labelled and, if possible, physically removed from use;
- Ensure any work equipment for which they are responsible requiring a statutory inspection is brought to the

attention of the Head of Estates (see 'Machinery and Equipment' section 3), particularly in the case of any new equipment purchased;

- Ensure employees and students receive appropriate training (including induction) instruction, information and, where necessary, supervision to enable them to carry out their duties/activities safely and without risks to others;
- Ensure written safe working practices are developed and implemented in respect of any potentially hazardous equipment, process or activity;
- Ensure that, where necessary, appropriate personal protective equipment is supplied, correctly used, stored and maintained;
- Report accidents, incidents (including damage to equipment and property), near misses, fires and occupational ill health following College procedures;
- Ensure the effective communication of health and safety information to staff, students and others within their areas of responsibility;
- Ensure that contractors and visitors are managed following the safeguarding and contractors' policies & procedures.

10. Head of Estates

In addition to their duties as a college manager, the Head of Estates will:

- Ensure that all the premises operated by the College, the fabric of the buildings, college grounds and internal/external plant and equipment associated with the buildings are monitored and maintained to provide a safe and healthy working environment;
- Ensure compliance with the Construction and Design Management Regulations and associated regulations where necessary;
- Ensure that termly health and safety inspections are carried out for all departmental areas recorded and deficiencies actioned;
- Prepare safe systems of work and procedures to ensure maintenance personnel and contractors carry out their activities safely and without risks to others;
- Ensure contractors employed to undertake work on College premises carry out their activities following health and safety legislation and College safety and safeguarding policies and procedures;
- Ensure all maintenance and repair work carried out by staff is undertaken following health and safety legislation and College safety policies and procedures;
- Arrange for the inspection and testing and maintain records of statutory inspections of plant and equipment;
- Ensuring that any statutory requirement relating to the internal/external systems associated with the buildings are met and necessary records are kept. This includes Plant and Machinery;
- Ensure that the college meets its statutory obligations regarding inspection and testing of lifts and lifting equipment, pressure vessels and local exhaust ventilation systems;
- Arrange for the inspection, testing and maintenance of fixed and portable electrical equipment and systems;
- Risk assess and implement systems to reduce the likelihood and impact of a fire within college buildings, ensuring emergency lighting is tested monthly, weekly fire alarm tests are undertaken, fire evacuation drills are arranged each term for each building and ensuring that all fire-fighting equipment and emergency systems are adequate and maintained and tested following the regulations, and records are kept;
- Establish and maintain systems for the management of materials likely to contain asbestos on College property;
- Establish and maintain systems for the effective control of legionella bacteria in the College's hot and cold water services;
- Oversee and maintain arrangements for controlling Radon in College property;
- Arranging for the removal from service of any item of furniture, apparatus or equipment identified as unsafe.

11. Director of Human Resources and Payroll

In addition to their duties as a college manager, the Director of Human Resources and Payroll will:

- Inform the Health, Safety, & Environment Manager of any accidents or ill-health to employees arising out of or in connection with work, resulting in them being off work or unable to do their normal job for more than seven days;
- Liaise with the Health, Safety, & Environment Manager regarding the compilation of data and creation of statistical reports on occupational ill health and sickness absence within the College;
- Establish and maintain systems for the provision of employee medical health surveillance and appropriate record keeping;
- Liaise with the Health, Safety, & Environment Manager regarding policies and procedures for preventing and controlling occupational stress so far as is reasonably practical;
- Liaise with the Health, Safety, & Environment Manager in areas where roles overlap, e.g. staff welfare/training.

12. Residential Manager

In addition to their duties as a college manager, the Student Experience Manager (residential) is responsible for the health and safety of residents within college accommodation.

They will:

- Ensure adequate supervision levels are in place at all times for residents in the accommodation.
- Ensure that residential staff receive appropriate information, instruction and training on college emergency procedures and how to manage accommodation emergencies outside of normal college hours.
- Ensure that the college accommodation complies with relevant health and safety legislation and meets the National Minimum Care Standards for Further Education Colleges, where the college accommodates residents aged under 18
- Ensure that risk assessments are undertaken and appropriate control measures are implemented.
- Ensure that termly health and safety inspections are carried out and recorded and deficiencies actioned.
- Ensure that contractors and visitors are managed following the safeguarding and contractors' policies & procedures.
- Undertake termly fire evacuation practices and ensure emergency evacuation systems are administered and adhered to;
- Bring to the attention of Senior Managers / Health, Safety & Environment Manager any defects, uncontrolled or newly identified hazards that present a significant risk to the safety or health of residents;
- Ensure adequate first aid arrangements are in place at all times for residents within the accommodation, including appropriately trained personnel;
- Ensure all accidents, incidents, dangerous occurrences / near misses are reported and investigated.
- Ensure that suitable vetting procedures are in place if the college places students in accommodation owned by an external provider.

13. Head of Apprenticeships and External Engagement

In addition to their duties, they are responsible for managing the work-based learning activities of Cornwall College, where learning takes place outside the College. The College will assess the health & safety suitability of that environment before learning is delivered. Cornwall College Business and Work Experience Coordinators assist with assessing employers' health and safety standards by offering work-based training, apprenticeships, work trials, and workexperience to students of the Cornwall College group. In addition to their duties as a college manager, the Head of Apprentices and External Engagement will:

- Approve and manage placement vetting procedures;
- Liaise with external audit bodies;
- Negotiate changes to procedure and practice suggested by audit;
- Advise placement staff on routes of referral for concerns relating to the health and safety standards of placement providers;
- Review management information concerning outstanding health and safety assessments and instigate remedial action where necessary;
- Ensure placement staff have appropriate health and safety and relevant procedural training before undertaking workplace assessments;
- Encourage placement staff to seek the support of more experienced colleagues where necessary;
- Support placement staff in refusal of placement where health and safety standards are unacceptable.

14. Farms Director

In addition to their duties as a college manager, the Farms Director will:

- Carry out farm-related activities following relevant health and safety and environmental legislation, College safety policies and procedures;
- Ensure that termly campus health and safety inspections are carried out, recorded, and deficiencies actioned;
- Ensure farm activities do not pose risks to the health and safety of employees, students, visitors and members of the public;
- Ensure risks of exposure to zoonoses are controlled and monitored;
- Ensure all farm-related machinery, equipment and spaces are maintained in a safe condition following health and safety legislation and manufacturers' instructions;
- Ensure farm-related machinery and equipment are operated correctly and safely following health and safety legislation and manufacturers' instructions;
- Ensure only authorised and appropriately trained employees operate farm-related machinery and equipment;
- Ensure all chemicals are used, stored, transported and disposed of following COSHH, control of pesticides and environmental regulations;
- Bring to the attention of Senior Managers / Health, Safety & Environment Manager any defects, uncontrolled or newly identified hazards that present a significant risk to the safety or health of employees, students or others;
- Ensure contractors employed to undertake work on College premises carry out their activities following health and safety legislation and College safety and safeguarding policies and procedures;
- Keep abreast of health and safety legislation and industry standards related to agricultural and farm-related activities.

15. Campus Health and Safety Officer

The local college Health and Safety Officer will:

- Assist the Head of Health, Safety & Environment Manager in the implementation of the College safety policy and local College safety policies;
- Act as a point of contact regarding local college health and safety issues;
- Provide advice and assistance to employees on local college health and safety matters;
- Attend the local college health and safety committee;
- Carry out periodic safety inspections/audits;
- Assist the Health, Safety & Environment Manager in the provision of health and safety training for employees;

- Receive accident reports for the local college and inform the Health, Safety & Environment Manager of any serious accidents/incidents and assist with accident investigations;
- Liaise with the appropriate person and Head of Health and Safety in monitoring emergency evacuation procedures;

16. Employees

In addition to any delegated responsibility for health and safety, all employees have statutory duties under the Health and Safety at Work, etc. Act. Employees will:

- Share collective responsibility for the health, Safety and Welfare of students at the college
- Take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions
- Co-operate fully with the College management in meeting its statutory duties and assist with implementing the College Health and Safety Policy and associated procedures.
- Do not intentionally interfere with or misuse anything provided in the interests of health and safety.
- Familiarise themselves with and conform to the College Health and Safety Policy and procedures.
- Report promptly all accidents, incidents, unsafe conditions and practices to the appropriate line manager
- Ensure that any persons for whom they are responsible are aware of the College's accident and emergency procedures and that they comply with the College's Health and Safety Policy.
- Ensure the highest standard of housekeeping within the workplace
- Be expected to personally display good health and safety standards and promote a culture that is always positive for health and safety.

17. Academic (Teaching) Staff

Academic / teaching staff are responsible for the Health and safety of all students/learners under their control whilst involved in on-site and off-site activities on College trips. In addition to their general duties as an employee, teaching staff will:

- Complete risk assessments before any activities are undertaken
- Demonstrate best practices ensuring compliance with technical and legal standards
- Ensure that safety instructions are given to students before/during any practical classes
- Ensure that equipment is fit for purpose and safe before any activities are undertaken
- Ensure that students are equipped with adequate PPE where this is required
- Ensure educational visit paperwork is completed and signed before any trips go ahead
- Ensure that adequate arrangements for supervision are in place and that appropriate information, instruction and training are provided
- Follow the correct procedures for safely using, handling and storing potentially hazardous materials and substances.
- Complete a register for the class and adhere to the college procedures for reporting student absence and safeguarding.

18. Employee Safety Representatives

All college managers must ensure that the health, safety and welfare of the employees they are responsible for are represented on the local college health and safety committee. The role of employee safety representatives is detailed in *The Health and Safety (Consultation with Employees) Regulations*. Employee safety representatives will also attend the local college health and safety committee to:

- Bring potential hazards and dangerous occurrences or any issue affecting the health and safety of employees

to the attention of college management.

- Enable consultation between management and employees on matters relating to health and safety.
- Represent employees in consultation with enforcement authority inspectors.

