

# Health & Safety Policy, Operational Health and Safety Guidance 2026-27

## 1 Overview Information

<b>Policy Manager:</b>	Director of Estates
<b>SLT Manager:</b>	Deputy Principal
<b>Effective Date:</b>	May 2026
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## Statement of the Principal

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As an employer, Capel Manor College is committed to providing and maintaining a healthy and safe working environment for all its employees, students and any other people who may be affected by its activities, so far as is reasonably practicable.

As the employer, the Governing Body carries the ultimate responsibility for health and safety and could be liable for offences under health and safety legislation and it therefore takes all measures within its power which are reasonably practicable to ensure that the premises are safe and that they are without risk to the health of staff and students. In practice, the Principal will ensure through the Director Estates and Facilities, who will act as the responsible person for health and safety at the College, that the appropriate measures are in place and adhered to. The Director Estates and Facilities will coordinate the Health and Safety Policy and Codes of Practice within the College as a whole. Academic and Support Staff Managers together with their staff will, in turn, be responsible for Health and Safety within their respective areas.

As Principal, I have overall responsibility for ensuring implementation of this policy in accordance with the relevant legal requirements under The Health and Safety at Work Act 1974. These duties are extended by The Management of Health and Safety at Work Regulations 1999 and various EU Directives, which place duties in respect of health and safety on the Governors and all our employees individually and collectively. As Principal of the College, I acknowledge and accept my responsibility to ensure, as far as is reasonably practicable, there are the following adequate arrangements for the welfare of staff at work:

- the requirements of relevant legislation are fully complied with;
- risk assessment procedures are used to identify hazards and ensure risks are managed, so far as is reasonably practicable, to prevent injury and ill health;
- employees, students and others are appropriately informed of the identified risks and control measures;
- appropriate financial provision is made to manage risks and implement the Health and Safety Policy;
- employees, students and visitors receive appropriate health and safety information, instruction, training and supervision;
- there is appropriate consultation with staff and students on health and safety matters;
- College premises, learning facilities, tools and all forms of equipment are maintained in a safe condition to minimise risks to health and safety;
- adequate arrangements are in place for the safe use, handling, storage and transportation of hazardous substances;
- appropriate personal protective equipment is used at all times;

- staff and students are set high standards of health and safety by personal example;
- the demands of activities do not exceed the capabilities and capacity of staff or students thus enabling them to work without risk to themselves or others;
- the effectiveness of this policy is monitored through regular review and amendments as necessary to ensure it is effective and up to date.

As Principal of the College, I believe that an excellent organisation is by definition a safe organisation. In the same way that Capel Manor College is committed to excellence in teaching and learning and all related activities and to the reduction of health and safety risks to all those who study, work and visit. This is an integral part of all our other aims and objectives. It is therefore everyone's responsibility to promote and maintain a safe and healthy working environment.

We need to work together to create a safe working environment, which encourages and allows all those using the College's facilities to do so without the risk of injury or ill health.

**Peter Brammall**

**Principal**

**Signature**



**Date** 8<sup>th</sup> October 2025

**Joanne Roxburgh**

**Chair of Governors**

**Signature**



**Date** 9<sup>th</sup> October 2025

## About this document

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Capel Manor College brings the Health and Safety Policy and the arrangements for implementing the Policy to the attention of its employees to ensure that they know what is expected of them.

This document is given to all employees as part of the recruitment and induction procedures and is made available on request to individuals or organisations and through the College intranet.

Its contents will be reviewed as necessary to ensure that it is both relevant to the work of the College and current in terms of providing accurate information.

This document contains the General Safety and Health Policy and Operational Guidance Notes and is issued by the College as part of the Corporation's arrangements, which must be observed by all employees, students and visitors.

## PART 1. HEALTH AND SAFETY POLICY

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The Board of Governors accepts their legal responsibility to provide a safe, healthy workplace and working environment for its employees, students and visitors.

All staff and individuals have a legal duty to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions and must cooperate with their employers on health and safety matters.

This Policy Statement will be subject to regular reviews by the Health and Safety Committee and endorsed by the Governing Body.

The Policy will ensure that the College:

- has in place and maintains health and safety working procedures and practices;
- develops and maintains a sense of safety awareness and a responsible attitude toward safety in all employees, volunteers, students and visitors;
- makes appropriate arrangements for coordination and cooperation with other employers where students are involved in work experience placements or apprenticeship schemes.

## 1. RESPONSIBILITIES

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### 1.1 Governors

As the employer, the Governing Body carries ultimate responsibility for health and safety and could be held liable for offences under the Act. Among the duties placed on employers, and therefore on the Governing Body, is the preparation of a written statement of policy on health and safety including details of the organisational arrangements for implementing that policy in the workplace.

## 1.2 Principal

Overall responsibility for health and safety in the College rests with the Corporation. Responsibility for ensuring the effective implementation of the Health and Safety Policy rests with The Principal. The Principal has executive responsibility for health and safety within the College and has appointed the Director of Estates and Facilities to assist with health and safety matters across the College.

## 1.3 Director of Estates & Facilities/Health and Safety Officer

The Director of Estates & Facilities has been allocated the role of College Health and Safety Officer. The Director of Estates & Facilities is responsible for the operational aspects of the Health and Safety Policy along with the responsibility for monitoring and advising the Principal and Deputy Principal on the implementation of the policy, the Codes of Practice and local safety rules.

Specific duties include:

- regularly reviewing and updating the Health and Safety Policy Statement approved and authorised by the Principal and by the Governing Body and brought to the attention of all staff;
- communicating existing and new statutory regulations as may be required to meet health and safety obligations;
- monitoring the implementation of the College's Health and Safety Policy and Procedures;
- holding regular meetings with managers and the Health & Safety Committee;
- ensuring formal inspections of premises, plant and equipment in accordance with the PPM Plan and Maintenance Management System;
- arranging observation of work and behaviour to assess compliance with good working practice and risk control measures;
- undertaking periodic inspections, review and revision of safety information and documentation including the Health and Safety Policy and Procedures;
- providing regular reports to SLT, The Principal and Governors;
- assisting with internal and external auditing of the College Safety Management Systems;
- ensuring there is regular monitoring and maintenance of buildings and the grounds electrics/electrical equipment, workshop equipment, mechanical services, gas supplies/equipment, water supplies/storage, transport systems etc. throughout the College and all Capel Manor College Centres;
- arranging appropriate contracts to be entered into, with suitably qualified persons/contractors in respect of the above;
- issuing contractors and, where applicable, sub-contractors with appropriate information on risks and College Health and Safety Guidance notes and Safeguarding Procedures when on College premises;
- obtaining and reviewing contractors' risk assessments and method statements and implementing Permit to Work Procedures as necessary;
- Ensuring and maintaining good standards of hygiene, cleaning and waste disposal in accordance with the EU Waste Framework Directive (**Directive 2006/12/EC**).

**The Centre Managers / Facilities Managers will assist and support the Director of Estates & Facilities through specific duties including:**

**Fire Precautions**

- ensuring appropriate numbers of Evacuation Wardens are trained to manage evacuation procedures;
- arranging College fire drill procedures and regular practical evacuations;
- arranging for the upkeep of a Fire Precautions Logbook and to ensure that appropriate fire action notices, safety signs and fire extinguishers etc. are properly maintained and correctly positioned.

**First Aid Arrangements**

- ensuring adequate numbers of certificated First Aiders are appointed as informed by the appropriate risk assessment and that arrangements throughout the College, including the provision and upkeep of first aid boxes and the display of notices, are properly organised and maintained.

**Estates and Facilities Risk Assessments**

- undertaking "suitable and sufficient" risk assessments and recording them in accordance with the Management of Health and Safety at Work Regulations 1999 and other statutory requirements, e.g. COSHH etc.

**Manual Handling**

- identifying training requirements and arranging training for all those involved in manual handling operations to reduce the risk of personal injury of staff and students during the application of their duties or students in training.

**Display Screen Equipment (DSE)**

- ensuring work station assessments are carried out when requested by the HR Department or Section Head for a member of staff. Staff should undertake the online DSE assessment training and associated work station assessment on joining. The assessment should be repeated on changing location or work station equipment or environment. Any concerns should be raised with the Facilities Manager or directly with the Director of Estates & Facilities.

**Record and Maintain Accident Records**

All accidents and near misses will be centrally recorded and collated for review by the Health and Safety Committee. All accident forms must be completed locally by either the attending First Aider, the injured person supervisor/Line Manager or the Facilities Manager.

**1.4 Capel Manor College**

The Health and Safety at Work Act 1974 requires all employers to:

- prepare a written Health and Safety Policy Statement with respect to the health and safety at work of employees and the organisational arrangements for carrying out that policy.

The Health and Safety Policy Procedures and Guidance are a substantial contribution towards meeting these responsibilities. In addition, as an employer, Capel Manor College has a legal duty to:

- provide and maintain plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health;
- ensure, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- provide such information, instruction, training and supervision as is necessary to, so far as is reasonably practicable, ensure the health, safety and welfare of all employees;

- so far as is reasonably practicable, ensure the maintenance of any place of work under our control in a condition that is safe and without risks to health;
- the provision and maintenance of means of access and exit that are safe and without risks;
- the provision and maintenance of a working environment that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for the welfare of employees at work.

### **1.5 Staff**

All staff and students have specific legal duties to:

- take reasonable care of themselves and other persons who may be affected by their acts or omissions whilst at work;
- cooperate with College staff as regard to any duties or requirements in accordance with current legislation to enable that duty or requirement to be performed and complied with;
- never intentionally misuse or recklessly interfere with anything provided in the interests of health, safety and welfare;
- resolve local health and safety problems by discussion with the line manager. If this avenue fails, escalation can be made in several ways:
  - Reporting to the Facilities Manager verbally or via email.
  - Reporting to the Director Estates & Facilities.
  - Through the local Health and Safety Group.

### **1.6 Students**

The Student Handbook is provided to each student when they enrol on a College Course. It provides health and safety information on a range of topics from first aid and drugs to fire procedures. This is necessary because of the practical and work-like activities undertaken as part of their curriculum. In addition, the following responsibilities apply:

- all students have a duty to cooperate with the College Health and Safety Policy and Procedures to enable the College to comply with the law and to ensure that the College is safe for everyone;
- students must consider health and safety in all of their activities and use the control measures identified by specific task risk assessments communicated by their supervising teaching and instructional staff. In particular, they must take all reasonable steps to ensure their own health and safety and also that of anybody else who may be affected by their actions or omissions;
- during the course of their work, if any student becomes aware of any hazard or if any situation arises, which they have not been trained to deal with, they should inform their tutor, or if unavailable, any member of staff, so that appropriate corrective action can be taken;
- all students have a responsibility to ensure that they are appropriately prepared and make use of PPE, equipment and resources.

### **1.7 Schools**

College Managers are required to fulfil the specific responsibilities detailed in this document within their areas of responsibility and specifically to:

- ensure that regular risk assessments are undertaken and safe systems of work are devised, communicated and implemented and regularly reviewed by staff and students in their control;

- ensure that risk-control measures are properly understood and followed by staff and students;
- ensure staff and students receive appropriate training and are sufficiently supervised during all activities;
- make sure members of staff are made aware of and kept up to date with health and safety issues and the need to ensure that their activities are conducted safely and without risks to the health of staff, students and members of the public;
- ensure safety standards and safe working practices where executed follow College procedures and mitigate, as far as reasonably practical, hazards and risks to all learners;
- maintain and review appropriate risk assessments and other records as necessary to demonstrate compliance;
- ensure that staff are given time to attend the Health and Safety Training and Induction sessions;
- ensure staff and students record any accidents (however minor) in the College Accident Log in accordance with College procedures. Accident and Incident Report Forms are located
- report to the Director of Estates & Facilities/Health and Safety Officer any defects in the working environment, equipment or the fabric of the College buildings, particularly where the risks might result in an accident.

**N.B. The Estates Service operates an electronic Helpdesk reporting system for notification of defects. (add link to help desk)**

### **1.8 Contractors and Volunteers**

Refer to Page 19 (Part 2) of this policy.

## **2. RISK ASSESSMENTS**

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UNDER THE MANAGEMENT OF HEALTH AN SAFETY AT WORK REGULATIONS 1999 AND OTHER RELEVANT REGULATIONS (Health and Safety (Display Screen Equipment) Regulations 1992, Personal Protective Equipment at Work Regulations 1992)

The Principal requires Staff to carry out “suitable and sufficient risk assessments” of their respective work areas, activities and work equipment to identify risks within their areas of responsibility and knowledge.

All risk assessments must be recorded on approved College Risk Assessment Forms to demonstrate compliance with current legislation. The risk assessment format can be found at (link to risk assessment template)

Risk Assessments MUST:

- identify hazards and risks to health and safety and devise appropriate control measures to prevent accidents and manage those risks as far as is reasonably practicable. This approach will create a “Safe Systems of Work” in the College working environment;
- be “suitable and sufficient” to ensure this, and must be carried out by individuals who are deemed ‘Competent’ and/or assisted by staff with appropriate industry-related knowledge of the tasks and health and safety awareness of the activity/task;
- be reviewed and monitored as appropriate due to changes in process or equipment or when requested by the Health and Safety Committee. This should not be less than every 12 months preferably prior to the start of a new academic year.

### 3. HAZARDOUS SUBSTANCES

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Staff should ensure they are aware of the current COSHH regulations and Codes of Practices to be complied with.

College Managers MUST ensure that proper procedures are established and followed concerning the safe storage, use and disposal of chemicals and hazardous materials.

**The following designated staff have Health and Safety duties specific to their role in regard to this.**

Specifically:

The Head Gardener, Laboratory Technician, Centre Manager / Coordinator and Catering Manager are required to:

- maintain a COSHH Register of all substances that are hazardous to health, which are stored and/or used in their work area.
- ensure that appropriate COSHH Risk Assessments are carried out and control measures based on the Safety Data Sheets are implemented. That correct use of the substance is recorded and communicated to users;
- in liaison with the Director of Estates & Facilities/Health and Safety Officer, establish and implement proper procedures for safe storage, use and disposal as necessary.

### 4. ACCIDENT REPORTING PROCEDURE

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#### **Accidents to Staff, Students and Members of the Public**

All accidents or incidents, no matter how minor, are to be recorded on the College Accident and Incident Report Form. Accident and Incident Report Forms are located on Moodle

There is a list of 'specified injuries' in RIDDOR 2013 and it is a legal requirement under RIDDOR 2013 to report accidents which fall into any of the following categories:

- any visitor or student requiring a hospital attendance as a result of the incident.
- fractures, other than to fingers, thumbs and toes;
- amputations;
- any injury likely to lead to permanent loss of sight or reduction in sight;
- any crush injury to the head or torso causing damage to the brain or internal organs;
- serious burns (including scalding) which:
  - covers more than 10% of the body
  - causes significant damage to the eyes, respiratory system or other vital organs;
- any scalping requiring hospital treatment;
- any loss of consciousness caused by head injury or asphyxia;
- any other injury arising from working in an enclosed space which:
  - leads to hypothermia or heat-induced illness

- requires resuscitation or admittance to hospital for more than 24 hours.

In such cases, a RIDDOR Online Report Form F2508 (or where appropriate Form F2508A) will be completed by the Director of Estates & Facilities/Health and Safety Officer and sent to the Health and Safety Executive (HSE). The Director of Estates & Facilities/Health and Safety Officer will be responsible for reporting the injury or dangerous occurrence to the Health and Safety Executive on behalf of the college online at: <http://www.hse.gov.uk/riddor/report.htm#online>

These must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties for more than seven consecutive days as the result of their injury (not including the day of the accident, but does include weekends and rest days). The report must be made within fifteen days of the accident where the person and has been off work for at least seven days or kept in hospital for at least 24 hours as a result of the accident. Accidents resulting in death of any person or a specified injury to a worker non-fatal accidents requiring hospital treatment to non-workers or a dangerous occurrence must be reported-within 10 days of the incident.

### **Non-fatal accidents to non-workers (e.g. members of the public)**

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

It is the duty of the Executive Director of Estates & Facilities as the College Health and Safety Officer to investigate the accident or incident, or where necessary assist the HSE with their investigation as appropriate.

### **Other duties under the RIDDOR 2013 Regulations are to:**

- organise and maintain a system of reporting accidents, injuries, diseases and dangerous occurrences to the Health & Safety Committees;
- arrange for the upkeep of accident and incident logs and reporting procedures throughout the College;
- provide the Health & Safety and Governing Estates Committees with periodic summaries of accidents and remedial actions; to prevent reoccurrence.
- report to the Health and Safety Executive all deaths, diseases, injuries and dangerous occurrences as specified in the RIDDOR regulations 2013.

## **5. THE HEALTH AND SAFETY COMMITTEE**

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The Health and Safety Committee is made up of staff managers, appropriate specialists and Senior Leaders. It reports (through the Minutes) to the Governing Body via the Estates Committee. Its powers and responsibilities are defined in its Terms of Reference and include:

- regularly reviewing and monitoring accident and incident information received from the Local Health & Safety Groups;
- receiving the Minutes of the Local Health & Safety Groups and noting the activity and recommendations of those Groups;
- receiving information from the Local Health & Safety Groups that clearly and adequately demonstrates that:
- systems are regularly reviewed and amended as appropriate;
- all risk assessments are reviewed annually, or sooner if required, and are revised accordingly in light of changes in practice/policy, or when new equipment is introduced, or new activities are

undertaken;

- devising a regular programme to audit the current health and safety policies and consider commissioning new policies, where necessary, to address changes in or introduction of legislation or to promote good working practice;
- establishing a clear strategic approach to health and safety which supports communication at all levels and gives clear assurances, so far as reasonably practical, that the College is a safe working environment.

## 6. THE CAMPUS HEALTH AND SAFETY GROUP

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The Campus Health & Safety Working Group is made up of local campus representatives from each department including a student representative at the campus. This group should consist of academic staff, business support staff and student representatives. This group is responsible for:

- promoting and fostering a proactive cross-College operational health & safety culture for staff, students, contractors and visitors;
- annually reviewing and revising all general College-based generic and specific risk assessments;
- programming regular on-site audits across all College Centres and reporting findings to the Committee;
- gathering statistical information for accidents and investigating where necessary;
- promoting and supporting staff training initiatives to establish recognised IOSH qualifications, encouraging staff to volunteer and train as Evacuation Wardens and First Aid qualified staff, and other training as required for specialist operational areas of the College;
- supporting a staff induction programme;
- receiving reports from the Centre Leads and Facilities Managers;
- making suitable recommendations to the SLT/H&S Committee as necessary.

## 7. WORK PLACEMENT PROTOCOLS

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Responsibilities for adhering to new guidance for all Student Work Placements are set out in the Work Placement Protocols and Forms document (which can be downloaded from Moodle). It is the responsibility of the College through the appropriate departmental managers to ensure that employers conform to the health and safety standards covering all student work placements through the details of this comprehensive policy.

## 8. FIRE PRECAUTIONS

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All Capel Manor buildings are designated no smoking areas as required by regulations effective 1 July 2007. NB: All public places and workplaces became smoke-free in England, with the exception of a limited number of exemptions under the smoke-free (Premises and Enforcement) Regulations 2006.

- As part of the College Induction process, everyone will be informed of the positions of fire alarm call points and exits, primary and secondary, in their work area;

- Fire alarms will be tested weekly and fire evacuation drills held at least once a term and details recorded and evacuation times monitored. Fire log books are retained at all main reception points;
- Everyone should make themselves aware of the location of fire extinguishers and their purpose and usage, which is supported by signage. The College does not require individuals to try and extinguish any fire which may occur. It is College policy to raise the alarm rather than try and fight fires as using the wrong type of extinguisher could increase the hazard and endanger the operator;
- If a fire extinguisher is used or discharged, the Facilities Manager must be notified promptly so that a refill or replacement can be made;
- Fire-fighting appliances must not be removed or repositioned without authority from the Executive Director of Estates & Commercial Operations/Health and Safety Officer;
- Corridors, walkways, escape routes and exits must be kept free from obstructions and kept clear at all times;
- Emergency exit doors are all clearly marked and kept unlocked when the building is in use;
- Fire and smoke doors form an important safety feature in preventing the spread of fire and smoke. These doors are clearly marked "Fire Door – Keep Closed" or similar wording and must be kept closed to ensure they are effective;
- On the sound of a fire alarm, staff and students should make their way to a designated Muster Point or as directed by a Fire Marshall and await further instructions from staff.

A roll-call/register should be checked to account for staff and students;

Any person with a disability will be evacuated in accordance with their Personal Evacuation Plan (PEEP).

## 9. EMERGENCY ARRANGEMENTS

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### 9.1 College Business Continuity Plan

A major incident is defined as a significant event which demands a response beyond the routine. This would result from uncontrolled developments in the course of the operation of any establishment or transient work activity'.

The Senior Leadership Team from time to time is required to test and review the policy and implement training as necessary to ensure staff will be able to support the emergency procedures and action in case of a significant event.

### 9.2 Emergency Procedures

It is important that everyone follows the procedures laid down for emergencies. The action to take in the event of a fire is shown on the fire evacuation notices. These are posted at strategic points in all College buildings.

The Director of Estates & Facilities/Health and Safety Officer is responsible for drawing up and ensuring the implementation of the procedures, which are approved by the Health and Safety Committees or Governors where applicable

- Members of staff (teaching and non-teaching) have a duty to ensure the safe evacuation of students and visitors during fire evacuations and other emergencies;
- The Caretaking Team is responsible for giving advance notice when weekly testing of the fire alarm system is to take place, in which case evacuation of classes in the building will not normally be necessary.

### 9.3 Event Emergency Procedure

All relevant staff members involved in running events, no matter what their usual working role is, must have an event briefing prior to the event to understand what they should do in an emergency, e.g. the location of exits, emergency equipment, how to raise the alarm and from whom they should receive instructions.

An evacuation plan must be implemented in case of emergency and will be available to all event staff, taking into account children and people with limited mobility.

All doors and gates leading to final exits, as well as site exits themselves, must be available for immediate use at all times.

As per the HSE guidelines for event Health and Safety, a 'Show Stop Procedure' must be implemented for all events to ensure the safe, controlled rapid halt to an event to prevent further risk to any attendees.

### 9.4 Emergency Services – Major Incident

If Emergency Services declare an emergency/major incident onsite at an event, all of the event personnel and resources must work under the command of the appropriate service incident commander.

### 9.5 Testing and Validation

Validation of the emergency plan prior to the event must take place in the form of a table top exercise.

## 10. FIRST AID

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The College has a common law responsibility to look after the students, visitors and staff in its care and, where possible, first aid arrangements for employees and students will be combined. These arrangements will also cover visitors to the College and grounds and all Capel Manor College Centres.

The College will provide adequate first-aid for employees if they are injured or become ill at work and ensure adequate provision of qualified first-aiders to render first aid to employees, students and visitors if they are injured or become ill at the place of work or on the premises with the objective of:

- preserving life;
- limiting the effects of the condition;
- promoting and aiding recovery.

First Aid support is provided by staff and students from within the College or Administrative Support Sections. All First Aiders have received training by an approved trainer and have received either the basic one-day training or three days training leading to certification, valid for three years.

Appropriate equipment is provided in the First Aid boxes at each Centre. The boxes will be the responsibility of the First Aiders to keep fully stocked with supplies provided on request to the Facilities Manager. A list of current First Aiders is posted adjacent to First Aid boxes, at key locations at all Centres and available on Moodle.

A First Aid Rest Room is provided in the Duchess of Devonshire Building (Enfield Centre) which has good ground level access.

Defibrillator safety equipment is available at all of the Centres for emergency medical assistance;

The names of qualified first aid personnel are displayed throughout the buildings and at Centres.

**NB: All First Aiders have been trained to the nationally recognised standard. Therefore, they are deemed the competent person dealing with the incident and the person best placed to administer whatever action is necessary to improve the patient's condition including the cutting away and removal of clothing should they deem that necessary.**

## 11. LONE WORKER POLICY

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The College has a defined duty to assess all likely lone working situations within the general workplace. The Lone Worker Policy sets out the duties of the employers, covering appropriate risk assessments, monitoring, training and providing lone working model guidance to be applied at each Centre.

## **PART 2. OPERATIONAL HEALTH & SAFETY GUIDANCE**

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### **2. WORK PLACE HEALTH AND SAFETY AND WELFARE**

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**This section of this document deals with operational work place health and safety and welfare, and gives direction and guidance on specific subject areas and responsibilities.**

It also defines the responsibilities of College Governors, Managers and staff within the organisation and their Health and Safety roles

#### **2.1 Daytime, Evening and Weekend Working**

- Normal working hours at the Enfield Centre are between 7.00 a.m. and 10.00 p.m. Mondays to Thursdays, and 7.00 a.m. and 7.00 p.m. on Fridays during term time. Actual hours may vary and times are subject to the work area and individual staff responsibilities. The Early Morning Caretaker (Enfield) starts work at 6.30am; College cleaners start work at 6.30am;
- College Centre working hours are normally term time only, 8am – 9.30pm, subject to evening classes Monday to Thursday and Friday 8am – 6pm;
- The Enfield site is often open for periods longer than this at certain other times to accommodate shows and special events. At weekends the site is open between 10.00 a.m. and 6.00 p.m. but is normally closed at weekends between November and February;
- Reception staff must be notified of any work undertaken outside normal working hours by staff or students prior to the activity commencing;
- To reduce potential accidents and incidents, practical work must not be undertaken by students outside normal working hours or at weekends without supervision by an appropriately trained member of staff.

