Item	Performance and Planning Department Report
Committee	North, West and Hebrides (put committee name here) Committee
Date paper prepared		**Date of committee**	
Subject	Health & Safety Policy
Author	Tracy Kerr
Action requested	☒ **For Information** ☒ **For Discussion** ☐ **For recommendation** ☐ **For Endorsement** ☐ **For Approval**
Purpose of the paper	To report on key areas within the performance and planning department
Brief summary of the paper	This performance report will feature regularly at this Committee. It will provide the committee with up to date information on the following key areas: Health & Safety Policy – updated to reflect organisation structure and change of meetings structure at UHI NWH
Consultation How has consultation with partners been conducted?	H&S Officer Health & Safety Meeting Senior Management Team SMT (approved)
Resource implications What are the risks with this proposal?	Implications are outlined within the report.
Risk implications	Discussed within paper
Link with strategy	College strategy, Health & Safety, Legislation
Equality, Diversity and Inclusion (EDI)	The analysis here is high level and does not go into detail about specific groups. EDI analysis is carried out at team level.
Island Community Impact	N/A
Paper status	Highlight the paper status in the list below: <mark>**Open** – the paper may be circulated to non-members of the committee and published online without restriction.</mark> **Restricted** – the paper must not be circulated to non-members or published online until after the committee meeting. **Confidential** - the paper must not be circulated beyond the committee members and should not be published online. [Please note papers may still

	be subject to Freedom of Information requests, as specified in the next section].
Freedom of information (FOI)	Highlight the FOI status in the list below. Refer to **North, West and Hebrides Freedom of Information Site** for more information: **Open** ☐**Closed –** disclosure would substantially prejudice a programme of research. ☐**Closed –** disclosure would substantially prejudice the effective conduct of public affairs. ☐**Closed -** Disclosure would substantially prejudice the commercial interests of any person or organisation. ☐**Closed -** Disclosure would constitute a breach of confidence actionable in court. ☐**Closed -** Disclosure would constitute a breach of the Data Protection Act. ☐**Closed -** Other, please specify. It can be open after the Advance HE publishes the report in Autumn
Freedom of information (FOI) disclosure date	If closed/ withheld is selected above, enter the date when this will become 'open': Click or tap to enter a date.

Health and Safety Policy

POL-NWH-006

Lead Officer (Post):	Principal and Chief Executive
Responsible Office/ Department:	Performance & Planning
Responsible Committee:	Audit and Risk Management
Date policy approved:	01/08/2023
Date policy last reviewed and updated:	07/02/2025
Date policy due for review:	04/02/2028
Date of Equality Impact Assessment:	01/07/2023
Date of Privacy Impact Assessment:	n/a

Accessible versions of this policy are available upon request. Please contact UHI North, West and Hebrides for further details.

Policy Summary

Overview	Health and Safety Policy detailing our Safety Statement and our arrangements for safety.
Purpose	The purpose of the policy is to make clear the college's commitment to health and safety, explain roles and responsibilities, and highlight key themes of college health and safety.
Scope	This policy applies to all UHI North, West and Hebrides staff, students, and visitors. Contractors are covered by this policy with reference to specific UHI North, West and Hebrides contractor management policies.
Consultation	The policy has been developed by the Safety Officers and builds on the approach taken by colleges pre-merger.
Implementation and Monitoring	Principal and Chief Executive, Health & Safety Officer
Risk Implications	Without an adequate Health and Safety Policy, the health and safety of UHI North, West and Hebrides staff, students, and visitors could be compromised.
Link with Strategy	n/a
Impact Assessment	Equality Impact Assessment: No action required.
	Privacy Impact Assessment: n/a

1.   Policy Statement

1.1   UHI North, West and Hebrides recognise its duties under health and safety legislation and associated regulations to protect the health and safety of all staff, students, visitors, and those affected by the activities of the college.

1.2   Through the implementation of exacting standards of health and safety management UHI North, West and Hebrides is committed to developing a positive safety culture where we strive to improve through effective leadership and collective accountability.