19. Trade Union Health and Safety Representatives

The *Safety Representatives and Safety Committees Regulations (SRSCR)* provide for the appointment of safety representatives by recognised trade unions. The function of trade union safety representatives is detailed in SRSCR. Safety representatives are entitled to:

- Consultation with College management on matters affecting the health, safety and welfare of employees;
- Carry out workplace inspections after giving reasonable notice in writing to College management
- Investigate potential hazards and dangerous occurrences at the workplace
- Investigate complaints by any employee they represent
- Make representations to management on matters affecting the health, safety and welfare of employees;
- Represent their members in consultation with and receive information from the enforcement authority inspectors
- Attend safety committee meetings as a safety representative in connection with any of the above functions.

20. Students, Visitors and Contractors

Students, visitors and contractors, whilst not having any specific role relating to health and safety, have legal duties under the Health and Safety at Work, etc. Act. They will:

- Not intentionally interfere with or misuse anything provided in the interests of health and safety;
- Comply with the requirements of the College Health and Safety Policy, procedures or systems of work and any relevant health and safety legislation;
- Conduct themselves to avoid risking their or any other person's health or safety.

SECTION 3

GENERAL STATEMENT OF HEALTH AND SAFETY ARRANGEMENTS

1. Introduction

This section of the health and safety policy gives an overview of arrangements, responsibilities and guidance to ensure the effective management of all health, safety and welfare throughout the College and its activities. Where appropriate, related College policies, procedures and guidance have been referred to. Reference has also been made to relevant health and safety legislation and associated guidance.

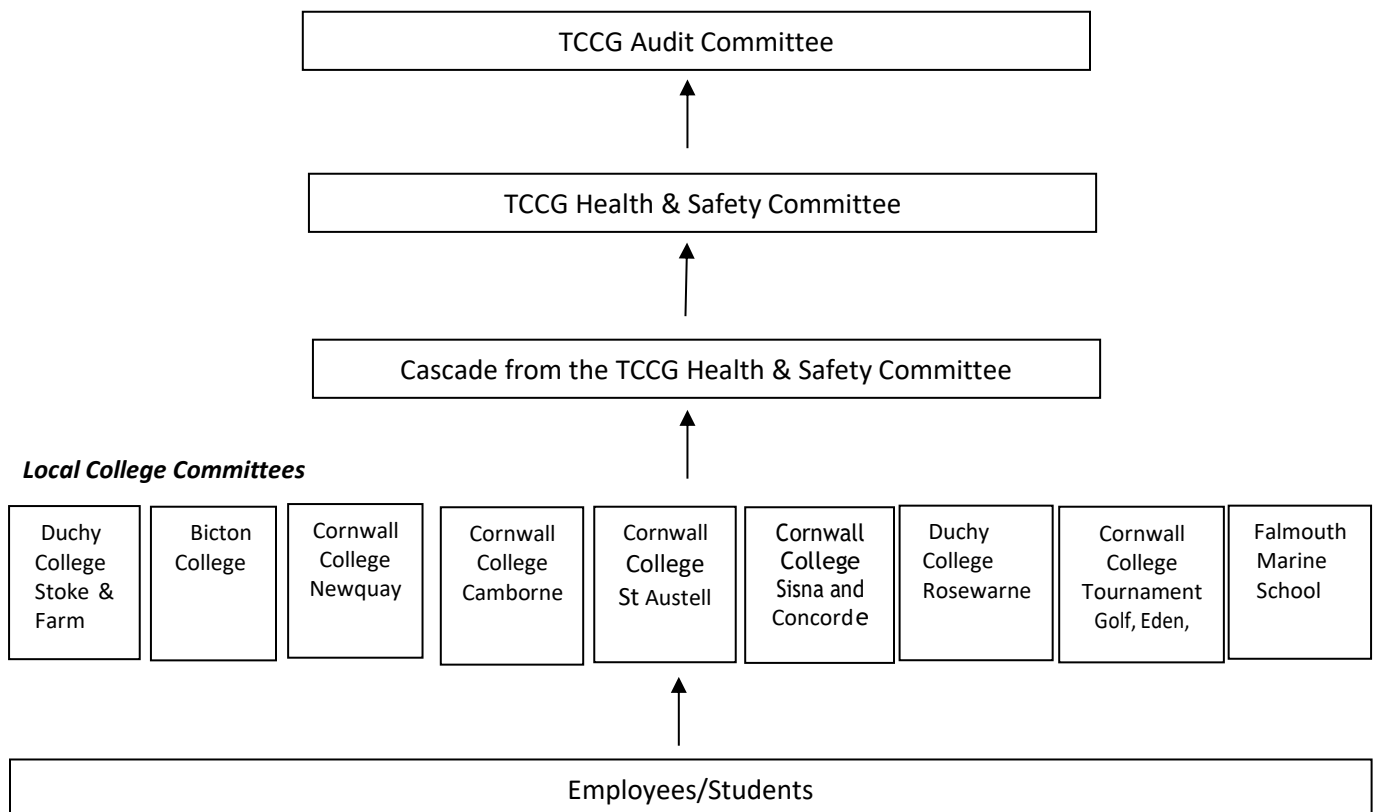
2. Health and Safety Committees

Legislation

The Safety Representatives and Safety Committees Regulations and The Health and Safety (Consultation with Employees) Regulations provide for the setting up safety committees and consultation with employees on health and safety matters.

Arrangements/Responsibilities

The arrangement of College health and safety committees is shown below:



Employees working in other college businesses (e.g. Concorde Recruitment, Business to Business) operating off campus will mirror the above structure or be consulted directly on health and safety via their line managers.

The Cornwall College Group Health and Safety Committee comprise:

- **Deputy Principal Group Operations (Chair)**
- Deputy Principal Curriculum and Quality
- Vice Principal Quality of Education (Land Based)
- Heads of Campus
- Health, Safety & Environment Manager
- Head of Estates
- Lead H & S Trade Union representative
- Human Resources representative

The Local College Health and Safety Committees comprise:

- Chair (Head of Campus)
- Health, Safety & Environment Manager
- Head of Estates/Local Site Services Manager
- Campus Health and Safety Officers
- Key operational Department/Unit employee representatives
- Trade Union representative(s)
- Student representative

The Role of Safety Committees

To comply with the law, the Group must consult with its employees and use the committee as a forum to provide and disseminate information. In this context, consultation means providing employees with information about health and safety issues and then listening to and considering their views before any decision is made.

The primary role of the TCCG Safety Committee is to ensure, on behalf of the Board, that the local systems are effective and to make any necessary changes.

The Group has a statutory duty to consult with its employees, either through representatives or directly, on the following:

- *The introduction of any measure that will affect the health and safety of its employees;*
- *The persons nominated to provide health and safety assistance/advice and assist in emergency procedures;*
- *Any health and safety training or information the Group is required to provide employees under other statutes;*
- *The health and safety consequences of the planning and introduction of new technologies into the workplace;*

The Group has a statutory duty to provide the following information:

- *Sufficient information to enable safety representatives to participate fully in the consultation and carry out their function;*
 - *Enough information to allow employees to understand the likely risks and hazards arising from their*

work or changes to their work

- *Details of injuries, diseases and dangerous occurrences that have been reported*
- *The measures in place or that will be introduced to eliminate the above*
- *What employees ought to do when encountering hazards*

Functions of safety representatives at committees:

The *Safety Committees and Safety Representatives Regulations* and the *Health and Safety (Consultation with Employees) Regulations* specify the functions of safety representatives. The primary function of safety representatives at safety committee meetings is:

To bring potential hazards and dangerous occurrences to the attention of college management that have not been dealt with by normal processes.

To raise with college management any issue affecting the health and safety of employees;

To represent employees in consultation with HSE inspectors.

The goal of the health and safety committees should be:

To keep under review measures taken to ensure the health and safety of employees at work and to promote cooperation between college management and its employees in instigating, developing, and carrying out measures to ensure the health and safety of employees and others at work.

The Cornwall College Group Health and Safety Committee will: -

- Meet at least tri-annually before the local college committees wherever possible;
- Develop and implement corporate health and safety strategies;
- Review achievement of targets and key performance indicators;
- Review and formulate policy for Board approval;
- Determine key operational procedures;
- Monitor operation of the local college health and safety committees and consider key issues arising from minutes of their meetings (including monitoring relevant statistics/audits);
- Oversee the provision of training.

The Health, Safety & Environment Manager will cascade relevant information for the corporate health and safety committee to campus safety officers and other relevant staff.

Local College Committees with a site-based emphasis will: -

- Meet at least tri-annually wherever possible;
- Monitor the operation of college policies and procedures relating to health and safety;
- Review reportable accident/incident information and statistics and suggest preventative measures;
- Consider any new measures or technologies that could affect health and safety;
- Keep a watch on the effectiveness of the safety content of employee training;
- Receive internal safety reports/audits and reports from the enforcement authority;
- Assist in the development of procedures and safe systems of work;
- Address and suggest measures to control hazards or dangerous occurrences identified by safety representatives;
- Monitor the adequacy of safety and health communication and publicity in the workplace;
- Suggest programmes for improving health and safety in the workplace.

Under most normal circumstances, local managers will resolve issues so as not to overload the safety

committees' work.

Committee secretaries should ensure:

- The time, date and location of meetings are agreed and widely publicised well in advance;
- Any papers and the agenda are received by members at least one week in advance;
- Accurate minutes of meetings are recorded;
- Minutes are widely publicised for all employees to read.

3. Risk Assessment

Legislation

The Management of Health and Safety at Work Regulations require employers to assess the health and safety risks involved in all work activities so that unacceptable levels of risk may be eliminated or reduced to an acceptable level.

Arrangements/Responsibilities

College managers/designated staff must ensure risk assessments have been completed and appropriate control measures implemented within their areas of responsibility. Assessments should be reviewed at least annually or when circumstances within the scope of the assessment change.

Guidelines on completing risk assessments have been prepared in the document '**A Guide to Health and Safety Risk Assessment**' and include a risk assessment form to aid the assessment process. This guidance can be viewed and downloaded from the College Health and Safety intranet pages. College Managers & designated staff can delegate the task of carrying out risk assessments to a competent person within their area of responsibility.

