



## **SAFETY HANDBOOK**

## Safety Handbook

This Safety Handbook has been produced to provide employees and students with Health and Safety information. It also includes information about your duties as an employee and students and will help you to understand Health and Safety issues which affect you at work.

It contains the following:

- General Policy
- Organisation and responsibilities
- Employees' responsibilities, rules and procedures

Our Health and Safety Policy and Arrangements reflect our commitment to the provision of a safe working environment.

We understand our responsibilities to ensure that you are:

- Aware of and understand the Health and Safety General Policy.
- Aware of and understand the health and safety rules relating to your work and academic life in BSoC.
- Provided with adequate information, instruction, training and supervision.
- Made aware of the significant risks associated with your work activities and how they may affect others.
- Provided with Safe Systems of Work and teaching and learning.
- Provided with a safe and healthy working environment.

## Health And Safety General Policy Statement

At GAA we endeavour to maintain a safe and healthy working and learning environment. Our Staff and students are informed of their responsibilities to ensure they take all reasonable precautions, to ensure the safety, health and welfare of those that are likely to be affected by the operation of our business.

We recognise our duty to make regular assessment of the hazards and risks created in the course of our business.

We also recognize our duty, so far as is reasonably practicable:

- to meet our legal obligations to maintain safe and healthy working conditions;
- to provide adequate control of the health and safety risks so identified;
- to consult with our employees and students on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure the safe handling and use of substances;
- to provide information, instruction, training where necessary for our workforce; taking account of any who do not have English as a first language;
- to ensure that all workers are competent to do their work, and to give them appropriate training;
- to prevent accidents and cases of work related ill health;
- to actively manage and supervise health and safety;
- to have access to competent advice;
- to seek continuous improvement in our health and safety performance and management through regular (at least annual) review and revision of this policy; and
- to provide the resource required to make this policy and our Health and Safety arrangements effective.

We also recognize:

- Our duty to co-operate and work with other employers and their workers, when their workers come onto our premises or sites to do work for us, to ensure the health and safety of everyone at work.

To help achieve our objectives and ensure our employees and students recognise their duties whilst at work, we will also inform them of their duty to take reasonable care for themselves and for others who might be affected by their activities.

In support of this policy a responsibility chart and more detailed arrangements have been prepared.

## Responsibility Table

*This Responsibility Table illustrates the allocation of individual health and safety responsibilities to the personnel / management position identified within its header.*

### Key

CEO - Chief Executive Officer

P - Principal

FM - Facilities Manager

AM – Academic Managers

HR - Human Resources

AS - Academic Staff

IT - Information Technology

Safety Arrangements	CEO	P	FM	AM	HR	AS	IT
Managing Safety & Health at Work	✓						
Managing Migrant Workers					✓		
Accident, Incident, Ill Health Reporting and Investigation			✓	✓			
Workplace H&S Consultation- Safety Reps		✓					
Workplace H&S Consultation - One-to-one			✓				
Risk Assessment and Hazard Reporting	✓		✓	✓		✓	
Substance & Alcohol Abuse						✓	
Purchasing		✓					
New and Expectant Mothers			✓				
Disability Discrimination Compliance			✓				
H&S Information for employees and students			✓	✓	✓		
First Aid			✓				
Welfare, Staff Amenities, Rest Rooms & the Working Environment			✓				
Housekeeping and Cleaning			✓				
Building Services			✓				

<b>SAFETY ARRANGEMENTS</b>	<b>CEO</b>	<b>P</b>	<b>FM</b>	<b>AM</b>	<b>HR</b>	<b>AS</b>	<b>IT</b>
The Control of Hazardous & Non Hazardous Waste			✓				
Access, Egress, Stairs & Floors			✓				
Windows, Glass & Glazing in the Workplace			✓				
Workplace Signs			✓				
Water Temperature Control			✓				
Electrical Safety			✓				
The Provision, Use & Maintenance of Work Equipment			✓				
Hand Tools			✓				
Office Equipment			✓				
Storage of Chemical Substances & Agents						✓	
Control of Flammable Liquids						✓	
Dangerous Substances & Explosive Atmospheres				✓		✓	
Slips, Trips & Falls			✓				
Compressed Air Equipment			✓				
Lifts			✓				
Work at Height			✓				
Access Equipment			✓				
Permits to Work			✓	✓			
Isolation & Lock-Off Procedures				✓		✓	
Occupational Road Safety	✓						
Work Related Upper Limb Disorders WRULD							✓
Manual Handling			✓			✓	
Display Screen Equipment & DSE User Eye Tests & Spectacles							✓
Legionella Control			✓				
Use of Chemical Agents & Substances				✓		✓	
Asbestos at Work-Survey No ACMs & No Off Site Risk	✓						
Stress in the Workplace			✓		✓		
Aggression & Violence in the Workplace			✓				
Local Exhaust Ventilation			✓			✓	
Contractor Control & Management			✓				

# Key Personnel Health and Safety Responsibilities

## Introduction

Health and safety responsibilities place specific duties on employers to make arrangements to protect the health, safety and welfare of their employees and students whilst at work and others (such as visitors and contractors) that might be affected by their undertakings.

To help us comply with these duties we have assigned specific health and safety responsibilities to Key Personnel for their areas of work.

In addition, we have a Health and Safety Management System that includes:

- Our Health and Safety Policy.
- Safety responsibilities for key personnel.
- Safety Arrangements to deal with health and safety issues in our workplace.
- Risk assessments.
- Procedures to deal with emergencies.
- Employee safety rules.
- Additional information such as documented Safe Systems of Work, specific safety rules and fire precautions, are also provided.

Other information provided to help employees with health and safety issues includes:

- Health and safety literature and information leaflets.
- Appropriate safety information and the significant findings of risk assessments.
- Information relating to Safe Systems of Work.

## **Employee / Student Responsibilities**

As an employee and a student you have responsibility to take reasonable care of yourself and others and to co-operate with management on all aspects of health and safety.

You must co-operate with and follow all emergency arrangements.

You must ensure that you report all accidents, near misses or damage to equipment and property as soon as possible. You must co-operate and assist with any accident/ incident investigations when asked.

You must refrain from deliberate acts or interference with anything provided in the interests of health, safety and welfare. This includes alteration, removal or deliberate disablement of guards and other safety devices and unauthorized alteration or repair of equipment.

You must carry out your tasks in a safe manner and follow any instructions or Safe Systems of Work provided to you by Management. Should you identify any hazard or hazardous situation, you must report it to the person in charge immediately or as soon as possible.

You have a duty to ensure that all personal protective equipment provided for you is worn as directed, kept clean, maintained and stored in the correct manner.

## **Safety Rules**

This section of the Employee Safety Handbook outlines some of the general health and safety rules. There may be other more specific procedures about how you carry out your tasks for which training / instruction will be provided or specific working practice adopted.

## **Accident Procedures**

You must report all injuries suffered at work (however minor) to management and enter details in the Accident Book.

You must report all accidents, incidents, near misses and dangerous occurrences to management immediately.

You must report all instances of damage to any property or articles to management immediately.

## **Working Practices**

- You must not operate any equipment or use hazardous substances unless you have been trained and authorized to do so.
- You must use all work equipment in accordance with your training and instructions.
- You must report any fault, damage, defect or malfunction in any equipment to management immediately or if this is not possible as soon as reasonably practicable.
- You must not make repairs to any work equipment unless you have been trained and authorized to do so.
- When cleaning work equipment you must use the correct procedure as instructed.
- Work equipment/operation of experimental apparatus outside normal working hours must not be carried without the appropriate authorization.
- You must use all hazardous substances in accordance with written assessments and instructions.
- All hazardous, flammable or explosive substances that are not in use must be stored correctly in their designated safe storage areas.
- You must obey the Drugs and Alcohol Policy of the organisation. You must carry out manual handling tasks as instructed.
- You must comply with all safe working procedures as detailed by the organization.
- You must wear suitable foot wear at all times at your workplace.

## **Working Conditions / Environment**

- You must use the correct tools provided at work.
- You must clear up any spillage within the work area as soon as possible and report any hazardous conditions that exist.
- Waste hazardous substances must be disposed of in a safe and approved manner.
- Do not allow hazardous substances to enter drains or sewers.
- You must keep all areas clean and tidy.
- You must dispose of all rubbish and waste materials as instructed. You must report any hazardous conditions to management.

## **Fire Precautions**

You must report any use of firefighting equipment to management.

Do not attempt to fight fires unless you have been trained how to do so. You must comply with all established emergency procedures.

You must not obstruct any fire escape route, fire equipment or fire doors at any time. Locked or obstructed fire escape routes must be reported immediately to management.

You must not interfere with or misuse any fire equipment provided.

Fire doors should be kept closed at all times, unless fitted with an automatic release device.

## **Hygiene**

You must maintain high standards of personal hygiene at all times when at work.

You must protect all open wounds with a suitable dressing, whilst at work.

You must not consume food or drinks in a place where it may become contaminated.

## **Health**

You must report to management any medical condition or use of medication which could affect your safety or the safety of others.

You must cooperate with the organisation's health surveillance provisions. You must inform management, as soon as possible, if you are pregnant.

You must inform management of any infections or illness immediately. Decisions to keep you away from work, due to illness, will only be taken after careful consideration.

You must not attend work under the influence of either alcohol or illegal drugs.

## **Hazard / Warning Signs, Signals and Notices**

You must comply with all workplace warning signs, signals and notices displayed.

## **Vehicles**

- Regular safety checks must be carried out on all work vehicles.
- Do not drive or operate any work vehicles without approval. You must not allow unauthorized passengers in work vehicles. You must not use work vehicles for unauthorised purposes. You must not overload work vehicles.
- You must report to management any medical condition that could affect your ability to drive.
- You must not use a hand held mobile phone whilst driving. Smoking is not permitted in work vehicles.

## **Protective Clothing and Equipment**

- You are required to use all personal protective equipment as instructed.
- You must not damage or misuse personal protective equipment. Personal protective equipment must be stored correctly.
- You must inform management of any personal protective equipment defects or loss.

## **Gross Misconduct**

You will be liable to summary dismissal if you are found to have acted in either of the following ways:

- Serious breaches of the preceding health and safety rules, which endanger the lives of or may cause serious injury to employees, students or any other person.
- Interference with or misuse of any equipment for use at work, such that it may cause harm.

## **Hazard Reporting**

We have implemented arrangements to encourage you to report, to the person in charge, hazards, unsafe conditions and practices that may affect you or others in order to reduce the possibility of injury / illness at work.

Hazards should be reported using the Hazard Log provided. We encourage participation, so that defects or hazards can be quickly identified and remedied.

## **Consultation**

To encourage your involvement in the health and safety of the organisation we provide opportunities for consultation with employees through various means. If you have any health and safety concerns you should raise them with the person in charge.

Every effort will be made to provide consultation and communication on important health and safety issues such as:

- Risk Assessments and subsequent Safe Systems of Work
- Workplace hazards
- Emergency procedures
- New working practices / new work equipment
- Workplace welfare issues

## **Occupational Health**

Hazards that have the potential to harm you, or anyone connected with our business, are identified in our risk assessments.

Where appropriate, Occupational Health needs will be identified through our risk assessment process. Suitable control measures will be implemented and where necessary, Occupational Health services will be provided. You will be informed of any requirement for you to take part in health monitoring. We anticipate that you will provide full cooperation by attending for health monitoring should this be deemed necessary. Results of such monitoring will be confidential.

## **Risk Assessments**

We carry out the process of risk assessment to reduce the risk of injury and ill health, and identify:

- The significant hazards that employees may be exposed to.
- Who could be harmed and how.
- Identifying existing control measures.
- The likelihood of someone being harmed by the hazard.
- What (if any) further actions are required.
- Appropriate Safe Systems of Work and necessary training.

For further information on the completion of risk assessments and to view those relevant to your specific role you should speak to your Head of the Department.

## **General Safety Rules**

### **Applicable to all Employees, Students, Visitors and Contractors**

1. You must obey all rules, signs and instructions
2. You must attend relevant health and safety training
3. Only undertake tasks for which you have been trained
4. Ensure that all equipment used is in a safe condition
5. Wear Personal Protective Equipment as specified
6. Do not enter unauthorised areas
7. All accidents, incidents, hazards and near misses must be reported to the person in charge as soon as possible after the incident
8. Smoking is not permitted in the workplace
9. Maintain good housekeeping at all times
10. Ensure all pedestrian and vehicle traffic routes are kept clear at all times

## **Confirmation Regarding Content Of Employee/ Student Safety Handbook**

*Please read the notes below and then sign / date this form*

### **Part 1**

We have formulated a Health and Safety Policy. This document is to inform you that the sections of the Policy that affect you, as an employee or as a student, are contained in the Safety Handbook.

This document confirms that you have read and understood the details within the handbook that affect you.

The complete Health and Safety Policy is available to you if you wish to examine it. Your line manager or student officer will arrange for it to be made available if requested.

### **Part 2**

I have read the Safety Handbook and understand, accept and will comply with its contents. I will keep myself aware of its contents and any updates which I am made aware of.

Employee/ Student/ Visitor signature: .....

Date: .....

Name: .....

Department: .....