1.3   To achieve this UHI North, West and Hebrides is committed:
-    To provide a safe and healthy working environment
-    To provide and maintain safe plant and equipment
-    To ensure the safe handling, use, storage, and transportation of substances
-    To implement appropriate emergency procedures including evacuation
-    To provide information, instruction, training, and supervision to ensure all employees are competent to do their work
-    To consult with our staff on matters affecting their health and safety
-    To prevent workplace accidents and cases of work-related ill health
-    To provide adequate control of health and safety risks arising from our activities
-    To comply with all health and safety laws, regulations, and relevant standards as the minimum accepted behaviour
-    To ensure access to competent advice
-    To review at least annually and revise, as necessary this policy and to provide adequate resources for its implementation

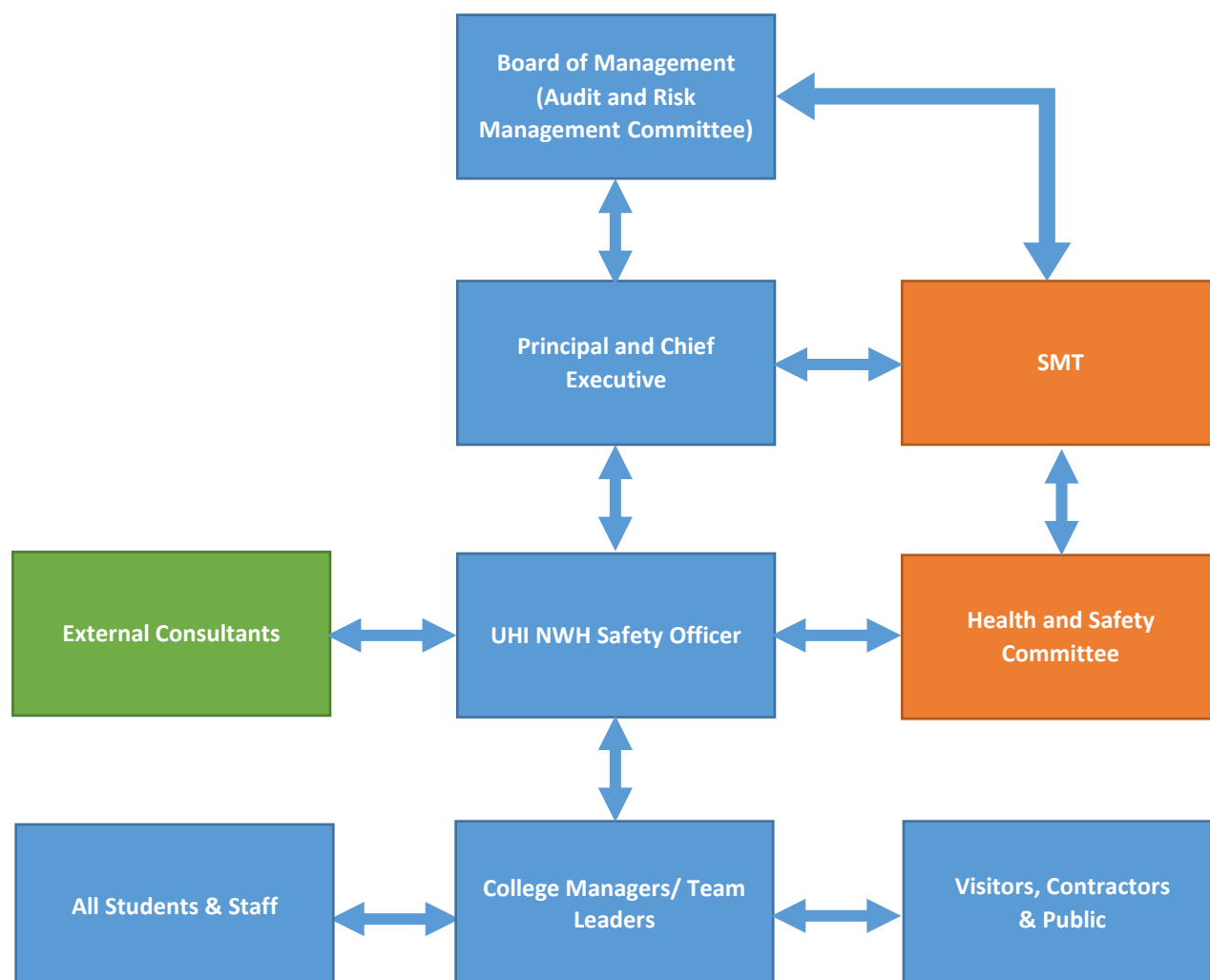1.4   Specific arrangements for the policy's implementation are detailed in the following pages.

2.   Scope

2.1.   This policy applies to all UHI North, West and Hebrides staff, students, and visitors. Contractors are covered by this policy with reference to specific UHI North, West and Hebrides contractor management policies.