Risk assessments should be recorded on the College risk assessment database, accessed from the College intranet home page. Line managers will be notified automatically by e-mail when a risk assessment requires approval. Approved risk assessments can be viewed by all employees on the risk assessment database. Risk assessors and line managers must ensure risk assessments are reviewed following the review date set.

Several other regulations require specific risk assessments to be carried out, such as "The Health and Safety (Display Screen Equipment) Regulations", "The Manual Handling Operations", and "The Control of Substances Hazardous to Health Regulations". Details of these are provided below.

Other high-hazard activities may require a permit to work, such as hot works, working in confined spaces, high-risk work at height, working with high voltage electricity or working in trenches. Such work will require a Permit to Work issued by a competent college employee.

Guidance

Cornwall College Guide to Risk Assessment

Cornwall College Risk Assessment Database User Manual Cornwall College Risk Assessment Procedure

Cornwall College Permit to Work procedure

4. Control of Substances Hazardous to Health (COSHH)

Legislation

The Control of Substances Hazardous to Health Regulations (COSHH) requires the employer to control exposure to hazardous substances and thus prevent ill health to employees and others. The regulations cover any substance or micro-organism hazardous to health and used or generated by a work activity. For example:

- **Chemical substances:** used directly in work activities which are usually purchased from a supplier (e.g. adhesives, paints, cleaning agents, pesticides);
- **By-products:** substances generated or given off during work activities (e.g. fumes from welding, wood dust, brick or cement dust, dust from grain);
- **Biological agents:** such as bacteria and viruses contracted from people or animals, either by direct contact or indirectly via contaminated water, bedding, body fluids, or during experiments with microorganisms.

Arrangements/Responsibilities

College managers / designated staff must ensure COSHH assessments are carried out and appropriate controls are implemented within their areas of responsibility.

Face fit testing should be conducted when a COSHH risk assessment identifies a significant risk requiring respiratory protective equipment as a control measure.

It is the responsibility of the Health, Safety & Environment Manager to advise on the need for employees to receive medical health surveillance as identified under COSHH. The Head of Human Resources will arrange and keep records of medical health surveillance.

Guidelines on COSHH and how to carry out assessments have been prepared in the College document *'Guidelines on Assessing and Controlling Health Risks from Work with Hazardous Substances'* and include COSHH assessment forms on which assessments should be recorded. Records of COSHH assessments should be kept by college managers / designated staff and be available for inspection when required. Completed COSHH assessments must be recorded on the index of risk assessments form (RA1).

Guidance

Cornwall College guide to COSHH assessments

HSE reclassification of welding fume as a carcinogen

5. Manual Handling

Legislation

The Manual Handling Operations Regulations apply where there are risks to employees from the manual handling of loads. Manual handling operations are "any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or by bodily force".

Arrangements/Responsibilities

College managers / designated staff are responsible for ensuring that where the possibility of risks to the health and safety of employees or students from manual handling activities exist, the following hierarchy of control measures is applied:

- Avoid hazardous manual handling operations so far as is reasonably practicable – this may be achieved by redesigning the task to avoid moving the load or by automating or mechanising the process;
- Make a suitable and sufficient assessment of any hazardous manual handling operations that cannot be avoided and;
- Reduce the risk of injury from those operations as reasonably practicable. Considerations should be given to the provision of mechanical assistance (trolleys, sack trucks) or, where this is not possible, improvements made to the task, the load and the working environment.

College managers / designated staff are responsible for arranging manual handling training as appropriate to their areas of operation. The College Health, Safety & Environment Manager will arrange corporate health and safety training periodically. Records of manual handling assessments should be kept by college managers / designated staff and be available for inspection when required.

Guidance

Manual Handling Assessment Checklist

Guidance to the Manual Handling Operations Regulations; available from HSE books or via the Health, Safety & Environment Manager.

Manual Handling online training package

6 Display Screen Equipment

Legislation

The Health and Safety (Display Screen Equipment) Regulations. These regulations relate to the use of display screen equipment (DSE). **DSE** is any alphanumeric or graphic display screen (computers, laptops, etc.).

As the employer, the College must assess its employees' health and safety risks, classified as users and self-employed persons classified as display screen equipment operators. Having made such assessments, the employer is then required to reduce the risks so far as is reasonably practicable.

- A **USER** is defined as “an employee who habitually uses DSE as a significant part of their normal work”;
- An **OPERATOR** is defined as a self-employed person whose use of the client employer’s DSE equipment is such that they would be a user if employed;

Arrangements/Responsibilities

The College provides a package of online workstation training and assessment that all ‘users’ and ‘operators’ must complete upon appointment and undertake annually. Any adverse findings identified in the assessment must be reported to the relevant line manager for resolution or to the Health, Safety & Environment Manager where the issues cannot be resolved locally. College Health and Safety Officers undertake an ongoing process of monitoring DSE assessments. Paper-based assessments are available for users and operators who cannot access the online training and assessment package via the College intranet.

The ergonomic principles in these regulations will be applied to all employees and students using DSE and those classified as users or operators.

The College will provide eyesight tests for employees who are Users of DSE and, if required, a basic corrective appliance for DSE work. Requests for eyesight tests should be made to the relevant college managers / designated staff who are responsible for assessing such applications.

Employees may use the optician/optometrist of their choice and, having been assessed as a user will be reimbursed for the value of the test and, if necessary, a contribution made towards the cost of corrective eyewear if required for DSE work. Employees must produce valid receipts for the test cost and evidence confirming the need for corrective eyewear. Claims for eyesight tests and corrective appliances should be sent to the finance team for authorisation.

Guidance

Workstation Safety Plus On-Line Training Package, DSE Eye Test Refunds Procedure IF33

7. Accident Reporting and Investigation

Legislation

The College has a legal duty to report certain accidents, incidents and diseases to the Health and Safety Executive (HSE) as required by the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations*.

The College must also keep a written record of accidents as required by the *Social Security (Claims and Payments) Regulations*.

Arrangements/Responsibilities

Accidents or 'near misses' (An incident that did not result in an injury or damage to property) should be recorded on the College incident form, and a copy should be sent to the appropriate campus support officer, who will copy in the local campus Health and Safety Officer. A further copy of every accident/incident must be forwarded to the Camborne Campus Support Office.

The Human Resources Department is responsible for informing the Health, Safety & Environment Manager as soon as they know that an employee is absent from work or unable to do their normal duties for more than seven days due to an accident, incident or ill-health attributed to work.

The Health, Safety & Environment Manager is responsible for reporting Fatalities, specified injuries, certain occupational diseases, over 7-day injuries, and dangerous occurrences (as defined under RIDDOR) to the HSE.

Accidents involving persons not at work (which includes students) resulting in the injured person being taken from the site of the accident to a hospital may also be reportable to the HSE, regardless of the length of stay at the hospital or whether any treatment is administered.

Therefore, any serious injury must be reported to the Health, Safety & Environment Manager or local college Health and Safety Officer immediately (Tel: 01209 616216, ext.3216). A completed College incident form should be sent to the Health, Safety & Environment Manager as soon as possible and within three days of the accident.

Employees should refer to the [guidance Accident Reporting Procedure for further information](#).

College managers / designated staff are responsible for ensuring accidents within their areas of responsibility are reported following College procedures. They are responsible for investigating accidents and occupational ill-health (in consultation with the Human Resources / Health, Safety & Environment Manager where appropriate) within their areas of responsibility. They may be requested to provide a report to the Health, Safety & Environment Manager and appropriate Head of Campus. They are also responsible for reviewing accident records to identify trends or problems that may require action. The Health, Safety & Environment Manager is also responsible for investigating accidents where this is deemed necessary.

Guidance

Cornwall College Incident Report Form

8. Electricity and Electrical Equipment

Legislation

The Electricity at Work Regulations require the employer to safely provide and maintain electrical equipment and systems.

The main hazards associated with electricity are:

- Contact with live parts causing shock and burns;
- Faults which could cause fires;
- Fire or explosion where electricity could ignite a potentially flammable or explosive atmosphere.

Arrangements/Responsibilities

So that the College may satisfy its legal duties, the Head of Estates is responsible for ensuring electrical systems and equipment are correctly installed, regularly inspected and maintained. Arrangements for testing and maintenance are:

- Heating plant and associated equipment are serviced annually;
- Five yearly tests of fixed electrical installation;
- Annual testing of kitchen equipment;
- Annual testing of workshop equipment;
- Routine testing of portable appliances;
- Annual testing of fire alarm/emergency lighting;
- Annual testing of stage lighting.

The Head of Estates keeps records of electrical testing and maintenance.

A competent person should check all electrical systems and equipment before use. College managers / designated staff are responsible for assessing risks and implementing appropriate control measures within their areas of responsibility, including hazards associated with electrical systems or equipment.

Should any electrical system or equipment's safety be in doubt or identified as faulty, it should be isolated and removed from use, and measures should be taken to ensure it cannot be used. Only competent persons should repair electrical systems or equipment, and faults must be reported to the local college maintenance office by completing a maintenance request card or using the log-a-job system.

Using privately owned electrical equipment that has not been tested for work activities on College premises is prohibited.

Guidance

ACOP to the Electricity at Work Regulations; available from HSE books or via the Head of Health and Safety.

9. MACHINERY AND EQUIPMENT

Legislation

The Provision and Use of Work Equipment Regulations (PUWER) imposes duties on the employer regarding equipment provided at work.

The Regulations require risks to people's health and safety from equipment they use at work to be prevented or controlled. In addition to the requirements of PUWER, lifting equipment is also subject to the Lifting Operations and Lifting Equipment Regulations (LOLER) requirements.

Woodworking machinery is also subject to the requirements of PUWER. Still, due to the more hazardous nature of this type of equipment, it is covered explicitly by an approved code of practice (ACOP). The Pressure Safety Systems Regulations cover pressure systems (air receivers, autoclaves, etc.).

Generally, any equipment an employee uses at work is covered, for example, hammers, knives, ladders, drilling machines, circular saws, photocopiers, lifting equipment (including lifts), motor/agricultural vehicles and agricultural/horticultural machinery.

