

HEALTH AND SAFETY POLICY for Chichester College Group

EXECUTIVE SUMMARY

This Health and Safety Policy sets out Chichester College Group responsibilities and commitment to the continual improvement of health, safety and wellbeing throughout its operations covering: -

Chichester College,
Brinsbury College,
Crawley College,
Horsham Training Centre,
Worthing College.

Chichester College Group hosts 15,066 students each year and employs 1,738 staff. The College estate covers four Colleges and includes a working farm, three early years' settings, a public gym and halls of residence.

This policy sets out a clear statement, endorsed by the Governing Body, along with responsibilities and arrangements in place to ensure the welfare and wellbeing for all.

Chichester College formally merged with Crawley College on 1 August 2017, creating Chichester College Group comprising Chichester College, Brinsbury, Crawley College and Horsham Training Centre. Also Chichester College Group is merging with Worthing College in March 2019.

POLICY STATEMENT

Chichester College Group is committed to achieving and maintaining the highest level of health, safety and welfare throughout its operations for all students, employees, contractors, partners and visitors. This Policy applies to all departments and outreach sites of Chichester College.

Chichester College accepts its responsibilities under The Health and Safety at Work Act 1974, guidance and standards and believes in the integration of a robust health and safety management system which is regularly monitored and reviewed. The College accepts its duty as both an employer, and that of a leading provider of education and training, to set exemplary standards for health, safety and wellbeing, and for ensuring that those standards are observed, monitored and reviewed. In doing so, the College requires all staff, learners and others working at, or visiting, our premises to fulfil their health and safety responsibilities at all times.

The College shall fulfil its responsibilities by continual development of the safety management system to:

- Establish and maintain a safe environment for visitors, safe places of work for learners and staff including safe access and egress.
- Provide clear leadership, commitment and ownership of health and safety, encouraging a positive attitude towards health, safety and welfare and an

acceptance of individual responsibility among employees, students, visitors and contractors.

- Establish, and regularly review, systems of work that are safe and that do not introduce uncontrolled risk to health by ensuring that plant, equipment, storage, transport and welfare facilities are safe, with risk reduced to an acceptable level for employees, students and any other persons who may come into authorised contact with such plant, equipment or systems.
- Provide information, instruction, training and supervision for all, to enable them to fulfil their responsibilities at all times.
- Implement effective emergency procedures and first aid provision to meet statutory requirements.
- Undertake regular review, consultation and communication with employees and Trade Union Representatives on health, safety and welfare matters.

This Health and Safety Policy will be delivered through the implementation of improvement plans, and the 'Red Book' Health and Safety Management System, deployed across each department that sets out the short and long term targets over the next three years. Each Directorate will apply the targets to all of their departments and monitor their progress on a regular basis. Audits will be completed by the Health and Safety team, to identify areas of risk and provide advice and guidance on the health and safety targets to be implemented.

Despite best policy and practice incidents will occur. Such situations will be investigated to identify cause and ensure lessons are learnt, and shall become integrated into future policy and practice.

Chief Executive Officer: Shelagh Legrave

Signed: 

Date: 

RESPONSIBILITIES

Chichester College sets out its organisational responsibilities in line with the Organisational Chart at **Appendix 1**. Further details are set out below.

The Corporation/Governors

The Chichester College Corporation, and Board of Governors, has ultimate responsibility to take all measures within their power to make sure that the College environment is safe and risks regarding health, safety and welfare of the employees, students and members of the public are maintained at an acceptable level. The Board shall:

- a) Approve this Health and Safety Policy and any revisions.
- b) Ensure that due consideration is given to the health and safety consequence of any policy decisions taken by the Board.

The Chief Executive Officer (the Duty Holder)

The Governors appoint the Chief Executive Officer who has overall responsibility for health and safety within the College Group and shall ensure the College complies with all its statutory duties under the Health and Safety at Work Act 1974, the Regulatory Reform Order (Fire Safety) 2005 and all relevant statutory instruments.