3.   Organisation and Reporting Structure

3.1   UHI North, West and Hebrides' health and safety organisation is illustrated below and explained below. The organisational responsibility for achieving compliance with this policy will be the same as that for obtaining the normal objectives of the college, namely via the Board of Management, the Principal and Chief Executive, Senior Management Team (SMT) and broader college management, including curriculum managers and team leaders.

Students and staff can and should raise health and safety concerns and recommendations at any time and must not wait until health and safety meetings to raise them.

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                    │    (Audit and Risk      │◄─────┐   │
                    │  Management Committee)   │      │   │
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        │   Principal and Chief   │◄────────►│         SMT         │
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│   Consultants    │   │     Officer          │   │  Safety          │
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│  All Students &  │◄─►│  College Managers/   │◄─►│  Visitors,       │
│      Staff       │   │    Team Leaders      │   │  Contractors     │
│                  │   │                      │   │  & Public        │
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Everyone at UHI North, West and Highlands must note that the following actions and behaviours contravene not only this policy but also the Health & Safety at Work Act:

- Intentional or reckless misuse, tampering, or interference with any firefighting equipment, fire prevention equipment, fire doors, fire detection equipment, fire alarm activation points, fire signs.

- Intentional or reckless misuse of any equipment provided by UHI North, West and Hebrides in the interests of health, safety, or welfare in pursuance of the Health & Safety at Work etc., Act 1974 or of any relevant statutory provisions relating to health and safety.

- Failure to use appropriate Personal Protective Equipment correctly.

3.2   **Meeting Remits**:

3.2.1 **Audit & Risk Management Committee** is a subordinate committee of the Board of Management. Health and safety incidents review is a standing agenda item at the committee who are briefed on the topic.

3.2.2 **Executive Group** is a two-weekly meeting chaired by the Principal and Chief Executive, attended by the UHI North, West and Hebrides senior management. Health and safety is a standing agenda item.

3.2.3 **SMT** oversees, monitors and acts on Health and Safety Policy and Plans and occurrence trends; and reviews, monitors and communicates external updates in health and safety regulation, legislation, and best practice.

- Chaired by the Principal, attended by the Executive Group, SMT members, trade union and HISA Health and Safety representatives.

- Meets six-weekly.

3.2.4 **Health and Safety Committee** reviews/manages working level and department-specific health and safety occurrences, and to implement H&S Plan actions (Section 3.8)

- Chaired by the Principle and Chief Executive, attended by Safety Officer, representatives from Curriculum, Estates and Infrastructure, Student Support, trade union and HISA Health and Safety representatives; plus, additional members co-opted as and when required to address specific topics.
- Meets quarterly.

4. Responsibilities

4.1 **Board of Management**: Overall and final responsibility for health and safety within UHI North, West and Hebrides lies with the Board of Management. To achieve the aims set out within the Statement of Policy, the Board of Management holds primary responsibility for the Health, Safety and Welfare of all College employees whilst at work. This obligation extends to any other individuals who may be affected by activities undertaken by the College.

Promoting a strong signal of the strategic importance of health and safety, the College has a nominated Board member acting in the role of health and safety champion; helping to ensure that robust risk management processes support the board of management who have both collective and individual responsibility for health and safety.

4.2 **Health and Safety Committee**: The purpose of the Health and Safety Committee is to monitor health and safety issues and compliance, and to provide a formalised focal point for two-way communication on health and safety matters.

4.3 **Principal and Chief Executive**: The Board of Management has delegated authority and responsibility for health and safety to the Principal and Chief Executive, who, as the principal policy maker, has an obligation to ensure that provision has been made for the development of the Health & Safety Policy, specifying the structure for planning, measuring, reviewing, and auditing of health and safety and for the implementing strategies to integrate health and safety policies and procedures into the college's general activities.

4.4 **Senior Management Team**: The Senior Manager oversees safety management policy on behalf of the Principal and Chief Executive. Responsibilities include:

4.4.1 Ensuring a regular flow of information and revision of policy documentation regarding changes in practice of work procedures including the initiation of H&S risk assessments of work practice.

4.4.2 Ensuring appropriate H&S communication systems are established and maintained in order to enable potential or identified H&S issues to be dealt with expeditiously. This includes:

- Briefing the Board of Management, Audit & Risk Management Committee and Executive Group.
- Assisting the Principal in preparation and running of the Health and Safety Group.
- Monitoring health and safety occurrence reporting, trends and ensuring appropriate follow-up actions are prioritised and implemented.
- Review of Risk Assessment practices.
- Supervising implementation of the UHI North, West and Hebrides Health and Safety Plan.