Examples of uses of equipment covered by the Regulations include starting or stopping the equipment, repairing, modifying, maintaining, servicing, cleaning and transporting.

Arrangements/Responsibilities

College managers / designated staff are responsible for ensuring that all work equipment within their areas of responsibility complies with the requirements of PUWER and associated regulations, and more specifically, must ensure that work equipment is:

- Suitable for the intended use and for the purpose and conditions in which it is used;
- Maintained in a safe condition for use so that employees, students and others' health and safety are not put at risk;
- Inspected to ensure that it is, and continues to be, safe for use. A competent person should carry out any inspection (this could be an employee if they have the necessary competence to perform the task) and records kept;

They must also ensure that risks created by the use of the equipment are eliminated where possible or controlled by taking appropriate 'hardware' and 'software' measures:

Hardware measures include:

- Suitable guarding
- Protection devices
- Marking and warning devices
- System control devices (such as emergency stop controls)
- Personal protective equipment.

Software measures include:

- Safe systems of work (written procedures)
- Providing adequate information, instruction and training
- Providing adequate supervision.

Some work equipment requires a statutory inspection. A specialist engineer would typically carry out such an inspection. Work equipment requiring a statutory inspection includes:

- Air receivers (including associated pipework) where appropriate
- Hot water boilers (including associated pipework) where appropriate
- Hot water calorifiers
- Sterilisers
- Autoclaves
- Lifts and lifting equipment (vehicle and passenger lifts, lifting tackle)
- Runway tracks and trolleys
- Manual blocks and cranes
- Jacking beams
- Pallet trucks and jacks
- Local exhaust ventilation plant and fume cupboards
- Gas appliances.

The Head of Estates is responsible for overseeing arrangements for carrying out statutory inspections, ensuring appropriate remedial works or repairs are made and retaining appropriate records. Records of inspections should also be held by college managers / designated staff for work equipment for which they are responsible.

It is the responsibility of college managers / designated staff to ensure any work equipment for which they are

responsible, requiring a statutory inspection, is brought to the attention of the Head of Estates. If there is any uncertainty, advice should be sought from the Head of Estates or Health, Safety & Environment Manager.

Guidance

ACOP to the Provision and Use of Work Equipment Regulations; available from HSE books or via the Head of Health and Safety.

10. PERSONAL PROTECTIVE EQUIPMENT

Legislation

The Personal Protective Equipment at Work Regulations imposes duties on the employer relating to the provision, suitability and use of personal protective equipment (PPE).

Personal protective equipment is '*all equipment (including clothing affording protection against the weather) intended to be worn or held by a person at work and which protects them against one or more risks to their health and safety*'. Examples include eye protection, safety boots, gloves, helmets, aprons, etc.

Suitable PPE shall be provided to all employees who may be exposed to risks to their health and safety that cannot be controlled by other means and **SHOULD ONLY BE USED AS A LAST RESORT**.

Arrangements/Responsibilities

College managers / designated staff are responsible for the provision and use of PPE within their areas of responsibility and in this regard, must ensure:

- **PPE is used only as a last resort** because other precautions cannot adequately control the risk of injury or ill-health
- PPE is supplied and used by employees, students and other persons where appropriate, wherever there are risks to health and safety that cannot be adequately controlled in other ways
- An assessment is made on the suitability of the PPE to control the risks of injury or ill health. For example, the assessment must consider the type and standard of ear defenders or eye protection needed
- PPE is UK Conformity assessed and carries the UKCA mark or meets the European Product Directive and is marked accordingly (CE)
- PPE is maintained to ensure it continues to provide the degree of protection for which it was designed. Maintenance includes cleaning, disinfecting, examination, replacement, repair and testing. Manufacturer's guidelines should also be observed when maintaining PPE
- PPE is stored appropriately to protect it from contamination, loss or damage
- Suitable information, instruction and training is provided to persons to ensure PPE is used effectively
- PPE is used following instructions issued by management and the manufacturer, and adequate levels of training and supervision are provided to ensure it is used and used properly
- Arrangements for reporting the loss of PPE are established.

Guidance

Further information is available in 'Personal Protective Equipment at Work, Guidance on Regulations' available from HSE books or via the Head of Health and Safety.

11. Health and Safety Training

Legislation

The Health and Safety at Work etc. Act: The Management of Health and Safety at Work Regulations and

associated regulations require the employer to provide employees with appropriate information, instruction, training and supervision.

Arrangements/Responsibilities

- The College Human Resources department arranges induction training for new employees. An induction pack will be issued to each new employee. This pack contains a health and safety induction checklist, which the new employee must complete, and an appropriate colleague
- College managers / designated staff are responsible for ensuring local induction training and job-specific training are provided to all new members of staff
- The College provides six online training packages that employees must complete upon appointment and refresh periodically. These are:
 1. Workstation Safety Plus (if considered a DSE user as defined in the regulations);
 2. Fire Safety Plus;
 3. Health and Safety Essentials.
 4. Fire Marshall Plus (if involved in fire marshalling duties);
 5. Asbestos Awareness (if involved in building maintenance/alterations, including IT technicians);
 6. Effective Risk Assessment (if involved in assessing or approving H & S risk assessments)
- The Health, Safety & Environment Manager provides in-house Health and Safety training. This is administered and advertised through the Employee Self-Service system where practicable.
- Staff can request specific health and safety and first aid training by submitting a Staff Development Request form to the Head of Health and Safety.

Guidance

College Intranet Health and Safety and Employee Self-Service Pages.

12. FIRE SAFETY

Legislation

The Regulatory Reform (Fire Safety) Order requires the employer to assess (fire safety risk assessment) the fire safety measures necessary for their premises and apply appropriate control measures.

Arrangements/Responsibilities

Employees will receive general and local induction training in fire and emergency procedures. Employees should be familiar with the nearest exit routes, assembly points and location of fire alarm call points and extinguishers. Notices detailing the actions to take in the event of an emergency are displayed throughout the college buildings.

Upon hearing the alarm, all persons should evacuate the building without delay and report to the assembly point.

On discovering a fire, the following actions should be taken:

- Sound the alarm.
- Call the fire brigade by dialling 999 (9 for an outside line).

- Ensure the evacuation of your area of responsibility.
- If you have had training, feel confident, and it is safe to tackle the fire using the provided appliances.
- If the fire is not immediately extinguished, isolate the fire by closing windows and doors where possible.
- Leave the building by the nearest exit, and do not leave the College without reporting to the appropriate assembly point. Do not obstruct access roads.
- Do not re-enter the building until an authorised person tells you to do so.

The County Fire and Rescue Service carries out inspections periodically throughout the College. Reports of these inspections, including recommendations, are issued to the Health, Safety & Environment Manager and the Head of Estates, who, in turn, take the necessary action to comply with statutory requirements/recommendations.

The Health, Safety & Environment Manager implements fire risk assessments and appropriate control measures. The Head of Health and Safety will hold records of fire risk assessments.

Heads of College are responsible for ensuring regular fire drills are carried out and monitored, firefighting equipment is regularly inspected and maintained, and appropriate notices and signs are displayed on their College. Further details of these arrangements are contained in local college health and safety statements.

Fire drills are carried out in all areas of the College where feasible, at least once each academic term. Fire drills, maintenance and testing of firefighting equipment and signage of escape routes are organised by the following persons:

- | | | |
|---------------------------------|---|------------------------------------|
| ➤ Cornwall College Camborne | - | Site Services Manager |
| ➤ Falmouth Marine School | - | Site Services Manager |
| ➤ Duchy College Rosewarne | - | Site Services Manager |
| ➤ Cornwall College Newquay | - | Site Services Manager |
| ➤ Duchy College Stoke Climsland | - | Site Services Manager |
| ➤ Cornwall College St Austell | - | Site Services Manager |
| ➤ Bicton College | - | Site Services Manager |
| ➤ All other sites | - | A responsible person is designated |

The appropriate college managers/designated staff will arrange Fire Drills, maintenance and testing of firefighting equipment, and signage of escape routes for any other College sites or premises.

College managers / designated staff are responsible for monitoring fire safety precautions within their areas of responsibility. Such monitoring includes:

- Escape routes are clear of obstructions and properly sign-posted;
- Fire doors are kept closed except when people are passing through them;
- Exits are unlocked whenever people are present;
- Exits are kept clear of obstructions externally;
- Employees, students and visitors are informed of evacuation procedures and escape routes;
- Firefighting equipment has been tested, maintained and is functional;
- Maintaining and updating fire risk assessments.

College managers / designated staff are responsible for ensuring disabled employees, students and visitors can be evacuated. This includes persons with impaired vision or hearing.

A **NO SMOKING** policy is in operation on all College premises. Further details are included in the college fire safety policy.

13. Bomb Threat or Suspect Package/Device

Legislation

Health and Safety at Work etc. Act, Management of Health and Safety at Work Regulations.

Arrangements/Responsibilities

Procedures and arrangements for responding to bomb threats are contained in each local college Project Argus Procedures and the Business Continuity Plan. However, In the unlikely event that a bomb threat is received or an employee discovers a suspect package/device on College property, the guidelines described below should be followed. Most bomb threats are hoaxes; however, all such incidents should be treated as real threats until identified as otherwise by the emergency services.

1) Telephone Calls Relating to Suspect Devices/Packages

Should any personnel receive a telephone call about a suspect device or package (bomb), they should REMAIN CALM and follow the guidance below.

If you are switchboard staff, you should have immediate access to the bomb threat proforma.

1. Switch on any recording apparatus available;
2. Allow the caller to complete the message without interruption;
3. Confine any responses to one or two words where possible;
4. Whilst the caller is delivering the message, make accurate notes of the details, **including any code word mentioned**;
5. Endeavour to identify the caller's sex and approximate age;
6. Note any conditions affecting speech, such as evidence of drunkenness, laughter, anger, excitement or incoherence;
7. Bear in mind peculiarities of speech, such as accent, mispronunciation of words, speech impediment, tone and pitch of voice;
8. Listen for any background noises such as traffic, music, other people talking, and machinery.