#### **2.2 Personal Protective Clothing (PPE)**

- The College Central Support Service is responsible for issuing and monitoring all staff with work related personal safety equipment and protective clothing. This equipment must be used as appropriate when issued for the task identified and will remain the property of the College at all times;
- All College Managers are responsible (with reference to risk assessments) for ensuring that their staff and students are equipped with the correct protective clothing. In some situations, this will be provided by the school – in others, the students themselves must provide it when under practical instruction;
- It is essential that the specific items required are identified through the risk assessment process. Whenever there is a doubt about the health and safety aspect of any situation, advice on personal protective clothing and equipment and other control measures must be sought from the Line Manager or Health and Safety Officer as appropriate.

## 2.3 Safe Use of Electricity

To reduce the risk of fire and/or injury from electrical shock, the College has a duty to ensure that only electrical appliances, which have been inspected for safety, are used on its premises. Hence all electrical appliances must be approved and will be subject to formal inspections such as Portable Appliance Testing at regular periods. Unless approved, a ban may be placed on its use.

Other considerations may also make equipment unsuitable or undesirable for use in the College. Therefore, the following general points are to be followed by all staff and students:

- no work of any kind may be undertaken on any electricity installation by any member of staff unless they are competent to undertake the task required and approved to do so by the Facilities Manager;
- contractors may only work on power supplies with the knowledge and approval of the Facilities Manager and an appropriate, specific and authorised permit to work has been issued.
- portable 240 volt electrical appliances must not be connected to the electricity supply unless they are fitted with a circuit breaker along with a plug with a correctly rated fuse. These must also have been tested and approved by the College (identification shown on the apparatus);
- the use of non-hired, individually owned electrical appliances will not be permitted on site unless PAT Tested and approved by the Facilities Manager.
- if any electrical appliance appears to have become faulty during its use it must be switched off and/or disconnected and not used again until it has been examined and repaired by a competent person.

Regular and systematic inspection and testing of all portable electrical appliances and fixed wire circuits will be undertaken by the College. Arrangements for this are made by the Facilities Manager.

Reference should be made to the College's Code of Practice "Electrical Safety" under the heading Contractors' Health and Safety Guidance (as published on Moodle).

## 2.4 Safe Use of Equipment and Machinery

The College owns and uses a wide range of pedestrian or ride-on machinery, agricultural and mechanical apparatus. Many pieces of equipment have moving parts and cutting edges, which can easily inflict minor or major injuries, and some of which could lead to a fatal accident. Work involving machinery utilises a variety of components or equipment and processes, which may not be familiar.

In accordance with the Provision and Use of Work Equipment Regulations, all equipment must be subject to formal risk assessment to determine the hazards and risks involved when the equipment is used. This will ensure that appropriate control measures are devised and training put in place to avoid accidents.

- Before using any unfamiliar or newly acquired machine or equipment, staff and students must have received appropriate information including instruction and training on the operation and safety procedures;
- All powered equipment must be treated with respect, whether it is kitchen apparatus used in the refectory or a chainsaw operated by a trained and qualified person;
- To determine competence, individuals may be required to demonstrate their familiarity or competence with specific equipment and/or have a licence or qualification in the use of that equipment.
- Trainees/student apprentices will be given instruction by appropriately trained and competent supervisors, who have the authority to ensure that safe systems of work are followed. Young and inexperienced students in particular must be properly supervised.

Summary guidance on the more important issues when using equipment is as follows:

- to prevent limbs becoming entangled in machinery or equipment, all physical guards must be securely in place loose clothing (paying particular attention to neckwear), and in some cases rings and other loose jewellery should be removed. Long hair must be tied back or covered with headwear;
- to prevent eye injuries, where equipment/machine produces flying particles or dust likely to cause injury, appropriate eye protection must be provided and worn as identified by the risk assessment;
- to avoid inhaling dust particles (and in particular small particles), which may enter the lung and cause breathing difficulties or ill health, appropriate ventilation is necessary and/or dust masks must be provided and worn as identified by the risk assessment;
- to avoid temporary or permanent hearing damage, where a machine works constantly at or above 88 Db levels, appropriate hearing protection, as identified by the risk assessment, must be provided and worn;
- no attempt must be made to operate any machinery unless all safety guards/ physical guards and electrical safety items and interlocks as provided are in place and working;
- to maintain safe conditions, it is essential that a high standard of housekeeping is maintained and safety awareness generated. Many accidents with machines occur because of unsafe local conditions, distractions, lack of knowledge and training etc.;
- adequate storage should be provided for all tools, machines, materials, apparatus, etc. when not in use. Regular cleaning and maintenance should be undertaken to maintain equipment in good repair and enable faults to be more easily identified for repair;
- any perceived defects or omissions must be reported immediately to the person responsible for the machine/equipment;
- regular maintenance of all machinery and equipment is to be coordinated by the College and undertaken as necessary and applicable where legislation or the manufacturer dictates the frequency recommended;
- Only competent persons may undertake such work and all staff/students must take care when maintaining, adjusting, cleaning or carrying out similar work on equipment.

### 3. COLLEGE TRANSPORT

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The College maintains a fleet of minibuses and delivery vehicles for transporting students on field trips and goods to Centres. All College Drivers must adhere to the guidance and rules set out in the Vehicles Policy and Guidance for College Drivers, which can be downloaded from Moodle.

### 4. HAZARDOUS SUBSTANCES (COSHH)

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This includes any substance or preparation which is very toxic, toxic, harmful, a corrosive or an irritant, dust particles or is classified as a biological agent:

- degreasers and lubricants;
- fuels and oils;
- paints;
- preservatives and wood treatments;

- aerosol products;
- wood dust and abrasive products;
- animal care products and bi-products.

These are hazards to the health of the user and may expose them to the risk of fire from flammable substances, chemical burns, poisoning, damage to eyes/hands from chemical splashes and lung damage from exposure to dust and fibres such as asbestos etc. It is required that:

- A risk assessment in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) must be carried out before any chemical is used. Reference should be made to the "Guide to the COSHH Regulations" Code of Practice;
- When chemicals are purchased, they must be immediately stored in accordance with the recommendations by the manufacturer, and recorded in the inventory;
- Eye and hand protection are likely to be the minimum essential requirements when handling substances/concentrates;
- The COSHH Safety Data Sheets and appropriate safety methods listed must be followed;
- Relevant statutory notices must be displayed and complied with where applicable;
- All personnel working with grounds maintenance chemicals must be trained and qualified in their use, and must take special care to ensure that they are familiar with the position of first aid boxes, eye wash, fire extinguishers and the steps to be taken in the event of an emergency, including spillages;
- When orders are placed for chemicals, proper arrangements must be made to store and handle them, including a risk assessment of their intended use, storage and eventual disposal;
- Reference must be made to any local rules formulated for the laboratory, cleaning kitchens and/or gardens where chemical substances are to be used.

Codes of Practice "Guide to the COSHH Regulations" are directed (mainly) to staff working in the grounds and cleaners. However, they do contain a lot of useful advice that is applicable to all situations where chemical substances are used and should be referred to.

#### **4.1 Good Practice Guidelines**

The College seeks to limit the costs of expensive waste disposal and reduce the hazards involved in the unnecessary storage and handling of waste products and excess chemicals. Arrangements for all chemical waste disposals are the responsibility of the Head of Section. They should arrange a regular waste collection routine for long running operations or jobs. Disposal arrangement advice may be sought from the Director of Estates and Facilities

- Before ordering any chemicals or substances, checks need to be made to see if the item is currently on the COSHH Inventory and in use elsewhere in the College;
- Keep orders to the minimum quantities necessary. It is better to re-order than over-order;
- Always add the chemical to the diluting agent not the other way round.
- Build a "waste disposal" procedure into all operations where there will be an end waste product.

## 4.2 Disposal

All waste must be disposed of in accordance with current legislation and regulations. Advice can be sought from the Head of Department or Director of Estates & Facilities.

## 5. ASBESTOS

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Asbestos is a material which has been used in many applications and materials and can be found in the built environment.

Buildings at all Centres have been assessed for asbestos. The location of any identified asbestos is listed on the Asbestos Register. The management of Asbestos is undertaken in accordance with College Asbestos Management Policy.

Buildings at Crystal Palace, Regent's Park and Brooks Farm Centres have been assessed for asbestos by College Landlords.

The condition of the asbestos present in our buildings is checked annually to ensure it remains in a safe condition. Any damaged asbestos will be repaired or removed and disposed of by a licensed asbestos removal contractor under the strict requirements of the Asbestos at Work Regulations.

The following points should be noted:

- Staff should be conscious of the presence of asbestos in other aspects of College work or when working off site;
- The mere presence of asbestos materials, e.g. in roofing and insulation materials is not itself harmful. Dust and fibres are only likely to be present in and around asbestos material which is damaged;
- Exposure to asbestos dust and fibres, (if inhaled) even in very small quantities can have serious health risks;
- Where doubt exists about the composition of a particular material, expert advice must be sought either from the Executive Director of Estates and Facilities who may engage an outside specialist contractor/laboratories.

## 6. RADIATION

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### Ionising Radiations

The current activities of the College do not bring staff, students or visitors within activated or ionizing radiations, i.e. Alpha, Beta particles, Gamma Radiation, X-rays, etc.

### Non-ionising Radiations

- Non-ionising radiations are in a less hazardous category than ionising radiations but still require special precautions and an awareness of the hazards to avoid serious injury, i.e. ultra violet light, infra-red, micro-waves, radio-waves;
- The eyes and skin are particularly vulnerable requiring protective clothing and equipment to be worn and used when there is a risk of injury;
- The sources of non-ionising radiations to be particularly concerned about are microwave ovens, ultra-violet lamps, other discharge tubes, large open electric arcs and laser beams etc.;

- Powerful high frequency apparatus, including radio frequency and eddy current heaters can produce serious burns. When using these sources, the wearing of jewellery, watches, etc. must be avoided;
- Any exposure to intense high frequency fields must be prevented.

## 7. CONTRACTORS and VOLUNTEERS ON COLLEGE PREMISES

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When contractors, sub-contractors, service engineers, volunteers and similar agencies undertake work on College sites, the Capel Manor College Contractor's Health and Safety Guidance (which can be downloaded from Moodle) must be observed:

***The College requires all contractors and volunteers to observe the College Safeguarding protocols as noted on page 4 of the Contractor's Health and Safety Guidance:***

### ***Safeguarding Guidance***

Contractors who work with educational establishments that provide education to children aged under the age of 18 are expected to comply with the following Disclosure and Barring Service guidance and practises. Full guidance can be obtained from the Disclosure and Barring Service.

Should your work involve working on college premises, undertaking:

- Routine or emergency maintenance,
- The servicing of equipment or plant
- Project work

which does not exceed 4 days' duration in any 30-day period or once per week then your staff will not require a DBS check. However, all personnel must still report to the Colleges' Main Reception to book in or receive a contractor pass.

Where work exceeds more than 4 days, unless supervised by a member of college staff or the area is not visited by students (i.e. is within a designated or protected area) then the contractor's employees, and any employed sub-contractors, must be DBS cleared with an 'Enhanced' level of clearance, prior to any attendance on site.

## 8. THE COLLEGE 'PERMIT TO WORK' SYSTEM

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Some specific work activities or situations present a serious and foreseeably high risk to the worker or workers involved in ground/building work, tree felling and excavation. Such workers will require a formally documented Permit to Work.

This is a documented safety control system operated by the Facilities Managers or other trained and nominated persons allowing restricted work to be undertaken. The Permit will describe the hazards and specify strict control measures to be used to ensure the work is carried out safely.

In the majority of cases, this will normally only be applicable to the work of specialist contractors and maintenance engineers and contractors such as those working on roofs or removing asbestos materials or in enclosed spaces such as foul pumping stations, welding or naked flame situations.

In some exceptional circumstances foreseeably high risks could apply to work carried out by teaching staff, technicians or students.

All such work carried out in the College requires a 'Permit to Work' to be issued in order to ensure a safe system of work and to comply with the law on health and safety.

### **The following work must have a Permit to Work:**

- work requiring entry into enclosed spaces such as ducts, tanks, boilers or similar voids;
- work on asbestos or involving the repair, removal or disposal of asbestos materials;

Work involving welding, soldering, grinding or the use of a naked flame of any type.

- work on main electrical switching or high amperage equipment;  
work involving Gas supplies;
- entry into pits, sumps, trenches, etc. over two metres in depth;
- extended work in chemical storage rooms;
- working on fragile roofs, sloping/pitched roofs or on flat roofs where the work is within one metre of an unprotected edge even though safe working methods are adopted (Working at Height Regulations to Apply);
- other such work as may be determined by the Executive Director of Estates and Facilities;
- major felling of trees.

### **A Permit to Work is a formal document, which covers the following points:**

- The precise location of the work  
a statement of work to be done;
- a clear description of the area, plant, apparatus, equipment, etc. involved;
- indication of the extent to which the area, plant, apparatus, equipment etc. has been made safe;
- warning of any remaining hazards and precautions to be taken;
- notification of the release of the area, plant, apparatus, equipment etc. to those who are to carry out the work;
- acceptance of the work and the worker's agreement to abide by the conditions specified;
- acceptance that the work is complete;
- Permit to Work forms will only be issued by the Director of Estates and Facilities or Facilities Manager who must be consulted if there is any doubt as to whether a Permit to Work is required for a specific task.

## **9. OFFICE SAFETY**

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Usually regarded as safe areas, offices are the scene of a substantial number of accidents every year. Most office accidents are caused by slips and trips or poor housekeeping which can be reduced by a sensible office layout. Good housekeeping can reduce instances of accidents (avoidance of trailing cables and protruding sharp edges and corners).

Equipment that is regularly maintained contributes to a safer office. Portable electrical equipment (all electrical items fitted with a plug) are regularly inspected and PAT tested. Any equipment that fails is suitably identified and removed from use until the fault is rectified and equipment that has passed the safety test is suitably labelled. These tests are organised periodically as required by the Executive Director of Estates and Commercial Operations.

Staff are responsible for power/lights shutdown, shutting windows and turning off PCs at closing time or when leaving for the day.

General points to bear in mind are as follows:

- maintenance of electrical equipment must only be undertaken by a competent person;
- avoid trailing cables either by re-arranging furniture and equipment or by requesting additional socket outlets;
- do not overload plugs and multi-plug adaptors;
- switch off electrical equipment at end of daily use;
- keep walkways and fire escape routes clear and free from obstructions (such as files or boxes);
- never stand on swivel style office chairs – use an appropriate kick step or safety ladder to reach high levels;
- do not stack files etc. on top of high cupboards or cabinets.

## 10. CHILDREN

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The College has responsibility for the health and safety of all visitors to its premises. This includes children. Children under 16 should be accompanied by an adult or guardian or supervisor when on the College premises or visiting the gardens and not left unattended. The following guidelines should be followed to ensure the safety of children whilst on College premises:

- all children remain the direct responsibility of the person bringing them onto the site;
- during the time the child or young person is attending an approved course, day visit or is involved in learning activities, they must be properly supervised by the person in charge of the activity;
- visiting children are not permitted on College premises to roam freely or without direct adult supervision;
- no child shall be allowed at any time to play in car parks, driveways open to traffic, nor in areas where goods are delivered;
- all rooms and areas in which specific hazards have been identified, are out of bounds to all children unless they are attending a special function, class or project which requires admission to that room or area. In such cases children must be under the direct supervision of a member of College staff;
- such areas include all garden machinery equipment, chemicals, practical work areas, kitchens, as well as those areas normally closed to most staff and students, e.g. boiler houses, store rooms, animal areas and flat roof areas on Capel House;

- no child shall be allowed to remain unaccompanied in a library without the express permission of a member of library staff.

## 11. DISABILITIES AND/OR SPECIAL NEEDS

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Capel Manor College has a Single Equality Scheme and encourages staff and students with disabilities and/or special needs to ensure they are not treated less favourably or placed at a disadvantage to those that are not disabled.

Our aim is to balance safety and the abilities of individuals in the College environment and wherever possible remove physical and procedural barriers by making reasonable adjustments to ensure the safety of all individuals.

Where specially designed evacuation chairs known as Evac-Chairs are provided, staff in these areas are trained to use the equipment in the event that evacuation becomes necessary. Whilst they are primarily for the use of wheelchair users, they can also be of assistance to those with impaired mobility, chronic/asthmatic conditions etc.

Members of staff in management and supervisory positions must take particular care to ensure the health and safety of individuals with disabilities or special needs.

The Director of Estates & Facilities /Health and Safety Officer should be consulted to make reasonable local adjustments or specialised arrangements as necessary to accommodate specific needs.

## 12. NON COLLEGE TRANSPORT

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Space for vehicle parking and movement is restricted at all Capel Manor College Centres. Where parking facilities do exist, only designated parking areas must be used. Obstruction of roads and paths seriously impedes the access of delivery and emergency vehicles. In particular:

- Adhere to speed limits (5 mph) and take reasonable care.
- If no parking spaces are available, staff and students may have to park 'off-site';
- Speed restrictions are in place to ensure the safety of pedestrians and other vehicle users and must always be obeyed;
- Disciplinary action may be taken against offenders whose actions create safety hazards for other site users.

## 13. ANIMALS

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The College maintains a large diverse collection of animals which support learning and training and provide a public attraction. Animal collections are kept at Enfield, Forty Hall Farm, Brooks Farm, Gunnersbury Park and Crystal Palace Park.

Some of the collections are under the control of a Zoo Licence and the Animal Management Department has the duty to carry out specific risk assessments and controls to ensure the safety of learners, staff and the public using and visiting the premises.

The College also permits staff or students to:

- bring animals on site for a particular approved purpose, i.e. practical teaching needs;

- allow tenants of College property (on request and approval) to keep a pet on the premises, or keep a pet for work related or security measures.

Staff working outdoors, and with animal stock are particularly at risk from various types of infection. For example, Lyme disease is transmitted to people by ticks which are found in moist, coarse, permanent vegetation in woodland, heath and moorland including bracken, leaf litter and decaying mats of grass and sedges. This happens particularly in places where deer live, attaching themselves to passing animals and humans.

Weils Disease creates a hazard to the health of any person exposed to water which has been contaminated by rat urine. Tetanus, a bacterium known as *Clostridium tetani* commonly found in the environment (in soil, dust, and manure) usually enters the body through a wound or cut in the skin. Protection can be obtained from tetanus immunisation.

All staff and students who handle or care of animals are strongly advised to arrange appropriate vaccinations to mitigate the risk of any infections.

## 14. OCCUPATIONAL HEALTH ARRANGEMENTS

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The need for the College to provide a healthy workplace is a legal requirement. The creation of a safe and healthy environment will help the College meet its corporate aims and objectives.

Occupational Health is an aspect of employment, which the Corporation recognises as being an integral part of a good quality working life within the organisation.

The following supplements and expands on the general duty of care imposed by the Board of Governors' Health and Safety Policy Statement. The College will:

- provide all reasonable financial and other resources necessary to enable the objectives of the policy to be met;
- take all reasonable and appropriate steps to prevent work related ill-health and diseases;
- maintain a good working environment that is conducive to performance and comfort;
- operate effective arrangements for the health related aspects of employment such as placement, rehabilitation and adaptation of the workplace;
- maintain appropriate services for emergency and similar situations where local treatment is essential;
- promote health education, and encourage staff to improve their health and lifestyle;
- maintain strict confidentiality concerning individual identities and their medical diagnosis in accordance with Data Protection requirements.

### 14.1 Responsibilities

The administration of Occupational Health matters is the responsibility of the Executive Director of HR & Central Services, who undertakes these duties in liaison with Line Managers and the Health and Safety Officer. The Executive Director of HR & Central Services is responsible to the Principal.

Where Occupational Health is concerned, the Executive Director of HR & Central Services is responsible for:

- the formulation and implementation of an Occupational Health Policy and the revision and development of that policy as a result of changes in legislation and operational arrangements;
- maintaining links with appropriate committees and groups, as necessary to ensure the satisfactory operation of the policy.

## **14.2 Pregnancy Risk Assessments**

Regulation 16 of the Management of Health and Safety at Work Regulations 1999 places a duty on the employer to carry out a risk assessment in respect of new and expectant mothers. Copies of the assessment will be held by HR in your personnel file.

## **14.3 Fitness for Work**

It is vital that people are fit to carry out the work required of them. Health, disability and physical status can all influence the ability to work safely and effectively. The safety of others can also be affected.

Where appropriate to individual needs, this will be achieved through:

- pre-employment medical checks/health assessment;
- lung function tests for staff working with dust/hay (animal management and farm staff);
- current Tetanus immunisation (animal management, farm and gardening staff);
- Working at Heights Regulations;
- drivers eye screening and Occupational Health medical assessment;
- audiology tests;
- referrals to the Occupational Health Service;
- food hygiene (handling food) questionnaire (Restaurant Staff);
- testing to include hand arm vibration syndrome (HAVS).

The Corporation will also provide:

- confidential counselling and support on any issues that could affect a member of staffs' ability to do their job;
- health education advice;
- policies on HIV/AIDS and smoking.

## **14.4 Health and Surveillance Records**

Health surveillance is a collective term for a wide range of procedures including:

- pre-employment enquiries and examinations by a qualified person (e.g. occupational health nurse/doctor) about present or past health history;
- checks by a suitably qualified person for signs of ill health e.g. lung function testing, hearing, dermatitis etc.;
- collecting, reviewing and maintaining health records (which must be kept) whenever health surveillance is appropriate.

Not all of these procedures are always necessary and will depend on the level of health surveillance considered appropriate for any particular risks associated with individual work activities.

This will be monitored by the Occupational Health Service through their automatic re-call procedure for such health-related tests in areas as lung function and working at heights etc.;

For other health-related areas such as eye vision tests for VDU/computer work, the Executive Director of Estates & Commercial Operations will monitor the re-call procedure (not automatic through Occupational Health). It is the responsibility of Line Managers to refer staff (through the Executive Director of HR & Central Services) in the first instance.

#### **14.5 Medico-Social Problems**

This guidance covers those areas where investigation, information and advice may be able to be given to assist management with particular problems in conjunction with the Occupational Health Service in areas such as:

*Absence* - staff with recurrent health problems, frequently consisting of minor complaints;

*Retirement* - advice to those about to retire regarding health and lifestyle. Input into pre-retirement courses;

*Persons with special needs* - advice and guidance will be given to management about the recruitment of staff with disabilities and also to newly appointed staff of the College;

*Stress* - advice on stress management with referral to specialists where appropriate;

*Education* - it is important that health education and training are seen as being part of the remit of an occupational health service. In this way, health and safety standards can be continually improved and long term benefits gained;

*Medical and Health Records (Data Protection)* - some illnesses and injuries leave permanent side effects. In order for the College to assess the capabilities of individuals and ensure they are not treated less favourably or placed at a disadvantage, some staff may need to be evaluated by a medical or other specialist practitioner. This will help identify any support or reasonable adjustments that can be offered to enable the individual to continue working.

In summary, the Data Protection Principles shall be applied to ensure that such data be:

- obtained and processed fairly and lawfully and shall not be processed unless certain conditions are met;
- be obtained for a specified and lawful purpose and shall not be processed in any manner incompatible with that purpose;
- be adequate, relevant and not excessive for those purposes;
- be accurate and kept up to date;
- not be kept for longer than is necessary for that purpose;
- be processed in accordance with the data subject's rights;
- be kept safe from unauthorised access, accidental loss or destruction;
- not be transferred to a country outside the European Economic area, unless that country has equivalent levels of protection for personal data.

The HR Department is required to keep various records to ensure legal requirements are met and that action is taken on the basis of sound information. Such information will be explained to the individual and their explicit consent requested.

Confidential Medical Records will be kept by the Occupational Health Service and will be known only to them and the person they concern;

Health Records, which do not refer specifically to an individual's confidential medical information, may be used without the confidentiality restrictions.

#### **14.6 Confidentiality**

The Occupational Health Service (and as appropriate the Executive Director of HR & Central Services) will keep and have knowledge of personal information about the health of staff. Such information and records cannot and must not be divulged without the consent of that person to other members of staff.

This does not preclude Health Records (as opposed to Medical Records) being reported and revealed to ensure that the College management has a basis on which to take remedial measures, safeguards and decisions affecting staff interests.

## **15. NO SMOKING POLICY**

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Smoking-related diseases such as lung cancer, heart disease, emphysema and chronic bronchitis can cause distressing symptoms and can be fatal.

In addition, asthma, other lung diseases, Raynaud's phenomenon, and Osteoporosis are often made worse by smoking.

The College seeks to protect all staff, students and visitors from the effects of harmful tobacco smoke.

The College enforces a non-smoking policy for all its buildings (or close to buildings). We also support initiatives which reduce unnecessary suffering and death from smoking related diseases by providing advice and support to all smokers who wish to stop.

Staff and students are not permitted to smoke while conducting any outside practical work. **Help and Support for Smokers**

There is a range of helplines available to provide information and help smokers to stop such as QUIT 0800 00 22 00. These offer free ongoing telephone and email support to provide information and to help people stop smoking.

There is a wide range of helpful websites with help and advice for stopping smoking including:

<http://www.quit.org.uk/>

<http://www.ash.org.uk/>

<http://www.nosmokingday.org.uk/>

**HEALTH AND POLICY ACKNOWLEDGEMENT SHEET**

NAME: .....

SIGNATURE: .....

DEPARTMENT: .....

COLLEGE CENTRE.....

DATE: .....

**After signature of two copies, a copy is to be retained by the staff member and a copy sent to the Executive Director of Estates & Facilities/Health and Safety Officer – Enfield Centre.**