4.4.3 Trend monitoring reported occurrences on Riskex AssessNet and ensuring reporting in accordance with RIDDOR is correctly conducted in all eligible circumstances.

4.4.4 Ensuring appropriate delegation of responsibilities for H&S matters within the College.

4.4.5 Liaising, when required, on H&S matters with:

- UHI, health and safety consultants and other relevant departments of local and central government.
- The Health and Safety Executive (HSE), college insurers, corporate lawyers, and all other relevant agencies.

4.4.6 Ensuring that the activities of others (particularly contractors) are conducted with due regard to the H&S Safety of third parties.

4.5 **Safety Officer**: The Safety Officer is a dedicated safety post at UHI North, West and Hebrides. The Safety Officer monitors day to day implementation of safety policies and procedures by staff and students; and provides specialist advice where necessary. The main responsibilities are:

4.5.1 Maintain college Safety Policies, Procedures and Safe Systems of Work in line with current legislation.

4.5.2 Ensure the effective operation of the College Safety Management and Risk Control Systems and maintain auditable records of such.

4.5.3 Undertake appropriate audits and inspections at all college sites.

4.5.4 Provide appropriate health and safety advice and training for college personnel.

4.6 **College Managers / Team Leaders** are responsible for the following in their area of responsibility:

4.6.1 Ensure periodic inspections are conducted to identify unsafe plant, equipment, working conditions or practices.

- Inspection results should be recorded. Any hazards/risks identified should be reported on Riskex AssessNET or risk assessed accordingly.

4.6.2 Ensure all safety occurrences are being recorded on Riskex AssessNET, that investigation is conducted and appropriate follow-up action to prevent recurrences is identified and implemented.

4.6.3   Ensure that all hazards under their control have been risk assessed, and control measures put in place are sufficient to reduce risk to as low as is reasonably practicable.

- A hard copy of up-to-date Risk Assessments is immediately made accessible in the location for which they have been conducted; and soft copies maintained on the H&S section of the UHI NWH SharePoint.

- Significant findings from Risk Assessments are communicated to the attention of all staff (and others) affected by them.

- Employees are trained on procedures or working practices introduced as a consequence of the risk assessment.

4.6.4   Seek advice on the drawing up and implementation of safe systems of work and on the provision and use of appropriate protective equipment.

4.6.5   Assist in promoting safety consciousness at all levels within the organisation and make arrangement for training of supervisory staff to develop and maintain a safe working environment.

4.6.6   Make personal recommendations directly to employees formally and informally on matters concerning their health and safety.

4.6.7   Review all health and safety recommendations received from individual employees at all levels.

4.6.8   Assist in the induction and training of new and existing employees.

4.6.9   Ensure the availability and circulation of adequate safety information and publicity materials.

4.6.10 Recommend staff on any necessary additions or modifications to local safety rules after seeking appropriate advice.

4.7   **UHI North, West and Hebrides staff**. All staff must:

4.7.1   Comply with UHI North, West and Hebrides Health and Safety Policy and with any health and safety procedures relating to the facilities they use. The full range of health and safety procedures can be found on the UHI North, West and Hebrides SharePoint's health and safety section.

4.7.2   Take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions at work.

4.7.3   Promptly report all incidents (injuries, work-related ill health, dangerous occurrences and 'near-misses'), and any perceived risks and shortcomings in health and safety arrangements; and decline to participate in activities they reasonably believe to be dangerous.

4.7.4   Use the Riskex AssessNet system to report dangerous occurrences, incidents, near misses and First Aid call outs.

4.7.5   If required to operate machinery, equipment, dangerous substances, transport, safety devices or a means of production - do so only after receiving training and instruction and in accordance with training or instructions provided by UHI North, West and Hebrides.

4.8   **UHI North, West and Hebrides students**. All students shall:

4.8.1   Comply with UHI NWH's H&S Policy as published and with any H&S procedures relating to the facilities which the student is using.

4.8.2   Promptly report to a member of staff all incidents (injuries, work-related ill health, dangerous occurrences and 'near-misses'), and any perceived risks and shortcomings in H&S arrangements; and decline to participate in activities they reasonably believe to be dangerous.

4.8.3   Exercise reasonable care for:
-   Their personal safety.
-   The safety of other persons who may be affected by his or her acts or omissions.
-   The safety of the property of UHI NWH and of its students, staff, officers, and visitors.