2) Further information

When the caller has delivered the message, endeavour to ascertain the answers to the following key questions if these have not already been given: -

1. Exact location of the bomb?
2. What time it will explode?
3. When it was placed?
4. Why it was placed?

3) What action to take

Upon receipt of such a phone call, the following steps should be taken:

1. Where possible, evacuate the building or area at risk by activating the fire alarm
2. Inform the Police
3. Contact the Head of Campus or, in their absence, another senior manager.

Do not leave your telephone, make any further calls or communicate the message to any other staff member.

4) Complete so far as possible the forms contained in Appendix 5

5) Discovery of Suspect Device/Package

Should a suspect package or device be discovered on site, the following actions should be taken:

1. Depending on availability, the Head of Campus or a senior member of staff should be informed, or if unavailable, the Police should be contacted:
2. The senior staff member responsible will assess the situation and advise on the appropriate action, including calling the Police.

Guidance

Bomb threat guidance

14. First Aid

Legislation

The Health and Safety (First Aid) Regulations require the employer to ensure adequate first aid provision for employees who are injured or become ill at work.

Arrangements/Responsibilities

Heads of Campus are responsible for ensuring an assessment of first aid needs is made so adequate provision can be made for that College, details of which are contained in the Campus Health and Safety Statement.

First aid training is arranged through the Health and Safety Department. Staff wishing to train as first aiders should seek approval from their line manager and can book onto a first aid course through ESS. The Health, Safety & Environment Manager is responsible for keeping records of and monitoring First Aid training.

First aiders rostered as duty first aiders for the campus they are based at are entitled to an extra two days of leave (pro rata), provided being a first aider is not a requirement of their role. They will usually be support staff, stewards, etc., be named on a rota for specific time windows, not usually be managers or teaching staff due to availability requirements, be contactable and can drop what they are doing and respond to an emergency.

College managers / designated staff are responsible for ensuring adequate numbers of appropriately stocked first aid boxes are available, and appropriate first aid signage and information are displayed within their areas of responsibility. A list of first aiders is held on the College intranet, accessible from the intranet home page.

Guidance

First aid assessment needs checklist

15. Contractors

Legislation

Health and Safety at Work etc. Act, Construction and Design Management Regulations and associated health and safety regulations.

Arrangements/Responsibilities

As part of the Cornwall College's safety policy contractors are required at all times to comply with the appropriate legislation and codes of practice for all matters relating to Health and Safety and must ensure their actions or omissions do not put themselves or others at risk. They will also comply with all aspects of the College Health and Safety Policy, College Contractors Management Policy, Colleges Contractors Code of

Practice, Site Induction Rules and Permit to Work system.

All contractors attending college campuses must be advised to sign in at a nominated campus office, normally Site Services departments or receptions.

TCCG Estates department organises and oversees all major projects and refurbishments and is responsible for ensuring compliance with CDM regulations and any other statutory health and safety requirement associated with the project, including contractor selection and management, issuing permits to work and monitoring of contractor safety.

Site Services departments are responsible for day-to-day contractor management not associated with major projects as described above. Site Services departments are responsible for issuing contractor passes and permits to work where required and monitoring contractor activity and safety on campus.

16. Outdoor Pursuits and Educational Visits

Legislation

Health and Safety at Work etc. Act and associated regulations.

Arrangements/Responsibilities

To ensure the safety of staff and students undertaking adventurous activities and educational visits, the College has prepared an offsite activities procedure.

Staff organising off-site activities must undertake a risk assessment and ensure appropriate control measures are in place before the activity takes place.

Off-site activities and educational visits are categorised by using the off-site activities form. Authorisation levels are then followed, and in the case of high-risk activities, the Off-Site Activities form (see Appendix 7)

In normal circumstances, requests for authorisation of high-risk activities must be received at least one week before the activity occurs.

Only appropriately qualified and experienced employees can organise and supervise high-risk activities as defined in the procedure.

Information regarding qualifications for undertaking high-risk activities can be obtained from the Health, Safety & Environment Manager.

College managers / designated staff are responsible for ensuring the off-site activities procedure is operated within their areas of responsibility.

Guidance

Cornwall College Off-Site and Educational Visits Procedure

17. Radon Gas Monitoring and Mitigation

Legislation

Ionising Radiation Regulations

Arrangements/Responsibilities

The Estates Department is responsible for Radon gas monitoring and assessment across all areas of the College and the maintenance of mitigation systems. Buildings with mitigation systems will be monitored; buildings where such systems are not required will be monitored every five years. Results of monitoring and details of mitigation systems will be held in the Head of Estates' Office.

Guidance

Ionising Radiations Regulations; available from HSE books or via the Health, Safety & Environmental Manager.

18. Control of Legionella

Legislation

Control of Substances Hazardous to Health

Arrangements/Responsibilities

The Health, Safety, & Environment Manager and Head of Estates are responsible for advising on legionella risk management systems and remedial works as required. The Estates department will tender for works to be carried out by appropriate contractors, set out a contract task schedule, and monitor contractors' adherence to the task schedule.

Site Services and Maintenance departments are responsible for ensuring legionella risks are minimised through ongoing monitoring, testing and cleaning of hot and cold water systems per instructions issued by TCCG Estates Department.

Records of control measures and testing will be kept and maintained by Estates.

The Health and Safety Department will periodically audit legionella monitoring and testing systems.

Guidance

The Control of Legionella Bacteria in Water Systems - ACOP, -available from HSE books or via the Head of Health and Safety.

19. Minibus Driving

Legislation

The Motor Vehicles (Driving Licenses) Regulations, Health and Safety at Work etc. Act, The Management of Health and Safety at Work Regulations and associated regulations, The Provision and Use of Work Equipment Regulations.

Arrangements/Responsibilities

This policy applies to all minibuses, whether college-owned or hired. The Head of Health and Safety and Heads of Campus are responsible for ensuring arrangements exist for appropriate minibus driver training, further details are contained in each campus Health and Safety Statement.

The Group operates an 'approved driver scheme'. To be an approved driver, the following applies:

Driver Requirements

- All drivers must be at least 25 years of age;

- All drivers must have held a car (category B) driver's license for at least two years;
- All drivers must complete the Group minibus driver training programme (MIDAS scheme) and have completed both theory and practical tests (including using accessible minibuses where necessary). Drivers are required to attend refresher training every four years;
- Staff employed solely as minibus drivers must hold a PCV license
- Incidental drivers (those not employed solely to drive minibuses), for example, teachers

- **Drivers who passed their category B (car) driving test before 1 January 1997**

In this case drivers can drive a minibus that is not being used for hire or reward as these licences automatically include category D1 (101) (not for hire or reward) entitlement*.

College staff with such a licence can drive a minibus carrying up to 16 passengers without maximum weight restriction.

Drivers with a D1 + E (101) (not for hire or reward) entitlement can tow a trailer over 750kg.

**** Drivers who have renewed their licence (e.g. when a photo licence is issued) should check that this entitlement has been retained***

- **Drivers who passed their category B driving test on or after 1 January 1997**

In this case, drivers may drive a minibus that is not being used for hire and reward if the following conditions are met:

- they are over 21 (**Note that the Cornwall College minimum age is 25 for minibus drivers**) and have held a category B licence for at least two years;
- a non-commercial body uses the minibus for social purposes. Colleges are considered non-commercial bodies.
- they receive no payment other than the recovery of out-of-pocket expenses (e.g. fuel and parking costs);
- they provide the service voluntarily;
- **the gross vehicle weight of the minibus is not more than 3.5 tonnes (or 4.25 tonnes, including any specialist equipment to carry disabled passengers);**
- they do not tow a trailer

Cornwall College has several lightweight Peugeot minibuses in the college fleet.

- A PCV license is required when driving minibuses in other European countries.
- Where drivers hold the PCV category on their license (not the DI entitlement), the MIDAS training must be completed four years after passing their PCV.

Authorisation Requirements

- Group vehicles cannot be used on or off college property without prior authorisation and booking;
- All drivers must submit their driver's license at least annually (but always upon request) to their campus support office or the college person responsible for the vehicle for inspection. This is now done electronically after the abolishment of the paper driving licence counterpart on 8 June 2015. Instructions will be issued to drivers on how to do this as appropriate (further details are available in the Vehicle Administration Procedure on the Intranet under Insurance);
- All drivers must notify their local transport office or college person responsible for the vehicle of any offences and any pending prosecutions;
- All drivers must inform their local transport office or college person responsible for the vehicle of any

- medical condition that could affect their ability to drive safely.
- The driver makes simple pre-journey vehicle safety checks, e.g., lights, brakes, mirrors, and tyres (which would have been covered during the MIDAS and/or PCV training). All drivers must complete and sign a short checklist before driving the vehicle. A weekly, more detailed checklist will be carried out on each minibus by a competent staff member nominated by the Head of Campus.
 - No college minibus is permitted to be fitted with a roof rack, and drivers must not use any minibus equipped with one.

Information and Guidance

Cornwall College Health and Safety Policy, section 3.28: Driving for Work;

RoSPA – Driving for Work Safe Journey Planner;

<https://www.rospa.com/rospaweb/docs/advice-services/road-safety/drivers/safer-journey-planner.pdf>

20. Work-Based Learning Health and Safety Vetting

Legislation

Health and Safety at Work etc. Act, The Management of Health and Safety at Work Regulations and associated regulations.

Arrangements/Responsibilities

The College has a responsibility to ensure, so far as is reasonably practicable, the health, safety and welfare of its students whilst undertaking work-based training (i.e. Foundation and Advanced Modern Apprenticeships) or work experience that is a required and necessary part of their programme and is authorised by the College.

The College cannot accept responsibility for the welfare of students who undertake activities that do not meet the above criteria or for students who accept placements overseas where it is not reasonably practicable for the College to assess the suitability of the placement concerning health and safety.

In these cases, students undertake such placements at their own risk. However, tutors should follow the steps outlined in the Work Placements Procedure (appendix 8) for students undertaking work experience overseas.

Further Education/Higher Education/Apprenticeships/Work Trials or any other Programmes requiring work experience/placement.

A procedure has been developed to help ensure those undertaking work-based learning or work experience with employers do so in a safe, healthy and supportive environment. Tutors must comply with this procedure and any relevant associated guidance.

Competent placement personnel will undertake health and safety assessments of placement providers/employers and authorise work-based training and work experience placements.

Guidance

Work Placements Procedure

21. Reporting of Services and Building Maintenance Defects

Legislation

Health and safety at Work etc. Act, The Management of Health and Safety at Work Regulations, The Workplace (Health, Safety and Welfare) Regulations and other associated regulations.

Arrangements/Responsibilities

The Head of Estates is responsible for organising repairs to College buildings and services and for ensuring such repairs are made without compromising the health and safety of College employees, students and visitors.

Staff should complete an online maintenance request and select the relevant Campus Site Services Office if they identify a need for repairs to buildings, services, etc. The health and safety box should be ticked if the defect has health and safety implications.

In an emergency, the local college Estates Office should be contacted by telephone.

22. Control of Materials Containing or Suspected of Containing Asbestos

Legislation

The Control of Asbestos Regulations.

Arrangements/Responsibilities

The College will endeavour to comply with all approved Codes of Practice and Guidance issued by the Health and Safety Executive regarding the exposure of its employees and others to asbestos arising from the activities or undertakings of the College. The College will do everything reasonably practicable to protect all such persons from risk to health from asbestos exposure. Although it is recognised that there is no commitment to remove asbestos in existing buildings where it does not constitute an unreasonable risk, the long-term aim is to make the College's buildings free from asbestos.

To apply this policy:

- No additional, new or second-hand suspected or confirmed **asbestos-containing materials** will be used or brought onto a Cornwall College-owned or occupied site.
- Where existing installations include **asbestos-containing material** which is sound, in good condition, not releasing dust, and not subject to abrasion or damage, the material will be left undisturbed, noted in the Asbestos Register and re-inspected at regular intervals to ensure that the condition of the material has not changed.
- Where existing installations include **asbestos-containing material** damaged, deteriorating or inadequately sealed, it will either be removed or replaced by suitable material.
- Not containing asbestos or resealed or encapsulated, noted in the Asbestos Register and re-inspected at regular intervals to ensure that the condition of the material has not changed. Any Asbestos materials removed must be taken to an approved, licensed site for disposal.
- Some items of equipment may contain asbestos-based material (e.g. kilns) and should be handled appropriately, particularly when such equipment is being disposed of. In such instances, advice should be sought from the Health, Safety & Environment Manager or Head of Estates.
- An Asbestos Register has been compiled by Group Estates into which asbestos-containing materials, installations and locations have been recorded.
- The Asbestos Register will be regularly updated, and the Policy and Procedures will be reviewed annually.
- Information in the Asbestos Register will be available to Heads of College, Site Services Managers and Supervisors. A schedule for each property is available as a traffic light chart on the intranet. Estates hold asbestos registers.
- Until a property has been subjected to an asbestos survey and the details entered in the Asbestos Register, great care must be taken when working on the property. If it is suspected that any work may disturb a material containing asbestos, then appropriate procedures contained within this document must be applied. No works of a significant nature must be undertaken without first carrying out an asbestos survey

before the preparation of contract documentation.

- Only appropriately licensed contractors will be appointed to work on and/or remove asbestos-containing materials, as specified by the Asbestos at Work Regulations.
- Should any employee, student or visitor become aware of damage to material containing or suspected of containing asbestos, it should be brought to the immediate attention of the Head of Estates so the appropriate action can be taken.

It would not be practicable or reasonable for minor works to be pre-surveyed for asbestos due to the vast number of jobs requested. The following precautions should, however, be observed: -

- Persons, including College employees carrying out these works, must consult the asbestos register and receive instructions on asbestos awareness, recognition and procedures for reporting its discovery. This training will be repeated periodically for College employees.
- Suppose unexpected potential asbestos-containing materials are discovered during the works. In that case, they must not be disturbed, but the incident must be reported to TCCG Estates, who will arrange for an asbestos inspection and priority assessment.
- If the material has been inadvertently disturbed, the incident will be reported immediately to TCCG Estates, who will, in consultation with the Health, Safety & Environment Manager, take the appropriate actions to contain and minimise any risk of exposure.
- Site Services Managers and Supervisors must ensure that the Asbestos Register and asbestos policy are readily available and brought to the attention of all Contractors before the commencement of any building-related work.
- TCCG Estates Office must be notified immediately of any damage to suspected asbestos-containing materials.
- TCCG Estates Office must always be notified if you intend to work within your delegated responsibility, affecting asbestos-containing material. This is essential to maintain the Asbestos Register and supply technical advice if necessary.

Guidance

Asbestos Register (held by Site Services and Estates Departments).

23. Health and Safety Monitoring and Audit

Legislation

The Health and Safety at Work etc. Act, The Management of Health and Safety at Work Regulations.

Arrangements/Responsibilities

The Health, Safety, & Environment Manager is responsible for arranging periodic audits of the College's health and safety management systems and drawing up plans for corrective action where necessary.

College managers / designated staff must devise and implement systems for 'active' and 'reactive' monitoring of the effectiveness of measures for managing health and safety within their areas of responsibility.

Active Monitoring includes:

- Inspections
- Audits
- Surveys
- Direct observation of activities
- Examination of health and safety documentation
- Health surveillance.

Reactive monitoring includes:

- Accident and occupational ill-health investigations
- Accident and occupational ill-health statistics
- Other losses, such as damage to property/equipment
- Incidents (including those with the potential to cause injury, ill-health or loss)
- Identification/reporting of hazards;

The senior line manager should hold documentation relating to health and safety monitoring (inspection reports, accident investigation, etc.) and be available for inspection upon request.

24. Use of Mobile Phones Whilst Driving on College Business

Legislation

The Road Vehicles (Construction and Use) (Amendment) (No 4) Regulations.

The use of hand-held mobile phones whilst driving is an offence under the above legislation. Breaching this legislation may result in a fixed or higher fine upon conviction, plus six penalty points on the driver's licence. The offence occurs if a person holds the phone at any point during making or receiving a call, sending or receiving text, picture or video messages or using the phone to access the internet whilst driving. This offence also applies to any person supervising a learner driver.

Employers will also be in breach of this legislation if found guilty of causing or permitting their employees to use handheld mobile phones while driving during their work.

The legislation does not ban the use of 'hands-free' systems when making or receiving mobile phone calls when driving. However, a driver can also be prosecuted for using a hands-free device if they are found not in proper vehicle control when using the device. 'Driving' in this context also includes when the vehicle is stationary in a traffic jam or at traffic lights.

In a genuine emergency, it is permitted to call the emergency services by dialling 999 or 112 whilst driving if it would be unsafe or impractical to stop.

Arrangements/Responsibilities

Cornwall College employees must comply with the above legislation whilst driving any vehicle on College business, regardless of whether the mobile phone they use is issued by the College or privately owned. This includes College driving instructors and minibus driver trainers when supervising other drivers.

Before they start their journey, Cornwall College employees driving vehicles without hands-free systems must either turn the mobile phone off, set the phone to 'divert all calls', or give the phone to a passenger to operate. Mobile phones should only be used once the vehicle is stationary and the engine is turned off.

Although it is not an offence to use a 'hands-free' system to make and receive calls whilst driving, research indicates operating a hands-free system can still distract the vehicle driver and may contribute to accidents.

25. No Smoking Policy

Legislation

Health and Safety at Work Act, Health Act.

Arrangements/Responsibilities

The Health, Safety, & Environment Manager is responsible for ensuring a Corporate no-smoking policy is developed and implemented following the above legislation.

Site Services and Maintenance departments ensure appropriate 'No Smoking' notices are displayed on College campuses and College vehicles.

Heads of the College are responsible for ensuring and monitoring compliance with the corporate policy and developing and implementing additional requirements on individual campuses to address specific campus issues.

All employees, students and visitors to Cornwall College are responsible for complying with the College's corporate policy and any campus-specific policies concerning smoking.

Policy

Smoking or possessing lit cigarettes, cigars, pipes, or electronic cigarettes is prohibited inside any premises occupied or utilised by Cornwall College employees, students, visitors, or vehicles owned by Cornwall College.

Smoking/vaping is not permitted immediately outside the entrances or open windows of such premises. Where provided, designated smoking shelters should be used.

Employees who wish to smoke/vape during the working day may be permitted reasonable breaks, in agreement with their line manager, provided these do not prevent them from satisfactorily carrying out their responsibilities and work duties.

Smoking/vaping is not permitted in any part of student halls of residence, including bedrooms. Residential accommodation provided by employees who live 'on-campus' does not constitute a workplace and is not subject to the above legislation.

Employees or students who do not comply with this policy may be subject to disciplinary action. Persons who do not comply with laws relating to smoke-free premises may also be liable to a fixed penalty fine and possible criminal prosecution.

26. Management of Violence and Aggression

Legislation

*The Further and Higher Education Act
Education and Inspections Act*

Introduction

Incidents of violent aggression in Cornwall College are infrequent, particularly towards staff. Most potentially aggressive and violent situations are diffused before they escalate. However, the following guidance has been prepared with staff safety in mind in case a violent situation arises.

This policy provides clear advice to Cornwall College employees on responding to threats of violence or aggressive behaviour, including physical or verbal abuse and criminal damage to the college or personal property whilst at work.

The Health and Safety Executive defines violence as 'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'.

Law relating to violence and aggression and searching for weapons

Section 85(c) of the Further and Higher Education Act gives statutory powers to staff working at educational institutions. These powers allow the use of reasonable force to prevent a student from:

- Committing a criminal offence;
- Causing personal injury or damage to the property of any person;
- Prejudicing the maintenance of good order and discipline at the institution or among any of its students, whether during a teaching session or otherwise.

These powers apply whilst students are on college premises or off-campus under the lawful control of college staff (i.e. whilst on an educational trip). These powers also apply to school pupils (i.e. 14 – 16) under the lawful guardianship of college staff. The powers do not apply to members of the public, college employees or other persons who are not college students.

However, there is no legal requirement to use these powers. Individual educational institutions must determine their policy concerning managing violence and aggression.

