



Callywith College

HEALTH & SAFETY

POLICY

& GUIDANCE MANUAL

2023-2024

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HEALTH AND SAFETY POLICY 2023/24

RELEVANT PERSONNEL

- | | |
|--|--------------------------------|
| 1. Principal | Jon Grey |
| 2. Assistant Principals | Jen Temple and Allyn Jefferies |
| 3. Business Manager | Rae Loom |
| 4. Programme Team Leaders | |
| I. Maths, Computing, and IT | Colin Bacon |
| II. Sport, Business, Economics and Law | Julie Penprase |
| III. Science and Social Science | Kate Roberts |
| IV. Humanities, Health and Social Care | Huw Williams |
| V. Art, Languages and Media | Tracey White |
| 5. Safeguarding and Prevent Officer | Jen Temple |
| 6. Health and Safety Advisor Maternity Cover | Rae Loom |
| Health & Safety Advisor from Mar 24 | Kayley-Ann Raymond |
| 7. Premises Manager | Matt Trehwela-Jeffrey |

HEALTH AND SAFETY POLICY STATEMENT

1. Introduction

The Health and Safety at Work Act 1974, places duties in respect of Health and Safety on employers, employees and on each person who has to any extent control of the College premises. The Management of Health and Safety Regulations, 1999 extend these duties in various respects along with providing substance to specific regulations.

In the College the Trust has the ultimate responsibility to take all measures within their power to make sure that the premises are safe and without risks to the health of staff, students and members of the public. In practice, the principal will ensure that the appropriate safe systems of work are in place and suitable control measures are carried out. The principal will co-ordinate health and safety policy and practice within the College as a whole, the Assistant Principals and Programme Team Leaders will, in turn, be responsible for Health and Safety within their respective curriculum areas.

All staff of the College have to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions and must cooperate with

their employers on health and safety matters. The Guidance Manual appended to this Policy Statement gives details of the specific responsibilities of all members of staff. A copy of this Policy Statement and Guidance Manual is available to all staff, both full-time and part-time, via the College intranet.

The Policy Statement and Guidance Manual will be subject to annual review.

2. Overall Objectives

- (a) To ensure that Callywith College provides a healthy and safe environment for staff, students, and visitors.
- (b) To establish and maintain healthy and safe working procedures and to promote the observance of all relevant statutory provisions by all employees and students through the provision of appropriate information, training supervision, and Instruction.
- (c) To ensure that all codes of practice and supplementary health and safety information are notified to employees and adhered to by them.
- (d) To update and supplement this Policy Statement, Guidance Manual, and references as necessary.
- (e) To develop and maintain a positive culture through high standards of health and safety awareness and responsible attitudes within all employees.
- (f) To ensure joint consultation with employees in the achievement of the aims of the College Safety Policy.
- (g) To continuously monitor the effectiveness of the Policy in achieving the aim of maintaining high standards of health, safety and welfare throughout the whole College.

3. Structure

Overall responsibility for health and safety in the College rests with the Trust. To fulfil this obligation, the following arrangements will operate:

- (a) Responsibility for ensuring the effective implementation of the health and safety policy shall rest with the Principal.
- (b) The College will nominate a suitably qualified member of staff (a 'competent person') to act as the Health and Safety Advisor to assist and advise staff with responsibility to implement the policy.
- (c) The College will undertake full consultation with all employees on health and safety matters continually monitoring the effective implementation of its health and safety policy through regular review. Any Safety Representatives appointed by Trades Unions in

accordance with the Health and Safety at Work Act 1974 will participate in this process. The College will facilitate representation of employees who are not members of a recognised trade union. Consultation and monitoring will be achieved through regular meetings of the College Health and Safety Committee.

- (d) All staff will be expected to fulfil the specific responsibilities set out in the appended Guidance Manual.
- (e) Each individual member of staff has a personal responsibility to ensure that as far as possible they promote and maintain:
 - (i) their own health and safety whilst at work;
 - (ii) the health and safety of those who work with them;
 - (iii) the health and safety of students and members of the public in the College or those affected by the work of the College.

All staff must familiarise themselves with the relevant section(s) in the Guidance Manual and ensure they are conversant with its references.

4. Risk Assessments

The Callywith College Risk Assessment Policy (available separately) is a systematic policy with a view to promoting the welfare of pupils, staff and visitors of Callywith College. All college risk assessments will be based on the five principles of risk management:

- (a) Identify the hazard
- (b) Decide who might be harmed and how
- (c) Evaluate the risks and decide on actions to mitigate them (control)
- (d) Record the significant findings and implement them
- (e) Review the assessment and update where necessary

5. Control of Substances Hazardous to Health Regulations 2002 (COSHH)

The Control of Substances Hazardous to Health (COSHH) Regulations require the organisation to undertake a documented assessment of all substances that may be hazardous to health. Documents and safe procedures developed concerning their safe storage, use and disposal should be well maintained, available and regularly reviewed. The specific obligations concerning each member of staff in this context are detailed in the Guidance Manual.

6. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

- (a) By law, any work-related accident resulting in the death or specified major injury of any person must be reported to the Health and Safety Executive (HSE) without delay. Injuries

to any employees which result in more than seven days away from work or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury must also be reported to the HSE within fifteen days of the incident.

- (b) All accidents, including those resulting in less serious but significant injuries, that result in a worker being incapacitated for more than 3 consecutive days must be reported by the Personnel Department to the Principal and the Health & Safety Officer and recorded appropriately, whether absence from work results.
- (c) It is the legal responsibility of an injured employee to report any accident to the organisation and record this using the digital accident report form, available on the college intranet.
- (d) There should be no delay in reporting and dealing with any accident involving staff, students, or visitors. An accident report form must be completed by a competent First Aider or the responsible person in charge of the individual involved. The Principal will be responsible for ensuring that the appropriate information is supplied to the HSE for any of the specified injuries. Investigation of accidents will be carried out by the Principal and the Health & Safety Adviser if required. Any remedial work required to prevent an accident recurring will be dealt with as a matter of urgency. Any post-accident investigation will include the review of the relevant risk assessment(s) and their amendment, as necessary.
- (e) Other hazards, near-misses and accidents involving damage to property should also be reported and investigated if required.
- (f) Certain dangerous occurrences (as defined in law) must be reported to the HSE without delay. Details of what constitutes a dangerous occurrence are available in Schedule 2 of RIDDOR via HSE publications and guidance online (see guidance manual section of this policy).
- (g) The College is required to report cases of certain diseases which are linked with specified work activities as defined in law. Information about these are available via HSE publications and guidance online (see guidance manual section of this policy).
- (h) Any report to the HSE will only be undertaken by the college Health and Safety Officer, Health and Safety Advisor or Principal who will complete the appropriate online report form which will then be submitted directly to the RIDDOR database. The College will receive a copy of the online report for its records and retention.