Senior Management Team (SMT)

In assisting the Chief Executive Officer to ensure the College complies with all its statutory duties the Senior Management Team for all Colleges within the Group shall.

- a) Implement the Health and Safety Policy.
- b) Ensure sufficient resources allocated to health, safety and welfare issues as to ensure that legislative standards are met, and where reasonable, exceeded.
- c) Be aware of developments in legislation and shall accordingly allocate additional resources where necessary.
- d) Ensure that health and safety is accorded appropriate priority in all of the College's activities.
- e) Ensure that major issues of health, safety and welfare are discussed and resolved at the appropriate SMT meeting.
- f) Appoint sufficient competent persons to undertake specific tasks required of this policy.
- g) Ensure that sufficient resources are allocated for the provision of any training required by relevant legislation or by this policy.

Estates Manager

The Estates Manager for each College in the Group is responsible for:

- a) The provision, development and management of a comprehensive building management operation to ensure the optimum coordination and operational safety of physical assets owned by the College.
- b) Holding information on compliance on all issues relating to buildings and physical assets owned by the College.
- c) Appointing competent persons to provide technical advice, information and support in relation to statutory compliance of buildings.
- d) Ensure that fire and appropriate building risk assessments are carried out for every building, regularly reviewed and kept up to date.

- e) Liaising with appropriate enforcement agencies, network groups and industry bodies on behalf of the College.

Health and Safety Manager

The Health and Safety Manager reports directly to the Deputy Chief Operating Officer and will:

- a) In conjunction with management and employee representatives, prepare health and safety procedures for approval by the SMT and Health and Safety Committee.
- b) Provide competent information, advice and guidance to employees regarding emergency procedures, plant and equipment, storage of materials, transport, facilities, selection of contractors, safe systems of work.
- c) Provide advice and guidance to staff regarding the assessment of risk, provision of information and identify shortcomings in training or information required for proper performance of this policy and make arrangement for the provision of suitable training and information.
- d) Develop and maintain the 'Red Book' Health and Safety Management System, including the management of the audit programme to identify and secure improvement to working conditions and practices, and the monitoring of risk assessments.
- e) Investigate reported injuries and dangerous occurrences and circulate appropriate information and suggest revisions to safe systems of work.
- f) Consult with Health and Safety Representatives and trade unions in order to fulfil the Colleges responsibilities under the Safety Representatives and Safety Committee Regulations.
- g) Be involved in the planning and organising of health and safety arrangements, particularly in the introduction of any changes to the workplace design, working practices or new technology that may affect the health and safety of staff.

Health and Safety Committee and Departmental Health and Safety Representatives

The aim of the Health and Safety Committee is to:

- a) Provide representation on health, safety and welfare issues;
- b) Consult on and review the 'Red Book' Health and Safety Management System and recommend improvements where necessary;
- c) Monitor performance and compliance with the 'Red Book' Health and Safety Management System to share best practice and information; and
- d) Promote cooperation within departments and act as a conduit to share and cascade information.

Health and Safety Representatives are responsible for:

- a) Ensuring that they seek and provide sound advice and guidance to all managers and members of staff within the area they are responsible for;
- b) Assisting the Health and Safety Manager to ensure that consistent advice is given to all managers and staff;
- c) Attending the termly Health and Safety Representatives meeting to share information and provide feedback from their departments.