Common law permits the use of reasonable force in certain circumstances. These are:

- In self-defence
- To save a life (your own or another person's)
- To effect a lawful arrest
- To prevent a crime being committed
- Stopping or preventing a Breach of the Peace.

However, **there is no legal definition of 'reasonable force'**. Therefore, it is impossible to set out comprehensively when it is reasonable to use force or the degree of force that may be used. It will always depend on the circumstances of the incident.

The use of force can only be justified as reasonable if the circumstances of the particular incident warrant it. Therefore, physical force could not be justified to prevent a student from committing a trivial misdemeanour or in a situation that clearly could be resolved without force.

The degree of force employed must be proportionate to the circumstances of the incident and the seriousness of the behaviour or the consequences it is intended to prevent. Any force used should always be the minimum needed to achieve the desired result.

Whether it is reasonable to use force and the degree of force that could be employed might also depend upon the age, understanding, special educational needs and sex of the persons involved.

The Management of Health and Safety at Work Regulations requires employers to assess significant workplace hazards and apply appropriate controls. Risk assessments should, where appropriate, include the need to protect employees from exposure to reasonably foreseeable violence. This requirement would apply in particular to a college student with a known history of violence or to college staff who could foreseeably be exposed to violence (i.e. security staff).

College Policy

The College policy concerning acts of violence and abuse is clear. Acts of violence or aggressive behaviour, any form of physical or verbal abuse and criminal damage to College or personal property will not be tolerated. The College has procedures for responding to unreasonable behaviour by staff and students; these are listed

at the end of this document. This policy also applies to visitors and unauthorised persons on College premises.

Any persons responsible for violent acts, serious verbal abuse or malicious damage to College or personal property will be reported to the police. Acts of violence or serious verbal abuse should also be reported following the College incident reporting procedure.

It is the college's policy NOT to encourage the use of the legal powers described in sections 2a and 2b above, unless in extreme cases, as a last resort. **Therefore, staff are advised not to use physical force unless for self-defence, to protect another person from serious physical harm, or to save a life, and that force is used as a last resort after other techniques have been tried.**

Staff are advised not to intervene physically in circumstances where property (College or personal) is being maliciously damaged but to call the police and notify management immediately.

Where a staff member has used reasonable force appropriately, the College would support their actions. If a learner chose to complain or take legal action against a team member concerning the use of reasonable force, where it had proved necessary to protect themselves or prevent harm to others, the College would support the member of staff.

Staff members should also be aware that if force was used against a student that was not considered necessary and/or reasonable, this may be considered a disciplinary offence.

Incident Reporting

Work-related violence and aggression should be reported immediately to the staff member's line manager and the Head of Health and Safety. A College incident report form should also be completed and sent to the Head of Health and Safety. Under certain circumstances, incidents of violence may also be reportable to the Health and Safety Executive. The College Head of Health and Safety will make such reports as necessary.

Relevant College Procedures

- Staff Disciplinary Procedure;
- Student Disciplinary Procedure;
- Incident Reporting Procedure;
- Screening and Searching Students for Weapons (Policy and staff guidance).

Staff Guidance - Responding to Violence and Aggression

Cornwall College's policy is **NOT** to use physical force to control or restrain students. Physical force should only be considered as a last resort in such circumstances as described below.

In the event a violent or aggressive situation arises, staff are advised to:

- Consider your safety and try to create and maintain an escape route;
- Consider the safety of others in the vicinity and, if possible, assist in moving other persons out of the area;
- If you are subject to physical and/or verbal threats, in the first instance, try to calm the aggressor down by using de-escalation techniques (primarily good listening and being understanding);
- If you are subject to a violent attack, try to escape without the use of physical force against the aggressor;
- If the use of force is necessary, only use it to protect yourself and to facilitate your escape;
- Use any systems provided for your protection in the event of violence or aggression attack, such as panic or personal alarms or an agreed local procedure;

- If you witness an attack upon another person, report it immediately to your Head of Campus and the police. Staff are not encouraged to intervene physically unless as a last resort to protect against serious physical harm, but may seek to calm the situation verbally whilst maintaining a safe distance and an escape route;
- Consider if a first aider or a paramedic is required following a violent attack;
- If you witness malicious damage to the College or personal property, you should notify your Head of Campus and the police immediately. You should not intervene using physical force;
- If you have reason to believe you may be subject to a physical attack, serious verbal abuse or intimidation resulting from work, off college premises or in the vicinity of the college, please notify your Head of Campus so appropriate steps can be taken to ensure your safety;
- All incidents involving physical and/or serious verbal abuse must be reported immediately to management, and an incident report must be completed;
- Staff who witness acts of violence or malicious damage may be required to provide a statement to the police;
- Where appropriate, following investigation, the student may be subject to disciplinary action following the student disciplinary procedure;
- Staff affected by a violent or aggressive act may seek help from the college's confidential telephone counselling service or seek further advice and support from the Human Resources Department.

27. Screening and Searching Students for Weapons

Legislation

*The Further and Higher Education Act
Education and Inspections Act*

Introduction

Incidents involving the carrying or using of weapons in Cornwall College are infrequent. However, the following guidance has been prepared with staff safety in mind in the event they know or suspect a student to be carrying a weapon.

This policy aims to provide clear advice to Cornwall College employees on how to respond to situations where a student is known or suspected of carrying a weapon.

Law relating to screening and/or searching students for weapons

- **Section 85(b) of the Further and Higher Education Act** gives statutory powers to staff working in Further Education Institutions to search students for weapons where there are reasonable grounds for suspicion and without the student's consent.
- These powers also apply to school pupils receiving some of their compulsory education at an FE institution;
- The powers to search can be used on College premises or anywhere else where College staff have lawful control of students, such as on a College educational visit off-campus;
- Only staff authorised by the CEO/Principal can undertake searches of students;
- Searches must be conducted following the conditions specified in the statutory power.
- The powers do not permit searches of College employees or visitors who are not students of Cornwall College;
- There is no legal requirement to use statutory power; individual educational institutions must determine their policy concerning screening and searching students for weapons.

College Policy

The carrying and use of any weapon or any article intended to be used as a weapon on college premises or

during any college activity is prohibited and will not be tolerated.

It is **NOT** the policy of Cornwall College to use statutory powers to screen or search its students for weapons, and under no circumstances should college staff attempt to do so.

The College has procedures in place for responding to unreasonable behaviour by students. These are listed at the end of this document. This policy also applies to College employees, visitors and unauthorised persons on College premises.

Any persons known to carry a weapon with intent to use it will be reported to the police immediately. Any person suspected of carrying a weapon may also be reported to the police, depending on the circumstances and the person in question.

In exceptional circumstances, a student may be given authorisation to bring a weapon, of which they are in legal possession, onto College premises, where justifiable for educational purposes (see point 4 of the staff guidance below for further detail).

College staff should refer to the staff guidance at the end of this document for further information.

Incident Reporting

Any incidents where a person is known to be carrying a weapon or suspected of carrying a weapon should be reported to an appropriate senior manager and the Health, Safety, & Environment Manager immediately. A college incident report form should also be completed and sent to the College Head of Health and Safety.

Relevant College Procedures

- Responding to violence and aggression (staff policy and guidance);
- Student Disciplinary Procedure;
- Incident Reporting Procedure.

Responding to Students Carrying or Suspected of Carrying Weapons

IT IS NOT THE POLICY OF CORNWALL COLLEGE TO USE STATUTORY POWERS TO SCREEN OR SEARCH STUDENTS FOR WEAPONS. UNDER NO CIRCUMSTANCES SHOULD COLLEGE STAFF ATTEMPT TO DO SO.

This guidance applies to students of Cornwall College only. Anyone who is not a student of Cornwall College, suspected or known to be carrying a weapon, should be reported to the police and the Head of Campus or other appropriate senior manager immediately.

What weapons are not permitted on College Premises?

Anything defined as an offensive weapon is prohibited on College premises (unless for an educational purpose. See point 5 below). For this guidance, an offensive weapon is defined as:

- A knife or any article which has a blade or is sharply pointed, including:
- any knife with a blade in excess of three inches;
- any knife which is not readily foldable at all times (such as a locking knife);
- Any article made to injure a person, such as a gun or a crossbow;
- Any article adapted to injure a person, such as a bottle broken deliberately for use as a weapon
- Any article **intended** to be used as a weapon by the possessor, such as a baseball bat or broken bottle.

A normal folding pocket or pen knife is not considered an offensive weapon as long as the blade does not exceed three inches.

What if I know or suspect a student is in possession of a weapon?

- Under no circumstances should a member of staff attempt to search or remove a weapon from a student, even if the student offers to be searched.
- If staff are concerned the student may pose a threat, they should inform the police immediately and notify the Head of Campus or another senior manager;
- The Head of Campus or other senior manager should ensure the police have been notified and provide them with all relevant details, including any personal details of the person(s) involved, if known to the College;
- The Head of Campus or other senior manager must ensure police instructions are adhered to;
- If possible, other students and staff should be moved from the area;
- For all students with special educational needs, the parents or guardians and, if relevant, the school should be notified immediately.

If staff do not consider the student to pose a threat, think the suspicion may be groundless, or believe the student is innocent of possessing the weapon, they may take the following steps, subject to the overriding principle of not putting themselves or others in danger:

- The Head of Campus or Curriculum Area Manager (or another appropriate senior manager) and, wherever possible, the student's Personal Tutor should be informed immediately
- A verbal statement and confirmation should be obtained from the witness who alerted staff to the suspicion. This must be undertaken quickly to ensure no action is delayed.
- The student should be invited to attend a meeting in private with the Head of Campus or Curriculum Area Manager (or another appropriate senior manager) and, wherever possible, the student's Personal Tutor
- The purpose of the meeting should be explained, and the student should be asked if they have a weapon in their possession or hidden somewhere on College property.
- The student should be invited to surrender the weapon to the staff.
- **Staff must not attempt to search the students or the student's property themselves.**
- If the student claims they do not have a weapon in their possession, they should be invited to demonstrate this by emptying their pockets, bags and, if relevant, their locker;

If the student is uncooperative, alternative options are:

- Call the police;
- If the student is under 18, contact the parents/guardians or the school's liaison contact and ask them to attend immediately;
- Request the student leave the campus, arrange to interview the student, and investigate the incident as soon as possible.