4.9   **Union-appointed Health and Safety Representatives** shall:

4.9.1   Assist with the promotion of safe working practices.

4.9.2   Familiarise themselves fully with the H&S policy and arrangements.

4.9.3   Liaise with managers and the Safety Officer in accident investigations and safety audits.

4.9.4   Attend the H&S Safety Committee to represent their members and present to them information gathered from meetings.

5.   Practicalities

5.1   **Occurrence Investigation and Reporting**

5.1.1   All accidents, incidents and potential hazards shall be dealt with promptly and recorded accurately. An accident/incident is defined as any unplanned event that results in causing injury or ill health to people, damage to property or the environment. Effective recording of these occurrences is vital to enable UHI North, West and Hebrides to deal with health and safety proactively and reduce the risk of health and safety occurrences to As Low as Reasonably Practicable.

5.1.2   **Investigation**: Once the immediate aftermath of an incident has been dealt with, and the details reported, the Manager of the area concerned shall ensure that the root cause of the occurrence is identified and, in turn, the corrective action needed to prevent a recurrence is identified and implemented within appropriate timescales. If assistance is needed the Manager concerned should contact the Senior Safety Manager.

5.1.3   **Reporting**

5.1.3.1   **Riskex AssessNet**. All accidents/incidents/near misses must be reported, without delay, by accessing the accident/incident report form on the Riskex AssessNet portal.
-   Riskex AssessNet reporting can be carried out by any member of staff. Refer to document on "How to Report a First Aid call out, Hazard or Near Miss on Riskex AssessNet" on UHI North, West and Hebrides' SharePoint Health & Safety site.

- A notification of the completed form will automatically be sent by the system to UHI NWH Senior Safety Manager and Safety Officer.

5.1.3.2 **RIDDOR**: Certain categories of work-related incident have additional reporting requirements stipulated by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 ("RIDDOR"). Types of incidents requiring RIDDOR reporting are detailed in full on the HSE website, along with details of how to submit the report online. RIDDOR reports will be submitted by the Safety Officer or, in their absence, the Senior Safety Manager.

5.2   **Risk Control**: The primary method used to control Risk is the conduct of Risk Assessments. As part of managing H&S we all need to control the risks in our workplace. To do this we need to think about what might cause harm to people and decide whether we are taking reasonable steps to prevent that harm. This is known as Risk Assessment, and it is something we are required by law to carry out.

5.2.1   When inducting inexperienced staff, it is essential their Line Manager briefs them on all Risk Assessments relevant to the role, and where to access copies of each.

5.2.2   All Staff must complete Mandatory H&S training on induction and regular intervals thereafter.

5.2.3   College Managers/Team Leaders must ensure that all risks under their control have been assessed. A hard copy of up-to-date Risk Assessments are immediately made accessible in the location for which they have been carried out, and soft copies are maintained on Riskex and the health and safety section of the UHI North, West and Hebrides SharePoint site.

5.2.4   The Risk Assessments are to:

- Identify any hazards
- Identify who might be harmed by the hazards
- Assess the level of risk
- Evaluate the effectiveness of any existing control measures
- Identify any further control measures considered necessary to make the risk acceptable
- Record the significant findings of the risk assessment
- Bring the significant findings to the attention of all staff (and others) affected by them.
- Ensure staff are trained on procedures or working practices introduced as a consequence of the risk assessment
- Review and update the risk assessment at appropriate intervals – annually or in response to the following, whichever comes sooner:
- A change in legislation
- Guidance changes e.g., from HSE
- A reported accident
- A reported hazard
- A change in working practice or procedure
- A significant change in personnel

5.2.5   Contractors who come onto college premises to carry out approved work must provide the Estates Manager (or delegated Estates Team Leader) with appropriate risk assessments and safe systems of work prior to commencing any work. The Estates Manager (or delegated Estates Team Leader) once in receipt of the assessments, may then approve the work if satisfied with the content of the risk assessments.

5.3   **Control of Substances Hazardous to Health (COSHH)**: The Control of Substances Hazardous to Health Regulations are intended to protect people from ill health caused by exposure to hazardous substances.

5.3.1   The Regulations require employers to:

- Assess the risks to health and safety.
- Decide what precautions are needed to prevent ill health.
- Prevent or control exposure.
- Make sure that the control measures are used and maintained.
- Monitor exposure and carry out health surveillance if appropriate.
- Ensure that all employees are properly informed, trained and supervised.