Heads of Learning, Study Programme Leaders (SPLs) and Team Leader responsibilities (Responsible Persons)

Managers have delegated responsibility for the safety of their staff and shall:

- a) Ensure their department conducts its processes in a safe manner;
- b) Be responsible for the deployment of the 'Red Book' Health and Safety Management System within their department and to ensure that any actions identified are completed;
- c) Ensure that all plant and equipment deployed in their department is regularly checked and maintained by competent staff/contractors;
- d) Ensure all contractors that are employed are competent in the work that they provide and supply the relevant health and safety documentation to prove this;
- e) Ensure that all courses run to educate students are run in a safe manner and good practices are maintained at all times;
- f) Ensure the competent persons are employed to work within their departments and that staff are fully trained and that training is kept up to date to undertake their role with the relevant competence;
- g) Ensure that risk assessments are carried out and regularly reviewed on activities or services delivered within their department not completing risk assessments alone but to involve the teams so that all aspects of the task are covered. They must also ensure that they are suitable and sufficient for the risks realised, these must be regularly reviewed to ensure that they are compliant;
- h) Ensure that all staff who teach/train students complete a suitable and sufficient risk assessment on the tasks to be completed, share this risk assessment with the group as well as students as part of the information, instruction and training.

Members of staff

Members of staff have the responsibility to promote health and safety and to cooperate with the SMT, Heads of Learning and Business managers to achieve a healthy and safe workplace. In compliance with the Health and Safety at Work Act 1974 all members of staff must:

- a) Take reasonable care for their own health and safety;
- b) Consider the health and safety of other people who may be affected by their acts or omissions;
- c) Work in accordance with information, instruction and training provided;
- d) Refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons;
- e) Report any hazardous defects in tools and equipment, or shortcomings in the existing safety arrangements to a responsible person without delay or via the Health and Safety Manager;
- f) Not undertake any task for which authorisation and/or training has not been given;
- g) Immediately report all accidents, incidents, hazardous condition, dangerous occurrence or near misses and any inadequacies in any safety equipment to their line manager, and record in the accident/incident form held within SmartLog;
- h) Be familiar and comply with procedures for emergency evacuation of the building where they work;
- i) Be familiar and comply with lock-down procedures of the building where they work;

- j) Be reminded that their failure to comply with this policy, either by their actions or inaction, may make them liable for action under the Colleges' disciplinary procedure.

Health and Safety of Students

All staff directly involved with student teaching or welfare are responsible for the day-to-day health, safety and welfare of students.

Students are required to take all reasonable care to ensure that their actions do not endanger themselves or others. Whilst it is the responsibility of the College to provide and maintain equipment that is safe, students should not use any equipment they consider to be unsafe and should report it immediately to persons in charge. Students must:

- a) Ensure that they are familiar with the relevant health and safety information and safe operation procedures in their curriculum area;
- b) Not undertake any procedure unless authorised to do so;
- c) 14-16 students will be subject to certain prohibitions these will be defined in the individual curriculum area arrangements for young persons;
- d) Cooperate with staff regarding health, safety and welfare matters.

HEALTH AND SAFETY ARRANGEMENTS

The law requires employers to establish procedures to ensure their safety policy is:

- a) Planned, implemented and acted upon
- b) Monitored and reviewed, to determine its success or otherwise, and
- c) Audited to judge whether the whole safety management approach is appropriate and relevant.

Chichester College 'Red Book' Health and Safety Management System

The College's health and safety management system, known as the 'Red Book', has been in place since 2015. There is a Red Book within every department.

Red Books in high-risk areas are audited annually by the Health and Safety Team. This ensures that practices are kept up to date and are compliant with the latest statutory and corporate guidance. The programme of annual audits supports each department in evidencing their health and safety management processes, and ensures that actions are in place to mitigate risk. The aims, along with a list of the contents, of the Red Book are attached at **Appendix 2**.

Health and Safety Handbook

Policies, procedures factsheets and guidance documents can be found in the health and safety handbook located in SmartLog. A list of these documents can be found at **Appendix 3**.

Risk Assessments

Chichester College Group recognises its statutory duty to carry out health and safety risk assessments under the Management of Health and Safety at Work Regulations 1999.

Risk assessment is an essential component of good health and safety management. It is the tool used to ensure that the measures taken to prevent or reduce risk are appropriate, relevant and realistic.