If an illegal weapon is surrendered (e.g. a knife with a blade 3 inches or more or a gun), the student must be informed that the police will need to be notified;

The police should be contacted and the weapon handed over to them along with any additional information they require;

If the weapon is not illegal (i.e. a folding penknife with a blade less than 3 inches in length or a baseball bat), the student should be informed that if they are under 18, the parents or guardians will be given five working days to come and collect it.

Staff will need to use their knowledge of a student with special educational needs as to the most appropriate course of action concerning returning the weapon. If the student is over 18 and not in receipt of special educational needs, the article may be returned to them at the end of the day;

If the weapon is an article adapted to cause harm (a bottle broken for this purpose), it should be destroyed; The incident should be investigated in all cases, and any appropriate disciplinary action should be considered. In the cases of students under 18, the parents or guardians, and if relevant, the school should all be informed and invited to meet with staff to discuss the incident as a matter of urgency.

What if no weapon is found in the student's possession?

- The witnesses should be interviewed to ascertain why the suspicion was reported;
- If the investigation reveals the suspicion was a hoax, appropriate student disciplinary action should be considered;
- The outcome of the investigation should be explained to the student who was suspected or accused of carrying a weapon, and any appropriate apologies should be made, including those of the student's parents or guardians, where appropriate.

What if a student wishes to bring a weapon onto College premises for educational purposes?

- Illegal weapons are not permitted on College premises
- Wherever possible, bringing any weapon onto College premises should be avoided (e.g. can the student do the work at home?)
- Where this is not possible, the Devon and Cornwall police must be consulted regarding the request to ensure the student would legally possess the weapon and advise on any necessary controls or restrictions.
- The Head of Campus must agree to the request and give written authorisation (including any particular requirements or controls) to the student or the parents/guardians if the student is under 18;
- The weapon remains the student's responsibility and must not be handed to another student.
- The weapon must only be handled within the appropriate classroom or teaching environment. It must not be handled or demonstrated in any other part of the College.
- Where appropriate and where appropriate facilities exist, the weapon may be handed over to a relevant staff member for safekeeping until the end of the day.
- All necessary precautions must be taken to prevent injuries during the handling and storage of the weapon whilst it is on College premises, including any necessary risk assessments;
- The student should be advised that carrying a weapon may not be permitted in public places or on public transport.

28. Driving for Work

Legislation

Road Traffic Act

Health and Safety at Work Act

Background

This document is designed to cover employees driving either owned, leased or hired vehicles on college-related business and is the result of legislation that places a responsibility on employers to ensure that employees are driving vehicles that are both legally on the road and road-worthy.

This policy applies to all employees irrespective of whether they drive their own or college-provided vehicles.

Introduction

This section sets out Cornwall College's policy on driving for work and describes the procedures employees should follow to minimise occupational road risk. This document forms part of the College's corporate Health and Safety Policy.

Driving for work or driving on college business includes inter-campus travel for meetings, training, etc. It also includes journeys to non-college premises for work.

Driving for work or driving on College business in the context of this policy does not include commuting to an employee's normal fixed place of work. However, the same safety principles can be applied.

Policy

As part of its health and safety policy, Cornwall College is committed to reducing risks its employees may face when driving on college business. All our staff must play their part by risk assessing travel plans. Where driving is the most appropriate travel option, staff must ensure that this policy is followed, whether they use a leased vehicle, their vehicle, or a hired vehicle.

Any person driving on Cornwall College business must:

- Hold a full current driving licence, which permits them to drive the vehicle they are using;
- ensure the vehicle they drive is appropriately insured for business use (where staff drive on college business infrequently, they should consult their vehicle insurer for advice on the type of cover required);
- ensure any vehicle driven on College business has a current MoT (where needed) vehicle exciseduty and is maintained and serviced to be roadworthy and safe.

The College will randomly sample drivers' insurance vehicle-related documents for employees who drive on College business.

- Employees who hire vehicles are required to show their license to the college representative making the booking on their behalf before each hire agreement;
- All new or leased/hired vehicles owned/paid for by Cornwall College are insured for staff use; however, other conditions may need to be met depending on the vehicle type. The Insurance Department must be contacted for details.
- Employees who fail to produce appropriate documents will not be paid for mileage claimed until the documentation is produced or be permitted to drive on College business and may be subject to disciplinary action.

Under no circumstances does the College require or authorise its employees to drive in excess of statutory speed limits or at unsafe speeds whilst on College business.

A driver who receives endorsements for persistent offences or one endorsement for a seriously dangerous offence (9 points or more) may have their permission to drive on College business withdrawn.

Reducing Occupational Road Risk

Wherever practical, driving should be avoided, for example, by using video conferencing, conference calls or public transport.

Where driving is unavoidable, safety will be improved by:

- Ensuring that the vehicle is fit for purpose;
- Ensuring the journey has been planned to minimise occupational road risks;
- Practising safe, defensive driving techniques.

Line Managers' Responsibilities

It is the responsibility of line managers to ensure that staff understand their responsibilities as set out in this policy. They must:

- **Ensure that the risks involved when staff drive or travel in vehicles are appropriately assessed and minimised as far as is practicable**

- Support random sampling and checking of driver and vehicle-related documentation;
- Challenge unsafe attitudes and behaviours and encourage staff to drive safely, leading by personal example;
- Take account of any health or personal concerns that could impair an employee's ability to drive safely whilst on College business;
- Review motoring convictions reported to them by staff and assess the impact this may have on the ability of the employee to fulfil their duties.

Employees' Responsibilities

All College employees who drive on Cornwall College business must:

- Plan their journey and allow sufficient time to arrive at their destination on time;
- Report any road traffic accident that injures themselves or any other person while driving on College business. A College incident report form must be completed, and the College's incident reporting procedure must be complied with;
- Report any personal health impairments impairing their ability to drive safely to Human Resources and their line manager (all information provided will be treated confidentially). Where necessary, reasonable adjustments to the employee's role will be made to consider new or developing medical conditions.
- Ensure that the vehicle they are driving has an MoT (where required), is adequately maintained and serviced and is insured for business use;
- Present their licence, MOT (where required) and documentary evidence of insurance for inspection as requested;
- Report all motoring convictions to their line manager.

Mobile phones

College employees are prohibited from using hand-held or unsecured mobile phones while driving. Employees are advised to turn off mobile phones while driving unless the vehicle has a hands-free system. For further details, employees should refer to the College Mobile Phone and Driving Policy.

Alcohol and other substances

College employees are not permitted, under any circumstances, to drive on college business having consumed alcohol or recreational drugs. To do so will result in disciplinary action. If drugs, including medication, are being taken for therapeutic purposes (whether obtained on prescription or otherwise), employees must check to ensure that they do not impair their ability to drive safely.

Fatigue

College employees must not drive on college business while tired. They should not start a journey if over-tired or drive for an excessive number of hours;

- Journey timings should be planned to enable a break of at least 15 minutes to be taken every 2 hours;
- When driving long distances for work, employees and/or their line managers should risk-assess the whole day, considering the amount of time spent working and travel times, traffic and weather conditions;
- Cornwall College recognises that many employees want to return home at night. However, Staff and line managers must discuss and plan work schedules so that they do not need to drive when they may be tired.
- An overnight stay must be considered if the journey destination will likely take more than three hours.

Fitness to drive

Employees required to drive on College business must be physically and mentally fit to do so safely.

- The law requires that drivers tell the Licensing Authority without delay about the onset or worsening of

any health condition likely to impair their ability to drive safely. Examples are giddiness, fainting, blackouts, epilepsy, diabetes, angina, coronaries, high blood pressure, vision disorders, mental illness, alcoholism, drug taking, and loss of (or loss of use of) a limb.

- College employees required to drive on College business drivers must also report these conditions to Human Resources.

Information and Guidance

- Cornwall College Health and Safety Policy section 3.24: Mobile Phone and Driving Policy;
- Cornwall College Health and Safety Policy, section 3.19: Minibus Driving;
- Cornwall College Professional Code of Conduct;
- RoSPA – Driving for Work Safe Journey Planner;
- <https://www.rospa.com/rospaweb/docs/advice-services/road-safety/drivers/safer-journey-planner.pdf>
- RoSPA – Driving for Work, Own Vehicles.
- <http://www.rospa.com/rospaweb/docs/advice-services/road-safety/employers/work-own-vehicles.pdf>
- RoSPA – Driving for Work, Fitness to Drive.
- <https://www.rospa.com/media/documents/road-safety/factsheets/fitness-to-drive-guide.pdf>

29. Lone Working

Legislation

Health and Safety at Work Act

Management of Health and Safety at Work Regulations

Introduction

At certain times, the need for lone working will inevitably occur, for example during College holiday periods, evenings, weekends, when visiting businesses or participating in off-site activities, when a requirement for lone working is identified. The College risk assessment procedure must be used to identify and record risks and the resulting measures implemented to eliminate or minimise these.

Definition

Lone Workers are those who work by themselves without close or direct supervision.

Line Managers' Responsibilities

Line managers are responsible for ensuring that staff and others understand their responsibilities as set out in this policy. They must:

- Ensure that the risks involved when staff and others work alone are risk assessed, recorded on the college system, and hazards minimised as far as is reasonably practicable.
- Involve those working alone in the risk assessment process.
- Take account of any health or personal concerns that could affect those working's ability to work safely alone.
- Provide appropriate communication methods where necessary.
- Provide adequate instruction, training, supervision and resources to enable lone workers to work safely.
- Take account of the most recent HSE guidance.

Employees and Others' Responsibilities

All those who lone work on Cornwall College business/activities must:

- Co-operate with college procedures.
- Advise the college of any shortcomings in lone working arrangements.

Guidance

The HSE guidance Working Alone is found on the HSE website:

<http://www.hse.gov.uk/pubns/indg73.pdf>

Further advice and guidance may be sought from the local Health and Safety Officer or the Head of Health and Safety.