5.3.2   Substances identified as hazardous should not be used until a COSHH risk assessment has been carried out. College Managers/Team Leaders will be responsible for ensuring that this information is brought to the attention of employees required to use, handle, or transport the substance, and that the recommended safety precautions are followed. (Further information at Appendix 1).

5.4   **Training**: All new entrants must complete the mandatory safety training to include health and safety responsibilities, risk assessment, what happens when something goes wrong-reporting accidents and near misses and how to contact a first aider, fire safety and fire evacuation, DSE and manual handling.

All staff must complete training that is specific to job role and job type. No staff member can carry out tasks or use equipment that they have not been trained to use.

All training must be recorded.

5.5   **Compliance and Monitoring:** UHI North, West and Hebrides Health and Safety Policy implementation will be monitored by the Board, Principal, SMT and Safety Officer via the meetings detailed at Section 3.2 and Appendix 2. The SMT shall oversee proactive methods of designing, developing, and implementing health and safety management arrangements; and reactive methods to identify evidence of poor health and safety practice, through trend monitoring of Riskex AssessNET reports and the Risk Assessment process.

5.6   **Health and Safety Plan**: UHI North, West and Hebrides shall implement an annual Health and Safety Plan to prioritise health and safety solutions and enhancements across the college. The Plan will be approved by the SMT and progress reviewed at each meeting. The actions in the Plan will be defined, refined, and implemented by the Health and Safety Committee, including co-opting staff from specific departments on an as-required basis.

5.7   **Review**: This policy and supporting arrangements will be reviewed annually to ensure currency of content, arrangements, new legislative requirements and to provide a framework for the setting and reviewing of health and safety improvement objectives.

This policy may also be updated outside of the stated annual period (e.g., in response to changes to legislation). Revisions will be brought to the attention of staff and students straight away using the channels described in Section 6.

6   Exceptions

6.1   This policy applies without exceptions, exclusions, or restrictions.

7   Notification

7.1   The UHI North, West and Hebrides Health and Safety Policy shall be actively communicated throughout the College using a variety of channels. Examples of such channels include but are not limited to:

- Staff inductions
- Student inductions
- College-wide and department meetings
- UHI North, West and Hebrides Safety SharePoint site
- Noticeboards
- UHI North, West and Hebrides website

8   Legislative Framework

- Chemicals (Hazard Information and Packaging for Supply) Regulations 2002
- Confined Space Regulations 1997
- Construction (design and Management) Regulations 2015
- Control of Asbestos at Work Regulations 2012
- Control of Major Accident Hazards Regulations 1999
- Control of Substances Hazardous to Health 2002 (as amended)
- Control of Vibration at Work Regulations 2005
- Corporate Manslaughter and Corporate Homicide Act 2007
- Dangerous Substances and Explosive Atmospheres Regulations 2002
- Electricity at Work Regulations 1989
- Employer's Liability (Compulsory Insurance) Act 1969
- Equalities Act 2010
- Fire (Scotland) Act 2005
- Fire Precautions (Workplace) Regulations 1997
- Fire Safety (Scotland) Amended Regulations 2010
- Firearms (Amendments) Act 1997
- Firearms Act 1968 and 1992
- Gas Safety (Installation and Use) Regulations 1994
- Health and Safety (Consultation with Employees) Regulations 1996
- Health & Safety (Display Screen Equipment) Regulations 1992 (as amended)
- Health and Safety (First Aid) Regulations 1981 (as amended)
- Health & Safety (Information for Employees) Regulations 1989
- Health & Safety at Work etc., Act 1974
- Merchant Shipping and Fishing Vessels (Health & Safety at Work) Regulations 1997
- Health & Safety (Safety Signs & Signals) Regulations 1996
- (Health & Safety at Work) (Amendment) Regulations (MGN 175 (M+F))
- Health and Safety (Miscellaneous Amendments) Regulations 2002

- Ionising Radiations Regulations 2017
- Lifting Operations and Lifting Equipment Regulations 1998
- Management of Health & Safety at Work Regulations 1999
- Manual Handling Operations Regulations 1992
- Noise at Work Regulations 2008
- Occupiers Liability (Scotland) Act 1960
- Personal Protective Equipment at Work Regulations 2022
- Pressure Safety System Regulations 2000
- Provision and use of Work Equipment Regulations 1998
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Safety Representatives and Safety Committees Regulations 19987
- Smoking, Health, and Social Care (Scotland) Act 2005
- The Prohibition of Smoking in certain Premises (Scotland) Regulations 2006
- Waste Electrical & Electronic Equipment (WEEE) Regulations 2006
- Working at Height Regulations 2009
- Working Time Regulations 1998
- Workplace (Health Safety & Welfare) 1992

9   Related Policies, Procedures, Guidelines and Other Resources

- Fire Safety Policy

10 Version Control and Change History

Version	Date	Endorsed / Approved	Amendment(s)	Author
0	Aug 23	Endorsed	New policy for UHI NWH	Safety Officers
1	1/8/24		reduction 3 safety officers to 1 safety officer- vacant senior safety manager position	Safety Officer
2	13/02/25		Change to Organisation and Reporting Structure. To show that SMT will become the responsible group for reviewing actions and meeting notes from the H&S Committee meetings as agreed at urgent H&S Meeting 5/12/24	Safety Officer
3				
4				

Appendix 1: General Health and Safety Guidance for Staff and Students

The H&S guidance in the following pages is relevant to all UHI NWH staff & students. The list is not exhaustive and when required supplementary information should also be sought from:

- The procedures in the UHI North, West and Hebrides Health and Safety SharePoint site.
- Via the other H&S communications channels listed in Section 6 of this policy.
- From the legislation list in Section .8 of this policy.

General Guidance

1.   All staff should be aware of, respect and adhere to the rules and procedures contained in this policy .

2.   All staff shall immediately report any unsafe practices or conditions to the relevant authority.

3.   Any person under the influence of alcohol or any other intoxicating drug which might impair motor skills or judgment, whether prescribed or otherwise, shall not be allowed to carry out his / her work function.

4.   Horseplay, practical joking or any other acts which might jeopardise the health and safety of any other person are forbidden.

5.   Any person whose levels of alertness and / or ability are reduced due to illness will not be allowed carry out his / her work function if this might jeopardise the health and safety of that person or any other person.

6.   Staff shall not adjust, move, or otherwise tamper with any electrical equipment, machinery or air or water lines in a manner not within the scope of their duties, unless instructed to do so by a senior member of staff.

7.   All waste materials must be disposed of carefully and in such a way that they do not constitute a hazard to other staff, student, contractor, or member of the public.

8.   No staff member should undertake an activity which appears to be unsafe.

9.   No staff member should undertake an activity until he or she has received adequate safety instruction and is authorised to carry out the task.

10.   All injuries sustained at work must be reported on Riskex.

11.   All staff must ensure that all protective guards and other safety devices are properly fitted and in good working order and immediately report any deficiencies to their <mark>Section Head</mark> who will ensure that work stops until the fault is rectified.

12.   Activities shall be well planned and well supervised to avoid injuries in the handling of heavy materials and while using equipment.

13.   No staff member should use COSHH substances without the knowledge required to work with those chemicals safely.

14.   Suitable clothing and footwear will be worn at all times. Personal protective equipment shall be worn wherever appropriate.

15.   All staff are expected to attend safety meetings and training sessions.

The Working Environment

1.   All workplaces must be kept clean and tidy.

2.   Any spillage must be cleaned up immediately.

3.   Waste materials and rubbish must be removed routinely.

4.   All "highly combustible waste materials must be discarded in sealed metal   containers.

5.   All pits and holes must be suitably protected when not in use and clearly marked with warning signs when in use.

Walkways

1.   Walkways and passageways must be kept clear from obstructions at all times.

2.   If a walkway or passageway becomes wet, it should be clearly marked with warning signs and / or covered with non-slip material.

3.   Trailing cables are a trip hazard and should not be left in any passageway.

4.   Where objects are being moved in or around a passageway, care must be taken to ensure that no long or sharp edges jut out into the passageway in such a way as to constitute a safety hazard.

5.   Where a passageway is being used by any vehicles or other moving machinery an alternative route should be used by pedestrians wherever possible. If no alternative route is possible the area should be clearly marked with warning signs.

Tools and Maintenance Equipment

1.   College machinery and tools are only to be used on site by qualified and authorised personnel. It is the responsibility of the Section Manager to determine who is authorised to use specific tools and equipment. Use of equipment brought in from offsite must have written authorization prior to use by the relevant College Manager/Team Leader, which includes identifying whether a risk assessment is required prior to use.

2.   It is the responsibility of all staff to ensure that any tools or equipment they use are in a good and safe condition. Any tools or equipment which are in any way defective must be repaired or replaced.

3.   All tools must be properly and safely stored when not in use.

4.   No tool should be used without the manufacturers recommended shields, guards, or attachments.

5.   Approved personal protective equipment (PPE) must be properly used where it has been identified as appropriate.

6.   Persons using machine tools must not wear loose clothing, jewellery, or long hair in such a way as might pose a risk to their or anyone else's safety.

7.   Staff are prohibited from using any tool or piece of equipment for any purpose other than its intended purpose or working in any unauthorised areas.

COSHH Do's and Don'ts

•   Do identify all hazardous substances used.

•   Do ensure that the COSHH data sheets are received from the suppliers .

•   Do carry out risk assessment for each activity that uses hazardous substances.

•   Do implement control precautions and check that these are being followed.

•   Do contact Occupational Health if anyone starts to suffer ill health as a result of using a hazardous substance.

•   Do make sure that all people doing the activity are trained on the risk assessments. NB. staff carrying out tasks they do not normally do i.e., when covering for absence.
•   Do review risk assessments annually or when circumstances change.

•   Do not simply rely on COSHH data sheets provided by suppliers. You should use this information to produce specific COSHH risk assessments when necessary.

•   Do not expect people to know that a substance is hazardous - it may not be obvious.

•   Do not ignore health concerns from staff e.g., rashes, allergies, asthma. Some people may be more affected than others.
•   Do not rely on Personal Protective Equipment as the only means of control. It is the last line of defence.

•   Do make full use of HSE COSHH online resources[1].
•   Do not transport COSHH substances without checking it is permitted under the Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009.
Personal Protective Equipment

1.   Staff must use all personal protective equipment provided to them in accordance with the training and instruction given to them regarding its use.

2.   Staff who have been provided with personal protective equipment must immediately report any loss of or obvious defect in any equipment provided to their Section manager.

3.   Students must use all personal protective equipment provided to them in accordance with the training and instruction given to them regarding its use.

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[1]   https://www.hse.gov.uk/coshh/index.htm

4.   Students who have been provided with personal protective equipment must immediately report any loss of, or obvious defect in, any equipment provided to their Course Tutor.

Manual Lifting and Moving

Manual Lifting and Handling training is available within the Health and Safety Part 2 module and is accessed via the Learn Upon Tile on My day.

T.I.L.E. (Task, Individual, Load, Environment) assessment is used to consider the risks when carrying out manual handling.

1.   Lifting and moving of objects should always be done by mechanical devices rather than manual handling wherever reasonably practicable. The equipment used should be appropriate for the task.

2   The load to be lifted or moved must be inspected for sharp edges, slivers, wet or greasy patches.

3.   When lifting or moving a load with sharp or splintered edges gloves must be worn. Gloves should be free from oil, grease or other agents which might impair grip.

4.   The route over which the load is to be lifted or moved should be inspected to ensure that it is free of obstructions or spillage which could cause tripping or spillage.

5.   Staff should not attempt to lift or move a load which is too heavy to manage comfortably.

6.   Where team lifting or moving is necessary one person should act as co-ordinator, giving commands to lift, lower etc.

7.   When lifting an object from a low level, bend the knees but do not kneel or over-flex the knees. Feet should not be together but slightly apart with one foot forward ready for moving off. Keep the back straight, maintaining its natural curve (tucking in the chin helps). Lean forward over the load if necessary and get a good grip. Keep the shoulders level and facing in the same direction as the hips. Lift smoothly raising the chin as the lift begins, keeping control of the load. These steps should be reversed for lowering an object to the ground.

Dealing with Visitors to UHI NWH

•   The person responsible for receiving visitors to site or the receptionist shall ensure that the visitor enters their details in the visitor's book.

•   The appropriate member of staff or their deputy, where applicable, will escort the visitor(s) from reception to their office or meeting room. Known and approved visitors are permitted unaccompanied access after an appropriate member of staff has received them into the building.

•   Employees are responsible for the health, safety, and welfare of their visitor(s) throughout the visit duration. Therefore, they should ensure that their visitor(s) are made aware of:
   •   The college's emergency evacuation procedures
   •   The location of fire routes, fire exits and assembly point(s)
   •   Any hazards they may encounter during their stay

- Any safety rules they must follow if they need to carry out work on site

- All visitors should be briefed in the respective evacuation processes by the college member of staff responsible for them. In the event of an evacuation from the premises the staff members responsible for visitors must ensure that they are escorted to a fire assembly point, if safe to do so/ appropriate. If the visitor is missing, the incident team manager should be made aware of this.

- When leaving the premises, where applicable, visitors must be escorted back to reception where the staff member/receptionist should ensure that departure details are entered into the visitor's book.