Managers and lecturing staff are responsible for ensuring that suitable and sufficient risk assessments, based upon the tasks that members of staff or students are likely to perform, shall be carried out within each of the College business areas. Risk assessments shall be kept in the departmental Red Book and downloaded into the relevant area within SmartLog and shall be regularly reviewed and updated.

Preventable and/or risk control measures identified by risk assessment shall be implemented within each area by the responsible Manager.

Training and guidance on risk assessments is available from the Health and Safety Team and within the Health and Safety handbook on SmartLog.

First Aid Arrangements

The Health and Safety Team are responsible for ensuring that there are sufficient and suitably trained and competent first aiders. First aiders are responsible for maintaining an adequate stock of first aid supplies and undertaking regular checks.

First Steps Childcare is responsible for their own first aid provision and treatment. At these subsidiaries the number of first aiders, and the level of appropriate training, required shall be risk assessed.

Health and Safety Accident/Incident and Near Miss Reporting

Health and safety accidents/incidents including injuries, dangerous occurrences, occupational ill-health and violent incidents which cause injury or illness to persons, damage to property or a combination of both.

There is an established reporting system for accidents/incidents and near misses. Staff and students are required to report any accidents/incidents including minor accidents requiring first aid treatment on the accident/incident reporting system within SmartLog.

The Health and Safety Team will review the accident/incident and near miss information reported and investigate and report to any governing bodies where necessary.

Fire Precaution and Emergency Arrangements

The Regulatory Reform (Fire Safety) Order 2005 requires fire precautions to be put in place 'where necessary' and it places an onus on the responsible person who may be the employer, owner or occupier of premises to carry out fire risk assessments and to comply with fire safety duties.

Fire risk assessments are carried out by the Health and Safety Manager.

Departments who are at a higher risk of fire and explosions occurring through their activities will conduct risk assessments ensuring they identify fire as a hazard and will implement control measures as necessary to reduce the risk to an acceptable level.

Departmental Managers are responsible for ensuring that there are sufficient and suitably trained and competent fire wardens within their area of responsibility. The number of fire wardens required for a building should be risk assessed and are dependent on the structure of the building, number of floors, people with special needs etc.

Fire Wardens are responsible for undertaking a daily walk through of the workplace to ensure that the arrangements provided are adequate and sufficient for fire safety and that all persons can get out of the building in the event of an evacuation. In addition, Fire Wardens should undertake weekly premises inspections and document their findings. A

record of their findings is to be kept in the departmental Red Book or electronically on Smartlog.

Fire Marshals, Maintenance staff responsibilities along with designated staff in high risk areas are fully trained on the use of firefighting equipment and the evacuation of disabled staff and students, they will take control of the situation and co-ordinate with the fire brigade during the emergency.

Managers must be aware of any disabled students/staff who will require assisted evacuation from any building in an emergency, this should be recorded on a Personal Emergency Evacuation Plan (PEEP) forms are stored within SmartLog and should be filled in along with the disabled student/staff and copies supplied to the Estates Team and the Health and Safety Team.

Emergency Procedures

There are established emergency evacuation procedures that outline the evacuation process to ensure all staff, students, visitors and contractors, both able and disabled, can leave the buildings safely in an emergency.

All new members of staff shall receive information and training and evacuation in accordance with the induction checklist during their first week of employment. After this, staff and students are responsible for making themselves aware of the buildings they work and study in and for ensuring that they aware of emergency exits.

Throughout the academic year fire drills are organised by the Estates and Facilities and practised by all staff, students and visitors on Campus.

Control of Contractors

Contractors are directly responsible for the health and safety of their own employees. To ensure that reasonable measures are put in place to protect members of staff, students and others affected persons from harm and loss, the relevant manager will ensure that contract works are let only to persons or organisations that are competent to carry out the works in accordance with the relevant statutory provisions, Managers must ensure that they hold all risk assessments and method statements for the works to be completed, also ensure that they hold relevant public liability insurance covering the work that they are completing.