7. First-Aid Arrangements

The College in accordance with **The Health and Safety (First-Aid) Regulations 1981** will provide adequate first-aid equipment and facilities that are appropriate in the circumstances for administering First Aid to its employees, students and visitors if they are injured or become ill at work. The College will ensure adequate provision of qualified

and competent staff are available to render first-aid. In the unlikely absence of a competent first aider, an appointed person shall take charge of first-aid equipment and facilities and any situation relating to an injured or ill visitors, students or employee who will need help from a medical practitioner immediately.

First Aid is Co-ordinated through nominated staff within the Health and Safety team to oversee the successful continued assessment and provision of First Aid facilities. All First aiders will undertake training and become qualified in accordance with the First Aid Regulation's Approved Codes of Practice (ACOP's). Appropriate first aid equipment and resources will be provided and maintained on all College sites.

All employees will be informed of the College's First Aid Policy through induction and departmental meetings with a copy of the policy being displayed on the intranet and website. Notices informing staff with the locations of First Aid equipment and facilities will be posted on notice boards throughout the College and its sites with trained personnel identified.

The College has a common law responsibility to look after the students in its care and, first-aid arrangements for employees, students and visitors will be consistent.

Any Students under the age of 18 that requires a visit to Hospital following an incident will be accompanied by a College staff member. A parent / carer / guardian / partner will be contacted as soon as practicably possible. Staff will stay with students under the age of 18 until a parent / carer / guardian / partner arrives, unless agreed otherwise with parents with SMT authorisation. Staff and Students over the age of 18 may take charge of their own welfare following an initial assessment by a medical practitioner. Specific details and protocols can be found in the College's First Aid Policy.

The adequacy of arrangements will be regularly assessed by the Health and Safety. The Principal will produce a summary of all incidents that took place over the academic year in a formal summary report to Trustees.

In the instance that a student has deliberately self-harmed or taken an overdose of medication then the College will automatically ring the emergency services and notify the recorded emergency contact regardless of the person's age. A member of college staff will accompany the person to hospital and wait until the recorded emergency contact arrives. The student will need to have a 'return to College interview' with a member of the Safeguarding team before they can return to College. An appropriate individual risk assessment / support plan will be agreed by relevant staff, carers and any agencies involved with the student.

8. Fire Procedures

Legislation exists under **The Regulatory Reform (Fire Safety) Order 2005** which is designed to protect people at work from the effects of fire. Statutory provisions require

employers to make a suitable and sufficient assessment of risk provide general fire safety precautions, including training, fire warning systems, firefighting equipment, prevention of fire spread and adequate means of escape.

The College will ensure that instruction and training in fire safety is given by competent persons to employees to promote high standards of Fire Safety across all areas and ensure that staff are aware of the fire precautions and the action to be taken in the event of fire. Students will receive induction awareness through tutorial Health and Safety packages. Contractors report to the premises team and all visitors sign in where they will be briefed to follow displayed actions in the event of a fire.

Notices setting out fire actions and procedures to be followed in case of fire will be posted throughout the College campus. Fire alarms will be tested and fire drills held at least once a term and details recorded. Individual fire break glass points must be tested weekly by the Premises Team and recorded.

The Premises Supervisor will be responsible for ensuring compliance testing of firefighting systems and equipment is undertaken and also to ensure regular maintenance checks are carried out periodically to ensure provision is well maintained, fit for purpose, and for records be kept of the test dates and findings actioned.

The College will ensure that a site specific fire risk assessment is conducted regularly by a competent person and the findings reported to the Principal for necessary actions to be agreed.

9. Health and Safety Law

The College is required, by law, to either display the HSE-approved law poster or to provide each of their workers with the equivalent leaflet. The College will display the HSE poster and also issue to every new member of staff within the staff induction pack a copy of the leaflet "Health and Safety Law - What you need to know", - which sets out basic information on health and safety law in an easily understandable form. The College Health and Safety Advisor will provide advice and guidance to the senior management team on Legislative Compliance. Students are reminded through induction of the need to ensure high standards of Health and Safety are adhered to whilst in college.

10. Premises

Safety issues requiring immediate risk to an individual should be reported directly to the College Health and Safety Advisor or the College Principal.

Concerns relating to non-urgent hazards, or requests for minor repairs and maintenance should be logged in accordance with the College's reporting procedure.

The Health and Safety arrangements relating to premises staff and contractors working on site will be the responsibility of the Premises Supervisor who will ensure staff and

contractors are suitably competent to undertake any construction work as required under The Construction (Design and Management) Regulations 2015.

Service contracts and compliance assessments of the College infrastructure will be undertaken and authorised by the Principal. Service reports and compliance assessment recommendations documented, dated and signed in accordance with the requirements of The Management of Health and Safety at Work Regulations 1999. The Principal will implement preventative and protective measures as required based on the recommendations and general principles of prevention.

11. Work Placement

College staff placing students with an employer for an apprenticeship, work placement or work experience will request employers must ensure that the following Safeguarding and Health and Safety standards are met.

- Organisations and companies will be initially assessed to ensure they are suitable to facilitate any apprenticeship, work placement or work experience.
- A specific risk assessment for the employment of young people has been carried out.
- Students and trainees are supervised appropriately within the workplace during On-the-Job Training and at any placement appropriate to their level of competence, experience and physical ability.
- All students and trainees are issued with any necessary protective clothing and equipment, by the work placement provider.
- Employer Placement Providers have the relevant Health and Safety policies and procedures as required by the Health and Safety at Work Act 1974.
- Safety of premises, plant, equipment and practices are managed to meet all legal requirements and steps are taken to monitor these standards on a regular basis.
- Accidents are notified in accordance with the requirements of the HSE and its guidance.
- Contractors, Sub-Contractors and Employer Placement Providers have insurance cover in accordance with the Employers (Compulsory Insurance) Act of 1969 and the Employers' Liability (Compulsory Insurance) Regulations 1998.
- Health and Safety information and literature is issued to all students and trainees as appropriate.

College staff who monitor work placements will, as part of their visits, conduct an assessment of risk and check that appropriate Safeguarding and health and safety policies

and procedures are in place and ensure that individual students are made aware of controls in place.

