

AECC
University College
*Transforming lives
through Health Sciences*

Health & Safety Policy
Part 1 – Policy Statement

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TABLE OF CONTENTS

Section 1:	Introduction	3
1.1	Use of this document	3
Section 2:	Policy Statement	4
2.1	AECC University College Statement of Intent	4
2.2	Plan, Do, Check, Act.....	5
2.3	Summary of arrangements	5

SECTION 1: INTRODUCTION

1.1 Use of this document

This document is intended to outline the management commitment, arrangement and procedures for managing health and safety across AECC University College. It is arranged across 3 sections:

Part 1 – Health and Safety Policy Statement

Part 2 – Roles & Responsibilities

Part 3 – Procedure & Arrangements

These are designed to achieve the Plan, Do, Check, Act approach to managing health and safety within an organisation by identifying what needs managing and distributing this through the management chain. Procedures and arrangements are then set out to achieve the planned requirements.

The Board of Governors has the ultimate responsibility for health and safety within the organisation and ensuring adequate resources are made available to allow the effective implementation of this Policy. These responsibilities are further distributed through the management team, in particular the Vice Chancellor has appointed the Head of Estates and Facilities as the lead for Health & Safety and we have a Health & Safety Officer to coordinate the requirements on a day to day basis, with line managers supported by the Head of Estates and Facilities and Health and Safety Officer as appropriate. Access to competent health and safety advice will be made available as necessary to assist in the monitoring, review and implementation of the policy and arrangements for specialist audits.

A positive culture can only be achieved when all staff are aware of their responsibility to manage their own health and safety and for ensuring their activities do not harm other people while at work. This health and safety policy require the commitment and co-operation of all staff working for or on behalf of the organisation. In pursuit of this, our intent is:

- To publish and communicate our health and safety policy to all personnel working for or on behalf of the organisation.
- To ensure line managers recognise and are empowered to execute their influential role in managing occupational health and safety.
- To commit to ensuring that the policy is understood, implemented and maintained at all levels in the organisation.
- That we recognise that management of health and safety should be integral to the organisation.
- That we recognise that compliance with the legal requirements represent the minimum standards required. We are committed to continual cost-effective improvement.
- That we commit ourselves to providing adequate and appropriate resources to implement the policy and associated procedures.
- That we encourage active participation and operate a means for staff to consult on matters affecting their health and safety or that of others.
- That the physical environment and equipment provided is managed, so it does not pose a risk to a person's health or safety.
- That we will put arrangements in place for the safe handling and use of any potentially hazardous substances.
- That we will provide relevant information, instruction, training and supervision to staff and where relevant those working on behalf of the organisation.
- That we will ensure staff working for or on behalf of the organisation possess sufficient skills, knowledge and experience relevant to their role and undertakings.
- To recognise and tackle the causes of stress before they lead to ill health.
- To ensure the policy and arrangements are reviewed at least annually and in light of amendments to the organisation, our undertakings, legislation, and best practice.

Signed
Lesley Haig
Vice Chancellor

July 2024

2.2 Plan, Do, Check, Act

In order to work towards compliance and best practice, it is the intention to use the HSE document Managing for Health and Safety (Third Edition) HSG (65) along with the Plan, Do, Check, Act (INDG 275; rev 1) as a guidance source in particular in implementing the Plan, Do, Check, Act approach.

The Plan, Do, Check, Act approach achieves a balance between the systems and behavioral aspects of management. It also treats health and safety management as an integral part of good management, rather than as a stand-alone system.

2.3 Summary of arrangements

Requirement	Arrangement
A written health and safety policy.	A policy document available to all via the intranet with hard copies available on request.
Assessment of risks to staff, students, contractors, public and others affected by our activities.	Responsibilities distributed to line managers with representatives and Health & Safety Officer available to assist. Prescribed format for risk assessments. Training and regular refresher training given to those with responsibilities. Review risk assessments via annual departmental audits, at health and safety committee meetings and also when there is a change in legislation, change in task, when accidents/incidents take place, or even when the staff raises a complaint/issue.
Arrangements for the effective planning, organisation, control, monitoring and review of the preventive and protective measures that come from risk assessment.	Responsibilities distributed to line managers. Expectations outlined in sections 2-3 of the document.
Access to competent health and safety advice	Health and Safety Officer employed with grad IOSH status. External Health & Safety advice, regarding specialist areas, e.g., asbestos management, commissioned as necessary.

<p>Provision of information (risk assessments) to staff about the risks in your workplace and how they are protected.</p>	<p>Line managers to communicate findings of the risk assessments and to discuss health & safety at team meetings.</p>
<p>Instruction and training for staff in how to deal with the risks.</p>	<p>Line managers to communicate findings of the risk assessments and to ensure staff participate in the training provided.</p>
<p>To ensure there is adequate and appropriate supervision in place.</p>	<p>A management hierarchy has been established.</p>
<p>To consult with staff about their risks at work and current preventive and protective measures.</p>	<p>Health and safety committee meets quarterly. Line managers should consult with staff and feedback any issues. Health & safety should be made a standing agenda to be discussed at all departmental team meetings.</p>



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Health & Safety Policy
Part 2 – Roles & Responsibilities

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TABLE OF CONTENTS

Section 1:	Introduction	10
1.1	Use of this document	10
Section 2:	Distribution	11
2.1	Organisational structure	11
Section 3:	Roles & Responsibilities	12
3.1	Vice Chancellor.....	12
3.2	Head of People & Development.....	12
3.3	Health and Safety Officer	13
3.4	Department Heads, Line Managers & Supervisors.....	13
3.5	Purchasing and Procurement.....	14
3.6	Representatives.....	14
3.7	Staff.....	16
Section 4:	Consultation.....	17
4.1	Consultation	17
4.2	Health and Safety Committee	18

SECTION 1: INTRODUCTION

1.1 Use of this document

This section is intended to outline the organisational structure which then informs the roles and responsibilities assigned to ensure that health and safety management is distributed through line management.

This includes a summary of the roles and responsibilities, however all information should be read in the context of the wider health and safety policy.

Part 1 – Health and Safety Policy Statement

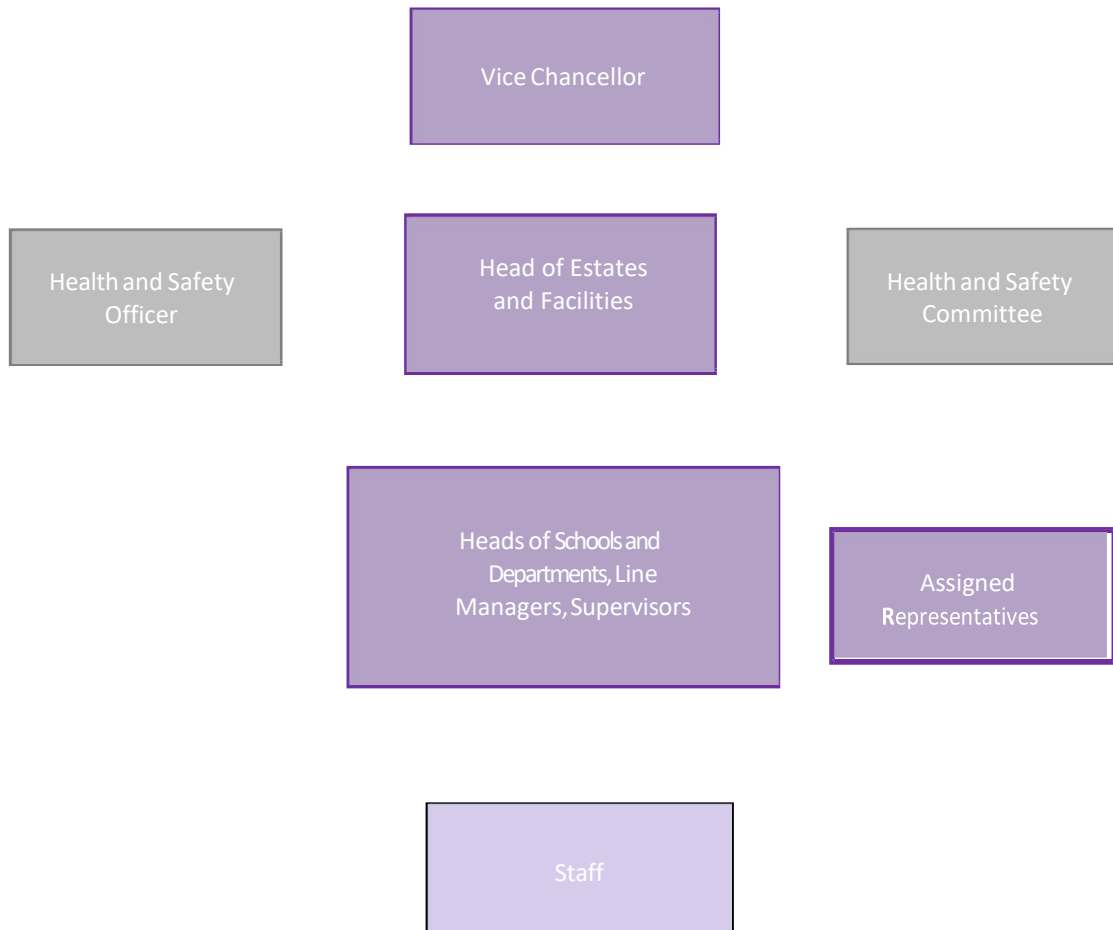
Part 2 – Roles & Responsibilities

Part 3 – Procedure & Arrangements

SECTION 2: DISTRIBUTION

2.1 Organisational structure

The diagram below sets out the organisational structure in relation to the management of health and safety through the hierarchy.



SECTION 3: ROLES & RESPONSIBILITIES

3.1 Vice Chancellor

The Vice Chancellor's primary role is to ensure that the management team is effective in its task of setting and implementing the organisation's direction and strategy in relation to the management of health and safety. This will predominately relate to ensuring that sufficient resources are allocated and the Health & Safety Officer under the direction of the Head of Estates and Facilities is able to lead on health and safety management.

3.2 Head of Estates and Facilities

The Head of Estates and Facilities has the responsibility for executive oversight of health and safety across the organisation, including both the Bournemouth and London Campuses, and supports the Health and Safety Officer to act as the lead point of contact for Department and School Heads, Line Managers and Supervisors.

The Head of Estates and Facilities will be responsible for the planned implementation of effective health and safety standards according to agreed objectives and for ensuring that health and safety standards are considered in planning and organising work generally.

The practical implementation of the policy and procedures will be undertaken by Department and School Heads, Line Managers and Supervisors, overseen by the Head of Estates and Facilities and supported by the Health & Safety Officer.

Key role and responsibilities are to ensure that:

- They visibly encourage health and safety management.
- The health and safety policy is reviewed as prescribed and updated.
- Health and safety is a prime consideration during all organisational planning.
- They report to the Vice Chancellor on resources required and ensure suitable distribution to the relevant departments.
- They regularly review health and safety management and direct the implementation of corrective actions.
- There is access to competent health and safety advice.
- There is a means for staff to consult on health and safety.
- They consider the "general principles of prevention" as detailed in the Management of Health and Safety at Work 1999 Regulations when making decisions on how to control hazards.
- They act as the responsible person as described under the Regulatory Reform (Fire Safety) Order 2005.

- Arrangements are in place to ensure risk assessments are undertaken that reflect the organisations activities and undertakings.
- Arrangements and resources are in place to manage the Statutory Inspections & Maintenance Schedule.

3.3 Health and Safety Officer

The organisation has employed a competent Health and Safety Officer to assist in provision of health and safety advice. They are employed on a full-time basis. In their absence approaches for advice should be made to the Head of Estates and Facilities.

In general, the role of the Health and Safety Officer will be to:

- Train the staff on risk assessments for those who are required to undertake them.
- Assist the management team and representatives in undertaking their duties as requested.
- Promote health and safety awareness.
- Where requested undertaking inspections/tours to report on health and safety performance.
- Undertaking accident/incident investigations when requested/required.
- Advising on and updating policy.
- Attendance at health and safety management review meetings/committees to advise on compliance and action required.
- They review all accident/incident investigation reports and ensure that action is taken based on the findings of the same and is sufficiently proportionate to minimise a reoccurrence.
- First aid provision is maintained.
- They review the health and safety inspections/reports and make recommendations directly to all line managers, representatives and staff in matters concerning health and safety.

3.4 Department and School Heads, Line Managers & Supervisors

Department and School Heads, line managers, supervisors and all other personnel within the business holding positions of responsibility over others, collectively known as the management team, will ensure that:

- They visibly encourage health and safety management.
- They are familiar with the institution policy applicable to their role and direct others to ensure the standards are observed.
- Any risks to the health, safety and welfare of staff under their supervision or any other persons affected by their department's work are identified, assessed and controlled.
- All staff under their control are made aware of the health and safety policy and associated documents and instructed in the implementation of the same.
- They review safety procedures and where necessary, recommend suitable changes.

- They encourage staff to identify any hazards and report them.
- They assess and arrange for instruction and where necessary training of staff under their control.
- They arrange for corrective actions arising from internal or external monitoring of health and safety to be addressed where within their area of control.
- Relevant statutory notices, instruction and warning information is displayed in their work area.
- Safe access and egress to workplaces is maintained.
- Workplace is maintained in a tidy condition and that regular clean-up periods are arranged for.
- The handling and storage of all equipment and materials is safe.
- Accidents or incidents are reported and recorded.
- All persons working under their control receive an induction and new starters receive a Health and Safety Induction within the first two weeks of their employment starts .
- They provide all relevant information and assistance to the representatives to enable them to fulfil their role.
- All persons (including the Health & Safety Officer) working under their control, complete Health & Safety training (mandatory e-learning module as a minimum requirement).

3.5 Purchasing and Procurement

Those undertaking any form of purchasing or procurement as part of their role should ensure:

- Contract awards are not made on price alone but on the basis that where relevant the work will be supervised and adequate resources are allocated to the management of health and safety.
- Appointments of contractors and sub-contractors will be based on the individual and or organisation being able to demonstrate they have the suitable the skills, resources, knowledge and experience for the role or service they are providing.
- All equipment and materials purchased are to the standards required by the policy and that they meet the minimum requirements laid down in law to eliminate or reduce risks.
- All suppliers are asked to provide information on any hazards associated with their undertakings or items supplied that demonstrates, so far as is reasonably practicable, that they or persons who may be affected are not exposed to risks to their health or safety.
- Third parties providing services, personnel, equipment, materials or similar must include for all necessary measures to control the hazards their staff or others who may be affected are exposed to. Where they make exclusions, clear information is to be provided on the nature of these exclusions and additional resources including costs that will need to be allocated to control the hazards.

3.6 Representatives

As part of management arrangements, individuals will be assigned as representatives for specific subjects, processes and departmental areas. The role of the representative is to complement this policy and

act as point of contact for staff on health and safety issues relevant to their assigned representative role. They will have responsibility for assisting the management team in the monitoring and execution of the policy and procedures relevant to their assignment.

Representative	Area of responsibility
Heads of Departments and Schools, Line Managers, Supervisors	<p>The geographical area or processes they are assigned to manage.</p> <p>Ensure risk assessments of the area/undertakings they are assigned to, are undertaken and communicated effectively.</p> <p>Assist others undertaking risk assessments.</p> <p>Undertake monitoring inspections of the work area on a regular and frequent basis and proactively participating in the Health & Safety audit on an annual basis.</p> <p>Ensure e-learning and other relevant training is up to date.</p>
Health & Safety Officer	<p>Coordinate with others that use hazardous substances and maintain a register of hazardous substances.</p> <p>Ensure assessments are in place for hazardous substances bringing potential health risks to the attention of the management team for action.</p> <p>Ensure measures designed to control exposure to hazardous substances are maintained.</p> <p>Review with others that use hazardous substances the potential to eliminate the use of a substance or change it for something less hazardous.</p> <p>To undertake DSE assessments for users when upon requested by Occupational Health/ HR.</p> <p>Liaising with the management team in relation to specific area/tasks where requested and undertaking or advising on manual handling risks. In conjunction with the Head of People & Development ensuring that manual handling training is available and participated in as necessary.</p> <p>Ensuring that there is adequate first aid provision. Ensuring that accident records are maintained and incidents are investigated</p>

Head of Estates & Facilities Management in conjunction with Health & Safety Officer	Ensuring that a fire risk assessment is undertaken for premises under their control and that the findings of the same are addressed. Managing fire safety actions and appointments.
Electrical Representative	Ensuring that electrical installations and systems do not pose a risk of injury.
Catering Manager	Ensuring compliance with the adopted food safety management system and that the kitchen facilities remain in good condition, including responsibility for kitchen duct cleaning and fire suppression system maintenance.
Head of People & Development	In addition to their human resources role, liaise with relevant representatives in relation to health and safety training, inductions and health monitoring

3.7 Staff

Staff working for or on behalf of the organisation will be expected to comply with the duties placed upon them by the Health and Safety at Work Act 1974 and associated Regulations, in particular the Management of Health and Safety at Work Regulations 1999.

This will include:

- To take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work; and
- As regards any duty or requirement imposed on the organisation or any other person by or under any of the relevant statutory provisions, to co-operate with them so far as is necessary to enable that duty or requirement to be performed or complied with.
- Use any machinery, equipment, dangerous substance, transport equipment, means of production or safety device provided in accordance both with any training in the use of the equipment concerned and the instructions respecting that use.
- Informing a line manager and the Health & Safety Officer:
 - of any work situation which they would reasonably consider represented a serious and immediate danger to health and safety; and
 - of any matter which they would reasonably consider represented a shortcoming in the employer’s protection arrangements for health and safety.
 - Escalating any such matter to the Head of People & Development as necessary.

In pursuit of the above this will generally require:

- That you do not carry out any tasks, which you feel you do not have the skills, knowledge or experience, or one which involves unreasonably high risks.
- If you have not been instructed how to carry out a task safely, stop and report to your line manager to seek instruction.
- You take care of your own safety, health and welfare and that of any other person who may be affected by your acts or omissions while at work.
- You to be aware that you have a duty prescribed by law to use all safety equipment and protective equipment prescribed and provided.
- You to comply with safe systems of work, procedures and controls as detailed in the risk assessments and associated procedures.
- You report to your line manager and the Health & Safety Officer without delay any defect in the plant, equipment places of work or system of work which might endanger safety, health or welfare of which you become aware and escalating this to the Head of People & Development as necessary.
- You do not intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience or equipment for securing the safety, health and welfare of persons arising out of work activities.
- You to use correct tools and equipment for the job and keep tools in good condition.
- Keep your work area tidy and free from hazards as far as reasonably practicable. Where hazards are present and could affect others, prevent access to the work area.
- Keep your work area tidy and dispose of waste in the correct manner using the facilities provided.
- Respect welfare facilities provided and keep them in good order.

Consultation:

You are encouraged to make suggestions and raise concerns. Indeed, this document is in itself an invitation to feedback. Please read it and if you have anything to contribute then please advise your line manager or speak to one of the staff members who attends the health & safety committee.

Departments should hold regular departmental meetings for all staff (monthly) and Health and Safety should be a standing agenda item and all staff will be encouraged to raise any concerns or report any incidents.

SECTION 4: CONSULTATION

4.1 Consultation

Information concerning safety matters, including the results of risk assessments, which may affect any or all staff, is communicated to them at induction and through training, specific to their role and activities they undertake. There is Marshall's e-learning module which is mandatory for all staff to complete within 6 weeks of commencement of employment.

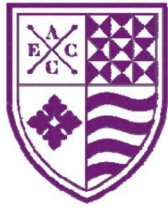
AECC University College will aim to operate a 'Don't Walk By' policy. Staff are to communicate any health and safety concerns associated with the workplace, work activities or equipment to their line manager and the Health & Safety Officer. Where possible, they will rectify the problem and inform the wider management team of the problem and the actions taken. All accidents, incidents and near misses (good catches) must be reported by anyone noting it to safety@aecc.ac.uk. Where further assistance is required in order to rectify the problem, the issue will be raised and discussed at the next committee meeting. Further advice from the Health and Safety Officer will be sought where necessary.

AECC University College operates a Health and Safety Committee which is a forum where any health and safety issues are raised, discussed and necessary action items established.

4.2 Health and Safety Committee

AECC University College has an established Health and Safety Committee which is made up of a cross section of AECC University College staff. The Committee is chaired by the Head of Estates and Facilities and aims to meet on a quarterly basis. The mission statement of the committee is:

- Continual improvement to meet or exceed legislative requirements and protection of the health, safety and welfare of all staff and contractors.
- To ensure objectives are met and be a responsive organisation, to make contact and provide forum for feedback and delivery.
- To continually review and investigate accident and incident reports and make improvements.



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Health & Safety Policy

Part 3 – Arrangements

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TABLE OF CONTENTS

Section 1:	Introduction	22
1.1	Use of this document	22
Section 2:	Arrangements.....	23
2.1	Risk assessment	23
2.2	Monitoring.....	26
2.3	Control of substances hazardous to health (COSHH).....	27
2.4	Display Screen Equipment (DSE)	29
2.5	First Aid.....	31
2.6	Training.....	34
2.7	Accidents & incidents.....	35
2.8	Managing contractors	37
2.9	Permits to work.....	39
2.10	Electricity and electrical equipment	39
2.11	Manual handling.....	42
2.12	Machinery and equipment	43
2.13	Pressurised systems	44
2.14	Food preparation.....	47
2.15	Legionella.....	48
2.16	Fire & emergency arrangements	49
2.17	Welfare facilities.....	51
2.18	Personal protective equipment (PPE)	52
2.19	Asbestos	54
2.20	Health surveillance.....	55
2.21	New staff.....	59
2.22	New and expectant mothers	60
2.23	Construction work.....	62
2.24	Young persons	63
2.25	Vehicles and driving.....	63
2.26	Stress	64
2.27	Housekeeping.....	65
2.28	Work at height	67
2.29	Traffic management	68
2.30	Health and safety notices	70
2.31	Snow and ice.....	70
2.32	Lifting equipment	71
2.33	Lone Working	73

SECTION 1: INTRODUCTION

1.1 Use of this document

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The document includes a summary of the roles and responsibilities however all information should be read in the context of the wider health and safety policy.

Part 1 – Health and Safety Policy Statement

Part 2 – Roles & Responsibilities

Part 3 – Procedure & Arrangements

SECTION 2: ARRANGEMENTS

2.1 Risk assessment

2.1.1 Requirements

Risk assessments are required by the Management of Health and Safety at Work Regulations 1999, which also make good business sense. The requirement is for the employer to make a suitable and sufficient assessment of the risks to the health and safety of staff to which they are exposed; and the risks to the health and safety of persons not employed by the organisation arising out of or in connection with the undertakings such as students, patients, contractors and visitors. Staff members will be assigned as a “representative” for departmental areas & processes within the organisation, with responsibilities for ensuring that risk assessments are undertaken relevant to the same.

Risk assessments (except those containing personal information) should be accessible for review by any person in the organisation. The findings of the risk assessments should be communicated to those who will be affected due to the tasks they undertake or geographical area they work in, this will include staff, sub-contractors, contractors and visitors.

Responsible person	Action/arrangement
Vice Chancellor	<p>Allocate resources for the identification, management and control of risks posed by the organisation and its undertakings.</p> <p>Act on advice or direction suggested by the Head of Estates and Facilities, Head of People and Development or other senior members of the Management Team.</p>
Head of Estates and Facilities	<p>Ensure that representatives are appointed to assist in discharging the duties under the Regulations by undertaking risk assessments relevant to the physical nature of the premises and activities undertaken therein.</p> <p>Provide access to training, resources and external expertise as necessary to enable the representatives to undertake their role. Ensure that those undertaking assessments have:</p> <ul style="list-style-type: none"> – An understanding of the workplace – An ability to make sound judgements – Knowledge of best practicable means to eliminate or reduce the risks identified – The ability to recognise the extent and limitations of their own experience

	<p>Ensure that there is appropriate representation from their team with respect to building compliance matters, for example relating to COSHH, electrical safety, asbestos management and other key hazards.</p>
<p>Heads of Department and Schools/Line Managers/Supervisors</p>	<p>Undertake, or arrange to be undertaken, the risk assessments for areas and activities under their control with help and support from the Health & Safety Officer.</p> <p>Ensure they review and consider the findings of the risk assessment and communicate the same to those under their control as part of training.</p> <p>Coordinate with the assigned representatives.</p>
<p>Assigned representatives</p>	<p>Undertake or arrange to be undertaken, the risk assessment for the areas and activities they are representatives for in the prescribed format.</p> <p>Consult with others in the area and undertaking activities to ensure they are considered when making the assessment.</p> <p>Ensure risk assessments are reviewed and updated if necessary, in particular following any changes to the organisation, processes or physical nature of the area.</p>
<p>Operators/Others</p>	<p>Ensure you are aware of the risk assessment and associated hazards in the area and processes you undertake.</p> <p>Ensure you implement the control measures identified and outlined in your training.</p> <p>Report any shortcomings or suggestions to eliminate or reduce risk to your line manager and the Health & Safety Officer.</p>
<p>Health and Safety Officer</p>	<p>Review risk assessments as requested by Heads of Departments / Schools or the Head of Estates and Facilities.</p> <p>Maintain a register of risk assessments and make those assessments (excluding any personal information) available to any staff member, stake holder or enforcing authority who may require it.</p> <p>The Health and Safety Officer will also fulfill the following roles:</p> <ul style="list-style-type: none"> • Manual Handling Representative • Fire representative • First Aid & Accident Representative

2.1.2 Guidance

The policy is to identify hazards in the place of work and to assess the risk to safety and health and to eliminate it wherever possible or control risks as far as is practicable so that they are reduced to an acceptable level.

Hazard refers to any substance, article, material or practice, which has the potential to cause harm to the safety, health or welfare of operatives at work or other people within the premises.

Risk refers to the potential of the hazard to cause harm in the actual circumstances of use.

Hazard Control Hierarchy

Potential hazards in a workplace determines the severity of risk to an individual, depending on the nature of exposure and the way through which they get exposed. Employer has a duty of care to control hazards to a level, as low as reasonably practicable, that should be adopted in order to provide and maintain a safe working environment.

The following table illustrates the optimal order when planning to control hazards in a workplace. It is commonly termed as '*hierarchy of controls*', which sets out various options that will be best suitable for a workplace to control the exposure.

Elimination (highly effective)	Removing the hazard physically by redesigning the work
Substitution	Replacing the hazard with less hazardous substance
Engineering Controls	Isolating people from the hazard by taking additional protective measures.
Administrative Controls	Taking appropriate steps to reduce/limit the exposure
Personal Protective Equipment (PPE) (least effective)	To be worn by the staff for those tasks, where all the above controls seem to be ineffective

The risk assessment process will be undertaken using the HSE Five Steps to Risk Assessment format:

Step 1: Identify the hazards.

Step 2: Decide who might be harmed and how.

Step 3: Evaluate the risks and decide on precautions.

Step 4: Record your findings and implement them.

Step 5: Review your risk assessment and update if necessary.

Example copies of risk assessments and the master template can be found at: <S:\Health & Safety\Public Domain\Risk Assessments>

2.1.3 Training

Staff who are required to undertake risk assessments will receive training. Depending on their existing knowledge and experience this may include;

- Training by the Health and Safety Officer on risk assessment.
- Online training on risk assessments.
- Training by other third parties particularly for unusual or high-risk activities.

All staff will receive training in how to manage the hazards identified in the risk assessments in the course of their role. Normally this will be incorporated into the technical aspects of their day to day role. Where specific risk assessments identify an additional specific training requirement, this will form part of their training.

2.2 Monitoring

AECC University College will ensure that health and safety performance is monitored and measured by:

- Quarterly health and safety committee meetings.
- Health and Safety Officer completing annual inspections/audits of Departments and Schools, in conjunction with managers of work areas.
- Recording and investigating all accidents and near miss (good catch) incidents.
- Annual review of health and safety policy.
- Presentation of an annual Health and Safety Report to the Audit & Risk Assurance Committee.

Responsible person	Action/arrangement
Vice Chancellor	Undertaking proactive monitoring themselves directly by undertaking regular tours of the premises and reporting on and seeking actions to address any shortcomings.

<p>Head of Estates and Facilities</p>	<p>Undertaking proactive monitoring themselves directly by undertaking regular tours of the premises and reporting on and seeking actions to address any shortcomings.</p> <p>Ensuring that they attend or nominate a suitable senior substitute to attend health and safety committee.</p> <p>Ensure the health and safety policy and arrangements are reviewed annually.</p> <p>Arrange for the Health & Safety Officer to undertake inspections and audits.</p> <p>Commission external health & safety advice in support of the Health & Safety Officer as required.</p>
<p>Representatives</p>	<p>Undertaking formal monthly inspections of the area/process under their control and addressing any issues identified in the same.</p> <p>Undertaking proactive monitoring themselves directly by undertaking regular tours of the premises and reporting on and/or taking action to address any shortcomings.</p>
<p>Heads of Departments and Schools/Line Managers/Supervisors</p>	<p>Ensure inspections are undertaken in areas under their control on a frequency informed by the level of risk posed.</p> <p>Report issues escalated to them by staff or identified directly to the representatives to the Health and Safety Officer at safety@aecc.ac.uk for discussion at health and safety committee.</p>
<p>Health & Safety Officer</p>	<p>Provide summary accident and incident statistics for review by the Head of Estates and Facilities on a monthly basis and in readiness for each health and safety committee meeting.</p>
<p>Staff</p>	<p>Report identified shortcomings or suggestions to eliminate or reduce risk to your line manager and Health and Safety Officer.</p> <p>Undertake daily/pre-use checks on equipment in line with your training.</p> <p>Report any statutory inspections or checks that appear to have expired.</p>

2.3 Control of Substances Hazardous to Health (COSHH)

Under the Control of Substances Hazardous to Health Regulations (COSHH), the employer is required to undertake an assessment (COSHH assessment) in order to identify all hazardous substances used in the

workplace, assess the associated risks posed to any staff potentially exposed to the substance and implement adequate control measures to avoid or reduce the risk to an acceptable level. Information on the nature of any hazards associated with a substance should be indicated on the packaging label or the Safety Data Sheet (SDS) which should be obtained from the supplier.

Responsible person	Action/arrangement
Vice Chancellor	Provide resources to enable those with responsibilities outlined below to execute the same.
Head of Estates and Facilities	Provide access to training, resources and external expertise as necessary to enable staff to undertake their roles.
Health & Safety Officer	<p>Ensure that a schedule of all substances in use by the organisation is available and kept up to date.</p> <p>Obtain SDS for substances and undertake an assessment of the same.</p> <p>Review any substances and associated tasks to identify where sample air monitoring may be required to identify if the WEL is being approached and/or effectiveness of control measures.</p> <p>Review and ensure the following is undertaken in consultation with the management team:</p> <ul style="list-style-type: none"> • Avoid the use of the substance if possible. • Substitution for a less harmful substance. • Reduce exposure to the substance. • Provision of adequate natural ventilation. • Provision of adequate mechanical ventilation. • Provision of sufficient and suitable personal protective equipment

<p>Facilities and Building Manager (in relation to the Bournemouth Campus) and the Head of Estates (in relation to the London Campus), both in conjunction with Health and Safety Officer</p>	<p>Local Exhaust Ventilation (LEV)</p> <p>Work with the line managers to ensure that a register of LEV in use on the premises is maintained.</p> <p>Work with the line managers to ensure a periodic thorough examination and test (at least every 14 months) of each piece of LEV is undertaken and keep this record for at least 5 years. Ensure there is information on the installed LEV system to confirm it provides adequate protection and keep for the life of the equipment.</p>
<p>Heads of Departments and Schools/Line Managers/Supervisors</p>	<p>Discuss substance selection with the Health & Safety Officer. Aim to eliminate use of a hazardous substance where possible or substitute for one that is less harmful.</p> <p>Ensure the Health & Safety Officer is informed of the intention to introduce a new substance.</p> <p>Ensure control measures outlined in the COSHH Assessment are complied with.</p> <p>Ensure there is access to first aid facilities sufficient for the substance being used and in the vicinity of the same.</p> <p>Ensure staff are trained and are aware of how reduce the risk to their health when using potentially hazardous substances.</p> <p>Report to the Head of Estates and Facilities any piece of local exhaust ventilation that does not have a valid examination and test.</p> <p>Local Exhaust Ventilation (LEV)</p> <p>Maintain a register of LEV in use.</p> <p>Ensure a periodic thorough examination and test (at least every 14 months) of each piece of LEV is undertaken and keep this record for at least 5 years.</p> <p>Ensure there is information on the installed LEV system to confirm it provides adequate protection and keep for the life of the equipment.</p>

Operators/Others	<p>Ensure you are aware of the substances used in the process you undertake.</p> <p>Ensure you implement the control measures identified and outlined in your training.</p> <p>Report any faults in personal protective equipment/respiratory protective equipment/local exhaust ventilation provided to control hazards associated with the substances.</p> <p>Report any health issues you have to your line manager and any that could be as a result of working with hazardous substances to the Health & Safety Officer.</p>
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2.4 Display Screen Equipment (DSE)

DSE are devices or equipment that have an alphanumeric or graphic display screen and includes display screens, laptops, touch screens and other similar devices. AECC University College recognises there is a requirement to identify DSE users and to assess the risks to the same and introduce control measures where required.

Prolonged use of Display Screen Equipment (DSE) can cause several adverse health effects:

- Repetitive strain injury (RSI) – can cause temporary cramps, aches and pains in the hands, wrists, arms, neck, shoulders or back. Usually, these disorders only occur after long uninterrupted sessions of DSE work and soon disappear but in a few cases can become permanent and even disabling.
- Stress / fatigue and headaches – are more likely to result from poor job design, work organisation or user interaction rather than the physical aspects of the workstation. However, stress / fatigue and headaches may result from screen glare, poor image quality, a need for spectacles, stress arising from work demands, anxiety about new technology, working for prolonged period without a break, poor posture or a combination of the above.
- Skin disorder – can be caused in rare circumstances. A small number of people have suffered from skin irritations and rashes after prolonged work. This is thought to be caused by a combination of dry air caused by heat from the DSE and static electricity, although there is no conclusive evidence to support this.

Responsible person	Action/arrangement
Vice Chancellor	Provide resources to enable those with responsibilities outlined below to execute the same.

<p>Head of Estates and Facilities</p>	<p>Ensure that a Health & Safety Officer is appointed to assist in discharging the duties under the Regulations by undertaking or assisting in identifying and assessing the risks to DSE users.</p> <p>Provide access to training, resources and external expertise as necessary to enable the Health & Safety Officer and any other DSE assessor to undertake their role.</p>
<p>DSE Assessor (Health & Safety Officer in conjunction with Head of People & Development)</p>	<p>Assist line managers in identifying if an employee is a DSE user. Even where an employee is not recognised as a user, an assessment may still be completed. Staff members who are DSE user must complete the Marshall's e-learning module within 6 weeks of commencing employment and every three years thereafter.</p> <p>Compliance with training requirements is monitored by the Head of People and Development.</p> <p>If as a result of this, they feel they require a workplace assessment, they should discuss with the line manager, so they may flag to the Head of People & Development and the Health & Safety Officer to arrange a DSE workplace assessment.</p> <p>The DSE assessor will:</p> <ul style="list-style-type: none"> • Undertake/or arrange for a workstation analysis to assess and reduce risk. • Ensure that the controls identified by the assessment are in place. • Provide information and training to DSE users (this may be directly or through third parties/online training). • Where requested direct employees to finance team to obtain a voucher for an eyesight test. • As necessary, review the assessments where the user or DSE changes.

<p>Heads of Departments and Schools/Line Managers/Supervisors</p>	<p>Identify users of display screen equipment and arrange for a workstation assessment (if required) to be undertaken by the DSE Assessor or another trained person. A user would normally use DSE for continuous spells of an hour or more on a daily basis.</p> <p>Monitor and ensure that control measures required by the assessment are available and implemented.</p> <p>Ensure arrangements are made to undertake assessments wherever necessary when the user requires it or DSE equipment changes.</p>
<p>DSE Users</p>	<p>Complete Marshal’s e-learning on DSE and take note of training you receive in relation to DSE equipment.</p> <p>Utilise any equipment, or take corrective action as outlined in any assessment you receive.</p> <p>Report any changes in health or ability to undertake work with DSE equipment.</p>

When assessments have been undertaken, DSE assessors should manage the results of the same in particular considering:

- Prioritising the highest risk concerns first.
- Investigating and where possible identifying causes of aches and pains from users.

Training

Those who are identified as users of DSE will receive training through the e-marshall learning and this will include actions and procedures that can be adopted by the user to make the necessary adjustments including:

- The arrangement of workstation components to facilitate good posture to prevent overreaching and avoid glare and reflections on the screen
- Using adjustment mechanisms on chairs to provide a comfortable seating position
- Determining the most suitable monitor height and angle
- The importance of taking regular breaks and changes of activity away from the workstation
- The need for regular cleaning (or inspection) of screens and other equipment for maintenance.

Mandatory DSE training is to be completed within 6 weeks of commencing employment and every three years thereafter as a minimum.

2.5 First Aid

The requirement for first aid is set out in The Health and Safety (First Aid) Regulations 1981. The Regulations are however non-prescriptive; and requires that first aid provision must be adequate and appropriate in the circumstances. There must be sufficient first aid equipment, facilities and personnel at all times. Notwithstanding this, AECC University College will provide at least one qualified first aider at each Campus (Bournemouth and London), who will be on site for at least 3 days a week and who also has to complete the First Aid at Work (a 3-day course) training session organised

by the Health and Safety Officer. They will be available on site during office hours.

First aid kits are installed in specific locations within the premises which are easily accessible from the first aiders' location, from which they operate from. Although not a legal requirement we will aim to use first aid kits compliant with British Standard BS- 8599-1:2011. Suggested contents are detailed below:

Item	Small (up to 25 persons)	Medium (up to 25-50)	Large (over 100 persons)
"First Aid in an Emergency" booklet	1	1	1
Medium Dressing 12x12cm	4	6	8
Large Dressing 18x18cm	1	2	2
Triangular Bandage	2	3	4
Finger Dressing 3.5x3.5cm	2	3	4
Conforming Bandage 7.5cm x 4.5m	1	2	2
Safety Pins	6	6	24
Eye-pad	2	3	4
Wash proof Plasters (assorted) 10pk	4	6	10
Sterile Moist Cleansing Wipes 10pk	2	3	4
Microporous Tape 2.5cm x 10m	1	1	1
Nitrile Powder Free Gloves (pair)	6	9	12
Face Shield (Resuscitation mask with valve)	1	1	2
Disposable Heat Retaining Foil Blanket	1	2	3
Burns Dressing 10x10cm	1	2	2
\Scissors	1	1	1
Eye wash bottles (also in suitable locations around the site where there is risk of eye injury).	2	4	6

Medicines

It is recommended that supplies of analgesics, pills or medications are not kept in First Aid Boxes. Individuals who believe they might have a need of these items must be responsible for their own supplies.

Adrenaline – Auto Injectors (AAI)

The use of an AAI, more commonly known as an EpiPen, to treat anaphylactic shock is an example of an exemption from the restriction imposed by the medicine’s legislation. Therefore, first-aiders may administer an AAI, if they are dealing with a life-threatening emergency involving a casualty who has been prescribed and is in possession of an EpiPen, where the first aider is trained to recognise an allergic reaction leading to anaphylactic shock and knows how to use one.

Responsible person	Action/arrangement
Vice Chancellor	Provide resources to enable those with responsibilities outlined below to execute the same.
Head of Estates and Facilities	<p>Ensure that a Health & Safety Officer is appointed to assist in discharging the duties under the Regulations.</p> <p>Provide access to training, resources and external expertise as necessary to enable the representatives to undertake their role.</p>
Health & Safety Officer	<p>Lead the requirement to assess first aid requirements consulting with the health and safety committee. This will consider:</p> <ul style="list-style-type: none"> • nature of the work undertaken • workplace hazards • nature and size of the workforce • holiday & absence cover • history of accidents <p>Ensure that first aid facilities are available in suitable locations and the contents is reviewed, checked and re stocked as necessary.</p>
Heads of Departments and Schools/Line Managers/Supervisors	<p>Discuss with the Health & Safety Officer any changes in the:</p> <ul style="list-style-type: none"> • workforce (numbers/age/skills) • location of work, • processes and activities undertaken so that the first aid assessment of need can be updated as necessary. <p>Assure themselves that there is sufficient access to first aid provision (trained first aiders and equipment) for all persons under their control.</p>

Staff	<p>Report all accidents/incidents to your line manager and the Health & Safety Officer.</p> <p>Unless in case of a true emergency do not take/interfere with the first aid provisions and report anything you do take.</p> <p>Ensure your line manager and the Head of People and Development are aware of any pre-existing medical issues.</p>
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2.6 Training

Inadequately trained staff are potentially hazardous to themselves and their colleagues. Management at AECC University College shall identify the training needs of their staff and ensure they are fulfilled. It is the policy of AECC University College that all new personnel shall receive health and safety mandatory training (online) organised by HR, which they are required to complete within the first 6 weeks of their employment and a separate Health and Safety induction organised by the Health and Safety Officer within the first two weeks, organised by their department managers.

AECC University College will:

- Provide basic induction training for all new staff on commencement with AECC UC.
- Assess the training need of staff and provide the correct level of training for staff to work in an efficient and safe manner without risks to their health.
- Undertake an annual review of training requirements.
- Provide additional training when introducing new work equipment or processes.
- Ensure training needs are monitored by the human resources team and line managers.

Responsible person	Action/arrangement
Vice Chancellor	Provide resources to enable those with responsibilities outlined below to execute the same.
Head of People and Development	<p>Ensure that all new staff receive induction training and the same is recorded.</p> <p>Initiate, arrange and manage training required with the relevant line managers. Review and assess employee training on a regular basis with the management team and ensure that all staff are receiving training that is suitable and sufficient to the tasks they are undertaking.</p> <p>Keep records of training including relevant certificates and ensure that where relevant expiry dates or refresher requirements are identified.</p>

<p>Heads of Departments and Schools/Line Managers/Supervisors</p>	<p>Ensure that human resources team members are aware of all new starters including temporary contract staff or IR35 and agency workers.</p> <p>Regularly review training records of those under their control with human resources, identify gaps and ensure required training is undertaken.</p> <p>Review and assess employee training on a regular basis with the management team and ensure that all staff are receiving training that is suitable and sufficient to the tasks they are undertaking.</p> <p>All new starters receive a Health and Safety Induction within the first two weeks of their employment starts.</p>
<p>Health & Safety Officer</p>	<p>Develop and update as necessary a training matrix that identifies health and safety training needs for all staff. This may be incorporated with other skills or orientation-based training they receive.</p> <p>Carry out Health and Safety inductions to new starters as requested by departmental heads & line managers.</p>
<p>Staff</p>	<p>Attend all training you are requested to attend, including timely completion of the on-line training.</p> <p>Report any shortcomings or areas where you feel you do not have sufficient training.</p>

2.7 Accidents & incidents

Accidents, incidents and near misses (good catch) should be recorded as these can act as a source of information for identifying areas where existing hazard controls may be inadequate or not being applied correctly. A positive accident and incident reporting culture can assist in ensuring that relatively minor incidents are identified and preventative action taken before serious harm occurs. The emphasis should not be on apportioning blame.

There is a specific requirement for reporting accidents, illnesses and dangerous occurrences to the Health and Safety Executive where they meet the relevant thresholds or prescriptions under the Reporting of Injuries, Disease and Dangerous Occurrences Regulations 2013 (RIDDOR).

If an accident is fatal or very serious then the Health and Safety Officer or the Head of Estates and Facilities must be immediately advised by telephone. If the accident is fatal, the scene of the accident must be left

undisturbed after notice has been given other than for rescue purposes or to prevent further accidents from occurring.

The root cause of any accident/incident or near miss is to be identified, investigated and recorded by the Health & Safety Officer and the following as a minimum:

- Reinforce the existing control measures where they are sufficient but failed due to management or individual diversion from the existing control measures. This may require reinforcement of existing control measures, re-training of staff and a programme of reinforcement training to existing and new staff as required.
- Introduce new control measures that address the root cause of the incident and undertake a programme of training and communication to ensure that all staff are aware of this new control measure. Relevant third parties are to be informed of these new control measures as appropriate.

Responsible person	Action/arrangement
Vice Chancellor	<p>Provide resources to enable those with responsibilities outlined below to execute the same.</p> <p>Review accident and incident reports and satisfy themselves that existing control measures are adequate or that corrective action is planned.</p>
Head of Estates and Facilities	<p>Ensure that a Health & Safety Officer is appointed to assist in discharging the duties under the Regulations.</p> <p>Provide access to training, resources and expertise as necessary to enable the representatives to undertake their role.</p> <p>Report or arrange for the reporting of accidents, illnesses and dangerous occurrences as necessary to the Health and Safety Executive under the Reporting of Injuries, Disease and Dangerous Occurrences Regulations 2013 (RIDDOR).</p> <p>Guidance on when to be report can be found at https://www.hse.gov.uk/riddor/.</p> <p>The full Regulations are at http://www.legislation.gov.uk/ukxi/2013/1471/contents/made.</p> <p>Reports can be undertaken online at https://www.hse.gov.uk/riddor/ or by calling 03453009923 (normally only for fatalities). Normally a report should be actioned as soon as possible if you are aware the incident/accident is notifiable if not within 7 days.</p> <p>Will monitor absence and alert the Health and Safety Officer if a person is likely to be or has been off work for 7 days or more as a result of injury or sickness arising from their work at the AECC University College. It also applies to any individual including but not limited to students, visitors, contractors and so on within the premises of AECC UC as long as it is a work-related accident.</p>

Health & Safety Officer	<p>Receive information on all accidents and incidents that have occurred across the institution and record the same in the prescribed format for reporting at the Health and Safety Committee.</p> <p>Monitor accident and incident statistics with a view to identifying trends.</p> <p>Encourage near miss reporting to identify areas where existing hazard control measures may require improvement.</p> <p>Review all accidents/incidents/near misses and undertake an investigation commensurate with the nature of the occurrence.</p> <p>If required, assist the Head of Estates and Facilities in undertaking RIDDOR Reports.</p> <p>Advise when an accident/incident is outside of their area of expertise and consult with the relevant source of advice as necessary</p>
Heads of Departments and Schools/Line Managers/Supervisors	<p>Monitor and ensure staff report accidents/incidents to the First Aid & Accident Representative.</p>
Staff	<p>Report any accidents or incidents to your line manager and the Health & Safety Officer. Cooperate with any accident/incident investigation.</p>

2.8 Managing contractors

AECC University College has a duty to manage contractors to comply with the requirements of the Management of Health and Safety at Work Regulations 1999 and where the work involves construction, the Construction (Design & Management) Regulations (CDM 2015). Arrangements should be in place to ensure that contractors’ working practices do not affect the health and safety of staff and the public. Likewise, arrangements should be in place to ensure that AECC University College activities do not adversely affect the health and safety of contractors.

Responsible person	Action/arrangement
Vice Chancellor	<p>Provide resources to enable those with responsibilities outlined below to execute the same.</p>
Head of Estates and Facilities	<p>Ensure that arrangements are in place for the management of contractors and that line managers engaging contractors understand the same.</p> <p>Provide access to training, resources and other expertise as necessary to enable line managers to manage contractors.</p>

<p>Health and Safety Officer</p>	<p>Provide advice and support to colleagues engaging contractors on health and safety matters.</p> <p>Receive and file a Risk Assessment and Method Statements (RAMS) from the Head of Department appointing the contractor. Retain the RAMS for 5 years and review the RAMS to ensure it is suitable and sufficient.</p> <p>Issue, check and sign on a hot work permit involving a naked flame, ensuring all the safety measures being adopted to carry it out.</p>
<p>Heads of Departments and Schools/Line Managers/Supervisors</p>	<p>Prior to appointment:</p> <p>Ensure that the contractors they intend to appoint can demonstrate their competency (skills, knowledge and experience) in relation to their work and health and safety relevant to the same.</p> <p>Ensure that hazards associated with the site and work area have been communicated to them.</p> <p>Ensure that the Health and Safety Officer is aware of the contractor and the proposed works. Ensure that the contractor has submitted RAMS and that this has been passed to the Health and Safety Officer or for small works completed under supervision, ensure that the “Site Rules for Contractors” and adhered to and that all contractors sign in and out via the logbook held at the Main Building Reception. .</p>

	<p>On premises:</p> <p>Receive contractors that they have engaged directly or you have been instructed to liaise with.</p> <p>Ensure that hazards associated with the site and work area have been communicated to them.</p> <p>Ensure that the area contractors are working in does not pose a risk to staff and vice versa.</p> <p>Ensure the contractors sign in and receive an induction/contractor briefing including information on:</p> <ul style="list-style-type: none"> • site rules and safety procedures • specific personal protective equipment requirements • what to do in an emergency, the sound of the alarm and how and when to raise it. <p>Once approved by the Head of Estates & Facilities Management/Health and Safety Officer, operate relevant permits to work:</p> <ul style="list-style-type: none"> • Hot works (welding / brazing / grinding or any work with a naked flame or that may generate sparks) • Confined spaces. • Lock out and tag out procedures (work on the electrical system/ working on radiation generating equipment / work on the roof) <p>Tour the premises and observe the contractor working to ensure the work is being undertaken safely.</p> <p>Post works</p> <p>Review the works, with the contractor if necessary and others who the work may have affected. Decide if the work was undertaken safely and where relevant the contractor will be used again.</p>
Staff	<p>Respect instructions from visiting contractors to keep clear of the work area.</p> <p>Report to your line manager of any serious shortcomings you observe with the contractor’s working methods.</p> <p>Do not undertake any activity that will put adjacent visitors and contractors at risk.</p>

2.9 Permits to work

In order to assist with the management of contractors it is proposed that permits to work will be operated to control significant hazards and assist in ensuring communication and coordination between representatives on the premises and contractors. The permit details the work to be done and the precautions to be taken (for instance, they may involve action to be taken to minimise the fire risk or

prevent reactivation of services). Permits should be issued, checked and signed off as being completed by someone competent to do so, and who is not involved in undertaking the work.

Responsible person	Action/arrangement
Vice Chancellor	Provide resources to enable those with responsibilities outlined below to execute the same.
Head of Estates and Facilities	Ensure that line managers are aware of and can implement the relevant permits to work. Review at the health and safety committee the effectiveness of permit to work procedures and amend/substitute or revoke as necessary. Provide access to training, resources and external expertise as necessary to enable line managers to operate the permit to work system
Heads of Departments and Schools/Line Managers/Supervisors Electrical Representative Health & Safety Officer	Review with contractors their proposed undertakings prior to the commencement of works. Where possible, issue information on permit to work systems they will be required to work with on AECC University College premises. Issue and monitor the control measures required by permits to work including but not limited to: <ul style="list-style-type: none"> • Hot work permit • Confined spaces • Lock out and tag out procedure for work on services/equipment
Staff (including contractors/workers)	Comply with the agreed permit to work system Do not interfere with any measures designed to protect others.

2.10 Electricity and electrical equipment

The electrical installation at the AECC University College premises operate from, together with the electrical equipment in use, could pose a risk to staff and visitors if not managed. AECC University College will ensure that electrical systems and equipment is maintained, so far as reasonably practicable, to prevent danger. This will include all items of electrical equipment including fixed or portable equipment.

Responsible person	Action/arrangement
Vice Chancellor	Provide resources to enable those with responsibilities outlined below to execute the same.

<p>Head of Estates & Facilities</p>	<p>Ensure that a person(s) is assigned with sufficient skills, knowledge and experience to undertake assessments of the hazards which the electrical equipment and installations pose and identify any mitigating actions that should be taken based on the same.</p> <p>Provide access to training, resources and other expertise as necessary to enable those with responsibilities to undertake their role.</p>
<p>Electrical representative (Electrician in relation to the Bournemouth Campus and the Head of Estates in relation to the London Campus)</p>	<p>Ensure that the premises' electrical installation is inspected and tested at least every 5 years and that copies of the same are retained. Undertake regular visual inspections of outlets, lighting and containment to ensure that the general condition of the installation remains in good order.</p> <p>Arrange for the isolation of repair of any electrical distribution or equipment where a fault or damage is identified.</p> <p>Ensure that any electrical installations, adaptations/additions are undertaken in a safe manner, within the capacity of the existing system and that a commissioning certificate is issued for all associated work.</p> <p>Maintenance and testing of electrical systems are only undertaken by trained and competent persons.</p> <p>A lock out and tag out procedure is to be used to isolate and control all work on electrical installations.</p> <p>No live work is permitted unless regulation 14 of The Electricity at Work Regulations is complied with. Portable Appliance Testing</p> <p>Maintain a register of portable electrical appliances used on the premises that identifies the inspection and testing regime for the same.</p> <p>Monitor the inspection and testing regime and ensure that it is kept up to date.</p>

<p>Heads of Departments and Schools/Line Managers/Supervisors</p>	<p>Training/instruction</p> <p>Instruct the users of equipment (e.g., staff & students) on the daily user checks that need to be taken and who any faults should be reported to.</p> <p>General</p> <p>Review electrical equipment regularly (at least monthly - more frequently when it is used daily) through a visual inspection and look for the following signs which may indicate a fault in the equipment which could lead to shock or fire:</p> <ul style="list-style-type: none">• Damaged cables.• Bent plug pins.• Scorch marks.• Cracked plug casing.• Taped joints in cable.• Outer casing is not effectively secured into the plug or the equipment, exposing the colored internal cables.• Damage to the external casing of the equipment, or loose joints and screws.• The equipment has been subject to conditions for which it is not suitable (e. g. the equipment is wet or excessively contaminated). <p>Portable Appliance Testing</p> <p>Liaise with the electrical representative on the purchasing/obtaining of any new portable electrical equipment so they can keep the register up to date.</p> <p>Environment</p> <p>Ensure that electrical equipment used is suitable for the environment in which it is used and does not pose a risk e.g. through use of equipment in an environment that becomes wet or could cause a fire/explosion due to presence of substances in the atmosphere.</p> <p>Unauthorised/non AECC University College equipment</p> <p>Review with the electrical representative unauthorised equipment brought onto the premises and decide if it is safe, can be inspected and tested as a piece of AECC University College equipment or should be removed from site.</p>
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	<p>Student equipment – Student equipment (e.g. mobile phones and laptops etc.) will inevitably be used in the AECC UC premises with limited control that AECC UC can have over the same. Notwithstanding this, if students appear to be using equipment that is clearly damaged, they should be instructed to refrain from using the same on the premises.</p>
Staff	<p>Undertake daily user checks of equipment.</p> <p>Report any faults to your line manager and do not use the equipment.</p> <p>Inform your line manager of any piece of equipment that does not appear to have a valid portable appliance test.</p> <p>Report any faults or damage with the main electrical distribution system you observe.</p> <p>Do not overload sockets through use of multi adapters.</p>

2.11 Manual handling

It is a legislative requirement to identify tasks that will require manual handling and so far as is reasonably practicable avoid the same where there is a risk of injury. AECC University College takes this requirement seriously and will ensure that measures are in place to either avoid manual handling, reduce the size and weight of items that require manual handling and/or introduce mechanical devices to assist with handling.

Responsible person	Action/arrangement
Vice Chancellor	<p>Provide resources to enable those with responsibilities outlined below to execute the same.</p>
Head of Estates and Facilities	<p>Ensure that line managers are able to assist in discharging the duties under the Regulations by identifying tasks that require manual handling during risk assessments and identifying if the existing control measures are sufficient.</p> <p>Provide access to training, resources and other expertise as necessary to enable the line managers to undertake their role.</p> <p>Bring to the attention of the relevant line manager any health condition of specific staff reported to them that may impact on or increase the risk to health of an employee undertaking manual handling.</p>

Line managers	<p>Ensure that they consider manual handling risks when undertaking risk assessments. For repetitive, complex, high risk manual handling tasks complete a specific manual handling risk assessment.</p> <p>Review and update the risk assessments regularly and following any changes to the organisation, processes or physical nature of the area.</p> <p>Consider how the materials used, equipment, workplace etc. could be adapted to avoid or reduce the risk of manual handling.</p> <p>Ensure they take account of the findings of the manual handling issues identified in risk assessment and communicate the same to those under their control as part of training.</p>
Health & Safety Officer	<p>Liaise with the line managers and staff as necessary to:</p> <ul style="list-style-type: none"> • Arrange or deliver training and information on manual handling. • Assist with undertaking specific manual handling risk assessments
Staff	<p>Ensure you are aware of the risk assessment and associated hazards in the area and processes you undertake.</p> <p>Ensure you implement the control measures relevant to manual handling identified and outlined in your training.</p> <p>Report to your line manager any shortcomings or suggestions to eliminate or reduce risk.</p> <p>Bring to the attention of the Head of People and Development and your line manager any health condition that may impact on your ability to undertake any form of manual handling.</p>

Where manual handling cannot be avoided or substituted for a mechanical means of lifting, then safe working principles should be adopted from the brief guide for [Manual Handling at Work \(INDG 143 \(2020\); rev 4\)](#) and also from the Health and Safety Executive’s [good handling technique guide](#).

Training

All staff will receive mandatory training through the e-marshall learning health and safety module. The health and safety module is to be completed within 6 weeks of commencing employment and every three years thereafter as a minimum.

2.12 Machinery and equipment

Any machinery and equipment purchased is built to the relevant European Standards and have a current EC Certificate of Conformity. The equipment will have a risk assessment in accordance with the Provision and Use of Work Equipment Regulations considering, the Management of Health and Safety at Work Regulations hierarchy of risk control. Work equipment considered for selection shall comply with all statutory requirements and be safe to operate.

Prior to purchase and use, new equipment should be assessed to ensure that it does not pose a risk to the safety of users or others who may be affected.

Responsible person	Action/arrangement
Vice Chancellor	Provide resources to enable those with responsibilities outlined below to execute the same.
Head of Estates & Facilities	<p>Ensure that a person(s) are assigned with sufficient skills, knowledge and experience to undertake assessments of the hazards the machinery and equipment pose and identify actions that should be taken based on the same.</p> <p>Provide access to training, resources and external expertise as necessary to enable those with responsibilities to undertake their role.</p>
Heads of Departments and Schools/Line Managers/Supervisors	<p>Undertake a risk assessment of the areas and activities they are representatives for in the prescribed format. Consult with others in the area and undertaking activities to ensure machinery and equipment in use is considered when making the assessment.</p> <p>Review and update the risk assessments regularly and following any changes to the organisation, processes or physical nature of the area.</p> <p>Ensure they take account of the findings of the risk assessment and communicate the same to those under their control as part of training.</p> <p>Ensure all operatives have undergone training (regardless of their level of experience) on the hazards associated with each item of equipment and the safe working procedures to be adopted. The operative training provided should be based on the findings of risk assessments, company rules and procedures.</p> <p>Ensure that for any defect reported or noted at regular inspections, servicing or maintenance is attended to as soon as possible. Where defects could affect safe use of equipment, instructions will be issued for use of equipment to stop immediately.</p>
Staff/contractors/students	<p>Ensure you are aware of the risk assessment and associated hazards in the area and processes you undertake.</p> <p>Long hair should be tied up when operating machines.</p> <p>Ensure you implement the control measures identified and outlined in your training.</p> <p>Do not interfere with anything provided on machinery and equipment to ensure your health and safety.</p> <p>Report any shortcomings or suggestions to eliminate or reduce risk to your line manager.</p>

Work equipment will only be serviced and maintained by persons who are competent and experienced. Powered equipment must be provided with sufficient means of isolating the equipment from the power

source when undertaking inspection and maintenance work. A risk assessment must be undertaken by all those undertaking maintenance and inspection work.

The representative or line manager responsible for the machinery or equipment being maintained should ensure that a “Lock Out and Tag Out (LOTO)” procedure is initiated to ensure a safe isolation and that those working on equipment have control over the same.

2.13 Pressurised systems

The pressure systems are covered by the Pressure Systems Safety Regulations 2000 which applies to equipment and systems that:

1. Comprise a pressure vessel, its associated pipework and protective device containing a relevant fluid, other than steam, at a pressure greater than 0.5 bar above atmospheric pressure.
2. Pipework with its protective devices to which a transportable pressure receptacle (compressed gas cylinder) is connected. Pipework containing a relevant fluid (other than steam) at a pressure of 0.5 bar or less is outside the scope of the Regulations

Certain small vessels, where the combination of the internal volume and pressure of the vessel is less than 250 bar litres are exempt from some parts of the Regulations. Where the relevant fluid is steam, all the regulations apply, irrespective of the vessel pressure.

AECC University College annually reviews and services its equipment on their premises seeking external advice whereby a competent person(s) in pressured systems who will ultimately decide which systems require inspection under a written scheme.

The Regulations require the owners and operators of pressurised systems to:

- Establish the “safe operating limits” of the plan
- Have suitable Written Scheme drawn up or certified by a Competent Person for the examination at appropriate intervals of:
 - Every pressure vessel and every pipeline in which (in either case) a defect may give rise to danger; and
 - Those parts of the pipework in which a defect may give rise to danger, and such parts of the system shall be identified in the scheme.
 - All safety devices
 - Any pipework which is potentially dangerous

Format of the Written Scheme should include:-

- (a) Those parts of the system which are to be examined;
- (b) Identification of the item of plant or equipment
- (c) The nature of the examination required, including the inspection and testing to be carried out on any protective devices
- (d) the preparatory work necessary to enable the item to be examined safely;

- (e) specify what examination is necessary before the system is first used, where appropriate.
- (f) the maximum interval between examinations
- (g) the critical parts of the system which, if modified or repaired, should be examined by a competent person before it is used again
- (h) the name of the competent person certifying the written scheme; and
- (i) the date of certification

Responsible person	Action/arrangement
Vice Chancellor	Provide resources to enable those with responsibilities outlined below to execute the same.
Head of Estates & Facilities	<p>Ensure that a person/s is assigned with sufficient skills, knowledge and experience to undertake assessments of the hazards the machinery and equipment pose and identify actions that should be taken based on the same.</p> <p>Provide access to training, resources and other expertise as necessary to enable those with responsibilities to undertake their role.</p> <p>Appoint an organisation to undertake the role of Competent Person for:</p> <ul style="list-style-type: none"> (a) drawing up and certifying schemes of examination (Regulation 8) (b) carrying out examinations under the scheme (Regulation 9) <p>=</p>
Health and Safety Officer	<p>Provide support and guidance to the Head of Estates and Facilities and Heads of Departments and Schools/Line Managers/Supervisors.</p> <p>Maintain an inventory of pressurised systems.</p> <p>Ensure risk assessments and written schemes are in place.</p> <p>Liaise between internal stakeholders and the external Competent Person (s).</p> <p>Inform the Competent Person(s) of any changes to systems to allow update of the Written Scheme.</p>
Heads of Departments and Schools/Line Managers/Supervisors	<p>When undertaking risk assessments, bring to the attention of the Head of Estates & Facilities anything that they consider may come under the Pressure Systems Safety Regulations 2000 so that the appointed competent person may review them.</p> <p>Ensure they take account of the findings of the risk assessment and communicate the same to those under their control as part of training.</p>

	<p>Liaise with the Head of Estates & Facilities prior to undertaking any changes to their operations or equipment that could impact on the pressurised systems.</p> <p>Ensure all operatives have undergone training (regardless of their level of experience) on the hazards associated with working with pressurised systems.</p> <p>The line manager is to ensure that any defect reported or noted at regular inspections, servicing or maintenance is attended to as soon as possible. Where defects could affect safe use of equipment, instructions will be issued for use of equipment to stop immediately.</p> <p>Ensure that instructions to operators include:</p> <p>Users have adequate instruction and training and are made aware of the safe operating limits of the system.</p> <p>The instructions given should include a schematic circuit or flow diagram for the system, including pipework.</p> <p>The diagram should include all significant controls, valves and relevant safe operating limits, with those of importance in an emergency clearly identified.</p> <p>The diagram should be updated when changes are made to the system.</p> <p>The safe operating limits may include:</p> <ul style="list-style-type: none"> • the maximum design pressure of the vessel; • the minimum design pressure of the vessel when it is other than atmospheric; • the design temperature; • the maximum flow rate of the relevant fluid; • the volume of the relevant fluid.
<p>Staff/contractors</p>	<p>Only operators with system knowledge, experience and suitable training will be allowed to operate and maintain pressure systems to ensure systems are operated safely within:</p> <ul style="list-style-type: none"> • safe operating limits of the plant/equipment • and the action to be taken in the event of any emergency • The user of the pressure system shall ensure that it is not operated except in accordance with the instructions provided in respect of that system <p>Ensure you are aware of the risk assessment and associated hazards in the area and processes you undertake. Ensure you implement the control measures identified and outlined in your training.</p> <p>Report any shortcomings or suggestions to your line manager.</p> <p>Undertake daily user checks and report any faults to your line manager prior to use.</p>

2.14 Food preparation

Premises within AECC University College have facilities that prepare and serve food. There are hazards associated with the physical preparation of food and also food hygiene. The management of AECC University College will ensure that measures are put in place to control the hazards associated with food preparation.

Responsible person	Action/arrangement
Vice Chancellor	Provide resources to enable those with responsibilities outlined below to execute the same.
Head of Estates & Facilities	<p>Ensure that a person/s is assigned with sufficient skills, knowledge and experience to undertake assessments of the hazards associated with catering and equipment pose and identify actions that should be taken based on the same.</p> <p>Provide access to training, resources and other expertise as necessary to enable the line managers and those preparing food to undertake their role.</p>
Catering Manager	<p>Manage food preparation to the same standard as if they were serving food to the public and take account of the Food Standards Agency guidance including but not limited to www.food.gov.uk/food-safety. Complete the catering hygiene checks to identify and record that basic compliance requirements are being maintained.</p> <p>Ensure the premises where food is being prepared are kept clean and maintained in good repair and condition.</p> <p>Ensure all activities comply with the adopted Food Safety Policy and Standard Operating Procedures. Ensure that the layout, design, construction, site and size of the premises:</p> <ul style="list-style-type: none"> • Allows for adequate maintenance, cleaning and/or disinfection. • Avoids or minimise air-borne contamination (i.e. contamination carried in the air). • Provides enough working space for staff to carry out all tasks hygienically. • Protects against the build-up of dirt, contact with toxic materials, shedding of particles into food and forming of condensation or mould on surfaces. <p>Allows good food hygiene practices, including protection against contamination and, in particular, pest control. Provides, where necessary, suitable conditions for handling and storing food while keeping it at appropriate temperatures. Those temperatures should be monitored and, where necessary, recorded.</p>

<p>Chef/ Catering staff</p>	<p>Have undertaken a suitable formal food hygiene training certificate.</p> <p>Maintain a high standard of personal hygiene and do not handle food if you are not “fit for work” i.e.</p> <ul style="list-style-type: none"> • are suffering from, or carrying, a disease likely to be transmitted through food • have infected wounds, skin infections, sores • have diarrhea <p>Ensure you are aware of and practice good hand washing techniques and undertake the same where required.</p> <p>Ensure you are aware of the risk assessment and associated hazards in the area and processes you undertake.</p> <p>Ensure all activities comply with the adopted Food Safety Policy and Standard Operating Procedures.</p> <p>Do not wear scarves, jewellery or similar loose items of clothing or accessories. Hair should be covered and long hair should be tied up when operating equipment.</p> <p>Ensure you implement the control measures identified and outlined in your training.</p> <p>Do not interfere with anything provided on machinery and equipment to ensure your health and safety.</p> <p>Report any shortcomings or suggestions to eliminate or reduce risk to the Catering Manager.</p>
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The guidance produced by the Food Standards Agency - [Food Hygiene a Guide for Businesses](#) will be used as a basic source of goal setting and advice.

The Food Safety Policy and Standard Operating Procedures are reviewed annually and recorded as a formal Policy of the University.

2.15 Legionella

The occupier of premises is responsible for undertaking a Legionella risk assessment associated with the use and ongoing management of buildings in accordance with Control of Substances Hazardous to Health Regulations and HSE Guidance L8 The Control of Legionella Bacteria and Water Systems. Suitable and sufficient inspection, monitoring, testing, a competent person/contractor should at least annually undertake water treatment and maintenance of the wet systems.

Responsible person	Action/arrangement
Vice Chancellor	Provide resources to enable those with responsibilities outlined below to execute the same.

<p>Head of Estates & Facilities</p>	<p>Ensure resources are allocated to appoint a competent person/contractor to undertake an assessment of Legionella risk of the water systems on the premises in accordance with Control of Substances Hazardous to Health Regulations and HSE Guidance L8 The Control of Legionella Bacteria and Water Systems and maintain the Legionella Management Policy and associated written scheme of control.</p> <p>Ensure that the risk assessment identifies:</p> <ul style="list-style-type: none"> • management responsibilities, including the name of the competent person and a description of the system. • any identified potential risk sources. • any means of preventing the risk or controls in place to control risks. • monitoring, inspection and maintenance procedures. • records of the monitoring results and inspection and checks carried out. • arrangements to review the risk assessment regularly, particularly when there is reason to suspect it is no longer valid.
<p>Facilities and Buildings Manager (in relation to the Bournemouth Campus) and the Head of Estates (in relation to the London Campus)</p>	<p>Manage and monitor the implementation of the Legionella Management Policy and associated written scheme of control.</p> <p>Consult with the Head of Estates & Facilities on any issues/concerns regarding Legionella risk management</p> <p>Liaise with the competent person/contractor as necessary and act on advice forming part of the assessment.</p> <p>Ensure that records are maintained including details of the:</p> <ol style="list-style-type: none"> a. the implementation of the written control scheme b. the state of operation of the system, i.e. in use/not in use c. results of any monitoring inspection, test or check carried out, and the dates
<p>Line Managers</p>	<p>Ensure that they are aware of sources of Legionella risk within their area of control and consult with the Facilities and Buildings Manager to ensure that all relevant equipment is covered by the Legionella risk assessment and action plan.</p>

Fire and emergency arrangements are required by The Regulatory Reform (Fire Safety) Order 2005 & Management of Health and Safety at Work Regulations 1999 respectively. The responsible person in control of the premises will need to ensure that there are adequate fire and emergency arrangements in place considering the activities undertaken and the nature of persons present on site.

Responsible person	Action/arrangement
Vice Chancellor	Provide resources to enable those with responsibilities outlined below to execute the same.
Head of Estates & Facilities	<p>The Head of Estates & Facilities is the nominated ‘responsible person’ as defined under the Regulatory Reform (Fire Safety) Order 2005. In this regard, they shall ensure that the requirements of the Order are met, and ensure that:</p> <ul style="list-style-type: none"> • Competent persons are appointed as necessary to assist in meeting the requirements of the Order. • Adequate precautions are in place to prevent fires. • A fire risk assessment is completed or reviewed by a competent person at least every 12 months or following any reason to believe that the existing risk assessment is no longer adequate. • A suitable and sufficient fire emergency plan is in place. • Adequate means of escape are available to all building occupants. • Adequate means of firefighting are available. • Suitable and sufficient training is provided to staff. • Fire marshals are appointed and trained to undertake their role. <p>The above will be achieved through consultation with and delegation to the Health and Safety Officer</p>
Health and Safety Officer	<p>In addition to the above, the Health and Safety Officer will:</p> <ul style="list-style-type: none"> • Manage the implementation of the findings of the fire risk assessment. • Ensure fire action plans are displayed in convenient locations within the premises. • Ensure that contractors and visitors are informed of the fire and emergency procedures. • Monitor equipment provided for fire safety and ensure that it is inspected and tested at the required intervals. • Ensure fire evacuation plans are in place and up to date for each building. • Undertake monthly inspections of building escape routes. • Maintain register of fire wardens and organise training as required. • Arrange for fire drills to be undertaken on a bi-annual basis ensuring they are scheduled at times to maximise the participation of staff and students (A false activation where an evacuation has occurred will be treated as a drill), and maintain records of drills completed.

<p>Facilities and Buildings Manager (in relation to the Bournemouth Campus) and the Head of Estates (in relation to the London Campus)</p>	<p>Ensure that an adequate fire alarm and detection system is maintained and serviced</p> <p>Liaise with the alarm company to ensure faults arising are repaired</p> <p>In response to an alarm will investigate the cause of the alarm and liaise with the Fire Brigade as necessary. In response to a false alarm, will investigate the cause and effect a repair to the system or report findings to the Head of Estates & Facilities.</p>
<p>Heads of Departments and Schools/Line Managers/Supervisors</p>	<p>Ensure they take account of the findings of the fire risk assessment and communicate the same to those under their control as part of training.</p> <p>Report any changes in the condition of the building and processes undertaken therein that could impact the existing fire risk assessment to the Fire Representative.</p> <p>Ensure that any contractors and visitors they receive are aware of the fire and emergency arrangements.</p>
<p>Staff</p>	<p>Ensure you are aware of the fire risk assessment and associated hazards in the area and processes you undertake.</p> <p>Ensure you implement the control measures identified and outlined in your training.</p> <p>Report and shortcomings or suggestions to eliminate or reduce risk to your line manager.</p> <p>Follow instructions in the event of an emergency</p>

2.17 Welfare facilities

AECC University College shall provide and maintain welfare facilities for their staff that comply with the requirements of the Workplace (Health, Safety & Welfare) Regulations.

Responsible person	Action/arrangement
<p>Vice Chancellor</p>	<p>Provide resources to enable those with responsibilities outlined below to execute the same.</p>
<p>Head of Estates & Facilities / Head of People & Development</p>	<p>Ensure that welfare facilities remain in good order and are sufficient for the number of staff using the premises.</p>
<p>Heads of Departments and Schools/Line Managers/Supervisors</p>	<p>Ensure that staff are respectful of the facilities provided and keep the same in good order.</p> <p>Report any concerns or shortcomings in the facilities to the Facilities and Buildings Helpdesk (fabhelpdesk@aecc.ac.uk).</p>

Staff	<p>Respect the facilities provided, clean up after using the same.</p> <p>Report any shortcomings/faults to the Facilities and Buildings Helpdesk.</p>
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Requirements of the Workplace (Health, Safety and Welfare) Regulations 1992.

- Suitable supplies of drinking water at convenient locations.
- Facilities for changing and storing clothes.
- Facilities for boiling water and a means of preparing hot food (microwave etc.).
- Facilities for rest and to eat meals.
- Washing facilities (with hot and cold water, soap and towels or equivalent).
- Suitable number of WCs as detailed in table below:

Number of people at work	Number of water closets	Number of wash stations
1 to 5	1	1
6 to 25	2	2
26 to 50	3	3
51 to 75	4	4
76 to 100	5	5

2.18 Personal Protective Equipment(PPE)

In order to meet with the requirements of Personal Protective Equipment at Work Regulations, AECC University College will supply all required personal protective equipment e.g. safety shoes, respiratory protection, eye protection, safety gloves etc. as necessary to their operatives. Where visitors require personal protective equipment to enter a work area, they will be supplied the same unless otherwise indicated prior to their visit. Contractors requiring personal protective equipment as part of their work will be expected to provide their own. All protective equipment will be to approved standards and ‘CE’ marked. It is essential that all protective measures are correctly selected, and users are instructed in their correct use. In this respect, training will be provided as found necessary.

Responsible person	Action/arrangement
Vice Chancellor	Provide resources to enable those with responsibilities outlined below to execute the same.
Head of Estates & Facilities and/or Head of People & Development	<p>Ensure that line managers are appointed to assist in discharging the duties under the Regulations.</p> <p>Provide access to training, resources and external expertise as necessary to enable the representatives to undertake their role.</p> <p>Ensure that personal protective equipment is only selected as a last or additional means of controlling exposure to a hazard.</p> <p>Ensure that adequate resources are available to supply equipment required. Ensure that equipment selection is made on suitability for the task and individual and not solely on price</p>

Health & Safety Officer

Equipment

Ensure that risk assessments refer to the nature of personal protective equipment that is required when undertaking a task.

Local Exhaust Ventilation (LEV)

Maintain a register of LEV in use on the premises.

Ensure a periodic thorough examination and test (at least every 14 months) of each piece of LEV is undertaken and keep this record for at least 5 years. Ensure there is information on the installed LEV system to confirm it provides adequate protection and keep for the life of the equipment.

<p>Heads of Departments and Schools/Line Managers/Supervisors</p>	<p>Undertake a risk assessment of the areas and activities they are representatives for in the prescribed format. Consult with others in the area and undertaking activities to ensure machinery and equipment in use is considered when making the assessment.</p> <p>Based on this, make recommendations on the expectations for personal protective equipment.</p> <p>Review and update the risk assessments regularly and following any changes to the organisation, processes or physical nature of the area.</p> <p>Ensure that equipment selection is suitable for the individual.</p> <p>Ensure that where respiratory protective equipment is required the user receives instruction in the use of the same, is aware that they need to be clean shaven and that face fit testing has been undertaken for the specific model of equipment they are using.</p> <p>Ensure users of PPE receive training in:</p> <ul style="list-style-type: none"> • Hazards and Risks • How the PPE protects against the hazards and risks • Limitations of the PPE • Selection, inspection, fitting, use, removal, storage, cleaning • Safe systems of work / permits-to-work • Factors which could affect PPE performance • Defect recognition • Loss and defect reporting procedure • Staff legal duties and disciplinary procedures <p>Ensure all personal protective equipment and clothing is used in a safe manner and maintained in a clean and serviceable condition. All equipment and clothing must only be used for the purpose they were intended.</p> <p>All faulty or damaged protective equipment or clothing must not be used and shall be replaced as soon as possible.</p>
<p>Staff</p>	<p>Use personal protective equipment as outlined in your training and promptly report and faults or damage associated with the same to your line manager</p>

Recommended personal protective equipment standards are detailed in [Personal Protective Equipment at Work \(Amendment\) Regulations \(2022\)](#)

2.19 Asbestos

Asbestos is a naturally occurring fibrous silicate mineral which has been mined, processed, and used in the manufacture of many building materials. When an asbestos containing material (ACM) is disturbed, the asbestos can split into many microscopic fibers which are released into the surrounding atmosphere. When inhaled, these asbestos fibres can cause numerous respiratory illnesses including lung cancer. In most cases asbestos is mixed with another substance to form the finished material, the asbestos fibers being sealed within. To that end, where ACM is in good condition, the probability of fibre release from the material is low until the material becomes damaged or its condition deteriorates. The key requirement is to identify where (if any) asbestos is present in the premises and to assess the condition of the same. Where it is in poor condition, removal may be the most appropriate solution. Where asbestos is in good condition and is unlikely to be damaged, a process of monitoring and managing access is sufficient.

Responsible person	Action/arrangement
Vice Chancellor	Provide resources to enable those with responsibilities outlined below to execute the same.
Head of Estates & Facilities	Ensure that an asbestos survey is undertaken for premises that were constructed after 2000 and that subject to the findings in the same, an asbestos management plan is produced for any asbestos identified in the same. Ensure that prior to major demolition or refurbishment works the asbestos survey is updated to a Refurbishment & Demolition Asbestos Survey in the specific areas of work.
Facilities and Buildings Manager (in relation to the Bournemouth Campus) and the Head of Estates (in relation to the London Campus)	Ensure that each member of the Facilities and Buildings (FAB) team is aware of the findings of the asbestos surveys and that contractors have their attention drawn to these prior to undertaking any maintenance, refurbishment or development works.
Heads of Departments and Schools/Line Managers/Supervisors	Be aware of the presence of asbestos containing materials within the area of work and understand how work and maintenance activities could impact on the same. Communicate the location of any asbestos containing materials to staff and visitors during their induction. Ensure that those who are liable to be exposed to asbestos or supervise such staff, have received asbestos awareness training and that it is reviewed at suitable intervals.

Staff	<p>Do not interfere with anything identified as or suspected to contain asbestos.</p> <p>Report any damage to identified or suspect asbestos containing materials.</p>
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2.20 Health surveillance

Health surveillance will be undertaken for staff whose health could be affected by the hazards they are exposed to during their work. This may include substances they are exposed to or activities they undertake.

Responsible person	Action/arrangement
Vice Chancellor	Provide resources to enable those with responsibilities outlined below to execute the same.
Head of Estates & Facilities	<p>Ensure that line managers are appointed to assist in discharging the duties under the Regulations by undertaking risk assessments relevant to the substances used/or staff are exposed to and activities undertaken therein.</p> <p>Provide access to training, resources and other expertise as necessary to enable the representatives to undertake their role.</p>
Health & Safety Officer	<p>Substances</p> <p>Identify where substances could pose a risk to staff and health surveillance is required. Check substances against Workplace Exposure Limits (WEL). These are set out in EH40 http://www.hse.gov.uk/pubns/priced/eh40.pdf When undertaking the COSHH assessments using the data sheets, identify the make up of the substance and refer to EH40 then note any substances that are referred to in the same.</p> <p>Identify and bring to the attention of the line managers and representatives any substance (or a mix that contains a substance) that legally requires health surveillance including but not limited to:</p> <ul style="list-style-type: none"> • Work with those substances hazardous to health that are subject to Schedule 6 of The Control of Substances Hazardous to Health Regulations 2002 (https://www.legislation.gov.uk/uksi/2002/2677/regulation/6/made) <p>Consult with the line managers and representatives on substances that require staff to undertake health monitoring. Notify Head of People & Development, where health surveillance is required.</p>

<p>Heads of Departments and Schools/Line Managers/Supervisors</p>	<p>Initially line managers are required to identify staff who may require health surveillance. This will be based on:</p> <ol style="list-style-type: none"> 1. Identification of activities that may expose staff to health risks. 2. Identification of staff who may be at risk due to existing conditions. 3. Identification of staff that work with substances that legally require health surveillance including but not limited to work with those substances hazardous to health that are subject to Schedule 6 of The Control of Substances Hazardous to Health Regulations 2002 (https://www.legislation.gov.uk/uksi/2002/2677/regulation/6/made) <p>Consult with the Health & Safety Officer on identifying substances that may require staff to undertake health surveillance.</p> <p>Review and update the risk assessments regularly and following any changes to the organisation, processes or physical nature of the area.</p> <p>Ensure they take account of the findings of the risk assessment and communicate the same to those under their control as part of training.</p> <p>Ensure that they are aware of the health surveillance that those under their control should be receiving and working with personnel ensure that this is undertaken by competent advisor.</p> <p>Notify human resources where health surveillance is required.</p>
<p>Head of People and Development</p>	<p>Based on findings of the risk assessment by others assist in arranging and recording for health surveillance this should include:</p> <ul style="list-style-type: none"> ' Identify type health surveillance ' Set up and design health surveillance according to the need ' Identify health surveillance providers ' Implement and monitor ' Discuss the findings of any results/changes with the line manager, as necessary so action can be taken to eliminate or reduce risk of ill health <p>Arrange that new staff undertake health-screening questionnaire prior to commencement and review the findings of the same with the line manager to ensure that they do not undertake tasks that put them at risk due to an existing health condition.</p> <p>When an employee raises concerns about symptoms, receives a GP certificate stating work related symptoms or the health questionnaire identifies concerns, a health assessment by a qualified occupational health professional will be arranged.</p>
<p>Staff</p>	<p>Attend any health surveillance required and report any changes in health.</p>

Noise

The Line Manager is responsible for identifying and assessing activities and tasks that may result in operatives being exposed to noise that exceeds the action values.

At the simplest level manufacturers' equipment data will be consulted to determine the likely noise levels of the equipment to be used and control measures will be proposed based on the expected output. Where possible, AECC University College will avoid exposing their staff to noise above the action levels in the Control of Noise at Work Regulations (the noise regulations). There is a legislative requirement to undertake a risk assessment where noise levels are likely to expose staff to a significant risk. The noise regulations have to action values as detailed below:

The lower exposure action values:

- Daily or weekly exposure of 80 dB;
- Peak sound pressure of 135 dB;

If the employee is exposed to noise at or above these levels, then measures must be taken to reduce the noise where possible and personal hearing protection provided to staff where they request it.

The upper exposure action values:

- Daily or weekly exposure of 85 dB;
- Peak sound pressure of 137 dB.

If the employee is exposed to noise at or above these levels, then measures must be taken to reduce the noise where possible and personal hearing protection provided to staff and measures taken to ensure that they use it including displaying appropriate warning signage.

Exposure limit values:

- Daily or weekly exposure of 87 dB;
- Peak sound pressure of 140 dB.

These values must not be exceeded however they can consider any reduction as a result of hearing protection provided.

A good guidance tool is the ability to verbally communicate with another member of staff over a 2 metre distance.

If communication cannot be made easily within 2m distance, it is likely that the 80dBA threshold is being reached and appropriate measures should be undertaken. These should include limiting the time of noisy activities and implementing an ear protection zone where staff within the vicinity are enforced to wear adequate ear protection. The zone should be enforced using adequate signage and staff informed through toolbox talks. Contractors are expected to inform AECC University College's Facilities and Buildings Manager of any activities where the noise action levels are likely to be

exceeded and expose others.

Vibration

The Line Manager is responsible for identifying and assessing activities and tasks that may result in operatives being exposed to vibration that exceeds the action values.

At the simplest level, manufacturers' equipment data will be consulted to determine the likely vibration levels of the equipment to be used and control measures will be proposed based on the expected output. Where possible AECC University College will avoid exposing their staff to vibration. [The Control of Vibration at Work Regulations 2005](#) requires employers to control the risks to health and safety from exposure to Hand Arm Vibration (HAV) at work, including prevention of HAV-related diseases as well as situations where vibration could affect the ability to safely handle controls ([INDG 175; rev 3](#)).

Suitable and sufficient risk assessments will be carried out for all staff to enable AECC University College to make a valid decision about control measures necessary to prevent or adequately control the exposure of staff to HAV. These risk assessments include:

- Identifying staff who may be at risk
- Estimating exposure to vibration
- Considering and making available risk control options
- Keeping records of the assessment and the control measures and plans for further actions

HAV Exposure Levels

The Vibration Regulations set two exposure levels:

- a) Exposure Action Value (EAV) - $2.5 \text{ m/s}^2 \text{ A}(8)$

The daily level of exposure to vibration above which actions are required to reduce exposure.

- b) Exposure Limit Value (ELV) - $5 \text{ m/s}^2 \text{ A}(8)$

The daily maximum quantum of vibration an employee may be exposed to on any single day.

Assessing Daily Exposure

The Line Manager will make suitable assessments to establish whether the ELV or EAV will be exceeded for each individual operation where an operative is exposed to vibration. Two pieces of information will be required to be able to do this

- The average magnitude (quantum) of vibration at the surface in contact with the hands.
This value is measured in metres per second squared (m/s^2).
- The daily exposure time that the employee's hand is actually in contact with the vibration.

AECC University College or their appointed sub-contractors will obtain information on vibration emissions for hand-held machinery directly from the manufacturers or suppliers as they are required to provide this information by the Supply of Machinery (Safety) Regulations 1992 (as amended). Having established a good estimate of the vibration magnitude, the exposure will be established

observing a sample of typical work. With both pieces of information, the daily vibration exposure will be calculated using the HSE's on-line exposure calculator.

For each piece of equipment used by the employee record in hand arm vibration register;

- a. The vibration magnitude in m/s^2 as provided by the manufacturer, from published data or another source
- b. The amount of time the employee is exposed to the vibration (e.g. actual trigger time, not the time spent using or holding the equipment)

Once exposure information has been collected for each item of equipment used, it can now be input into the [HSE Hand Arm Vibration exposure calculator](#) to establish the following;

- The Partial exposure is the vibration exposure for each individual tool or process.
- The Total exposure given in $\text{m/s}^2 \text{ A}(8)$
- Time to reach EAV (exposure action value). This is the total exposure time required for the individual tool or process before the exposure action value ($2.5 \text{ m/s}^2 \text{ A}(8)$) is reached.
- Time to reach ELV (exposure limit value). This is the total exposure time required for the individual tool or process before the exposure limit value ($5 \text{ m/s}^2 \text{ A}(8)$) is reached.

When the vibration calculator or vibration estimate indicates that the Exposure Action Value (EAV) for HAV is reached or exceeded, AECC will ensure that the following control measures are applied;

Eliminating or reducing the use of vibrating tools

- Introducing alternative work methods which eliminate or reduce exposure to vibration or by mechanising or automating the work.

Equipment selection

- Where possible replace equipment with suitable, modern, ergonomic low vibration types. Select the lowest vibration tool that is suitable and can do the work efficiently.
- Equipment that is unsuitable, too small or not powerful enough is likely to take much longer to complete the task and expose staff to vibration for longer than is necessary.

Inspection of Tooling

- The user should inspect tools to ensure they are in good working condition. Replace consumable items such as grinding wheels, so that equipment is efficient and keeps employee exposure as short as possible.

Maintenance of Tooling

- Introduce appropriate maintenance programmes for equipment to prevent avoidable increases in vibration (following the manufacturer's recommendations where appropriate).

Work schedules

- Limit the time that staff are exposed to vibration.
- Plan work to avoid individuals being exposed to vibration for long, continuous periods – several shorter periods are preferable.
- Where tools require continual or frequent use, introduce employee rotas to limit exposure times (you should avoid staff being exposed for periods which are long enough to put them in the high risk group).

Clothing

- Provide your operatives with protective clothing when necessary to keep them warm and dry. Gloves can be used to keep hands warm and promote good blood circulation

The Line Manager is responsible for ensuring contractors adopt the following methods for managing HAV risk:

- Select methods that avoid HAV (as long as these methods do not pose other unacceptable risks).
- Select machinery where HAV exposure is kept to a minimum.
- Ensure all machinery is adequately maintained and fit for purpose.
- Ensure all staff are trained in the risks associated with HAV and are aware of the EAV and what that means practically with the use of each machine.
- Identify the safe exposure duration for each machine / activity and ensure staff are aware of the same.
- Ensure staff are trained in the use of tools as to reduce HAV (i.e. don't grip the tool too tightly, don't force a tool, match the right accessory with the right tool, take regular breaks, correct posture and technique).
- Ensure staff are trained to report any tingling in the fingers immediately.
- Avoid the EAV where possible.
- Where the EAV is unavoidably approached or exceeded undertake health surveillance.
- Do not exceed the ELV.

2.21 New staff

New staff can be seen as being at significantly more risk of injury or ill health than those that are familiar with the premises and undertakings. To that end, putting in procedures to ensure that new staff are given information on the hazards associated with the premises, their work and others will assist in eliminating or reducing the potential for injury or ill health.

Responsible person	Action/arrangement
Vice Chancellor	Provide resources to enable those with responsibilities outlined below to execute the same.
Head of People and Development	<p>Ensure that each new employee is assigned a line manager.</p> <p>Provide access to training, resources and external expertise as necessary to enable the line managers and representatives to undertake their role.</p> <p>Monitor and follow up to ensure that all the training is completed in a timely way.</p> <p>Manage and monitor the process of integration of new starters with the relevant line manager. Ensure that they undertake a full induction and records are kept of the same.</p> <p>Ensure that full training needs are reviewed and a programme for delivery is prioritised.</p>
Health and Safety Officer	<p>Ensure all the new starters receive Health and Safety induction within the first two weeks of commencement of their employment.</p> <p>Introduce Health and Safety department during new Staff Induction Day.</p>

<p>Heads of Departments and Schools/Line Managers/Supervisors</p>	<p>Undertake a risk assessment of the areas and activities they are representatives for in the prescribed format. Consult with others in the area and undertaking activities to ensure they are considered when making the assessment.</p> <p>Review and update the risk assessments regularly and following any changes to the organisation, processes or physical nature of the area.</p> <p>Ensure they take account of the findings of the risk assessment and communicate the same to those under their control as part of training to new staff.</p> <p>Consult with the representatives when new starters commence to ensure they are aware of new persons starting and can review and update the associated risk assessments as necessary.</p> <p>Ensure that new staff undertake a Health and Safety induction within the first two weeks of their employment and you are satisfied they understand the contents of the same.</p>
<p>Staff</p>	<p>Ensure you are aware of the risk assessment and associated hazards in the area and processes you undertake and you implement the control measures identified and outlined in your training.</p> <p>Report and shortcomings or suggestions to eliminate or reduce risk to your line manager. As a new employee if you are unsure of anything stop and ask before proceeding.</p> <p>Complete all mandatory training as required.</p>

2.22 New and expectant mothers

Special precautions must be taken to protect the health and safety of new and expectant mothers and their unborn children. Staff are requested that AECC University College is notified in writing when a pregnancy has commenced. Without this information, we will be unable to assess whether any changes are required to your job to ensure that any risks to health and safety are managed to an acceptable level. In some instances, we may require a doctor's certificate for our records.

Responsible person	Action/arrangement
<p>Vice Chancellor</p>	<p>Provide resources to enable those with responsibilities outlined below to execute the same.</p>
<p>Health & Safety Officer</p>	<p>Substances</p> <p>Where notified that a new or expectant mother will be working with a substance, review the substance and identify if there is any substance or mix of substances that they will be exposed to that could pose a risk to the mother, fetus or in the case of breast feeding mothers, the child.</p> <p>Consult with the Head of People and Development and line manager on the findings of the review.</p>

<p>Head of People and Development</p>	<p>Ensure that the organisation recognises the risks to new and expectant mothers and that there is a procedure for assessing risks to new or expectant mothers.</p> <p>Ensure that human resources, line managers, representatives for departmental areas and processes are appointed to assist in discharging the duties under the Regulations by undertaking risk assessments relevant to the role.</p> <p>Provide access to training, resources and external expertise as necessary to enable the managers to undertake their role.</p> <p>Ensure that line managers are informed when they are notified of a new or expectant mother.</p> <p>Ensure that a risk assessment is undertaken for the new or expectant mother and updated as necessary as their condition changes.</p> <p>Arrange that staff undertake health-screening where deemed necessary to ensure their continued good health.</p> <p>When an employee raises concerns about symptoms, receives a GP certificate stating work related symptoms or the health questionnaire identifies concerns, a health assessment by a qualified occupational health professional will be arranged.</p>
<p>Heads of Departments and Schools/Line Managers/Supervisors</p>	<p>Undertake or arrange for a specific risk assessment to be undertaken for the new or expectant mother.</p> <p>Ensure they take account of the findings of the existing risk assessment and communicate the same to those under their control as part of training to new or expectant mothers.</p> <p>Consult with the other line managers/representatives when they are notified of new or expectant mothers to ensure they are aware of the situation and can review and update the associated risk assessments as necessary.</p> <p>It is the Line Manager's responsibility for ensuring a specific risk assessment is completed of the workplace and work activities associated with the new and expectant mother.</p> <p>Assistance may be requested from the human resources team and/or the health and safety officer in this regard. Adjustments may be required to the workplace or job tasks to prevent the following:</p> <ul style="list-style-type: none"> - Lifting / carrying of heavy loads - Standing or sitting for long lengths of time - Exposure to infectious diseases - Exposure to chemicals and hazardous substances - Work-related stress - Poor posture at workstation - Excessive noise & vibration

New or expectant mothers	<p>Notify the human resources team as soon as possible when you are aware you are pregnant or if you are a new mother.</p> <p>Attend any health surveillance required.</p> <p>Report any changes in health.</p>
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2.23 Construction work

The Head of Estates & Facilities is responsible for ensuring adequate arrangements are in place to ensure that the organisation meets its duties under the Construction (Design & Management) Regulations 2015. These regulations will apply to any construction work undertaken by AECC University College. In particular, the Head of Estates & Facilities shall ensure that:

- They understand and meet their duties as client under the Construction (Design & Management) Regulations 2015 and engage advice as necessary.
- Adequate health and safety arrangements are in place from the outset of the project.
- A Principal Designer is appointed at the earliest opportunity (but before construction commences) for each project where there is likely to be more than one contractor who has adequate skills, knowledge and experience.
- A Principal Contractor is appointed for each project where there is likely to be more than one contractor working on site and a construction phase plan is in place prior to the commencement of works.
- The project is notified to the Health and Safety Executive where it is over the notification threshold, which is if the works
 - lasts longer than 30 days and have more than 20 workers working simultaneously at any point in the project, or
 - exceed 500 person days.

2.24 Young persons

Young persons may be at more risk due to lack of experience, learned skills and in some cases physical ability. The relevant line manager is responsible in consultation with Head of People and Development for ensuring all individuals below the age of 18 are inducted and fall under the strict supervision of a named experienced employee.

If a young person below the age of 18 is proposed to work at AECC University College (including undertaking work experience or as part of an apprenticeship), a specific risk assessment will be undertaken in conjunction with the line manager and formally recorded that takes account of any increased risk to them due to their age and/or ability.

2.25 Vehicles and driving

AECC University College operates a small number of vehicles. Those using vehicles must be over

25 unless specific arrangements have been agreed and have a full valid driving license.

Responsible person	Action/arrangement
Vice Chancellor	Provide resources to enable those with responsibilities outlined below to execute the same.
Head of Estates & Facilities	Ensure that a Facilities & Building Manager is appointed to assist in ensuring vehicles are maintained to a suitable standard. Provide access to training, resources and external expertise as necessary to enable the representatives to undertake their role.
Facilities and Buildings Manager (in relation to the Bournemouth Campus) and the Head of Estates (in relation to the London Campus)	Ensure that a current MOT certificate is maintained for the vehicles. Undertake regular inspections of the company vehicles particularly for elements that could impact on safety between MOTs e.g. <ul style="list-style-type: none"> - Tyre wear - Brake wear - Condition of mirrors - Brakes - Visibility - Rust/structure Make arrangements to repair the vehicle where faults are identified or remove from service.
Heads of Departments and Schools/Line Managers/Supervisors	Ensure that they check any employee they send to use a company vehicle is insured and has a valid driving license. Ensure that on long trips it is possible to programme in regular breaks and where overnight accommodation is provided.
Staff	Make inspections of your vehicle for obvious defects and ensure any noted are rectified without delay. Ensure before reversing that there are no obstructions or people behind the vehicle giving due care and attention. Report all accidents or damage, however minor, to your line manager. Ensure any traffic violations you are involved in are reported to your line manager. Never use a mobile phone whilst driving. Whilst hands free kits are legal at the time of writing, it is AECC University College policy to discourage the use of mobile phones whilst driving. Calls may be taken but we recommend that this is only when the road is clear and safe to do so. You should speak to the caller and offer to call back when convenient. Do not drive when tired or under the influence of alcohol, drugs or medication. Do not drive if you have any health conditions or changes to your health that could impact on your ability to drive.

2.26 Stress

Stress is an adverse reaction which people have to excessive pressure. Stress can occur when work demands exceed the person’s capacity and capability to cope. If stress is intense and goes on for a prolonged time it can lead to poor mental and physical health (e.g. depression, nervous breakdown, heart disease). Signs and symptoms of stress include:

Emotional Symptoms	Mental Symptoms	Behavioral Symptoms
<ul style="list-style-type: none"> • Tearfulness • Feeling that they can't cope • Short temper • Irritability or anger • More sensitivity • Feeling that they've achieved nothing at the end of the day • Loss of motivation • Loss of commitment • Depressive feelings • Anxious /worried • Frustration • Feeling drained • Guilt • Neglected • Feeling there's no-one to confide in • Loss of sense of humor • Cynicism • Low self esteem 	<ul style="list-style-type: none"> • Inability to plan, concentrate and control work • Indecisive • Muddled thinking • Mind racing or going blank • Confusion • Poor memory • Morbid thoughts 	<ul style="list-style-type: none"> • Eating when they're not hungry/comfort eating • Losing their appetite • Smoking, drinking and recreational drug taking to get them through the day • Getting less work done • Irrational behavior /mood swings • Poor relationships with colleagues or clients • Verbally or physically aggressive • Socially withdrawn at work and home • Inflexible • Difficulty sleeping/changes in sleep patterns • Fidgeting/impatience • Nervous habits (nail biting, foot tapping) • Susceptibility to accidents • Disregard for personal appearance • Lack of confidence • Increased absence from work • Poor time management • Denying there's a problem

AECC University College are committed to identifying the sources and signs of stress in the workplace, assessing the risks associated with stress and taking proactive measures to prevent stress in the workplace. AECC University College aim to operate an open culture where it is ‘safe’ for staff to communicate any concerns to their Line Manager or higher.

It is the Line Manager’s responsibility to design the workplace, job tasks and demands to ensure that staff are not subject to prolonged excessive pressure. The Line Manager is responsible for assessing the risks associated with stress within their departments and taking adequate steps to prevent stress occurring. Any signs of stress and anxiety should be reported to human resources to enable early action to be taken where possible.

2.27 Housekeeping

Many accidents occur as a result of poor housekeeping. All staff have a responsibility to ensure their area of work is arranged so as to avoid risks to health and safety. Good housekeeping practices include:

- Regular disposal of combustible waste in order to reduce the risk of fire.
- Ensuring combustible materials are not kept within close proximity to sources of heat.
- Ensuring notice boards are not stuffed with lots of loose papers in order to prevent the risk of fire, especially when they are placed in emergency exit routes causing obstruction to such access.
- Ensuring materials are stacked safely on a load bearing and even surface in order to reduce the risk of collapse.
- Ensuring materials are located in a place that does not cause obstruction or trip hazards.
- Ensuring cables are routed so as to avoid a tripping hazard and reduce the risk of their damage.
- Ensuring spillages are cleaned up immediately.
- Ensuring flammable substances are stored safely away from any ignition sources.
- Ensuring safe means of access and egress are maintained at all times.
- Desks and workstations are kept as clear as possible with only materials and equipment required for the task in hand present.
- An adequate supply of waste receptacles is provided to allow waste to be removed from work areas.

Responsible person	Action/arrangement
Vice Chancellor	Provide resources to enable those with responsibilities outlined below to execute the same.
Head of Estates & Facilities / Head of Estates / Facilities and Building Manager / Health and Safety Officer	<p>Promote good housekeeping through reinforcing a positive example of good housekeeping in their own work environment.</p> <p>Reinforcing good housekeeping through regular walk rounds of the site during which they:</p> <ol style="list-style-type: none"> 1. Make positive comments on work areas that they see are kept in good order. 2. Make recommendations on where improvements in housekeeping could be made. 3. In extreme cases of poor housekeeping ceasing all work in a specific area or if necessary, the entire site and organisations a mass clear up and organisation.

<p>Heads of Departments and Schools/Line Managers/Supervisors</p>	<p>Consider housekeeping issues during the risk assessment process and make recommendations on:</p> <ul style="list-style-type: none"> ➤ Work organisation ➤ Facilities for waste management <p>Communicate the importance of good housekeeping to staff at induction and regular intervals.</p> <p>Manage the areas under their control and ensure that high standards of housekeeping are maintained and that production or timing pressures do not result in poor housekeeping.</p> <p>All waste materials and spillages are cleared and disposed of safely as work proceeds. All materials delivered to the premises for use will be stored safely ensuring that accesses are not obstructed.</p> <p>Electrical leads are routed so as to avoid tripping hazards by being kept up off the ground and they are protected from physical damage.</p> <p>Areas around plant and machinery are kept clean and tidy.</p>
<p>Staff</p>	<p>Be aware of how good housekeeping and positively impact health and safety.</p> <p>Do not walk by items that require housekeeping intervention whether you caused them or not.</p> <p>Report to your line manager any facility or equipment you lack to undertake effective housekeeping.</p>

2.28 Work at height

The majority of accidents in the workplace each year are as a result of falls from height. Staff (including contractors) are not permitted to work from places where there is a risk of falling from height which could result in an injury.

The Work at Height Regulations requires an assessment to be conducted and all work at height to be planned. The overall principle is so far as is practicable to prevent anyone from falling. Staff who are trained to work at heights are required to;

- Avoid work at height where they can;
- Use work equipment or other measures to prevent falls where they cannot avoid working at height; and
- Where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

Responsible person	Action/arrangement
Vice Chancellor	Provide resources to enable those with responsibilities outlined below to execute the same.

<p>Head of Estates & Facilities and/or Head of People and Development</p>	<p>Ensure line managers are appointed to assist in discharging the duties under the Regulations by undertaking risk assessments relevant to the physical nature of the premises and activities undertaken therein.</p> <p>Provide access to training, resources and external expertise as necessary to enable the representatives to undertake their role.</p>
<p>Facilities and Buildings Manager (in relation to the Bournemouth Campus) and the Head of Estates (in relation to the London Campus)</p>	<p>Ensure that an asset register of all access equipment is maintained and inspections are completed on a 6 monthly basis.</p> <p>Ensure fall arrest systems are inspected and tested annually.</p> <p>Ensure all staff utilizing platforms and access towers have completed relevant PASMA training.</p>
<p>Heads of Departments and Schools/Line Managers/Supervisors</p>	<p>Undertake a risk assessment of the areas and activities they are representatives for in the prescribed format. Consult with others in the area and undertaking activities to ensure they are taken into account when making the assessment.</p> <p>Review and update the risk assessments regularly and following any changes to the organisation, processes or physical nature of the area.</p> <p>Ensure that risk assessments consider any work at height and apply the hierarchy of risk control as set out in the Regulations and guidance:</p> <ul style="list-style-type: none"> • Avoid work at height where possible; • Use work equipment or other measures to prevent falls where they cannot avoid working at height; and • Where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur. <p>Ensure they take account of the findings of the risk assessment and communicate the same to those under their control as part of training. Regularly review and inspect equipment provided for work at height and ensure it is in good order.</p> <p>Where staff are required to work at height ensure that they have received training in the same relevant to the task and inspection of the equipment they are using.</p>
<p>Staff</p>	<p>Ensure you are aware of the risk assessment and associated hazards in the area and processes you undertake.</p> <p>Ensure you implement the control measures identified and outlined in your training.</p> <p>Report and shortcomings or suggestions to eliminate or reduce risk to your line manager.</p> <p>Inspect equipment for work at height prior to use and do not use any equipment that is faulty.</p> <p>Do not construct, erect or use equipment you are not trained to use.</p>

2.29 Traffic management

The requirements of the Workplace (Health, Safety & Welfare) Regulations will be referred to when organising vehicle and traffic routes.

Responsible person	Action/arrangement
Vice Chancellor	Provide resources to enable those with responsibilities outlined below to execute the same.
Head of Estates & Facilities	<p>Ensure that line managers are appointed to assist in discharging the duties under the Regulations by undertaking risk assessments relevant to the physical nature of the premises and activities undertaken therein. Provide access to training, resources and external expertise as necessary to enable the representatives to undertake their role.</p> <p>Ensure that vehicle and traffic management is considered during all future planning and construction works and that wherever possible existing issues are resolved or improved.</p>
Heads of Departments and Schools/Line Managers/Supervisors	<p>Undertake a risk assessment of the areas and activities they are representatives for in the prescribed format. Consult with others in the area and undertaking activities to ensure they are considered when making the assessment.</p> <p>Ensure that the risk assessment considers:</p> <ul style="list-style-type: none"> • Organisation of the workplace and ensures vehicles and pedestrians can circulate in a safe manner. • Traffic routes in a workplace are suitable for the persons or vehicles using them, sufficient in number, in suitable positions and of sufficient size. • Pedestrians or, as the case may be, vehicles can use a traffic route without causing danger to the health or safety of persons at work near it. • There is sufficient separation of any traffic route for vehicles from doors or gates or from traffic routes for pedestrians which lead onto it. • Where vehicles and pedestrians use the same traffic route, there is sufficient separation between them. • All traffic routes to be suitably indicated where necessary for reasons of health or safety. <p>Review and update the risk assessments regularly and following any changes to the organisation, processes or physical nature of the area. Ensure they take account of the findings of the risk assessment and communicate the same to those under their control as part of training. Ensure that vehicles involved in delivery or similar operations associated with their area of management are adequately managed so as not to put the public and adjacent workers at risk of injury.</p>

Staff	Comply with all vehicle and pedestrian segregation systems and notices. Do not walk behind vehicles maneuvering. Report any concerns or near miss incidents to your line manager and/or the Health and Safety Officer.
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2.30 Health and safety notices

The Health & Safety Officer is responsible for ensuring that the following documents are displayed in prominent locations in AECC premises.

Notices to be displayed on AECC University College premises include:

Item	Purpose / Requirement
H&S Law Poster	Health and Safety at Work Act
Liability insurance certificate	Health and Safety at Work Act
Electric Shock treatment notices	Electricity at Work regulations
Workshop/kitchen area rules	To remind operatives of any AECC University College Safety Rules to be implemented in these specific areas.
Fire and Emergency Plan	To remind operatives of the general procedures adopted including muster point etc.
First Aid notices	Confirm first aid arrangements for premises and display name of first aiders in local area
AECC University College H&S Alerts	Provide information to operatives on any accident or H&S findings that may reduce the risk of accidents / ill health

2.31 Snow and ice

The Facilities and Buildings Manager is responsible for ensuring that adequate measures are in place to protect against risks associated with snow and ice. This will include:

- Keeping aware of the weather forecasts
- Adequate planning for adverse weather
- Adequate equipment and arrangements for the spreading of grit or removal of snow and ice.

Responsible person	Action/arrangement
Head of Estates & Facilities	Provide resources to enable those with responsibilities outlined below to execute the same.

Facilities and Buildings Manager (in relation to the Bournemouth Campus) and the Head of Estates (in relation to the London Campus)	<p>Be vigilant of impending adverse weather and ensure that adequate planning takes place.</p> <p>Ensure that adequate equipment and arrangements for the spreading of grit and/or removal of snow and ice are in place.</p>
Heads of Departments and Schools/Line Managers/Supervisors	<p>Ensuring adequate measures are in place on outside traffic routes (vehicle and pedestrian) to protect against slips and trips.</p> <p>Ensuring adequate measures are in place to protect plant and equipment against damage associated with freezing conditions, snow and ice.</p> <p>Report any areas that are observed as being particularly icy/slippery as requiring attention. If grit is at hand, action directly where possible.</p>
Staff	<p>Keep to defined walkways during periods of adverse weather. Take care when walking and driving in the car park and access routes.</p> <p>Report any areas that are observed as being particularly icy/slippery as requiring attention.</p>

2.32 Lifting equipment

Lifting equipment is covered by specific regulations the Lifting Operations & Lifting Equipment Regulations 1998 (LOLER). Where you undertake lifting operations involving lifting equipment you must:

- plan them properly
- using people who are sufficiently competent
- supervise them appropriately
- ensure that they are carried out in a safe manner

Regulation 8(2) of LOLER defines a lifting operation as

'... an operation concerned with the lifting or lowering of a load'.

A 'load' is the item or items being lifted, which includes a person or people.

'Lifting equipment' means work equipment for lifting and lowering loads. This includes lifting accessories and attachments used for anchoring, fixing or supporting the equipment.

At present AECC University College operates Mobile Elevated Working Platforms (MEWPs) and a passenger lift and various other equipments, which will come under the Regulation.

Responsible person	Action/arrangement
Vice Chancellor	Provide resources to enable those with responsibilities outlined below to execute the same.

Head of Estates & Facilities	<p>Ensure that lifting equipment in use on the premises is identified and the requirements of LOLER are complied with.</p> <p>Ensure that persons responsible for planning and undertaking lifting operations are trained and experienced.</p> <p>Provide access to training, resources and other expertise as necessary to enable management team members to undertake their role associated with lifting equipment.</p>
Health and Safety Officer	<p>Schedule and oversee sixth monthly LOLER inspections and escalate any resulting issues to the Head of Estates and Facilities as necessary.</p> <p>Ensure that a schedule of lifting equipment and accessories is kept and that certificates of thorough inspection are maintained for the equipment at prescribed intervals:</p> <ul style="list-style-type: none"> • 6 months, for lifting equipment and any associated accessories used to lift people • 6 months, for all lifting accessories • 12 months, for all other lifting equipment <p>Provide support to Heads of Departments and Schools/Line Managers/Supervisors to enable the completion of risk assessments.</p>
Facilities and Buildings Manager (in relation to the Bournemouth Campus) and the Head of Estates (in relation to the London Campus)	<p>Ensure building lifts are serviced on a quarterly basis and that maintenance and service contracts are maintained to ensure facilitate emergency response.</p> <p>Ensure all staff utilizing powered access equipment have completed relevant IPAF training.</p>

<p>Heads of Departments and Schools/Line Managers/Supervisors</p>	<p>Ensure that the Health and Safety Officer is notified of all lifting equipment to enable LOLER inspection to be completed.</p> <p>Ensure that lifting operations are planned.</p> <p>Undertake a risk assessment of the use of the lifting equipment in the area under their control. Consult with others in the area and undertaking activities to ensure they are considered when making the assessment.</p> <p>Review and update the risk assessments regularly and following any changes to the organisation, processes or physical nature of the area.</p> <p>Ensure they take account of the findings of the risk assessment and communicate the same to those under their control as part of training.</p> <p>Ensure that those operating lifting equipment have received formal training.</p> <p>Undertake inspection checks of the lifting equipment to ensure that user checks are being conducted and that the equipment is in good order.</p> <p>Monitor and manage the arrangements for lifting and ensure that they are being maintained for example:</p> <ul style="list-style-type: none">• Exclusion zones are in place during lifting operation• Items are being lifted in the correct manner.
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Staff	<p>Ensure you are aware of the risk assessment and associated hazards in the area and processes you undertake.</p> <p>Ensure you implement the control measures identified and outlined in your training and can effectively plan a lift using the equipment you have been trained to use.</p> <p>Report any shortcomings, or suggestions to eliminate or reduce risk, to your line manager.</p> <p>All lifting equipment operators will:</p> <ul style="list-style-type: none">• Only operate plant and equipment that they are trained and competent to use.• Ensure that the certificate of thorough inspection is in place and in date for lifting equipment and accessories prior to its use.• Carry out their work in a safe manner.• Obey the rules of the road and site speed limits.• Report any faults in lifting equipment and do not use until it is rectified or replaced.• Utilise any safety devices installed to lifting equipment and not interfere with the same.• Inspect lifting equipment prior to use and record formal weekly checks.• When operating MEWPs or similar machinery ensure that they have full visibility or utilise a banksman to coordinate movements.• Only load lifting equipment within their capacity.• Position equipment to reduce risk of<ul style="list-style-type: none">➤ falling freely or being intentionally released➤ Equipment or load striking a persons➤ Load drifting
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2.33 Lone Working

The Health and Safety Executive (HSE) defines lone working as those “who work by themselves without close or direct supervision”. The HSE provide guidance in their document [INDG 73](#)

Working alone is not in itself against the law, and it will often be safe to do so. However, the law requires

employers to carefully consider any health and safety risks for people working alone, and to address any identified risks.

The Health and Safety at Work etc. Act 1974 requires AECC University College, so far as is reasonably practicable, to protect its staff from work-related risks, including working alone. Furthermore, AECC University College recognises that it has a duty under the Management of Health and Safety at Work Regulations 1999 to assess the risks to staff by working alone and will take measures to eliminate or control these risks.

Examples of lone working activities at AECC University College that should be included in staff assessment are:

- Staff opening up and closing premises, working isolated in offices and libraries
- Key holders called out to a suspected break-in, fire alarm or other emergency.
- Staff working from home
- Staff travelling between University College premises or on University College business during working hours

Responsible person	Action/arrangement
Vice Chancellor	Provide resources to enable those with responsibilities outlined below to execute the same.
Head of People and Development	<p>Ensure that lone workers are identified and the necessary precautions to ensure safety are implemented.</p> <p>Ensure that persons responsible for planning lone working are trained and experienced.</p> <p>Provide access to training, resources and external expertise as necessary to enable the management team to undertake their role associated with lone working.</p>
Heads of Departments and Schools/Line Managers/Supervisors	<p>Ensure that lone working is only undertaken as is necessary</p> <p>Ensure that lone workers within their department are identified and the risk associated with the work is assessed in accordance with the risk assessment policy at 2.1 in this document and that any precautions arising are properly implemented.</p> <p>Ensure that staff are properly aware of procedures and protocols</p> <p>Ensure that staff working from home are considered lone workers and that contact with home workers is maintained to minimise the feelings of isolation and/or stress.</p>

<p>Staff</p>	<p>Ensure you are aware of the risk assessment and associated hazards in the area and processes you undertake.</p> <p>Ensure you implement the control measures identified and outlined in your training.</p> <p>Report any shortcomings or suggestions to eliminate or reduce risk, to your line manager.</p> <p>Cooperate with the host employer if working at another employers' workplace</p>
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