The relevant manager shall provide contractors with any relevant health and safety information. Managers shall ensure that all contractors are issued with permits to work in line with the Control of Contractors Procedure.

Halls of Residence

They hold their own policies and procedures

Training and Competence

Health and safety training will be arranged during work time for members of staff according to the level of responsibility and the tasks they carry out.

The arrangements for the provision of health and safety training shall be reviewed periodically and at other times when there has been cause to suspect that it is no longer appropriate, suitable or sufficient.

In order to secure the health and safety of members of staff and students, a health and safety induction will be provided alongside appropriate and relevant training to all new members of staff.

Managers, advised by the Health and Safety Team, are responsible for delivering health and safety induction in accordance with the induction checklist to new members of staff during their first week of employment.

Students are inducted at the Big Welcome at the beginning of each year and student tutors and lecturing staff are responsible for providing students with adequate health and safety information and training at initial induction. This must include general college procedures i.e. fire and evacuation, accident reporting along with specific training for their course.

Where a learner undertakes work experience/apprenticeships as part of a College course tutors must take steps to assess and ensure that relevant training in relation to health and safety is provided by the employer offering the work placement. Workplace health and safety vetting will be carried out by the Health and Safety Team. Students are not allowed to start any work placement until the vetting is completed, and a copy of the employer's liability insurance is obtained, to ensure that the College is complying with its duty of care to the students on the work placements.

Health and Safety Monitoring and Review

The College recognises its duty to monitor health and safety performance and periodically review its health and safety arrangements. The College adopts the HSG 65 framework in its health and safety management system.

Health and Safety Committee

The College recognises its duty to communicate and consult with staff and Trade Unions on all matters of health and safety. This is achieved through the following arrangements:

- a) Health and Safety Committee (termly meetings)
- b) Health and Safety Representatives (termly meetings)
- c) Departmental Meetings

The following matters are considered as the minimum to be discussed at these meetings:

- a) Accident/incident statistics including significant investigations
- b) Emergency arrangements including procedures, fire wardens, first aid etc.
- c) Workplace inspections and actions
- d) Any significant risks that cannot be controlled.
- e) Training
- f) Risk Assessments

Trade Union Arrangements

The College recognises the important role played by its recognised Trade Union representatives. In accordance with the Safety Representatives and Safety Committee Regulations 1977, the College actively encourages and supports Trade Union representatives in this role by a process of full consultation and by providing them with suitable and sufficient resources. Trade Union representatives can:

- a) Carry out joint inspections of the workplace with management as required.
- b) Draw managers' attention to health and safety deficiencies.

- c) Participate in accident and incident investigations to identify underlying causes and contribute to making recommendations for preventing recurrence.
- d) Attend Health and Safety Committees and associated working parties.
- e) Assist managers and the Health and Safety Team in the production of risk assessments and be consulted on risk control measures.
- f) Assist the Health and Safety Team in policy formulation and the development, implementation, monitoring, auditing and reviewing of health and safety performance.
- g) Be involved in the planning and organising of health and safety arrangements, particularly in the introduction of any changes to the workplace design, working practices or new technology that may affect the health and safety of staff.