If an Employer Placement does not match the criteria and achieve the standards expected for Safeguarding and Health and Safety as required by the Health and Safety at Work Act 1974 the College will not use that Employer until these requirements are met.

12. Guidance Manual

The attention of all staff is drawn to the guidance manual for all staff to be conversant with this statement of policy.

Please be aware that this document is under constant monitoring and review to meet changes in legislation and regulations.

Signed

Dr Jonathan Grey (Principal)

Date

GUIDANCE MANUAL

1. TRUSTEES

(A) General and Policy Matters

The Trustees have a key part to play in tackling risk aversion, helping to provide a wider sense of perspective and helping the college to get the balance right on managing risk. Their role in Health & Safety is identical to that set out for the employer, namely:

- (i) Take reasonable steps to make sure that the college is following the employer's policy and procedures, eg, through regular discussion at Trustees meetings.
- (ii) Ensure staff receive adequate training to enable them to carry out their responsibilities.
- (iii) Promote a sensible approach to health and safety, making use of competent health and safety advice when required.
- (iv) Work in close partnership with the Principal and SMT to support sensible health and safety management and to challenge as appropriate.

2. PRINCIPAL

(A) General and Policy Matters

It is the responsibility of the Principal:

- (i) To adequately resource Health and Safety relevant to the size of the organisation and ensure the implementation of management systems and to enforce the College's Health and Safety Policy in line with the requirements of the Health and Safety at Work Act 1974.
- (ii) To ensure a College Health and Safety management structure and consultative procedures are in place involving staff and students to ensure risk management and a safe work environment.
[Risk management: Health and safety in the workplace](#)
- (iii) To ensure that all staff are competent and suitably informed on all Health and Safety matters through Information, training, instruction and supervision.
- (iv) To ensure that Trustees receive regular reports and updates on Health and Safety matters.
- (v) To ensure that regular inspections and reviews are undertaken, and risk assessments are carried out and documented.

- (vi) To ensure that appropriate Health and Safety notices are displayed and that regular emergency evacuation drills are performed.
- (vii) To ensure that the implementation of the Health and Safety Guidance Manual is effectively monitored and adhered to.
- (viii) To update Health and Safety information and references as appropriate and review and amend the Policy Statement and Guidance Manual on an annual basis.
- (ix) To regularly review Health and Safety arrangements and work practice procedures to ensure safe systems of work are in place. [Risk assessment](#)
- (x) To ensure that all staff receive a copy of HSE leaflet "Health and Safety Law - What you need to know".
[Health and safety law poster, free leaflet and pocket card](#)
- (xi) To convene the Health and Safety Committee on a termly basis and ensure that any outstanding Health and Safety issues are addressed by the Committee.
- (xii) To prepare an annual report of the College's health and safety issues in accordance with agreed guidelines.
- (xiii) To take overall responsibility for the implementation and rectification of any health and safety deficiencies or defects in the fabric of the College buildings and the maintenance of plant and equipment.

(B) Control of Substances Hazardous to Health Regulations 2002 (COSHH) as amended

- (i) To ensure that all staff concerned are aware of the current COSHH regulations and updates, and that the established College practices conform with current regulations and that all staff comply with these regulations. [Control of Substances Hazardous to Health \(COSHH\) - COSHH](#)
- (ii) To ensure, through Information, training, instruction and supervision, that suitable and sufficient procedures are established and followed concerning the storage, use and disposal of substances that may be hazardous to health.
- (iii) To ensure that COSHH risk assessments are carried out and Material Data Sheets are readily available.
- (iv) Where exposure to risks are identified ensure Occupational Health Monitoring is made available and adequate controls are in place to suitably and sufficiently manage the risk.

(C) **Fire**

- (i) To liaise with Fire Officers for the purpose of audit and review of College's Fire Safety procedures as required in The Regulatory Reform (Fire Safety) Order 2005.
- (ii) To oversee the upkeep of fire policy and procedures, drills, maintenance and inspection logbooks and to ensure that appropriate notices, firefighting equipment etc, are properly maintained and correctly positioned.
- (iii) To ensure that any defects in the College's fire alarm systems or firefighting equipment are rectified as soon as practicably possible.
- (iv) To ensure the risk from Fire is assessed and reduced as much as practicably possible with measures in place to mitigate the spread of fire within the College buildings to ensure adequate means of escape are available and are well maintained as well as providing business continuity.
- (v) To ensure staff are well informed of emergency plans and actions to be undertaken in the event of a fire and follow the implemented controls put in place to reduce the associated risks, ensuring key staff are trained to assist in the evacuation process. [Fire safety](#)

(D) **First Aid**

- (i) To ensure through the Health and Safety Advisor that arrangements are in place throughout the College campus for the provision and upkeep of First Aid facilities and the display of notices are properly organised.
- (ii) To approve equipment and resource procurement as required.
- (iii) To ensure suitably qualified staff are trained in First Aid proportionate to the size and risks identified through assessment within the College. [First aid at work - First aid at work](#)

(E) **Ionising Radiations and Radioactive Substances**

- (i) To liaise with the Environment Agency to ensure that the College accords with the appropriate legislation under The Radioactive Substances (Schools, etc.) Exemption Order 1963, concerning the purchase, usage, transportation, loss and disposal of the materials concerned in line with CLEAPSS guidance and advice. [Radiation](#)
- (ii) To ensure the college have access to a Radiation Protection Advisor (RPA) as required by the Ionising Radiations Regulations 2017 (IRR17) and ensure

suitable and sufficient control procedures are in place for managing items used within the college that contain a radioactive source is held within safe storage and signed appropriately.

- (iii) To ensure the College workplace is assessed for the risks of Radon exposure to employees and other persons that may affect their health and safety based on information where their location and characteristics suggest elevated levels may be present. [Radon in the workplace](#)

(F) Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

- (i) To organise, throughout the College, a system of reporting and recording accidents, injuries, diseases and dangerous occurrences.
- (ii) To ensure any work-related deaths, diseases, specified injuries and dangerous occurrences are reported as stipulated under the criteria stated in the RIDDOR Regulations 2013.
[Reportable incidents - RIDDOR - HSE](#)
[Dangerous occurrences - RIDDOR - HSE](#)
[Occupational diseases - RIDDOR - HSE](#)
- (iii) To ensure accident forms are completed for all incidents resulting in an injury and entered on a central database and reporting procedures throughout the College and its sites are adhered to ensure reportable incident timeframes are met.
- (iv) To ensure all accidents are checked for initial risks and trends with investigations and reviews carried out for all significant accidents, incidents and cases of ill health actioned appropriately.
- (v) To ensure all near-misses and damage to property are reported internally, followed up and actioned appropriately.