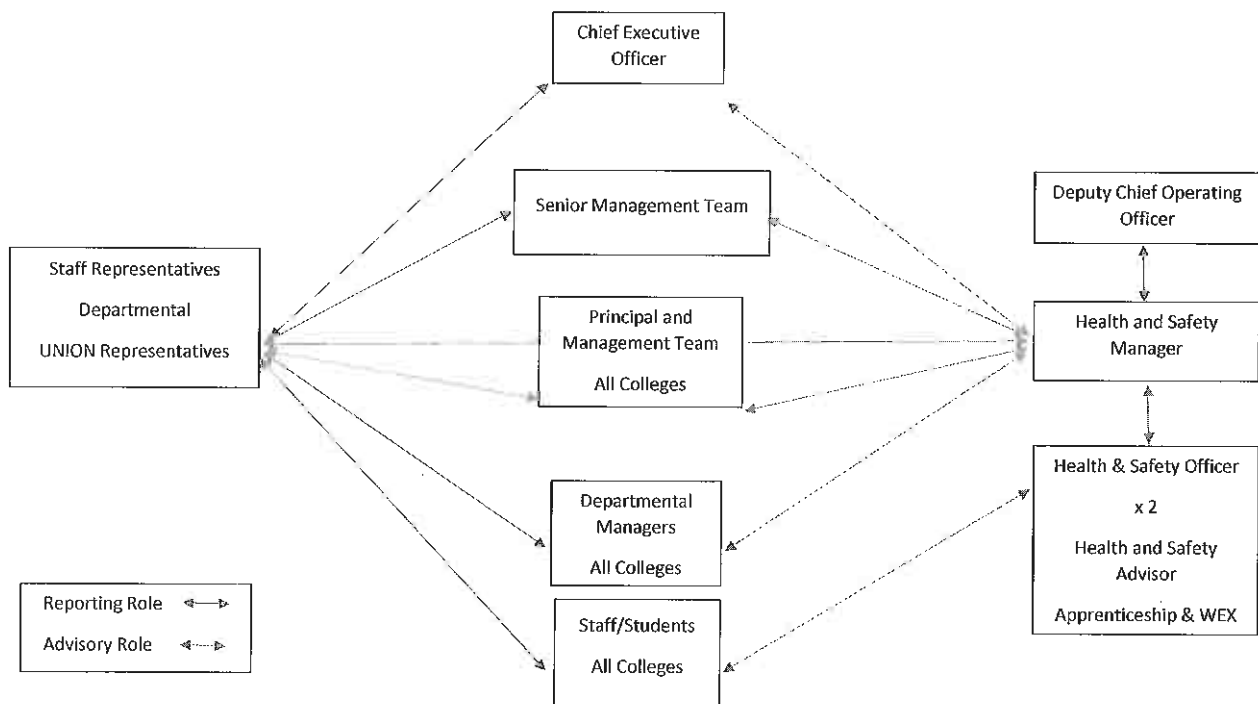
Status of this policy

The policy was approved by the Group Leadership Team in November 2018 and supersedes all previous documentation.

The operation of this policy will be kept under review by the Health and Safety Manager. It may be reviewed and varied from time to time by the Group Leadership Team.

Date First Approved:	February 2013
Date reviewed:	October 2018
Approved by:	Group Leadership Team
Implementation Date:	November 2018
Date for Review:	October 2019

APPENDIX 1: Health and Safety Organisational Chart for Chichester College, Brinsbury College, Crawley College, Horsham Training Centre, Worthing College



Updated: 30th October 2018
 Review: 30th October 2019

The Red Book Safety Management System

The Red Book Safety Management System was developed and introduced in 2015 across all departments at Chichester College. The aims of the Red Book health and safety file system are:

- To provide clear guidance to staff on what information/documentation to keep.
- To have a single common system that ensures that all departments meet their legal requirements concerning health and safety records.
- To prevent knowledge of systems and procedures to health and safety disappearing when key staff leave. Clear written documentation means that health and safety can be maintained despite personnel changes.
- To improve the accountability and communication of health and safety matters by having a named person responsible for the holding and upkeep of the health and safety file.
- To provide written health and safety evidence enabling managers to ensure health and safety in the area is being effectively controlled. It is often a legal requirement that we keep up to date records.

All information held must be up to date and relevant to the department, where information is kept in a separate folder this must be bookmarked on the contents page of the Red File indicating which file (numbered) and kept together, and be readily available for audit purposes.

High risk areas will be audited on a yearly basis with ad-hoc inspections and safety samples taken throughout the year.

Low risk areas will be audited every 18 months. However, a self-audit will take place yearly, and ad-hoc inspections and safety samples will be taken through the year.

The Health and Safety Manager and the Health and Safety team will be available to give advice at any time.

Meetings will still take place with the Health and Safety Representatives (holders of the Red Book) and their Managers from each department to be able to give advice and share good practice.

Every Red Book shall use the following index/structure:

Section 1

1.1	List of key personnel who are holders of the red file (responsible person/nominated responsible persons for H&S purposes)
1.2	Managers name and delegated responsible person name listed
1.3	List of first aiders in department (3 day course or 1 day course) if not what procedures are in place to obtain a first aider?
1.4	List of fire wardens for your area, names and area (and what area they cover)
1.5	List of emergency contact telephone numbers
1.6	Copy of latest H&S policy for the College
1.7	Departmental policy statement

1.8	Copies of relevant factsheets/H&S guidance sheets
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Section 2

2.1	Has there been a register of risk assessments completed in Excel or word format and are all risk assessments on form from ChiDrive
2.2	Does the overall risk result on the risk register give a rating of high, medium or low?
2.3	Is there a register of all chemicals used within the department
2.4	Has the department filled in the COSHH scenario form and sent it to H&S along with the MSDS for a COSHH assessment to be completed
2.5	Are the chemicals adequately stored in a COSHH cupboard? Have you considered the compatibility of the chemicals i.e. flammable liquid storage
2.6	Where chemicals are used in teaching, is there an adequate COSHH assessment and method statement on its use and is the paperwork used in class

Section 3

3.1	List of staff in your department and what training they have taken with copy certificates (if possible)
3.2	Is there an H&S training matrix provided for staff with timescales on when last trained and when refreshers need to be taken (include new starters and DSE training)
3.3	Does the Red File indicate where risk assessments are held
3.4	All risk assessments signed and dated and in date
3.5	Records of regular manual handling tasks (are risk assessments suitable)
3.6	Evidence of risk assessments for PPE is the PPE provided by the department compatible with COSHH assessments completed
3.7	PPE register showing list of PPE in stock/showing when PPE last checked
3.8	Evidence of a system in place for the maintenance, cleaning, replacement and disposal of PPE

Section 4

4.1	Is there a database of equipment held within the department showing asset numbers
4.2	Is there evidence of daily, weekly, monthly checks on equipment
4.3	Is there evidence of a maintenance regime for the equipment
4.4	Is there a system in place for the reporting of faults on equipment
4.5	Is there a quarantine system in place for equipment that has been taken out of use awaiting maintenance or destruction
4.6	Evidence of statutory tests (Zurich inspection reports)
4.7	Evidence of remedial action taken following the Zurich report
4.8	LEV maintenance records and check sheets with asset numbers

Section 5

5.1	Past H&S Audit reports are they filed and have recommendations been done
5.2	Health and Safety guidance information from outside areas or H&S Team

Section 6

6.1	Departmental Emergency Procedures listed and does it take into account sweeping the area to ensure that all persons are evacuated. Does it give named persons who have the responsibility to complete the fire warden tasks
6.2	Map of area showing cut off points for gas/water/electricity
6.3	What to do in a power cut, gas leak, water leak
6.4	What to do if there is an accident, incident or near miss

Section 7

7.1	Have there been any significant accidents/incidents/near misses over the past year
7.2	If applicable inspection reports from outside bodies (i.e. HSE, Fire Brigade, Environmental Health)

Section 8

8.1	Trips and visits pack stating where going, risk assessment completed
8.2	Document showing if the trip/visit went well and lessons learnt - what could have been improved

Section 9

9.1	Fire risk assessment in place
9.2	All remedial actions completed

9.3	Evidence of inspections of fire equipment based on site i.e. check sheets for fire doors/extinguishers etc
9.4	Evidence of fire drills with times
9.5	Evidence of maintenance of systems (Fire Log Book)
9.6	Legionella risk assessment in place
9.7	Evidence of weekly flushing of all water systems (signed check sheets)
9.8	Where applicable are all shower heads chlorinated to remove lime scale on a monthly basis