(J) Manual Handling of Equipment and Supplies

- (i) To ensure that manual handling tasks within the college are properly assessed and any hazardous manual handling tasks are avoided where practicably possible by providing alternative work practice or mechanical means as best practice and those performing tasks are suitably protected and equipped. [Manual handling](#)
- (ii) To ensure staff and students are appropriately informed of risks and those undertaking regular manual handling operations are trained to a level appropriate to risk.

- (iii) To ensure all lifting equipment is suitable for the task and maintained appropriately as required under LOLER Regulations 1998. [Lifting Operations and Lifting Equipment Regulations 1998 \(LOLER\) - Work equipment and machinery](#)

(H) Display Screen Equipment

- (i) To ensure that precautions are undertaken to avoid work related health disorders that may arise as a result of intensive/extensive use of computer equipment.
- (ii) To ensure all staff (other than those who are infrequent users) who use display screen equipment as a significant part of their normal work carry out a DSE self-assessment form as required in the Health and Safety (Display Screen Equipment) Regulations 1992. [Display Screen Equipment \(DSE\) - Regulations and guidance](#)
- (iii) To provide suitable and sufficient equipment and work practices to minimise the risks to acute and chronic illnesses.
- (iv) To provide staff with access to free Eye Tests if required.

(I) Premises

- (i) To ensure that there are effective systems in place for the regular monitoring and maintenance of premises buildings and facilities, mechanical and electrical equipment, workshop equipment, mechanical and electrical services, lifts, gas supplies, maintenance equipment, asbestos management, water management, radon management, fume cupboards, LEV extraction systems and storage areas.
- (ii) To arrange for appropriate service and maintenance contracts to be entered into with suitably qualified and competent contractors in respect of the above.
- (iii) To ensure Premises Supervisor and staff are competent to undertake tasks and undertake training as required to ensure competence.
- (iv) To ensure that the Premises Supervisor and staff make every effort to maintain the College as a safe and clean working environment.
- (v) To ensure that any premises projects and maintenance works carried out are undertaken as required by The Construction (Design and Management) Regulations 2015. [Construction - Health and safety for the construction industry](#)

(J) **Administrative arrangements**

- (i) To ensure that the Health and Safety Advisor and Operations teams have adequate resources, advice and administrative support to effectively undertake their responsibilities and requirements for the management of Health and Safety.

3. HEALTH AND SAFETY ADVISOR

(A) **General**

To advise the Principal on all matters relating to Health and Safety.

- (i) To advise team leaders on health and safety best practice and assist with annual Risk Assessments, COSHH assessments and recommend any appropriate actions to the Principal.
- (ii) To conduct and review annual Fire Risk Assessment for each of the College premises.
- (iii) To liaise with union representatives with regards to health and safety as directed by the Principal.
- (iv) To liaise with the Premises Supervisor over issues that relate to the safe condition and operation of premises and plant.
- (v) To advise College staff over any aspect of the operation of College Health and Safety policy and procedures.
- (vi) To liaise with the Staff Development Officer in the provision of health and safety training.
- (vii) To undertake, with the Principal, an annual risk assessment of the adequacy of First Aid arrangements across the College.
- (viii) To undertake full and detailed accident investigations as directed by the Principal.
- (i) To identify dates for the Health and Safety Committee meetings and to chair these.

4. HEALTH AND SAFETY COMMITTEE REPRESENTATIVES

(A) **General**

Employee representatives, either appointed by a trade union, elected by the workforce, or a combination of both, will have knowledge of the work of those they represent.

The Committee will represent all College departments/teams, keeping the total member size appropriate to the size of the organisation and ensure all significant employee groups are represented.

H&S Committee Representatives will;

- (i) act as the primary contact for teams,
- (ii) have an overview for H&S for teams' specialist areas
- (iii) be responsible for raising issues of concern or development needs, for the team they represent and bring them to the attention of the Committee, Principal, Health & Safety Advisor and/or Staff Development Officer.
- (iv) ensure all information is fed back from Health and Safety Committee meetings to their departments team members.

5. UNION-APPOINTED REPRESENTATIVES

(A) General

The role of the Health and Safety Representative is independent of management. Representatives are there to represent the interests and concerns of their co-workers and respond on their behalf. They provide valuable insight, skills and resources that help employers and their co-workers.

According to the Safety Representatives and Safety Committee Regulations the functions representatives have may include:

- (i) representing the workforce on health and safety generally or make representations on potential hazards and dangers.
- (ii) attending training courses.
- (iii) having contact with inspectors.
- (iv) representing employees generally about specific matters that will affect the health, safety and welfare of the employees.
- (v) representing employees when Health and Safety Inspectors from HSE or local authorities consult them
- (vi) investigating accidents, near misses, and other potential hazards and dangerous occurrences in the workplace.
- (vii) investigating complaints made by an employee they represent about their health, safety or welfare in the workplace.
- (viii) inspect the workplace.
- (ix) presenting the findings of investigations to College Management.

- (x) attending Health and Safety Committee meetings as a representative of employees.

6. Assistant Principals/Business Manager/Programme Team Leaders

(A) General

- (i) They will ensure that members of staff are aware of Health and Safety matters and of the need to ensure that the College premises are safe and without risks to the health of staff, students, and members of the public.
- (ii) Liaise with the Principal, and Health and Safety Advisor as necessary for matters of Health and Safety for their department/team.

(B) Risk Assessment

- (i) They will ensure Risk assessments are undertaken and regularly reviewed for all equipment and significant tasks to ensure mitigation of risk and suitable control measures and safe systems of work are in place and adhered to.
- (ii) Identify staff and students with any disabilities and or medical conditions and undertake individual risk assessments appropriately according to needs (e.g., PEEP, Medical or Maternity Risk Assessment).
[Risk assessment](#)

(C) Control of Substances Hazardous to Health Regulations 2002 (COSHH)

- (i) Undertake an assessment of the use of all substances that are hazardous to health in their areas and establish, in liaison with the Principal, appropriate procedures for the storage, use and disposal of these substances in accordance with the latest COSHH Regulations as amended.
- (ii) Where risks are identified, they will ensure, in relation to their own area, that College staff are competent and procedures for storage, use and disposal are adhered to; an inventory of all hazardous substances is maintained and written assessments and material data sheets are made available.

[COSHH assessment: Identifying hazard and assessing risk](#)

(D) Ionising Radiations and Radioactive Substances

- (i) The Assistant Principal/Programme Team Leaders responsible for science will establish procedures to comply with the Radioactive Substances (Schools, etc.) Exemption Order 1963 concerning the purchase, usage, loss, disposal and the keeping of records of the materials concerned.

- (ii) They will appoint Radiation Protection Supervisors (RPS) for the College and liaise as necessary with a nominated Radiation Protection Advisor (RPA) as required by the Ionising Radiations Regulations 2017 (IRR17)
[Work with ionising radiation - L121](#)

(E) **Fire Safety**

- (i) To ensure that all staff and students are aware of the College Fire Action procedures and to check that the appropriate notices are displayed, and that firefighting equipment is available where positioned for risk and any defects reported.
- (ii) To ensure staff coordinate students in the event of an emergency to the appropriate assembly point.
- (iii) To ensure equipment is in good condition, displays give consideration for additional fire risks and areas are well maintained with escape routes remain free from obstruction. [Fire safety](#)

(F) **First Aid**

- (i) To ensure that staff and students are aware of the College First Aid policy and procedure for administering First Aid.
- (ii) To check that notices are displayed with up to date information and that First Aid points and boxes are available and well maintained. [First aid at work - First aid at work](#)

(G) **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)**

- (i) To ensure that all staff are aware of the College procedures for the reporting of accidents, injuries, near-misses, diseases, ill health and dangerous occurrences as instructed by the Principal.
- (ii) To ensure staff complete accident forms be sent to the Health and Safety Advisor in accordance with procedures established by the Principal.
- (iii) To carry out initial investigations on all accidents, incidents and issues with ill health and document for further action, if necessary, by the Principal and Health and Safety Advisor.
- (iv) To ensure all serious injuries are reported immediately to Health and Safety Advisor or Principal to ensure reportable incident timeframes are met as required by HSE.

* RIDDOR reporting is only undertaken by the Health and Safety Advisor or Principal.

(H) Maintenance - General

- (i) To ensure precautions are taken in the use of all college mechanical and electrical equipment and that staff and students receive a safety induction for relevant equipment prior to its use.
- (ii) To ensure that appropriate visual maintenance checks are undertaken along with regular maintenance by competent staff to ensure all college equipment is in good working order.
- (iii) Maintain records of all equipment and apparatus and ensure that regular inspection and servicing takes place.
- (iv) To report to the Principal any defects in equipment or the fabric of the College buildings, particularly where these might give rise to Health and Safety concerns.
- (v) To maintain good housekeeping and storage of hazardous materials.

(I) Manual Handling

- (i) To ensure staff and students undertaking manual handling operations are provided with awareness on correct methods for assessing and undertaking manual handling and operations to ensure mitigation of risk of muscular skeletal injuries.
[Manual handling](#)

(J) Work Placement and Outdoor Education

- (i) To ensure that practices in arranging Apprenticeships, Work Placements or Outdoor Education opportunities conforms with College policies, procedures and safeguarding guidelines.

7. TECHNICAL SUPPORT STAFF

(A) General

- (i) To carry out the instructions of the Assistant Principals/Programme Team Leaders, Health and Safety Advisor and the Principal to ensure observance of Health and Safety precautions throughout the College.
- (ii) To undertake training as and when required by the Assistant Principals/Programme Team Leaders to ensure competence.
[Provide training and information](#)

(B) Control of Substances Hazardous to Health Regulations 2002 (COSHH)

- (i) To be aware of the COSHH Regulations and to assist as directed by the Assistant Principals/Programme Team Leaders in undertaking assessments of substances that are hazardous to health.
- (ii) To ensure that appropriate measures are taken for the storage, use and disposal of hazardous materials, in accordance with established legislative and College procedures.
- (iii) To assist, as directed, in the maintenance of an Inventory of hazardous substances.

[COSHH assessment: Identifying hazard and assessing risk](#)

(C) Disposal of Waste Chemicals and Hazardous Materials

- (i) To carry out established appropriate procedures when disposing of waste chemicals and hazardous materials in accordance with legislative and manufacturers guidance.

[Do you Need to dispose chemicals](#)

(D) Ionising Radiations and Radioactive Substances

- (i) To assist, as directed, by the Assistant Principals/Programme Team Leaders in the safe storage of any Radioactive Substances held in the College and maintain records as required.

[Radiation](#)

(E) Electricity

- (i) To maintain records as directed by the Assistant Principals/Programme Team Leaders, of all equipment and electrical apparatus and to check that all equipment and apparatus is regularly inspected, tested and serviced.
- (ii) To report any defects to the Assistant Principals/Programme Team Leaders.

[Maintaining electrical equipment safety - Electrical safety at work](#)

(F) Gas

- (i) To check that all gas apparatus is regularly inspected and serviced and to report any defects to the Assistant Principals/Programme Team Leaders.

[Gas safety](#)

(G) **Fire Wardens/Marshals**

- (i) On completion of training, to act as Fire Marshals in the event of a drill or fire and assist with regular maintenance checks as required.

8. PREMISES MANAGER

(A) **General**

- (i) To support the Principal in maintaining the College premises as a safe working environment.
- (ii) To observe appropriate safe working procedures when carrying out general maintenance work in the College in accordance with the Construction (Design and Management) Regulations 2015.
[Construction - Construction Design and Management Regulations 2015](#)

(B) **Control of Substances Hazardous to Health Regulations 2002 (COSHH)**

- (i) Must be aware of the current COSHH regulations concerning the management of Asbestos, Legionella, Radon, Storage and Use of Hazardous Materials, i.e. paints, oils, lubricants, sealants and other general maintenance materials.
- (ii) To ensure that any hazardous materials for maintenance are stored safely in accordance with the regulations and guidance and any instructions issued by the Principal.

[Control of Substances Hazardous to Health \(COSHH\) - COSHH](#)

(C) **Fire**

- (i) To ensure the maintenance and regular checks are carried out on Fire Fighting equipment, emergency lighting, fire doors, and related equipment., and report any defects to the Principal.
- (ii) To act as Fire Marshals, where trained, in the event of a Fire, Emergency or drill.
- (iii) To ensure that all rubbish and other combustible waste is not allowed to accumulate and that it is stored in appropriate non-combustible containers and removed from the buildings to a safe place at least once a day.
- (iv) To manage contractors in accordance with the Health & Safety Policy and Guidance.

[Fire safety](#)

(D) **Manual Handling**

To ensure Premises staff undertaking maintenance operations are trained in manual handling and operations are assessed to ensure mitigation of risk of muscular skeletal injuries. [Manual handling](#)

(E) **Maintenance - General**

To regularly monitor the condition of the fabric of the College buildings and report any defects or repairs necessary to the Principal, particularly where any Health and Safety concerns are involved.

- (i) To arrange college buildings health and safety compliance risk assessments such as Asbestos, Legionella, LEV, Radon etc. and maintain registers and records as instructed by the Principal.
- (ii) To carry out and record regular inspections of heating, plant and report any defects to the Principal.
- (iii) To regularly monitor and record the structural condition of mains gas, electric, water supply and drainage systems and report any defects and repairs necessary to the Principal

9. ALL STAFF

(A) **General**

- (i) To be aware of Health and Safety policies and procedures put in place by the College and adhere to the safe systems of work with regard to their own Health and Safety and that of others that may be effected by their acts or omissions.
- (ii) To co-operate with the College management in enforcing Health and Safety matters and be aware of their personal responsibilities under Health and Safety legislation.
- (iii) To be aware of potential occupational risks, for example, through use of computer equipment, handling of equipment and supplies, working with hazardous substances, dust, noise and undertake appropriate training in safety practices and procedures as required by the organisation.

[Are you an employee: Workers' health and safety](#)

(B) **Control of Substances Hazardous to Health Regulations 2002 (COSHH)**

- (i) To ensure that any appropriate hazardous materials with which any staff or students are in contact are used, stored, and disposed of in accordance with established College procedures and manufacturers guidance.

(C) Fire and First Aid

- (i) To be aware of and comply with the College Fire and Emergency procedures and cooperate with the organisation to effectively manage and maintain Fire safety in accordance with established individual policies and procedures.
- (ii) To be aware of and comply with the College First Aid policies and procedures and cooperate with the organisation to effectively manage and maintain First Aid in accordance with established individual policies and procedures.
- (iii) To undertake training as required by the organisation to meet its legislative compliance requirements

(D) Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

- (i) To report all accidents and incidents immediately to an Assistant Principal/Programme Team Leader/Line Manager in this first instance and be aware of, and comply with the College policy and procedures for the reporting of accidents, injuries and dangerous Occurrences.

(E) Maintenance - General

- (i) To report any defects in the fabric of the College buildings, lifts, mechanical services, electrics etc, Assistant Principals/Programme Team Leader/Line Manager in this first instance.
- (ii) To report any defects in portable equipment, office equipment, furniture, etc., to the Principal where these may have Health and Safety implications.

(F) Work Placement and Outdoor Education

- (i) To follow the Callywith College Off Site Activities Policy when arranging outdoor activities and/or apprenticeships and work placements for students.
- (ii) To carry out risk assessments specific to the individual site visit with consideration given to the environment and conditions that may change as they are not under the control of the College.

10. MONITORING AND REVIEW

This Guidance Manual will be monitored by the Senior Management Team and any issues will be brought to the Health and Safety Committee for consideration.

An annual review of the Guidance Manual will be made by the Health & Safety Officer and amendments will be submitted for approval to the Trust.

The Trust will receive an annual Health and Safety report which will enable it to review the effectiveness of the College's Health and Safety provision.

<http://www.hse.gov.uk/opsunit/perfmeas.pdf>

11. HEALTH AND SAFETY REFERENCE MATERIAL

The College subscribes to "Health and Safety Indicator" which provides guidance to regulations and some tips and advice on related current issues in the field. In addition, the HSE web site is also used on an extensive basis as a reference guide to best practice.

The HSE website can be accessed which provides Health and Safety Regulations is also available for reference.

[HSE: Information about health and safety at work](#)

**The Health and Safety 'Indicator reference material' is available from the college Health and Safety Officer. Guidance can be obtained by using the appropriate links within this guidance manual, on the HSE web site and from the Health and Safety Officer, Health and Safety Advisor and the Principal.

CATALOGUE OF REFERENCE MATERIAL
(Regulations, Acts, HSE guidance, and ACOPS)

A **GENERAL** - [The health and safety toolbox: How to control risks at work](#)

1. Health & Safety at Work Act 1974 and Health & Safety at Work Regulations 1999
2. A Guide to the Personal Protective Equipment at Work Regulations 1992
3. Confined Spaces Regulations 1997
4. Construction, Design and Management (CDM) Regulations 2015
5. Deregulations Act 2015
6. Disability Discrimination Act 1995.
7. Education: List of HSE publications (H.S.E. Books).
8. Enterprise and Regulatory Reform Act 2013 (ERRA).
9. Equality Act 2010
10. Health & Safety (Enforcing Authorities) Regulations 1998.
11. Health & Safety (Fees) Regulations 2012.
12. Health & Safety Indicator.
13. Health and Safety (Offences) Act 2008.
14. Health and Safety Law - What You Should Know - (HSE Leaflet).
15. Localism Act 2011.
16. Management of Health and Safety at Work: Approved Code of Practice
17. Managing Work Related Stress (INDG218)
18. Manual Handling of Loads: A Guide to the Manual Handling Operations Regulations 2002
19. New and Expectant Mothers at Work (INDG373)
20. Personal Protective Equipment Regulations 2002
21. Provision and Use of Work Equipment Regulations 1998 (PUWER)

22. Successful Health and Safety Management (INDG275)
23. The Hazardous Waste (England & Wales) Regulations (as amended) 2012
24. The Health Act 2006
25. The Regulatory Reform (Fire Safety) Order 2005.
26. Work Related Stress (INDG424)
27. Working at Height Regulations (as amended) 2005
28. Workplace (Health, Safety and Welfare) Regulations 1992. Approved Code of Practice

B SAFETY POLICY

1. Department for Education – Governors Handbook 2014
2. Employers' Liability (Defective Equipment) Act 1969.
3. Employment Act 2002.
4. Fire Safety (Educational Premises) Guide 2006
5. HSE Essentials of Health and Safety at Work
6. HSE Violence in the Education Sector
7. Management of Health & Safety at Work Regulations 1999 (Young Persons)
8. Management of Health and Safety at Work Regulations 1999 [Risk Assessments]
9. Managing Health and Safety on Work Experience
10. Manual Handling Regulations 2002
11. Safety Policies in the Education Sector 1994
12. Safety Representatives and Safety Committees Regulations 1977 (as amended).
13. Workplace (Health, Safety and Welfare) Regulations 1992 Guidance for the Education Sector
14. Young People and Work Experience (INDG364)

C AIDs

1. AIDS and the work place - A Guide for Employers (HSE booklet). [Obtainable from 1D6, Department of Employment, Caxton House, Tothill Street, London, SW1H 9NF]
2. AIDS and Work - Sample of fact sheet for employees - issued by Department of Employment.
3. Children at School and AIDS (D.E.S. booklet 1986).
[Obtainable from Publications Despatch Centre, DFE, Honeypot Lane, Stanmore Middlesex, HA1 7AZ]
4. Some questions and answers for teachers, lecturers, etc. (D.E.S. booklet 1987).
[Publications Despatch Centre, DFE, Honeypot Lane, Stanmore, Middlesex, HA1 7AZ.]

D ASBESTOS - [HSE: Asbestos - health and safety in the workplace](#)

1. Asbestos materials in Educational Establishments (D.E.S. Admin. Memo. 3/86).
2. Control of Asbestos Regulations (CAR) 2012
3. Construction, Design and Management (CDM) Regulations 2015
4. Managing Asbestos in Premises [HSG 227]
5. Management of Asbestos in Non-domestic premises [L127]
6. Working Safely with Asbestos (Control of Asbestos at Work Regulations 2012).

E CATERING - [Health and safety in catering and hospitality](#)

1. Carriage of Dangerous Goods Regulations 2009 (as amended)
2. Control of Substances Hazardous to Health Regulation 2002 (as amended)
3. Cornwall County Council - Commercial Catering Department - Safe Working Procedures.
(For information only)
4. Food Standards Agency – Food Hygiene – A Guide for Business
5. Health and Safety in Kitchens and Food Preparation Areas
6. Health and Safety of Young People and Children in Catering 2001

7. Index of Health and Safety Guidance for Food and Drink 2000
8. Index of Health and Safety Guidance in Catering 2000
9. Preventing Slips and Trips at Work (ING225)
10. Priorities for Health and Safety in Catering Activities 1995
11. Safety Signs in Catering 2000

F **CLEANING - [Cleaning industry health and safety](#)**

1. Control of Substances Hazardous to Health Regulation 2002 (as amended)
2. Personal Protective Equipment Regulations 2002
3. Manual Handling Operations Regulation 2002
4. Health and Safety (Safety Signs and Signals) Regulations 1996 (as amended)
5. Chemical Cleaners [CIS 24 – 1998 – HSE]
6. Seven Steps to Substitution of Hazardous Substances 1994
7. Health Risk Management – Solvents Guide 1998
8. Preventing Dermatitis at Work 1996
9. Working Safely with Solvents 1998
10. Carriage of Dangerous Goods Regulations 2009 (as amended)
11. Waste (England & Wales) Regulations 2011

G **CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH) –
[Control of Substances Hazardous to Health \(COSHH\) - COSHH](#)**

1. COSHH Regulation (as amended)
2. COSHH: ACOP – 2002
3. COSHH: Leaflet Pack - Regulations 2002

4. Essentials of Health and Safety at Work: COSHH (Revised Edition)
5. Step by step Guide to COSHH Assessment H & E 1998
6. The Chemicals (Hazard information and package for supply) Regs 2009 (as amended 2015).

H **ELECTRICITY** - [Electricity and the law - Electrical safety at work](#)

1. Control of Artificial Optical Radiation at Work Regs 2010.
2. Display Screen Equipment Regulations 1992 (As amended).
3. Electrical safety, quality and continuity regulations 2002 - HSE.
4. Electricity at Work Regulations 1989 – HSE.
5. Maintaining Portable Electrical Equipment (HSG107).
6. Maintaining Portable Electrical Equipment in Low Risk Environments (INDG 236).
7. Provision and use of workplace equipment Regulations 1998 - HSE
8. Restriction of the use of certain Hazardous Substances in Electrical and Electronic Equipment Regulations 2012.
9. Safety in Electrical Testing at Work 2013.
10. Supply of Machinery (Safety) Regulations 1992 - HSE
11. Waste Electrical & Electronic Equipment Regulations (WEEE) 2013

I **FIRE** - [Fire safety](#)

1. Regulatory Reform (Fire Safety) Order 2005
2. Portable fire extinguishers – (BS 5306 parts 3-8)
3. Automatic Release Mechanisms for Fire Resisting Doors BS 7273-4, RRO Regulation 38 - Cornwall Fire and Rescue guidance – November 2014).
4. Emergency Lighting – BS 5266-1.

5. Fire Detection and Alarm Systems for Buildings - Cornwall Fire and Rescue Service guidance
6. Fire Precautions and Fire Drills in Day Schools - Cornwall Fire and Rescue Service guidance.
7. Fire Safety – Employer’s Guide 2006
8. Fire Safety (Employees Capabilities (England) Regulations 2010.
9. Fire Safety and Safety of Places of Sport Act 1987 – HSE
10. Safe Working with Flammable Substances 1996 [INDG 227 – ISBN 071761154X – HSE]
11. Smoke – Free (Premises and Enforcement) Regulations 2007
12. Structural Fire Precautions in the Design – BS 5588

J **FIRST AID - [First aid at work - First aid at work](#)**

1. First Aid at Work - Health and Safety (First Aid) Regulations 1981 (as amended).
2. First Aid in educational establishments.
3. Basic advice on First Aid (INDG347).
4. Training of First Aiders 2013
5. Slips and Trips: Guidance for Employers.
6. Preventing Slips, Trips and Falls at Work.
7. Health and Safety (Sharp Instruments in Healthcare) Regulations 2013
8. Fatal Accidents Act 1976

K **FOOD HYGIENE - [Food hygiene](#)**

1. Truro and Penwith College Food Hygiene Regulations.
2. Health & Safety in Kitchens and Food Preparation Areas.
3. Health & Safety Law Applicable to Catering.

4. Health & Safety of Children and Young People in Catering.
5. Health and Safety in Catering.
6. Manually Ignited Gas Fired Catering Equipment.
7. Moving Food & Drink.
8. Reducing Noise in Food and Drink Industries.
9. Safety Signs in Catering.
10. Slips and Trips.
11. Temperatures in Places Food is Handled.
12. Ventilation of Kitchens in Catering.

L **GAS - [Gas safety](#)**

1. Health and Safety at Work Act 1974.
2. Gas Safety (Installation and Use) Regulations 1998.
3. DSEAR Regulations 2002
4. Gas Safety (Management) Regulations 1996 (as amended).
5. Guide to Landlord's Gas Supply 1998.
6. Safe use of Compressed Gases in Welding, Flame Cutting and Allied Processes 1997.
7. Safety in the Installation and Use of Gas Systems and Appliances (L56).
8. The Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) Regulations 2013

M **GROUNDS MAINTENANCE**

1. A Guide to Notification of New Substances (Nons) Regulations 1993 (Produced 1994).
2. Access – Scaffolds and ladders. BS 5973:1993 *Code of practice for access and working scaffolds and special scaffold structures in steel*

3. Carriage of Dangerous Goods Regulations 2013.
4. Compressed Air Regulations 1996.
5. Confined Spaces Regulations 1997.
6. Control of Asbestos Regulations 2012.
7. Control of Vibration at Work Regulations 2005.
8. COSHH Regulations 2002.
9. Health & Safety in Roof work 2012.
10. Health Risk Management – Solvents.
11. Manual Handling Operations Regulations 2002 (as amended).
12. Noise at Work Regulations 2005.
13. Outdoor Working – Risks from Working in the Sun.
14. Personal Protective Equipment Regulations 2002.
15. Provision and Use of Work Equipment Regulations 1998
16. Risk Assessments - A Brief Guide to Controlling Risks in the Workplace (INDG163).
17. Working on Roofs (INDG284).
18. Workplace Health, Safety and Welfare Regulations 1992.

N HEALTH AND SAFETY IN EDUCATION AND WORKSHOPS

1. Biotechnology Health & Safety in Education.
2. Chemicals and Other Materials in Education.
3. Control of Vibration at Work Regulations 2005.
4. Department for Education – Governors Handbook 2014
5. Electrical Safety at Places of Entertainment (GS50).
6. Health & Safety in Engineering Workshops (HSG129).

7. Lifting Operations and Lowering of Loads (LOLER) Regulations 1998
8. Managing Health and Safety Aspects of Research in Higher & Further Education 2000.
9. Managing Health and Safety in Schools 1995.
10. Provision and Use of Workplace Equipment (PUWER) Regulations 1998
11. Safety in Gas Welding, Cutting and Similar Processes (INDG297).
12. Safety in the Use of Abrasive Wheels (HSG17).
13. Safety in Use of Metal Cutting Guillotines & Shears (HSG42).
14. Safety Policies in Education Sector 1994.
15. Storage of Flammable Liquids in Containers (HSG51).
16. The Safe Use and Handling of Flammable Liquids (HSG140).
17. Woodworking Information Sheet, Toxic Woods. WIS30(rev1)
18. Workplace (Health, Safety and Welfare) Regulations 1992.

O IONISING RADIATIONS AND RADIOACTIVE SUBSTANCES -

<http://www.hse.gov.uk/pubns/priced/l121.pdf> [Radon in the workplace](#)

1. Health and Safety at Work Act 1974
2. The Ionising Radiations Regulations 2017 (IRR17)
3. Problems of “Small Users” of Radio Active Materials 2000.
4. Radioactive Substances Act 1993
5. Radioactive Substances Regulations Guidance 2010
6. Work with Ionising Radiation. Ionising Radiation Regulations 1999.
[ACOP – L121]
7. The Building Regulations 2000

P MAINTENANCE OF MECHANICAL SERVICES

1. Control Noise at Metal Cutting Saws.
2. Control of Noise at Work Regulations 2005.
3. Control of Vibration at Work Regulations 2005.
4. D.E.S. Building Bulletin No 70 - Maintenance of Mechanical Services - Advice and Guidance.
5. Guidance of Degreasing Operations.
6. Hand Arm Vibration.
7. Injuries from Manual Handling of Sharp Edges in Engineering.
8. Maintenance and Cleaning of Solvent Degreasing Tanks.
9. Maintenance, Examination and Testing of LEV.
10. Noise in Engineering.
11. Power Tools: How to Reduce Vibration Health Risks.
12. Safe Use of Work Equipment.
13. Safeguarding 3 Roll Bending Machines.
14. Safeguarding of Combination Metal Working Machines.
15. The Supply of Machinery (Safety) Regulations 2008 (as amended).

Q OUTDOOR EDUCATION

1. Adventure Activity – Five Steps to Risk Assessment.
2. Managing Crowd Safety – Guide for Organisers of Events 2000.
3. Outdoor Education in Cornwall - Safety Guidelines - published by Cornwall Education Committee. September 1987.
4. Outdoor Education: Safety in off-site activities. Cornwall County Council Guidelines December 1993.

- 5a. Provision and Use of Work Equipment Regulations 1998 (as amended).
- 5b. Lifting Operations and Lifting Equipment Regulations 1998 (as amended).
- 6. Working at Height Regulations 2005 (as amended).

R REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS 2013 - (RIDDOR)

- 1. Accident book BL510 HSE Books 2012
- 2. Incident Reporting in Schools (accidents, diseases and dangerous occurrences) Education Information Sheet EDIS1(rev3) HSE Books 2013 (www.hse.gov.uk/pubns/edis1.htm)
- 3. Reporting accidents and incidents at work - A brief guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) HSE Web-friendly version of leaflet INDG453(rev1), published 10/13 (www.hse.gov.uk/pubns/indg453.htm.)
- 4. RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (www.hse.gov.uk/riddor/)

S TRANSPORT

- 1. Mini-Bus Code of practice. (www.rospa.com/pdfs/road/minibus.pdf)

T VDUs/DSE

- 1. Health and Safety (Display Screen Equipment) Regulations 1992 (as amended).
- 2. Law on VDUs 2002.
- 3. Work with Display Screen Equipment: A Guide to the Health and Safety (Display Screen Equipment) Regulations (INDG36)

U VIOLENCE TO STAFF

- 1. Education & Inspectors Act 2006 – Section 93.

2. Violence at Work – A Guide for Employers.
3. Violence in the Education Sector 1997.
4. Work related stress – A Short Guide.

V WORK EXPERIENCE

1. Employers' Liability (Compulsory Insurance) Act 1998.
2. Health and Safety on Work Experience: Employment Department Pamphlet HSL8
3. Managing Health and Safety on Work Experience.
4. Provision and Use of Work Experience Regulations 1998.
5. Work experience for Young People in Cornwall: Guidelines for Cornish Schools. Cornwall County Council.
6. Young People and Work Experience - A brief guide to health and safety for employers. HSE web-friendly version of leaflet INDG364(rev1), published 06/13 (www.hse.gov.uk/pubns/indg364.htm)
7. Young People at Work. (<http://www.hse.gov.uk/youngpeople/index.htm>)