Section 10

10.1	Are all vehicles fully maintained and who by
10.2	What specific training is given to students who operate the vehicles
10.3	What cleaning regime is in place for the vehicles
10.4	Is there evidence of pre-use checks with the use of a signed check sheet

Section 11

11.1	Where equipment is run by fuel petrol and diesel are there strong controls in place to ensure safety
11.2	Storage of flammable liquids/gases is it safe and are there systems in place to control spillages

Section 12

12	Any other information
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APPENDIX 3

List of Key Policy Documents and Procedures, which can be found in SmartLog

Document Number and Title
Factsheet 1 Accidents, Incidents and near misses
Factsheet 2 Asbestos Essentials
Factsheet 3 Business Continuity Plan
Factsheet 4 Confined Spaces
Factsheet 5 Control of Substances Hazardous to Health (COSHH)
Factsheet 6 Display Screen Assessment (DSE)
Factsheet 7 Fire Hazards
Factsheet 8 Fire Protection and Precautions
Factsheet 9 First Aid at Work
Factsheet 10 Manual Handling in the Workplace
Factsheet 11 New and Expectant Mothers
Factsheet 12 Noise in the Workplace
Factsheet 13 Office Safety
Factsheet 14 Driving Own and College Vehicles
Factsheet 15 Personal Protective Clothing (PPE)
Factsheet 16 Lone Working
Factsheet 17 Remote and Mobile Workers
Factsheet 18 Repair and Maintenance
Factsheet 19 Slips, Trips and Falls
Factsheet 20 Stress in the Workplace
Factsheet 21 Legionella
Factsheet 22 Lifts and Lifting Operations
Factsheet 23 Violence in the Workplace
Factsheet 24 Use of Contractors
Factsheet 25 Vulnerable Workers
Factsheet 26 Work Equipment
Factsheet 27 Work Related Upper Limb Disorders (WRULD)
Factsheet 28 Working Safely in Cold Conditions
Factsheet 29 Working at Height
Factsheet 30 Maintaining Portable Equipment
Factsheet 31 Guidance for Employing Young Persons
Factsheet 32 Mobile Phone Charger
Factsheet 33 Choosing the Right Respiratory Protective Equipment
Factsheet 34 Choosing the Right Gloves
Factsheet 35 Wearing Safety Boots
Factsheet 36 Wearing Safety Goggles
Factsheet 37 Employee Duty under Health and Safety at Work Act 1974
Factsheet 38 Material Safety Data Sheet and Safety Data Sheet
Risk Assessment
VDU and Eyesight Form
Workstation Exercises
Wellbeing Test
Do It Yourself
Apprentice H&S Visit Request Form

COSHH Chemical Exposure Scenario Form
Fire Policy
Five Steps to Risk Assessment
Health and Safety Annual Report 2013-2014
Generic Risk Assessment – Young Person
Chemical Hazards – do you know what the labels mean?
Generic Risk Assessment – Manual Handling
Tractor and Trailer Driving at College
Academy 10 Health and Safety Training Matrix
Method Statement Template
HSE Guidance Classroom Inspection
Inspection Template General Areas
HSE Guidance Safe Use of Stepladders
First Aid Flowchart (Chichester Campus)
(PEEPS) Personal Emergency Evacuation Plan
Safety Reps Guidance
Personal Protective Equipment Poster
Health and Safety Policy Statement
Red Book Management System Index Sheets
Red Book Management System Plan 2018
Red Book Management System Process
Hazard Information – COSHH Symbols Explained
Eye Test Form Flowchart
Chichester College Health and Safety Policy December 2017
Art of Sitting
How to adjust your chair

Other Key Documents:

