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# Health, Safety and Welfare

## Practice and Procedures

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Revised: June 2008

# Health, Safety and Welfare Policy and Procedures

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## Introduction

This document represents the Twin Group's interpretation and application of its Health and Safety & Welfare Policy. Its purpose is to:

- Enable all users of the premises to comply with company policy on health and safety. The Twin Health and Safety Policy to this document.
- Increase awareness and understanding throughout the organisation of the obligations and responsibilities which we all have in respect of provisions under the Health and Safety at Work Act 1974, the Education Act, the Vulnerable Groups Act and the Management of Health and Safety at Work Regulations 1999 and other relevant legislation
- Improve the effectiveness of our safety procedures and practices and enable staff to comply with and disseminate information correctly and effectively
- Discharge that special duty of care which we all have, to each other and particularly to our Learners.

Copies of this document and its appendices are available on the Twin Group IT Network. This document is to be read in conjunction with all Health and Safety Policy Documents, H&S Handbook, Learner Safety Induction procedures and Guidance material prepared by the organisation.

The key elements of this policy document are as following:

- 1 A Health and Safety Policy Statement
- 2 Health and Safety Management and Organisation al Structure
- 3 Arrangements and Procedures
- 4 Monitoring/Auditing
- 5 Learner Safety Principle
- 6 Standard Forms
- 7 Supplementary Information

# Section 1

## Twin Group

### *Health and Safety Policy Statement*

It is Twin's policy that all members of the organisation's staff, students and visitors are provided with a safe and secure environment. In the establishment and maintenance of such an environment, full recognition will be given to the need to involve employees in developing and promoting safety procedures and practices. All reasonably practical steps will be taken to achieve this and particular attention will be paid to the provision, maintenance and monitoring of the following:

- *A safe and healthy working environment with safe access to and egress from the place of work in accordance with the Health and Safety at Work Act 1974;*
- *Plant, equipment, clothing and systems of work that are safe and will minimise risk to health;*
- *Safe arrangements for the use handling and transport of articles and substances;*
- *Sufficient information, instruction, training and supervision to enable employees in accident prevention, safe working methods, damage control and fire prevention, avoid hazards and to contribute positively to their own safety and health at work.*
- *Placement of employees and students into jobs or work placement which are not likely to aggravation any known health problems*
- *Provision and maintenance of adequate first aid facilities*
- *Provision of specialists competent to assist and advise Twin Management on the safety performance of its activities as and when appropriate*

In order to ensure its effectiveness and suitability, this Policy will be reviewed periodically and revised where necessary to accommodate changes in legislation and to incorporate additional operational requirements that result from changes in the nature and scope of the Twin Group business. Please refer to other information for specific H&S guidelines as laid out in the Twin H&S Handbook.

**Signed and agreed by:**

**Director:** ..... **Date** .....

**Quality Assurance Manager:** .....

## Section 2: Health and Safety Management Organisational Structure

The management of Health and Safety within the Organisation follows a line management route and it is expected that all personnel will play their role to enable the Twin Group to achieve its Health and Safety objectives.

In order to ensure clarity of responsibilities and accountability the following organisational chart has been prepared to illustrate the structure that exists.

### Key Roles and Responsibilities

The following individuals and groups have been delegated duties and responsibilities for ensuring effective management of health and safety within their spheres of operation.

### Health and Safety Management Organisational Structure

The following table illustrates the main structure for Health and Safety Management and communication within the organisation.

<p><b>Directorate:</b></p> <p>Beth O'Shea</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> <li>• Overall Implementation of Policy</li> <li>• Promotion of Safety Culture</li> <li>• Auditing and Inspection</li> </ul>	<p><b>Twin Group Health &amp; Safety Officer:</b></p> <p>John Schofield (Advisory)</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> <li>• Staff Liaison / Consultation with Management</li> <li>• Policy review</li> <li>• Auditing/Inspection</li> <li>• Performance</li> <li>• Premises Safety</li> <li>• Standards</li> <li>• Control</li> </ul>
<p><b>Head of Operational Performance</b></p> <p>Annemarie Whelan</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> <li>• Organisation</li> <li>• Training</li> <li>• Promoting Safety Culture</li> <li>• Monitoring and Auditing</li> <li>• Communication</li> <li>• Risk Assessment (on and off premises)</li> <li>• Learner Support monitoring (H&amp;S)</li> </ul>	<p><b>Contractual Compliance:</b></p> <p>Graham Gimpey</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> <li>• Government compliance for funded contracts</li> <li>• Performance Standards</li> <li>• Communication</li> <li>• Contract Auditing &amp; Reporting</li> </ul>
<p><b>Premises Officer</b></p> <p>Miguel Salcines</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> <li>• Implementation of H&amp;S regulations</li> <li>• Testing of fire safety devices</li> <li>• Emergency Procedures Co-ordination</li> </ul>	<p><b>Student Health &amp; Safety information</b></p> <p><b>Safe Learner Co-ordinator</b></p> <p>Stuart Allcock</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> <li>• Learner Support, Advice and Guidance</li> <li>• Learner Induction procedures</li> <li>• Auditing &amp; Monitoring Learner</li> </ul>

<p><b>First Aiders:</b> A Whelan S Allcock</p> <p><b>Fire Marshals:</b>  A Whelan (HQ) S Allcock (Lewis Grove)</p>	<ul style="list-style-type: none"> <li>• Accident Reporting &amp; Investigation</li> <li>• First Aid Treatment</li> <li>• Accident Reporting / Recording/ Check and Replenish First Aid Supplies</li> </ul> <p>Responsibilities</p> <ul style="list-style-type: none"> <li>• Fire / Emergency Coordination</li> <li>• Spot Check of Fire Fighting Equipment</li> <li>• Fire Hazard Reporting</li> </ul>
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<p><b>Safety</b></p> <ul style="list-style-type: none"> <li>• LSC Learner Safety guidance</li> <li>• H&amp;S risk assessment compliance at off-site/ work place settings</li> <li>• Staff Training</li> </ul>
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<p><b>Quality Manager</b>  Wendy Phillips (Consultant)</p>	<p>Responsibilities:</p> <ul style="list-style-type: none"> <li>• H&amp;S documentation review</li> <li>• LSC Learner Safety, ECM and SAR H&amp;S monitoring</li> <li>• Auditing data review</li> <li>• Policy review</li> </ul>
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<p><b>Health &amp; Safety Admin/Coordinator:</b>  Joe Leaver</p>	<p>Responsibilities:</p> <ul style="list-style-type: none"> <li>• Support and Guidance</li> <li>• Preparation of Accident Statistics</li> <li>• Collating Risk Assessment</li> <li>• Record Keeping</li> </ul>
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**General Health and Safety - All Staff and Students are Responsible for the welfare of themselves and others**

## The Directorate

The Directorate must ensure that:

- Twin Group has a Health and Safety Policy and that information concerning its application and effectiveness is obtained and reviewed periodically.
- Health and Safety matters are included as a regular item at Board and Senior Management Meetings.
- Persons with specific health and safety responsibilities have the necessary training and authority to exercise those responsibilities effectively.
- Major hazards in the organisation are dealt with by implementing the necessary procedures and training schemes.
- The management team and all employees maintain an interest in and enthusiasm for health and safety.
- The employees at all levels understand, actively support and implement the Health and Safety Policy and procedures.
- Arrangements are made for Self- Assessment procedures to include health and safety matters.
- The employees know and accept their responsibilities under the Health and Safety Policy, and are adequately instructed and equipped to discharge their duties.
- Ensuring that adequate resources are made available to support and implement the objectives of the Health Safety & Welfare Group
- Performance relating to accident frequency is assessed and initiate actions to improve performance.
- The Premises Officer, Safety Officer, Programme Co-ordinators and Fire Marshals make periodic inspections to monitor safety procedures in their areas of responsibility.
- A greater awareness and involvement is promoted by the communication and consultation in matters concerned with health and safety.
- All safety needs for hazardous tasks are established and ensure that these and other health and safety requirements are made known to the employees and students through the provision of adequate training information, instruction and supervision.
- Arrangements are in place to receive reports concerning all accidents and incidents resulting in serious/reportable injuries or damage to College property and that all major loss incidents are reported to the H&S Manager and Directorate by the relevant manager.
- Persons, whose duties are not normally associated with the offices or any of the training or study areas of the Organisation but are required to enter those areas, are not unreasonably exposed to personal danger.

- Twin Group meets and exceeds its legal obligations under the requirements of the Health and Safety at Work etc. Act, 1974 and also complies with the Learning Skills Council's Learner Safety Principles.

### **The Health & Safety Officer**

The Twin Group Safety Officer is designated with the following responsibilities:

The Safety Officer must ensure that:

- A competent person is engaged to act as external advisor to the organisation on matters relating to Health, Safety and Welfare.

The Safety Officer's duties shall include:

- Organising and chairing termly Health, Safety and Welfare Group (HSWG) meetings.
- Reporting to Senior Management Team on matters relating to Health, Safety and Welfare.
- Authorising new policy information and ensuring that such information is disseminated to those who require access to such information.
- Ensure all visiting contractors' personnel on the Company's premises understand the Twin Group Safety Policy, Codes of Practice and are instructed in their usage in relation to the area in which they are working.
- Ensure all Contractors comply with the Health, Safety, Welfare and hygiene conditions as specified in their contracts.
- Ensure visitors are accompanied at all times by a representative of Twin Group and are advised of all precautions to be taken to protect their health, Safety and Welfare whilst on Company premises.
- Ensuring that all delegated duty holders undertake their responsibilities and action is taken as necessary to support those who require further assistance.
- Liaising regularly with the external Health and Safety Advisor and Twin Group Premises Officer to ensure that health and safety matters are being addressed in accordance with the Twin Group's Health and Safety Policy.
- Ensuring that adequate resources are made available to facilitate regular and prompt update and preparation of Health and Safety documentation or operational procedures.
- Giving direction and instruction to the all duty holders regarding matters relating to premises health and safety hazards that require corrective action.
- Maintaining an up to date list of Twin Group personnel with Health & Safety responsibilities.
- Maintaining an up to date set of safety policies and arrangements.

- Carrying out regular audits of all of Twin's premises in liaison with the Premises Officer with regards to Health & Safety and recording findings.
- Initiating and monitoring a system of periodic checks and inspections throughout departments to ensure that high health and safety standards are maintained.
- Maintaining a close relationship with the Premises Officer with regards to Health & Safety matters; co-ordinating accident records and ensuring that all accidents are duly recorded, reported and investigated.

### **The Health and Safety Advisor (External Body)**

The Health and Safety Advisor's duties will include:

- Acting as external advisor for the Twin Group and providing ongoing advice on matters relating to Health, Safety and Welfare.
- Reviewing Health and Safety documentation and providing comment on its adequacy and offering advice as necessary to improve effectiveness of such documentation.
- Assessing level of compliance with existing procedures by carrying out periodic reviews and producing action plans for agreement with the organisation.
- Attending quarterly HSWG meetings and offering advice where needed.
- Providing regular updates on new legislation or guidance on Health and Safety to enable the organisation to respond appropriately.
- Undertaking six monthly compliance audits on a programme based on risk assessment and making recommendations for improvement.
- Providing any additional services in support of the Twin Group Safety Officer.

### **Head of Operational Performance**

The Head of Operational Performance will liaise with each Area of Learning Manager and will co-operate with the Safety Officer and Premises Officer in seeking to ensure adequate training and safe working compliance & practices for all employer related and government funded provision staff, employers and learners.

Duties include:

- Ensuring that arrangements are in place for identifying training needs and for securing adequate training on recruitment and re-training when staff take up new responsibilities or move to a different department or Centre;
- Ensuring that all new entrants to the department receive adequate induction training in compliance with the Health and Safety Policy.
- Ensuring, through consultation with the Safety Officer that all visitors, contractors or representative's entering/working on the premises/areas under their control are fully aware of the Twin Group's Health and Safety procedures.

- Ensuring that Health and Safety instructions and information are issued to staff and all Learner Induction procedures are fully compliance with the LSC Learner Safety Principle. This includes permanent and temporary instructions, pamphlets and leaflets for specific operations or substances, the policy document, Induction Handbooks, codes of practice, guidance notices, British Standards Institution information, safety posters, etc.
- Ensuring all WBL teaching and assessing staff are fully up-to-date with LSC HASP 10 procedures relating to employer premises risk assessment.
- Liaising with the Learner Safety Co-ordinator to ensure all Learner Induction procedures and handouts comply with funding body H&S criteria
- Liaising with the Safety Officer and Premises Officer to ensure that up to date equipment and machinery inspection records are maintained and that all relevant technical guidance on site operation of all machinery and work equipment is disseminated to all staff.
- Attending the HSWG meetings, if requested, and be prepared to provide any statistical data and information regarding accidents or safety failings within departments for information and auditing purposes.
- Preparing, recording, reviewing and disseminating the department risk assessments and safe working practices to the employees and students.
- Promoting and advising upon standards to be adopted in Health & Safety Matters.
- Advising and assisting Heads of Areas of Learning and Service and Programme Co-ordinators with their Health & Safety responsibilities.
- Attending termly HSWG meetings and offering advice where needed.
- Ensuring Heads of Area and Service and Course Directors are aware of updates on new legislation and guidance.
- Organising Health and Safety Training for delegated personnel and ensuring that records of all such training are kept on file.

### **Premises Officer**

Duties include:

- Drawing the Twin Group's Safety Officer's attention to any circumstances considered to be major health and safety hazards that require a business decision for their prevention.
- Maintaining close and continuous contact with the Safety Officer regarding matters relating to premises safety.
- Consulting or seeking advice from the Safety Officer regarding any information received or personal observations made concerning any unsafe machinery and/or operating conditions and ensuring that action is taken to correct defects.

- Maintaining a close liaison with Twin Group Centre's Safety Representatives and the Safety Officer to expedite compliance with any improvement or prohibition notices issued by an HSE Inspector or Contractual Funding Body. Informing the Directorate if compliance with such notices is delayed.
- Liaising with the Safety Officer to receive notifications of all reportable accidents and assist in the investigation of reportable incidents and the preparation of reports to be forwarded to the Health and Safety Executive.
- Co-ordinating all matters relating to health and safety and arranging for purchase of general safety equipment and supplies across all Twin Group delivery Centres.

## **Health, Safety and Welfare Group**

Objective:

To monitor compliance and review the general working arrangements for health and safety, including the Twin Group Health and Safety Policy Statement, and to act as a representative for the various delivery departments for ensuring joint participation in the prevention of accidents, incidents and occupational ill health.

Composition of the Group will be determined by management but will normally include equal representation of management and employees ensuring that all areas of the Organisation are represented. Other members may be co-opted to attend as required to assist the efficient functioning of the team.

The committee shall be quorate when 40% of the members are present. The core members shall comprise representatives from:

1. Twin Group Safety Officer (Chair)
2. Member of Directorate
3. Learner Health and Safety Co-ordinator
4. Head of Operational Performance
5. Technology Representative
6. Heads of Areas of Learning and Service
7. Staff Representative
8. Business Development Manager
9. Premises Officer
10. Health and Safety Advisor
11. First Aid Co-ordinator

The Group shall determine its own terms of reference but, in general terms, will advise the Twin Group Directorate on Health and Safety matters.

The Safety Officer shall chair meetings of the Group.

The Group shall decide the frequency of its meetings, there will be a minimum of once each term.

The Twin Safety Officer is responsible for ensuring that the Directorate receives copies of the minutes of each meeting.

## **Learner Health and Safety Co-ordinator**

The Learner Health and Safety Co-ordinator's duties will include:

- Working with the Safety Officer as a competent person for the organisation representing Learner's H&S interests and providing ongoing internal advice on matters relating to compliance of Learner Health, Safety and Welfare.
- Working with the Safety Officer in reviewing Learner Health and Safety documentation and providing comment on its adequacy and offering advice as necessary to improve effectiveness of such documentation.
- Ensuring that all those with responsibilities for organising, planning, monitoring and auditing Health & Safety procedures for work-based learning programmes are following Twin's Health and Safety Policy /LSC Safe Learner Health and Safety requirements.
- Attending quarterly HS meetings in order to make representations regarding any Health & Safety matters that affect Learners.
- Reporting back to those under their control and discussing any follow up actions required.
- Ensuring adequate risk assessments are undertaken to cover all activities relating to Learners.
- Ensuring that adequate written procedures are prepared to cover all activities relating to Learners, including instructions on the use of safety equipment or clothing.
- Liaising with the Safety Officer and ensuring Health and Safety procedures for external Learners are disseminated to all those with responsibilities for managing Learners.
- Ensure learners have the appropriate information and tutoring session regarding the LSC Learner Safety guidelines and activities as part of their full Programme Induction.
- Ensure all employer facing staff are adequately trained in risk assessment awareness and disseminate work-place H&S requirements to new employees/work-placement learners.

## **Employees and Students**

All employees and students must:

- Comply with the Twin Group's Health and Safety Policy.
- Follow instructions and guidance provided in the interest of Health and Safety.
- Comply with rules and procedures regarding safe working for learners on work placement or recruited employees from Twin Group programmes
- Find out what safe operating procedure and instructions apply in any workplace and on any job which they may be allocated.

- Report unsafe plant, tools and equipment and unsafe practice/methods or any other hazard.
- Use correct methods of work and not improvise by using methods, tools or equipment that entails unnecessary risks.
- Assist in the maintenance of good housekeeping standards.
- Co-operate with the care takers and follow reasonable advice given by their line managers.
- Where issued, use the necessary protective clothing and equipment as specified.
- Not intentionally interfere with or misuse anything that has been provided in the interests of health and safety or welfare, whether it has been provided for the protection of employees or other people.
- Assist as required in the preparation of risk assessments.

## **Section 3: Arrangements & Procedures**

### **1 Training and Communication**

In addition to specific training referred to elsewhere in these regulations the Twin Group Safety Officer and Twin Operational Performance Manager are responsible for ensuring training needs of the staff with particular Health and Safety responsibilities are identified and ensuring that such needs are met.

From time to time the Twin Safety Officer will publish a Twin Group Health and Safety Bulletin. The Bulletin will contain information which the Safety Officer considers essential for staff to know and other information which helps staff to be informed and kept abreast of health and safety developments.

The organisation will not rely solely on the Bulletin for communication with staff on health and safety matters. When matters arise which require particular attention the Safety Officer or Operational Performance Manager will communicate such matters to all staff via memoranda or staff meetings.

The Safety Officer is responsible for ensuring that each member of staff, whether full or part-time is issued with a copy of Twin's most recent Health and Safety Policy, and most recent Health and Safety Regulations and Procedures.

In addition to any documents held by Safety Officer, Heads of Learning and Service and members of the Twin Health, Safety and Welfare group, the Twin Safety Officer is responsible for ensuring that copies of all appropriate documents and publications to promote the implementation of this policy and its procedures will be held and made available on the website or at Reception. Any such documents and publications so held will be appropriately marked and must not be removed from Reception without the express approval of the Twin Safety Officer.

Ensuring all users of the all Twin's delivery premises are aware of the Health and Safety Policy, i.e. students, contractors and visitors etc.

### **2. The Safe Learner**

The Learner Safety Co-ordinator is responsible for ensuring all staff and learners at all premises have full understanding and awareness of H&S issues regarding their and their colleagues safety and well-being on and off premises and in work placements. Learners will be given a full induction on all elements of the LSC Safe Learner Concept and be required to complete the Be Safe Handbook as part of their induction learning outcomes. Please refer to Section 5 for Twin's Learner Safety Strategy and procedures.

### **3. Qualified First Aid Staff**

The number and names of staff currently recognised by Twin as appropriately qualified First Aiders is listed in Appendix II.

The Safety Officer is responsible for keeping under review the number of qualified first aid staff considered sufficient to meet Twin's needs.

### **3 First Aid meeting Points**

The first aid boxes are available at Reception Areas. Arrangements for a student or member of staff who is deemed to be unwell to use the first aid area should be made with one of Twin's qualified first aiders.

The welfare of unwell persons using the first aid facilities must be monitored adequately by the first aider; on each and every occasion when either an unwell member of staff or unwell student is using the first aid facility the name of the person, the time the person is placed in the first aid room, and the time he/she ceases to use it must be recorded on an accident/incident report form.

### **4 Smoking**

Smoking is prohibited in all Twin training premises. Designated smoking areas outside the buildings are signposted.

### **5 Risk Assessment**

Heads of Provision and Service and Course Co-ordinators are responsible for ensuring that risk assessments for each category of risk on all Twin premises are carried out. The Twin Safety Officer is responsible for monitoring this process.

Please refer to Annex XII for further Risk Assessment guidance.

Such risk assessments will be carried out in accordance with the following five-step approach:

- a) Look for the hazards (anything that could cause harm)
- b) Decide who might be harmed and how
- c) Evaluate the risks arising from the hazards and decide whether existing precautions are adequate or more needs to be done
- d) Record the findings using reporting forms and ensure action is taken as necessary
- e) Review the assessments from time to time, particularly where there is reason to believe a particular category of risk may have changed measurably, and revise as necessary

### **6 Accidents and First Aid**

The procedure to follow when dealing with accidents is described fully in Appendix II

#### **6.1 Aids and Hepatitis**

- 6.2 AIDS (Auto Immune Deficiency Syndrome) is caused by the Human Immunodeficiency Virus (HIV) which attacks the body's natural defence system and leaves it open to various infections and cancers. Current medical opinion is that the risk of becoming infected with HIV in nearly all occupations is negligible. The virus is not transmitted through normal social interaction and there are no reported cases of it being transmitted through the administration of first aid.

- 6.3 Nevertheless, while recognising the low risk, Twin considers AIDS sufficiently complex enough to warrant a separate policy statement. This is attached in Appendix X

## **7 Accident Report Procedures**

All accidents must be reported to the Safety Officer who will decide whether to report the accident to the Health and Safety Executive and/or the Learning Skills Council (LSC). Generally all accidents involving learners must be reported to the LSC and it is the responsibility of the Head of Learning and Course Co-ordinators to ensure that the Safety Officer is notified immediately of such incidents.

Reportable accidents will be notified to the HSE in accordance with RIDDOR 1995. The accident will be reported online to the Safety Officer and Premises Officer and a copy printed off for the records and investigation of the accident.

All major accidents will be investigated. In such situations the Safety Officer will direct the Twin Health and Safety Advisor to carry out the investigations and make the necessary recommendations to prevent reoccurrence of such accidents. The Health and Safety Incident Investigation Report Form will be completed during such investigations.

All minor accidents and injuries must be reported on the Twin Health and Safety Incident Report (Internal) Form by the attending first aider or member of staff at the incident. It is important to ensure that all sections of the form are completed and the form is signed by the relevant Head of Learning or Course Co-ordinator and forwarded on to the Safety Officer.

In the case of staff injury the Safety Officer will forward copies of accident reports and associated documents to the Personnel Manager to be filed on the personal file of the member of staff injured.

## **8 Hazard Reporting**

A hazard which is considered to be minor and transitory in nature e.g. a spillage of water must be reported orally to the Premises Officer for immediate action to be taken.

For any other form of hazard, the member of staff who identifies the hazard must take appropriate action to make the area safe and, in addition to the above procedure, complete a Health & Safety Report (See Appendix VIII ), and send this to the Premises Officer.

## **9 Fire and Emergency Procedures**

All staff are responsible for ensuring that students and other users of the premises are aware of Twin's Health and Safety policy and emergency procedures. This includes ensuring all students are briefed on their first attendance at any Twin Centre, and the Learner Health and Safety Induction Checklist is completed and signed by both the learner and the person giving the induction. The completed form is forwarded to the Learner Safety Co-ordinator.

- 9.1 Fire Alarms.** The fire alarms in each block are tested at the same time once a month. On each occasion a different fire alarm Call Point is activated and a record of any shortfall is recorded in the fire log book.

Activation of the fire alarm is to be initiated for the following purposes and the following purposes only:

- a) in the case of intermittent sounding, to indicate to all staff and students that a state of emergency may exist
- b) in the case of continuous sound, to indicate to all staff and students that a state of emergency does exist, requiring immediate evacuation of the buildings, or
- c) in the case of either intermittent or continuous ringing, to familiarise staff and students with the sound of the fire alarm during the weekly test.

**9.2 Fire/Evacuation Notices.** Building evacuation notices explaining the procedure to be followed in the event of the alarm sounding are displayed in all registers, offices, common rooms, public rooms and corridors and teaching rooms.

**9.3 Fire/Evacuation Drills.** The Safety Officer is responsible for ensuring that fire drills are held at least twice each year and these shall be arranged to ensure that as many students as possible attending the College are given the opportunity to respond to the alarm and practice the evacuation procedures.

**9.4 Emergency Evacuation Procedure.** If the Fire Alarm sounds intermittently this signifies the possibility of fire or other emergency and staff should remain where they are but be ready to evacuate. If the alarm sounds continuously all staff, all students and visitors must follow the evacuation procedures as described. In a terrorist alert or other emergency situation when the alarm is sounded continuously these same evacuation procedures apply and must be followed.

**9.5 Senior Staff.** The Heads of Area and Service are responsible for ensuring that staff and students who have evacuated the building stand at a safe distance from any part of the building for the duration of the emergency.

**9.6 Fire Zones.** The Twin delivery Centres are divided into fire zones, each one approximating to a discrete block, or department, or section of the Premises

**9.7 Fire Notices.** At induction new staff are to be shown a sample Fire notice at its usual location to enhance recognition. Course tutors are asked to/required to show their new students a sample notice at its usual location for the same purpose.

**9.8 Fire Fighting Appliances.** There are a number of Fire Safety appliances placed around each Twin Training Centre which are there to be used by Fire Brigade personnel if they so choose.

**9.9 Fire extinguishers:** (please refer to the H&S Handbook for usages). These are available for staff to use in the event of a fire, but only if the fire is judged to be local, small and confinable. Staff are expected and exhorted to err on the side of safety and if in doubt about the type of extinguisher available or the size and force of a fire to **NOT** endeavour to fight the fire personally.

## **10 Personal Protective Equipment**

In accordance with Personal Protective Equipment (PPE) legislation any member of staff is entitled to provision at Twin expense, of protective clothing appropriate and necessary to the level of risk in the work that they are required to perform.

A member of staff who feels he/she are entitled to protective clothing should make a request to his/her Line Manager whose job it is to deal with such requests.

The Heads of Learning and Service and Course Directors are responsible for ensuring that suitable and sufficient PPE is provided to all students and supervisors during activities which require the use of such protective equipment/clothing. In all situations the level of PPE required will be based on the outcome of risk assessments.

## **11 Hazardous Substances**

The Safety Officer is responsible for ensuring that any employee working with a hazardous substance is adequately informed, instructed and trained so that he or she is aware of the risks and the precautions needed, and how to work safely with such substances.

The Safety Officer is responsible for making adequate arrangements to monitor employees' exposure to hazardous substances. Please refer to the Twin Health & Safety Handbook for clear information instructions on Hazardous substances

## **12 Use of Visual Display Units**

The Heads of Learning and Service are responsible for ensuring that staff are trained and aware of VDU (Visual Display Unit) Regulations and that:

- a) each staff VDU operator has a chair with an adjustable height and back support;
- b) the operator is able to sit and change positions sensibly to reduce muscle tiredness;
- c) keyboard and screen can be appropriately adjusted;
- d) there is adequate workspace to accommodate working papers;
- e) desks are arranged so that bright lights are not reflected on the screen and the operator is not looking directly at bright lights or windows;
- f) the operator has sufficient breaks to avoid fatigue;
- g) the operator is aware of his/her responsibilities in terms of VDU operation and training.

## **13 Visitors**

Visitors, or in the case of large groups, the leaders of such groups on entering Twin Premises, are required to announce their presence at Reception and sign the Visitor's Book.

A copy of the Twin's Health, Safety and Welfare Document and Twin H&S Handbook will be held in Reception and be made available, on demand, for study and inspection by any visitor to any Twin Delivery Premises

Visitors leaving Twin Premises must first inform the Receptionist on duty on Reception and sign out to the Receptionist.

There are specific regulations and procedures that apply to visitors under 16 years of age.

## **19 Work Placements**

See procedures in Annex VII

## **20 Disaster Contingency Planning**

The College Safety Officer is responsible for ensuring that contingency plans for dealing with all types of foreseeable emergencies are prepared.

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## **Section 4: Monitoring and Auditing**

Periodically the Safety Officer in Liaison with the Quality Manager will review the adequacy of these Health, Safety and Welfare Regulations and Procedures and following consideration of such reviews by the Twin Health, Safety and Welfare Group, make recommendations to the Directorate.

The Safety Officer shall, from time to time, make recommendations to the Directorate on arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures in the organisation.

Informal monitoring which includes premises inspections, spot checking of safety equipment and provisions, review of documents and compliance procedures is undertaken periodically by the Safety Officer and the Health and Safety Advisor.

Formal auditing will be carried out yearly by the Health and Safety Advisor and/or the Twin Group Safety Officer in the presence of the Safety Representative. Findings of these audits are reported to relevant Heads of Area of Learning and Service for corrective action where necessary.

## Section 5: The Learner Safety Principle

The Twin Group Safe Learner Co-ordinator will ensure that all aspects of communication regarding Health, Safety and Welfare process conform and adhere to general H&S Policies and procedures. The Health, Safety and Welfare of learners is a fundamental value for Twin and applies to all types of provision. Twin will promote and continually review its standards to ensure learners are receiving the best support to protect and benefit each individual.

Key to this is the promotion of the 'Safe Learner' concept and continuous improvement through effective health and safety management. The safe learner, through the quality of the learning experience at Twin:

- Gains an understanding of the importance of health and safety
- Identifies and controls risk in their learning environment
- Develops a set of safe behaviours to ensure heightened awareness of their own and others safety.
- Experience a safe, secure environment to enable them to feel confident, whilst focusing on their learning goals.

We recognise that learners learn in an environment under control of a training provider and that the tasks undertaken might affect the learner. We aim to ensure that the learner develops a positive attitude and safe behaviours to become a safe learner and worker.

Our teachers, trainers and mentors understand that they have a direct role in the transfer of health and safety knowledge and can influence the learner's behaviour.

Learners will receive an Induction Pack and activity schedule at the start of their programme which will ensure they play an active part in the safe learning process and develop, practical, transferable skills from their experience. Depending on level of risk either in learning or work placement settings, learners will be guided through the recommended health and safety guidelines. Every learner will receive a 'Be Safe' workbook that they will complete as part of their induction and work placement preparation if appropriate.

**Induction** includes;

Health and safety regulations and learner responsibilities and the following documents are completed by learners:

**Inclusion checklist** includes a full declaration of disabilities including depression, asthma and other health conditions. We encourage all learners to declare all disabilities openly and promptly in order to put in place controls or facilities to ensure learner comfort and retention.

**Student declaration**

- Ensures learners have read and understood the LSC 'Be safe' booklet and completed the 'Be safe' workbook and read and understood Twin health and Safety statement.
- Ensures learners have read the Twin Equal Opportunities policy, which clearly sets out that behaviour or language which is deemed to be violent, racially or sexually offensive or abusive will result in disciplinary action.
- Ensures that learners have read and understood the complaints and grievance procedures.

**Learner conduct agreement** - sets out rules regarding classroom behaviour and the consequences of any negative incidents including complaints and grievance procedures.

Learners are informed of Learner support systems in place and are encouraged to share problems, practical issues e.g. childcare, illness and attendance difficulties with a learner Welfare Support officer.

Learners are informed of basic information surrounding health and safety; fire alarms and exits, first aiders and the location of first aid equipment, personal hygiene and use of shared facilities including health, safety and hygiene in kitchen areas.

Explicit in many of our courses is a developing understanding of types of emergencies and incidents/accidents most common in the place of work and the meaning and implication of safety/warning/information signs. These signs are available in worksheet and poster format.

The safe use of ICT is covered during e-learning sessions and as part of induction. This includes a learner conduct agreement for use of ICT and ICT rooms.

Twin values the learner journey and as such, is aware for the need of learners to have regular and meaningful one-to-one tutorials with their tutor. These occur and are recorded in the individual learning plan for every student and cover not only academic/vocational progress but also student welfare. These sessions may throw up personal or professional issues or grievances, which are then dealt with by the tutor, course managers or learner support officers. All information is treated in confidence according to the Data Protection Act 1998. All information is stored securely in filing cabinets.

Learner support information is documented centrally in a password-protected database.

Learners are encouraged to discuss issues and problems fully during these tutorials or during private interviews.

During the course, legislation regarding the following are covered:

- Every Child Matters
- The Children Act
- Disability Discrimination Act
- Sex Discrimination Act

• **Stage 1 – Pre-work briefing**

To prepare candidates for work-based learning and work placements, candidates are given a pre-work briefing. This is to give learners a general understanding of occupational health and safety. It is theory based but includes carrying out a 5 stage risk assessment of the college, and the identification of key health and safety personnel and equipment. A fire escape plan is explained to candidates. Safety signs and notices are printed and explained.

• **Stage 2 - Induction**

Once at the work placement, candidates receive a thorough induction. We ensure all placement work sites are compliant with current Health and safety regulations and are able to provide appropriate health and safety information and training to trainees.

We provide our candidates with placement guidelines, which covers candidate's responsibility towards working safely with others. The placement receives guidelines as to the content of the trainees induction.

- Stage 3 – Progression/foundation
- Stage 4 – Safe worker/learner
- Stage 5 – Life long learning

## Section 6: Forms

### RISK ASSESSMENT

Ref no:

--

<b>Department or Team</b>	
<b>Assessor's Name</b>	
<b>Responsible Manager's Name</b>	
<b>Date</b>	
<b>Work activity assessed</b>	
<b>Persons at risk</b>	
<b>Persons especially at risk</b>	
<b>Hazards and problems identified</b>	
<b>Current control measures</b>	
<b>Specific legislative requirements</b>	

applicable

--

**Risk Rating Score**

Hazard	Numbers	Severity	Likelihood	Risk rating

**Summary of risks**

--

**Control measures required**

	Completed	Date

**Health surveillance required**

--

**Review date**

--

Signed

**Date**

**Twin Group - Health, Safety and Welfare Policy**

**Work Experience Record of Placement Form**

**Learner Details**

Surname \_\_\_\_\_  
Forename \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Postcode \_\_\_\_\_  
Home Telephone \_\_\_\_\_  
\_\_\_\_\_

**Course Details**

Course \_\_\_\_\_  
Tutor \_\_\_\_\_  
Telephone \_\_\_\_\_  
\_\_\_\_\_

**Work Experience  
Placement Details**

Start date \_\_\_\_\_  
End date \_\_\_\_\_  
Times of attendance \_\_\_\_\_  
\_\_\_\_\_  
Organisation \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone \_\_\_\_\_  
Supervisor/contact \_\_\_\_\_  
\_\_\_\_\_

Twin will take all reasonable steps to ensure that the placement is safe and that the learning experience on offer at the placement is appropriate and worthwhile.

Learners agree to:

- Attend the placement as required
- To attend punctually
- To observe health, safety and welfare regulations
- To maintain personal behaviour at the highest standard
- To conform to agreed codes of conduct and performance (e.g. dress)
- To notify the workplace supervisor and Twin in the event of unavoidable of non attendance in good time

Signed Learner

---

Date

---

---

## Section 7: Procedures

Policy Statement

Accidents and First Aid

Emergency Evacuation

Visitors

Contractors Policy

Permit to Work

Student Visits and Work Experience

Health and Safety Report

Injury report form (to be added)

HIV and AIDS Policy and Practice

The Safe Learner Induction Procedures

Health, Safety and Welfare Committee

Outreach Work

Work Experience Form

Child Protection Policy

Risk Assessment

Health, Safety and Welfare Briefing for Visitors

Accident Investigation and Prevention

Interactive Whiteboards

Quick Guide for Managing Incidents

Fitness for Sport assessment

## Twin Group Health & Safety and Welfare Policy

### Appendix I

It is Twin's policy that all members of the organisation's staff, students and visitors are provided with a safe and secure environment. In the establishment and maintenance of such an environment, full recognition will be given to the need to involve employees in developing and promoting safety procedures and practices. All reasonably practical steps will be taken to achieve this and particular attention will be paid to the provision, maintenance and monitoring of the following:

- *A safe and healthy working environment with safe access to and egress from the place of work in accordance with the Health and Safety at Work Act 1974;*
- *Plant, equipment, clothing and systems of work that are safe and will minimise risk to health;*
- *Safe arrangements for the use handling and transport of articles and substances;*
- *Sufficient information, instruction, training and supervision to enable employees in accident prevention, safe working methods, damage control and fire prevention, avoid hazards and to contribute positively to their own safety and health at work.*
- *Placement of employees and students into jobs or work placement which are not likely to aggravation any known health problems*
- *Provision and maintenance of adequate first aid facilities*
- *Provision of specialists competent to assist and advise Twin Management on the safety performance of its activities as and when appropriate*

## Twin Group - Health, Safety and Welfare Policy - Appendix II

### Accidents and First Aid

Procedure to be followed in case of accident or injury:

1. Render simple first aid, as quickly as possible and then follow steps 5, 6 and 7 on the same day or, if the accident happens in the evening, as soon as possible on the following day. Be aware that Twin policy is NOT to dispense medicines, such as aspirin, antiseptic creams etc.
2. If the first aid required is beyond your competence to deal with there are 2 Appointed First Aiders on site:

Name	Centre or Area of Learning	Phone
Annemarie Whelan	<b>Appointed First Aid</b> Twin HQ Lewisham	206
Joe Leaver	<b>Appointed First Aid</b> Twin HQ Lewisham	206
Stuart Allcock	<b>Appointed First Aid</b> Lewis Grove	

In addition at every Twin delivery Centre an appointed First Aid person has undertaken a one-day First Aid (Appointed Persons) course. If any of these trained first aiders are contacted they will take over immediate responsibility but you should still make the necessary reports.

3. If no trained first aiders are available and provided it can be done without further injury, report to Twin Reception to contact the Safety Officer or Head of First Aid
4. If necessary, call an ambulance, using Twin Reception.
5. The member of staff dealing with the incident should inform the Head of Area of Learning and the next of kin where a minor is involved.
6. An accident/incident report form must be completed by the person who responded to the accident/emergency/incident as soon as possible after the casualty has been dealt with.
7. The relevant form can be obtained from the Safety Officer or a designated first aider. A report must always be made in cases involving injury or incidents requiring emergency treatment no matter how trivial, in case of subsequent enquiries.

#### First Aid Kits

Centre	Location
<b>Twin HQ Lewisham</b>	Reception
<b>Lewis Grove</b>	Reception
<b>Croydon</b>	Reception
<b>Woolwich</b>	Reception

## Twin - Health, Safety and Welfare Policy Appendix III

### Emergency Evacuation Procedures

#### Emergency Evacuation

Will you please observe and encourage your students to observe the following procedures:

1. When the alarm is sounded **continuously** everyone must leave the building as quickly as possible.
2. The **Fire Marshal** will ensure that their designated area is cleared and will then report any important information regarding trapped or injured individuals to the Safety Officer.
3. When evacuating a room please ensure that all your students have left before you do then close the door **but do not lock it.**
4. Do not spend precious time endeavouring to open or close windows or gather up personal belongings.
5. Leave the building by the shortest possible route.
6. Move away from the building to the appropriate **Fire Assembly Point** and stand at least 50 metres from the building, do not obstruct entrances and ensure that learners do the same. This action may help to avoid injury from heat, falling glass or masonry.
7. **Do not re-enter the building and do not allow students to re-enter** the building until you have been told to do so by someone in authority that it is safe to do so. Do not assume that when the alarm stops ringing it is safe to re-enter the building – it may not be!

#### *Disabled Persons*

Due to current limitations of the building the needs students and visitors with mobility problems will normally be catered for on an individual basis.

1. Seek assistance from a member of staff to reach the safe haven
2. Remain in the safe haven until further assistance arrives.
3. The safe haven will be checked by the fire warden designated to that area but the duty staff member must inform the fire marshal by the main door that a person requiring assistance is waiting in the safe haven.
4. The Premises Officer will arrange for assistance to be given to the disabled person to evacuate the building or alert the fire brigade as appropriate.

## Arrangements for Emergency Evacuation

**In order to ensure a smooth evacuation of all personnel and learners, Fire assembly areas are indicated on each floor. In event of a fire or other emergency, each zone will evacuate to their dedicated assembly.**

### Duties of the Fire Marshal

The fire marshal will ensure that all procedures and precautionary measures are clearly understood by personnel within his/her area. A trained fire marshal will direct personnel at each exit to the correct assembly point. Once the evacuation is complete for the area, the fire warden will then join personnel at his designated assembly point and alert the appointed control officer that this area is clear.

Fire marshals will make daily visual checks of all fire fighting equipment and for any obstructions throughout the evacuation routes within his/her area and report any defects to the Premises Officer.

Upon alarm sounding for evacuation, the fire marshal will put on his/her fluorescent jacket, pick up his/her area plaque (located near exit), do a visual sweep of his/her area, checking store rooms and toilets then when all personnel within his/her area have evacuated, they should leave by the dedicated escape route and report his/her area clear to the Premises/Safety Officer at the exit. He/she should then go to the designated assembly point with his/her personnel and await further instructions.

**Under no circumstances should he/she return to the building without the all clear being given by the control officer.**

### Emergency Procedures

In event of a fire or other emergency the following procedures must be adhered to:

When fire alarm procedures are being tested or exercised prior notice will be given. In case of an exercise, the full procedures as outlined below should be followed, except that there will be no need to call the fire services out.

- 1 The person finding the fire is to set off the fire alarm and then inform reception/Safety Officer on stating the exact location of the fire.
- 2 Manned reception areas on receiving a report are able to activate the fire alarm, then to report by telephone stating clearly the location of the fire.
- 3 The Safety Officer, on receiving a call of fire is to ascertain the location of the fire via zone identification on fire panel and call the fire services immediately, stating the location along with directions to the fire and any relevant information the fire service may require. The Premises Officer and Safety Officer will come to the site to help to evacuate and secure the building and to direct fire tenders to the location.
- 4 Only the Fire Brigade or Premises Officer can silence the alarms and only these people will declare the building or site safe for re-entry.
- 5 Loud halers will be sited at all reception points and should be used to control crowds outside main entrances, taking into account the danger of roads.
- 6 All people evacuating the building will use the stairs to the nearest fire exits. Disabled persons should be located in safe areas with the location to be reported to Safety Officer as soon as possible, giving a contact telephone number, they are to keep in contact with these people and relay this to the fire brigade as soon as possible.
- 7 Full unambiguous, procedural instructions must be prepared and left at each reception point and all staff reminded of the action to be taken.

## **Visitors**

### ***Policy***

All visitors to Twin Centres must report to site Reception and will be issued with an identify pass which contains essential details regarding health & safety. These procedures ensure that Reception holds an accurate record of all those on site at a particular time.

### ***Procedures***

The following procedures will be carried out:

1. The visitor's name, company and who they are visiting will be recorded.
2. The visitor should remain within the Reception area until the host member of staff has been informed and has made arrangements for them to be escorted or directed to the appropriate location within the Centre.
3. A full set of health and safety documents shall be available at the Twin Reception.
4. The host member of staff has a duty of care to the visitor. The host should point out emergency procedures and generally have regard for the safety of the visitor.
5. The visitor must comply with the Zone Safety Policy, including codes on protective clothing.
6. The visitor must be signed off the premises when visit is complete.
7. In the event of an emergency evacuation the duty receptionist must take the Visitors Registration Book to the Premises Officer.

### **Children**

8. Children under 16 are not normally admitted to the Centres for Safety and Insurance reasons. Where an adult visitor is accompanied by a child under 16 they must remain at reception after signing in until the host member of staff escorts them to the destination location.
9. On leaving the party which includes a child or children who are under 16 will be escorted by the host member of staff to reception to sign out.
10. The only exceptions to these arrangements are when children under 16 are registered with the Centre as an under 16 International student. Under 16 students must be given a Health and Safety briefing by the member of staff responsible for the course prior to its commencement.
11. Normally Twin staff, agency staff and contractors must not bring relatives, friends or guests who are under 16 onto Twin premises. In the exceptional circumstances where this is the case they must be signed in and accompanied at all times.

## Appendix V

# Contractors Policy

### Approved Contractors

The Twin Safety Officer will maintain a record of Approved Contractors. An essential criteria for approval is the possession of a copy of a current Contractor's Safety Policy, other documents or evidence which demonstrate a commitment to health and safety. A copy of the Approved Contractor's Safety Policy must be lodged with the Twin Safety Officer.

**Arranging Contracts** The Premises Officer must liaise with the Safety Officer in order to ensure that only approved Contractors are engaged in any works.

The Health and Safety Officer and the Premises Officer are responsible for ensuring that, as far as is practicable, the health and safety of staff and all others is not compromised by the activities of Contractors.

For major projects, the Safety Officer must ensure that all works are undertaken in compliance with the Construction (Design and Management) Regulations 2007, where they apply. A CDM Coordinator must be appointed as soon as possible to advise on matters relating to project safety.

**Contractors – General Arrangements** Where Twin premises are not wholly given over to the Contractor Twin retains the responsibility for health and safety. The greatest potential risk is when Contractors are working in occupied buildings.

The Contractor has a duty with regard to health and safety related to the work. Twin has a similar duty to all other persons who may be affected by the work.

1. Contractors are to be made aware of the requirements of all Twin Group policies, and will be issued with copies of relevant sections from the policies. The Twin Health, Safety and Welfare Policy is available at Reception.
2. General rules now apply as per the Twin 'Permit to Work'
3. A mutually agreed system must be drawn up and adhered to. Any departures from the agreed system must be agreed with the relevant Manager, who will inform all concerned.
4. Contractors must not enter hazardous areas except by written agreement and/or the Permit to Work form, available from the Twin Safety Officer.
5. Contractors must not undertake hazardous tasks and processes except by written agreement, in particular, naked flame hot work.
6. Contractors must report to an agreed person each day before starting work and on completion before leaving the premises.
7. All relevant staff must be informed of any work about to be undertaken in order that the implications for health and safety may be reviewed.
8. Regular visual checks should be made on Contractors if they are working alone or in an isolated area.

**This is not a permit to work in the true sense and it is suggested that this is replaced with a Code of Practice or Statement of Policy which requires that the college permit to work is obtained by the contractor –**

## **Appendix VI**

### **Permit to Work**

Visiting contractors undertaking work within the Twin Group **must** read and sign this work permit, and keep it with them for the duration of the work. They may be asked to produce it on occasions.

### ***This permit must be returned to premises team on completion of the work***

1. Contractors' employees working with any part of the Twin Group have to be familiar with and agree to comply with the Twin Health and Safety requirements.
2. Contractors undertaking the following work must contact the Twin Premises Officer prior to work starting and provide a written method statement.
  - Excavations
  - Working at heights (including internal window repairs or where falling debris may constitute a hazard)
  - Working with a naked flame
  - Electrical work
  - Gas work
  - Working with a known hazardous substance
3. The contractor will make every attempt to return the area in which they have been working, tidy at the end of the day and to the original state of cleanliness at the end of the work period.
4. The contractor must sign this permit in the presence of the issuer prior to the work starting and on completion of the work by the Twin Premises Officer to indicate the work area has been tidied. Old permits should be returned to Premises and new permits applied for at the start of each working week.
5. Failure to comply with items 3 or 4 may result in a deduction of up to 3% of the invoice total to cover cleaning charges.

Signature of Contractor: ..... Date: .....

Company: .....

The Contractor has tidied the area in which he has been working.

College Premises Officer: ..... Date: .....

## Appendix VII

### Students on Educational Visits or Work Experience

1. Staff owe a duty of care to their students whilst under their control. Students engaged on educational activities off-site of Twin premises have a duty of care to themselves and others.
2. Staff organising visits or journeys must liaise with line managers at an early stage in the planning process and managers must satisfy themselves that arrangements are appropriate for the group and activity being undertaken. Under the Health and Safety at Work Act both the staff organising and accompanying the trip or work experience, managers and the Directorate will be liable. This liability cannot be delegated.
3. Staff organising educational visits or work experience are required to assess the level of risks to which students may be exposed, and take appropriate precautionary measures.

Factors affecting the assessment of risk include:

- a) The age and experience of student
- b) The level of supervision
- c) The level of advice and/or training
- d) Any periods of unsupervised time
- e) Third party actions
- f) Location and methods of travel
- g) Environmental conditions
- h) Encountering other environments and cultures
- i) Health of participants
- j) Skills, experience and expertise of the supervisors/instructors

Training for staff in the assessment of risk and precautionary measures to be taken is included in the Staff Development Plan.

#### 4. Educational Visits

All educational visits are to be authorised in advance by the Head of Area of Learning and Programme Co-ordinator. Staff will normally accompany a student group visit but there are occasions when students will be unaccompanied, e.g. individual research projects. In all cases explicit instructions on Health and Safety must be issued to the students prior to the visit and, where the student is a minor, a signed declaration obtained from the parents agreeing to off-site activities. Mature students should sign the declaration for themselves.

Any activity that presents particular hazards must be accompanied by staff qualified in the particular activity. The staff/student ratio must be dictated by the nature of the activity and staff must make an assessment of the number of students one member of staff can reasonably manage in the particular circumstances. The student staff ratio will be determined by the organiser, the Department Managers. Other advisors should be consulted if there is any doubt about an appropriate level of supervision.

Good practice dictates that parental consent should be sought for visits and journeys for young persons (16-18 year olds). An example of such a form formerly used at. The "acid test" must be whether one is acting as a "prudent parent".

Careful, detailed and timely planning lies at the heart of a safe and well run visit, journey or work experience placement. The following sections can be used as an aide memoire for planning. Such advice can never be exhaustive and will need to be adapted to the individual requirements of a particular trip.

Risk assessments must be carried out in advance for any hazard that may be encountered during the educational visit or journey.

## **5. Work Experience**

Work experience placement must be appropriate for the student undertaking the placement from an educational, health, welfare and safety point of view. The following factors must be considered in the planning of the placement:

### **Pre-experience checks**      Educational      appropriateness      of      the placement

The organisation at which the placement is to be made must operate effective systems and procedures to deliver appropriate and safe work experiences.

An appropriate Health and Safety Policy in place and adhered to in the work place.

A programme of safe work is agreed with the employer.

Employers staff must be competent to supervise the trainee.

The working environment should be safe and healthy and where risks have been lowered to a minimum practicable level.

Police checks are undertaken where a student is left alone with a small number of individuals or where it is otherwise appropriate.

### **Insurance**      The student is insured to work on the employers premises.

### **Supervision**      Adequate supervision of the student by a member of College staff or consultant to ensure that the placement meets its educational aims and that the safety, health and welfare of the student are not compromised.

### **Emergency Contact**      Every student on a work placement must be aware of how to contact his or her College supervisor in the event of an emergency or other urgent incident.

In short the student should be safe, happy and have a useful learning experience.

## **6. Risk Assessment**

The following questions must be asked as part of a risk assessment for an educational visit, journey or work experience placement:

- Likelihood of an incident occurring
- The seriousness of the consequences in the event of something going wrong
- How often the risk is likely to arise during the visit or activity
- The number of people likely to be affected
- Whether the effects will be acute or chronic

Controls must be put in place to control the risk

- Elimination
- Substitution – arrange a safer alternative
- Isolation – separate the hazard from the people
- Minimise exposure to the hazard by good housekeeping and organisation
- Minimise the time of exposure and/or the number of people exposed to the risk
- Training and awareness – design safe methods of operation or systems
- Use personal protective clothing and/or equipment
- Ensure good welfare facilities to aid high standards of hygienic
- Use surveillance to detect early signs of ill health

The risk assessment must be recorded.

Having identified the controls required that appropriate measures must be implemented and this requires:

- Consultation
- Agreement
- Communication
- Resourcing
- Monitoring and Review

Training in risk assessment and management is provided from time to time by Twin

## **7. Residential Journeys and Visits – Please refer to the Twin International website for documentation regarding journeys and visits for international students.**

## Twin Group Educational Visit / Residential Planning Form

Please complete this form and return it to the appropriate Head of School as early as possible before the departure date.

Co-ordinating Teacher	_____
Outward date of Journey	_____
Return date of Journey	_____
Destination of Journey	_____
Student target group	_____
Brief outline of the purpose of journey (attach details if appropriate)	_____ _____ _____
Details of assessment that activities are safe, appropriate and good value (attach copies of documents if appropriate)	_____ _____ _____
Staff – are they appropriately experienced and qualified (Attach details)	_____ _____
Letter to be sent to parents and their permission sought (attach copy)	_____

Name of Travel Company (attached details)	_____	
ABTA bonded ?	Yes/No _____	Recognised by DFEE ? Yes/No _____
Accommodation Address	_____ _____ _____	
Phone Number	_____	
Transport to be used	_____	

Cost to Students	_____	
Deposit	_____	Returnable? Yes/No _____
Details of Insurance	_____	
EIII to be obtained by students?	Yes/No _____	

Signed \_\_\_\_\_ Date \_\_\_\_\_



# Twin Group Residential Journey Checklist

Please complete and return to Head of School before the departure date and also give a copy to the Department Administrator.

## Critical Information

Destination	_____
Outward date/time	_____
Return date/time	_____
Depart from/return to	_____

Co-ordinator: Staff member 1	_____
Staff member 2	_____
Staff member 3	_____
Staff member 4	_____
Staff member 5	_____

Accommodation address	_____
	_____
	_____
	_____
Phone No:	_____
Fax	_____
e-mail:	_____
	_____
Travel Company	_____
Address:	_____
	_____
	_____
Phone No:	_____
	_____
Transport provided by:	_____
Address	_____
	_____
	_____

Phone No: \_\_\_\_\_

## Aide Memoire –

- Guidance given about spending money (including meals?)
- Medical + diet details obtained from all participants
- Information about activities given to students
- Rules about behaviour, alcohol, cigarettes, evening deadline agreed
- Guidance given to students about valuables
- Essential items to take: passport, E111, Twin ID pass, pens, paper, appropriate clothing, towel
- Optional items to take: alarm clock, camera + film, phrase book, travel sickness tablets, travel adapter, ISIC card.
- All the above points given in letter to students / parents
- Passport numbers obtained from students
- Students (where appropriate) have visa to re-enter UK
- E111 obtained by students + staff
- Preliminary visit made
- Student meeting held
- Staff spare cash/credit for emergencies
- First Aider/Kit organised
- Caretaker notified of departure + arrival times
- Student list on notice board
- Teaching Staff notified
- Student + Staff (names, addresses, phone numbers) to Department office
- Work set and given to Course team leader (term time journeys)
- Emergency college contact phone number obtained
- Official letter from Directorate (to obtain concessionary rates on visits)

Signed \_\_\_\_\_

Date \_\_\_\_\_

CONFIDENTIAL

## Twin Group Journey Parental Consent Form (under 18 years of age)

Journey to \_\_\_\_\_

Dates \_\_\_\_\_  
\_\_\_\_\_

### Student Information

Surname \_\_\_\_\_

Forename \_\_\_\_\_

Date of birth \_\_\_\_\_

Age on date of departure \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone number \_\_\_\_\_

Tutor \_\_\_\_\_

### Emergency Contact

To ensure that parents may be contacted in the event of any travel difficulties or delays will you please complete the sections below. If it is not possible to contact parents by telephone, please give name, address and telephone number of a neighbour/relative where an urgent message may be left.

Parents' Name \_\_\_\_\_

Parents' Home Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Home Telephone No: \_\_\_\_\_

Work Telephone No: \_\_\_\_\_

Emergency contact \_\_\_\_\_

### Trips Abroad

Nationality \_\_\_\_\_

Passport No: \_\_\_\_\_

E111 \_\_\_\_\_

Visa obtained (if necessary) \_\_\_\_\_



## Parental Permission

I confirm that I wish my son/daughter/ward to be allowed to take part in the above-mentioned trip, and having read the information sheet, agree to his/her taking part in the activities described.

I understand that my son/daughter/ward may not be supervised for the entire duration of the visit.

I understand that while the college staff in charge of the party will take all reasonable care, they cannot necessarily be held responsible for any loss, damage or injury suffered by my son/daughter/ward, which occurs as a result of the residential visit.

I consent to any emergency medical treatment necessary during the course of the visit.

Signed

\_\_\_\_\_ Father/mother/guardian

\_\_\_\_\_ Student

Date

\_\_\_\_\_

## Work Experience: Parent/Guardian Permission Form

Student Details	
Surname	_____
Forename	_____
Address	_____
	_____
Postcode	_____
Home Telephone	_____

Course Details	
Course	_____
Tutor	_____
Telephone	_____

Work Experience Placement Details	
Start date	_____
End date	_____
Times of attendance	_____
	_____
Organisation	_____
Address	_____
	_____
Telephone	_____
Supervisor/contact	_____

Twin will take all reasonable steps to ensure that the placement is safe and that the learning experience on offer at the placement is appropriate and worthwhile.

Students agree to:

- Attend the placement as required
- To attend punctually
- To observe health, safety and welfare regulations
- To maintain personal behaviour at the highest standard
- To conform to agreed codes of conduct and performance (eg dress)
- To notify the workplace supervisor and college in the event of unavoidable of non attendance in good time

Signed (Parent/Guardian) \_\_\_\_\_

Signed (Student) \_\_\_\_\_

Date \_\_\_\_\_



## Annex IX

### **Injury Reporting documentation.**

The Accident reporting book is held with the First Aid box at Reception and in the Admin office on each floor.

Please see the copy of the Reporting form (next page), and photocopy for the Premises Officer to log. (please see Annex XVI for further guidance).

## Appendix X

# Human Immune Deficiency Virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS)

## Statement of Policy

### 1 General Principles

- 1.1 Members of the public who have the human immune deficiency virus in their bloodstream will be as entitled to receive the Twin Group's Services as if they did not have the virus. No service will be withheld solely on the grounds that a potential recipient has the virus provided that the member of the public concerned co-operates with basic precautions, which are designed to protect the Twin Group staff and the public sharing those services from infection.
- 1.2 Twin will operate its services so as to minimise the risks to the public and its staff of contracting the virus accidentally.
- 1.3 Normal personnel procedures will continue to apply to the recruitment and medical clearance of new staff. Having the virus will only influence eligibility for employment where Twin will decide the potential employee is not medically fit for the job,
- 1.4 Where a member of Twin Group's staff suffers from the virus no special action will be taken unless their work requires direct intimate contact with a member of the public or other members of staff involving direct contact with blood, semen or other bodily products or when they will be required to follow a code of practice to minimise risk of infection.
- 1.5 Staff whose work requires them to have such direct physical contact will be provide with protective equipment.
- 1.6 The policy and associated code of practice will apply to temporary as well as permanent staff.

### 2. The Provision of Services

- 2.1 In providing its services the Twin Group will not discriminate against people who have antibodies to the HIV in their bloodstream (are antibody positive). Where the effect of the virus is to increase a person's need for a service from the Twin Group that service will be provided subject to the normal criteria of individual eligibility and financial of other constraints.
- 2.2 Provision of a service which involves direct, intimate physical contact between a member of the Twin Group's staff and a member of the public who is antibody positive will only be withheld if the member of the public refuses to co-operate with basic procedures to protect the Twin Group's staff from infection.
- 2.3 The Twin Group will give high priority to dealing with spillages of blood, vomit or other bodily fluids and to the clearing away of the debris of drug addiction and other materials containing or exposed to bodily fluids.

- 2.4 The Twin Group's private contractors will be required to operate procedures or a code of practice which protect the public and staff whether of the Twin Group or the contractor, from the risk of accidental infection with the HIV. The Twin Group will wish to approve the contractor's procedures or code of practice as part of the negotiation and monitoring of its contracts.
- 2.5 Where a member of the Twin Group staff contracts the virus the Twin Group will take medical advice as to which, if any, parts of that person's job he/she should no longer carry out or for which special precautions need to be taken and will require the member of staff concerned to take those precautions in the conduct of their work and to follow the standard precautions.
- 2.6 Where because of the course of the virus and the consequent disease AIDS a member of staff involved in providing direct services to the public is suffering from a contagious or infectious disease which can be easily spread in the normal course of work the member of staff will be given sick leave until that easily spread condition is under control.
- 2.7 The Twin Group will periodically review its provision of services and this policy as knowledge of the virus and AIDS increases and as the spread of the virus and the disease in the population changes.

### **3. Protection of Staff**

- 3.1 Staff whose work involves or may involve contact with blood or other bodily fluids or products will be provided with protective clothing as well as agents for safely neutralising the blood or any other body fluids and products which represent a risk and means for its disposal.
- 3.2 Staff whose work may bring them into contact with the debris of drug addiction will be provided with the means for safely disposing of hypodermic needles and syringes.
- 3.4 Staff who are recognised first-aiders will be provided with airways for resuscitation and with training in their use.
- 3.4 Where the Twin Group knows that a recipient of or applicant for one of its services has antibodies to the virus in his/her bloodstream and the service may involve physical contact the staff concerned in providing that service will be told.
- 3.6 Supervisors and managers will so far as is possible ensure that colleagues who, by virtue of AIDS have other serious conditions which may be infectious or contagious, do not remain on duty until that other condition is under control.

### **4. Employment Conditions**

- 4.1 No special recruitment procedures will apply and no change will be made in Twin's normal procedures for medical clearance as to fitness for the job before an offer of employment is made. AIDS or HIV antibody-positive test results will only bar a person from employment with the College where that is the decision of Twin Group and any such decision will be arrived at in the normal way.

- 4.3 Where a member of staff is antibody positive and their job requires direct physical contact with members of the public he/she will be encouraged to inform a senior manager and will be required to follow a code of practice to minimise -the risk of accidental infection.
- 4.3 Where a member of staff is antibody positive they will not be asked to declare that unless their job involves direct physical contact with members of the public.
- 4.5 Where a member of staff whose job involves direct physical contact discloses he/she is antibody positive medical advice will be sought as to any specific precautions which should be followed to minimise the risk of accidental infection.
- 4.5 If very exceptionally and rarely medical advice is that a member of staff who is antibody positive cannot safely continue to do his/her job or some part of it even with precautions the duties of the member of staff concerned will be adjusted or redeployment without financial detriment will be arranged.

Note: it is envisaged that this will occur only where there are factors special to both the job and the employee which together make the risk of cross infection unacceptable, e.g. an employee who is antibody positive involved in intimate physical care of the public and who suffers from, for example, weeping eczema or unpredictable nosebleeds.

## **5 Code of Practice for Staff**

- 5.1 All Twin Group employees have a duty to themselves, their colleagues and the general public to operate in a safe and health conscious manner. There is also a similar duty placed upon employers and these responsibilities are embodied in the Health and Safety at Work etc, Act 1974.
- 5.2 The Twin Group believes in a policy of understanding the disease and its problems through education and in taking a caring attitude to its, employees, clients and the general public who become victims of the disease. It is therefore vitally important for you who are an integral part of the workforce of the Twin Group to act responsibly when dealing with clients with the disease or if you contract the virus or develop the disease yourself. Below are detailed some basic requirements you must follow. The purpose of this code of practice is to give all employees general guidance to minimise the risk of contracting and/or passing on the virus at the workplace and to help in educating employees with regard to the disease and their lives inside/outside the work environment.

## **6 Information about HIV and AIDS**

- 6.1 **Spread of Infection** HIV is very difficult to catch accidentally. It is passed on by sexual intercourse with an infected person or by taking infected blood into your own bloodstream. Normal social and work contacts, even with an infected person, are safe. The virus is not spread in the way other viruses can be by 'sneezing or coughing or by touch. Nor is there any risk if you handle anything which has been touched by an infected person, or from sharing an office or other facilities with them. The only risk is from direct contact with the blood, semen or other body fluids of an infected person. Few jobs involve, contact with these bodily products so the great majority of staff are safe from infection whilst undertaking normal duties at work. Those staff who care for clients and deal with their blood, semen or other bodily fluids

already face, a risk from other infections, and the precautions in the Code of Practice will help protect them against these as well as against HFV. Will a person with the infection be able to work? Someone who is infected with the HIV virus should be able to work normally whilst otherwise medically fit to do so; this will be ascertained by referral to a Medical Officer who advises the Twin Group on staff health.

- 6.2 **Risks for the public** Potential risk to and from the public only arises where blood, semen or other bodily fluids of an infected person can enter another person's body, for example, through an open wound. All cuts should be covered with a waterproof dressing as a matter of course.
- 6.3 **First Aid** No one has been known to catch the virus from HIV blood splashing onto the skin, but as a matter of normal hygiene, blood should be washed off immediately with soap and water. Cuts should, in any case, be protected with waterproof dressings.

## 7. **Contact with Potential HIV Positive/Aids Carriers**

Staff who come into contact with clients or employees who may be HIV positive/aids carriers must observe the following procedures:

- 7.1 Whenever and wherever you suffer a cut or abrasion to the skin immediately clean and dress the wound ensuring it is covered with a waterproof plaster or protective covering. Never leave any cut/abrasion uncovered. Whenever clearing up spillage of body fluids, blood, saliva, etc., use a solution of 1:10 bleach in water, or other solution approved by the Twin's Safety Officer and always wear the protective gloves provided together with a disposable apron. This also applies when dealing with sanitary towel debris, excreta and the debris of drug abuse. When you finish clearing the spillage dispose of the gloves, apron and spillage in plastic bags provided. When dealing with refuse always wear disposable gloves and ensure you empty such material in a safe manner, e.g. don't plunge your hands into bins with refuse when you cannot see what the bin contains.
- 7.2 Where syringes/needles are used and are disposable, dispose of the spent syringes/needles in a sharp safe.
- 7.3 If you are a first aider, when you are called to an incident where you are likely to come into contact with blood/body fluids, always take with you the disposable gloves/apron provided. If as a first aider you are required to give artificial respiration use the airway you have been provided with.

NB: All first aiders will be provided with training in how to use this equipment.

- 7.4 If you spill blood or other body fluid over exposed skin you must immediately wash the affected area in soap and water.
- 7.5 Spillage of blood or other body fluid over clothing should lead you to wash the affected garment on a hot wash in a washing machine.

## **8. Employees Who Are HIV Positive or Suffer From Aids**

- 8.1. If you as an employee suffer from HIV or AIDS there are precautions you must take. The Twin Group will as far as practically possible review the duties and responsibilities you carry out to establish that you are medically fit to carry out the full range of duties and responsibilities; but with its responsibilities to the general public, clients and other employees it may be necessary to modify the job you do to minimise the risks to you and others. You will receive a sympathetic and understanding approach to the problem.
- 8.2. If your job involves direct physical contact with the public inform your Line Manager that you have contracted the disease/virus as soon as possible. If you find this difficult ask your doctor to do so on your behalf. The information will only be disclosed in the circumstances outlined in the Twin policy document. Expect Management to ask you to take leave with pay whilst your medical condition is reviewed in relation to the duties and responsibilities you carry out and precautions necessary for you to continue to carry out such duties whilst you are suffering from the virus.
- 8.3. If you cut yourself or there is a spillage of your body fluid, where practicably possible you should clear up the spillage/apply a dressing/bandage/plaster yourself. If you are unable to do so you must consult a recognised first aider or call for general assistance from colleagues but do not allow them to clean up the spillage without taking the precautions of wearing disposable gloves and apron and neutralising any virus in the spillage with a solution of 1 part bleach to 10 parts water or other solution approved by the Twin's Safety Officer and Premises Officer.
9. If you suffer from the virus or develop the disease always wear disposable gloves and apron when giving personal care to clients, e.g. bathing. If you suffer from the virus or develop the disease and you are a first aider you must inform the Twin Safety Officer and you must relinquish this responsibility. Continuing to carry out this responsibility may place other vulnerable client/employer groups at risk.

## Appendix XI

# Student Induction in Health and Safety

All students must be given a general Health and Safety Induction at the beginning of their course. This will need to be repeated for students joining the course late. A record of when the briefing is given and who was present in the teacher's mark book would be good practice. (please refer to the Safe Learner guidelines)

Aide-memoire for student health and safety briefing (points to cover)

### 1. Personal Responsibility

- Duty of care to oneself and others
- Behaviour
- Good housekeeping
- Taking action over hazards
- Personal medical conditions

### 2. Emergency Evacuation

- Further information is contained in the Twin Health and Safety document

### 3. Accidents and Emergencies

There are signs around Twin premises explain how to get help in the event of an emergency. The nearest school office or reception will be able to instigate the accident procedure when an incident is reported.

Students (and staff) are required to sign in when working in Twin Group premises outside term time to ensure that in the event of an emergency all personnel are accounted for.

### 4. VDUs

Staff in computer areas will help students to arrange their workstation to avoid strain and sight problems. The following points need to be addressed when working on a computer.

- Adjust chair and monitor
- Keep the working area clear and tidy
- Take frequent breaks (every hour at a minimum)
- Have an eye test if necessary

### 5. Health and Safety in Specialist areas

- High risk areas of the Twin Group will have local health and safety procedures. Staff in those areas will brief their students on these special requirements at the beginning of their course and remind them at intervals throughout the course.

This aide memoire is not intended to be exhaustive and particular courses may have other requirements.

## Appendix XII

# Outreach Work

Where staff of Twin Group are working off-site the following procedures will serve as a guide to ensure that they have a safe working environment.

### 1. Managing Safety

It must be ensured that:

- 1.1. Adequate insurance (Twin or host organisation) and in particular employer's and public liability insurance is in place.
- 1.2. Health and safety policies, organisation and arrangements are in place.
- 1.3. Health or medical conditions which may affect the worker or others have been identified, controlled and monitored.
- 1.4. The worker has appropriate line management arrangements in place, including notification of locations and contact telephone numbers.
- 1.5. The working environment is safe and healthy.

### 2. Safety Policy and Risk Assessment

It must be established that:

- 2.1. A Health and Safety Policy is in place (statement, organisation and arrangements) which must be in writing where required by law.
- 2.2. Significant risks have been identified and assessed, which take all persons into account, and these have been recorded where required by law.
- 2.3. Appropriate procedures/control measures have been introduced as a result of the risk assessments.
- 2.4. Control measures may include always working in partnership with another outreach worker.

### 3. Staff Competence

- 3.1. Outreach workers must be judged competent to operate in their working environment by their line manager including health and safety matters.

### 4. Equipment, Materials and Safe Systems of Work

- 4.1. Suitable safe equipment and materials are provided with systems of work and control measures as appropriate
- 4.2. Appropriate Personal Protective Equipment (PPE) is issued where required.
- 4.3. Where first aid provision is not available a travel first aid kit and suitable training (1 day appointed persons training as a minimum) must be provided.

## Appendix XIII

# Risk Assessment

## Introduction

Risk assessment is a fundamental process for ensuring health and safety in the Twin Group. It is probably the most successful tool that the health and safety manager can possess. The concept of risk assessment is contained in many statutes and guidance material. The Management of Health and Safety at Work Regulations 1999 contain the main legislative requirements for employers and the self-employed to carry out such assessments. Other regulations contain similar provisions to carry out assessments, such as those for exposure to noise and manual handling.

Some classes of people may be at an increased risk. Special provisions exist for controlling the risks to pregnant women, new mothers and young persons.

The first step in the risk assessment process is to identify what hazards people may be subjected to. A hazard can be classed as anything that has the potential to cause harm. This can be achieved by carrying out a walkthrough survey and talking with the people who carry out the work activities.

The second step is to assess the risks from each of those hazards. Risk is defined as the likelihood that something will cause harm together with the severity of injury. Once the work activity has been assessed, a decision has to be made as to whether the risk is acceptable. If the risk is acceptable, any existing measures used to control the risk must be kept in place. If the risk is unacceptable, additional measures to control the risk must be introduced. A hierarchy of control measures must be followed.

The significant findings of the assessment should be recorded. Checks should always be made to ensure that control measures are being followed. In addition, the assessment will need to be reviewed at appropriate intervals to ensure that it is still valid.

## Generic assessments

Risk assessments should be specific to particular activities. If the work activities are similar, however, the process of individually assessing each of those activities at every site can prove a daunting task, if not a wasteful exercise. Managers may, therefore, find it useful to carry out a generic risk assessment that covers activities on a group basis. This could take the form of assessing a group of similar activities such as office work or class based teaching or assessing a single activity that occurs at several locations.

A single or small number of assessments can be undertaken and the results of that assessment can then be applied across a range of activities. This technique has advantages in that less time is spent assessing similar activities. It also means, however, that a greater amount of time has to be spent planning the assessment. There is also a possibility that little or no variation may be made for local working arrangements or situations and so the process may prove inflexible or open to misinterpretation.

If generic assessments are to be used, they must be valid for the work activities to which they apply. In order to achieve this, the following points should be observed:

- the assessment must represent the particular activities at all relevant locations, or the worst case scenario should be assessed;

- there should not be any significant deviations from the assessment;
- the assumptions on which the assessment is based should be recorded, such as the safe working procedures detailed in the company health and safety policy statement that all work locations follow;
- the control measures that are in place should not deviate from that on which the assessment was based.

It should be noted that there is no legal requirement that each activity is assessed at each work location, just a requirement for the assessment to be 'suitable and sufficient'.

**Table 1: Vulnerable persons**

<b>Vulnerable group</b>	<b>Reasons</b>
Pregnant women	Susceptible to extremes of temperature, heavy weights, night or shift work, lead, hazardous substances, general fatigue, cramped working positions.
Visitors, contractors or members of the public	Normally unaware of dangers associated with the workplace and its layout. May disregard safety instructions. Possibility of vandalism
Young persons	Immaturity can lead to carelessness and no previous industrial experience means that they are often unaware of dangers.
People on work experience or training schemes	Similar reasons as for young persons, also a willingness to please an employer may lead to the taking of short-cuts.
Lone workers	May be unable to summon help in an emergency and may be susceptible to violence
Temporary employees including those from employment agencies	Unaware of site and safety rules and may have no regard for the company and its equipment.
Disabled persons	Visual or hearing impairment may result in hazards not being noticed, physical impairment may make the operation of certain equipment difficult, and access and egress from workstations and workplace may be a problem.
Employees with certain illnesses	Certain illnesses such as epilepsy may put people at increased risks from certain activities.
Peripatetic workers	No supervisor contact or monitoring, working methods not observed, and varying work locations may contain varying risks.
Maintenance workers	Often work alone, sometimes with dangerous machinery. Possibility of machines being inadvertently switched on. Special attention will, therefore, have to be paid to ensure that control measures introduced to control the risks to these vulnerable groups are sufficient.

## Communication

If the workplace or building in which work activities are undertaken is shared with another employer, then any risks posed by the operations of one employer should be effectively communicated to the other employer. This could include any emergency action that needs to be taken and any evacuation procedures that need to be introduced. This is particularly important when contractors are allowed to work on site.

Communication should also take place with the workforce to:

- establish their views on working procedures and risks that they face;
- advise them of the risk assessment process;
- advise them of any risks that they may encounter.

## Proportionality

Any risk assessments that are undertaken should be 'suitable and sufficient'. This would include ensuring that the effort placed into the assessment is proportional to the risks involved. Minor hazards will require minimal effort devoted to their assessment whereas significant hazards may need considerably more time.

It is important for assessors to know their limitations when assessing risks and to call in expert help when this is required.

## Identifying Workplace Hazards

Hazard identification can be achieved by using the following steps:

- break down the work operation into manageable areas
- make a preliminary list of activities in each of those areas by speaking to the workplace supervisors
- carry out an initial 'walk-through' of the work areas
- amend the preliminary list as necessary including the activities on the control sheet
- at the end of the exercise review the hazards and arrange them in order of priority

Long-term hazards and those relating to ill health should be considered as well as those likely to cause physical injury. The use of two assessors can be beneficial in ensuring that work activities are fully and correctly assessed (particularly important for high-risk activities). The information gathered will then be used as a basis of determining the actual risks posed by the operations.

## Evaluating The Risks

- develop confidence by carrying out some minor assessments first
- decide on priority of assessments (most significant hazards first)
- ignore trivial hazards, concentrating on significant hazards
- complete the risk assessment form
- apply the appropriate risk rating

Once the necessary information has been obtained on the hazards encountered by work activities, the next stage is to assess the risks.

The main purposes of undertaking risk assessments are to decide on the level of risk that people are exposed to, decide whether the risk is 'acceptable' and to concentrate activities on the riskiest activities or processes. A risk rating score has been developed to assist in carrying out the risk assessment and to help decide what action, if any, is required.

Risk is essentially a combination of three factors:

- the *numbers* of people that could be affected;
- the *severity* of likely injuries that persons could suffer;
- the *likelihood* of harm actually occurring.

The overall risk can be determined using the following formula:

**Risk Rating = Numbers × Severity × Likelihood**

The overall risk rating score will provide an indication as to the level of risk associated with work activities and will help to decide whether the risk is 'acceptable'. It can also be used to prioritise actions to enable resources to be directed to control activities that pose the greatest risk. When assessing the severity of harm that could occur, the *likely* outcome of the accident should be considered.

Existing control measures should be evaluated to identify whether they are sufficient to control the risk. If control measures have been stipulated for a work activity, it should be ascertained whether those measures are actually being implemented as planned. This will require both observation and questioning of employees. It is often found that insufficient training has been given or that procedures, although understood, are not being implemented due to a lack of management control. The assessor should also assess the impact of the severity of injury on first-aid requirements.

The activities should be risk assessed as follows according to the criteria set out in Table 2 at

**Table 2: Risk rating score**

Number of people affected		Severity of injury		Likelihood of occurrence	
1–5 persons	1	Negligible	1	Improbable	0.5
6–50 persons	2	Minor	2	Remote	1
50+ persons	3	Major	5	Possible	5
(or public/vulnerable persons affected)		Fatal	10	Likely	10
				Certain	20

Score*	Action to be taken
Less than 10	Risk acceptable unless cost or effort to control the risk further is very low.
10–19	Risk is low. Action is required to reduce the risk, although low priority. Time, effort and cost should be proportional to the risk.
20–49	Risk is medium. Action required soon to control. Interim measures may be necessary in the short term.
50–99	Risk is high. Action required urgently to control risks. Interim measures required in the short term. Significant effort, time etc, may have to be used to control the risk.

100+	Risk totally unacceptable, immediate action required before work activity can continue. Risk assessment should be reviewed at regular intervals to ensure that risk is being properly controlled. Control measures may have to involve some considerable effort and time to control.
Notes:	If the public or vulnerable persons could be affected by the work activities, the appropriate weighting should be applied.
	Negligible injuries include bumps, small cuts, abrasions etc.
	Minor injuries include those injuries that could result in time off work etc.
	Major injuries include broken limbs, injuries to eyes, asphyxiation etc.
	Improbable: Probability close to zero.
	Remote: Unlikely
	Possible: Could occur sometime.
	Likely: Not surprised that it will happen.
	Certain: Most likely to happen. Not 'if' but 'when'.
	<b>* If the score is low due to effective control measures being in place, action must be taken to ensure that those measures remain in place.</b>

As a general rule, if the risk rating score is 10 or less, it is unlikely that any further action will need to be taken apart from reviewing the assessment. If the cost of eliminating or significantly reducing the risk is small, however, consideration should be given to taking some action. All pertinent factors should have been considered before the risk is dismissed as trivial. If the number of people affected or the severity of injury is high and the only reason that the overall score is low is due to the effectiveness of the control measures that are in place, then action must be taken to ensure that those measures remain effective.

The scoring system should only be used as a tool for evaluating the level of risk. There will be situations where it may be necessary to reach a decision without the scoring system or where adaptations have to be made.

### Implementing Control Measures

- Determine the level of risk
- Determine whether existing control measures are adequate
- Determine whether additional control measures are required
- Consult the relevant employees or supervisors
- Decide on appropriate control measures relative to the hierarchical list
- Decide whether health surveillance is required
- Implement control measures
- Monitor control measures to ensure that they are effective

The basic principle of controlling risks in the workplace is to either remove the risk or to control its possible impact. Any control measures that are introduced should be designed to:

- reduce the numbers of people that are likely to be exposed to the risk or ensuring that vulnerable persons are not affected;
- reduce the likely severity of injury that could be suffered by, for example, limiting the distance that a person could fall;

- reduce the likelihood of an injury occurring by introducing appropriate control measures.

### **Recording The Findings Of The Assessment**

- Record significant findings on the Control Sheet
- Communicate findings to employees
- Keep appropriate records
- Use the assessments as a basis for safe working arrangements for the company health and safety policy statement

It is important to record the *significant* findings of the risk assessments to ensure that:

- the assessment can be properly reviewed at the appropriate time;
- an accurate record is made of the assessor's observations and decisions;
- the employer's legal duty is complied with.

Trivial risks that people face every day should not be recorded, for example the possibility that a person may slip on a clean, dry floor. A record of the assessment must be kept as it will provide a reference for developing safe systems of work and will form a useful record of the controls used in the workplace. It will also be used as evidence that all reasonable precautions have been taken in the event of civil or criminal proceedings.

Once the findings have been recorded, they must be communicated to the employees. The information should be relevant to the work activities of the employees and they should not be faced with a wealth of irrelevant risk assessments for work activities that they will not be carrying out. All staff will, however, need to be aware of the findings of risk assessments on emergency procedures such as fire and evacuation. The information, if it is to be understood, needs to be conveyed at a level suitable for the audience with special consideration being paid any potential language difficulties. The information may need to be supplemented with written information such as detailed procedures and safe systems of work. Special attention should be paid to ensure that relevant information is provided to all employees including temporary employees, agency workers and trainees.

### **Monitoring And Reviewing The Assessments**

- Decide which risks are potentially more serious
- Establish periods for monitoring and reviewing the assessment based on the risk rating
- Assign the tasks to competent persons

As work activities are dynamic and liable to subtle changes, the circumstances surrounding the original risk assessment may also change. It will, therefore, be necessary to monitor and review the risk assessments at specified intervals to ensure that they remain valid. Monitoring of the assessment should be carried out regularly depending on the level of risk to ensure that the control measures are still in place and working as intended. This could be incorporated into the normal duties of workplace supervisors and managers.

The review of risk assessments normally takes place on a less frequent basis and would involve re-examining the whole work activity and the control measures available. The employer will need to ensure that:

- poor working practices have not crept in;
- the stipulated control measures are still being used;
- the circumstances under which the assessment was made remain the same.

A review should normally be undertaken:

- when circumstances surrounding the assessment change and it is no longer valid;
- on a regular basis that should be determined when undertaking the original assessment;
- when a period of five years has elapsed.

The greater the risk from the work activity, the greater should be the frequency of monitoring and reviewing. There is no need to change the assessment for every minor change in work activity, the assessment should only be reviewed if there is a change that significantly alters the assessment.

## SUMMARY

<b>IDENTIFY HAZARDS</b>	<ul style="list-style-type: none"> <li>• Break down the work operation into manageable areas</li> <li>• Make a preliminary list of activities in each of those areas by speaking to the workplace supervisors</li> <li>• Carry out an initial 'walk-through' of the work areas</li> <li>• Amend the preliminary list as necessary including the activities on the Control Sheet</li> <li>• At the end of the exercise review the hazards and arrange them in order of priority</li> </ul>
<b>EVALUATE THE RISKS</b>	<ul style="list-style-type: none"> <li>• Develop confidence by carrying out some minor assessments first</li> <li>• Decide on priority of assessments (most significant hazards first)</li> <li>• Ignore trivial hazards, concentrating on significant hazards</li> <li>• Complete the risk assessment form</li> <li>• Apply the appropriate risk rating</li> </ul>
<b>IMPLEMENT CONTROL PROCEDURES</b>	<ul style="list-style-type: none"> <li>• Determine the level of risk</li> <li>• Determine whether existing control measures are adequate</li> <li>• Determine whether additional control measures are required</li> <li>• Consult the relevant employees or supervisors</li> <li>• Decide on appropriate control measures relative to the hierarchical list</li> <li>• Decide whether health surveillance is required</li> <li>• Implement control measures</li> <li>• Monitor control measures to ensure that they are effective</li> </ul>

<b>RECORD FINDINGS</b>	<ul style="list-style-type: none"><li>• Record significant findings on the Control Sheet</li><li>• Communicate findings to employees</li><li>• Keep appropriate records</li><li>• Use the assessments as a basis for safe working arrangements for the company health and safety policy statement</li></ul>
<b>MONITOR AND REVIEW THE ASSESSMENT</b>	<ul style="list-style-type: none"><li>• Decide which risks are potentially more serious</li><li>• Establish periods for monitoring and reviewing the assessment based on the risk rating</li><li>• Assign the tasks to competent persons</li></ul>

**Off-site and  
Twin premises**

**DEPARTMENT/ FLOOR  
RISK ASSESSMENT**

Ref no:

--

<b>School or Team</b>	
<b>Assessor's Name</b>	
<b>Responsible Manager's Name</b>	
<b>Date</b>	
<b>Work activity assessed</b>	
<b>Persons at risk</b>	
<b>Persons especially at risk</b>	
<b>Hazards and problems identified</b>	
<b>Current control measures</b>	
<b>Specific legislative requirements applicable</b>	

<b>Risk Rating Score</b>	Hazard	Numbers	Severity	Likelihood	Risk rating
<b>Summary of risks</b>					
<b>Control measures required</b>				Completed	Date
<b>Health surveillance required</b>					
<b>Review date</b>					

**Signed**

***Date***

## **Risk Assessment - Checklist Classrooms**

**All Centre managers are required to conduct safety inspections in liaison with the Twin Group Safety Officer and Premises Officer on at least an annual basis for all premises areas in their responsibility. The Twin Group Safety Officers (for International and Government activity), are responsible for ensuring risk assessments on all Twin delivery classrooms are carried out and that those conducting risk assessments have been fully trained. Any extreme or high risk hazards identified must be addressed immediately and the relevant Safety Officer informed. Other hazards and/or issues identified during safety inspections must be corrected at the time. All Centre risk assessment outcomes must be recorded on the H,S &W Action Plan. The Action Plan should be prepared in conjunction with the Classroom and Summer Schools Checklist (see appendix III in the HS&W Manual and on website intranet), and the hazards or issues dealt with in accordance with their level of risk.**

The checklist provides guidance only. It is not intended as a definitive list for the identification of all hazards. International Centres and Twin Summer School delivery areas are advised to monitor this list as needed in accordance with their own needs and safety risk levels and refer to the Centre/School's own procedures to ensure compliance with Twin H&S Policy. All completed Risk Assessments must be forwarded to the Quality Manager on completion and sign-off by the relevant Safety Officer.

## Appendix XIII

### Health, Safety and Welfare Briefing for Visitors

**Emergency Evacuation** The emergency evacuation alarm has a single mode conditions only:

**First Aid** In the event of an accident please seek help at main reception (or any office who will contact reception). The reception staff will contact a first aider or call an ambulance if required.

**Toilets** Are located in various areas within the building.

**Security** Visitors are asked to sign in on arrival at reception and as they leave.

**Children** Visitors are asked to keep children under constant supervision.

**Refreshments** In various locations, refreshments may be purchased from the student refectory, which is located off the main Reception. There are also vending machines situated by the entrances to the seating area

## Appendix XIV

### Accident Investigation and Prevention

The following principles determine how the Twin Group makes use of accident data to ensure that corrective action is taken, safe systems of work and implemented and the authorities are informed where appropriate:

1. Accident investigation forms must be used to record all details of accidents or near misses and the corrective action taken. This requirement includes accidents that occur off site on visits, journeys or work placements involving either students or staff or both.
2. The Twin Health and Safety Officer will scrutinize accident report forms to determine further action as appropriate.
3. The Twin Health and Safety Officer will ensure that all accidents, diseases and dangerous occurrences are reported to the appropriate enforcing authority and will keep records of those notifications.

4. Accident trends and examples will be discussed and appropriate action proposed at the termly meetings of the Twin Health, Safety and Welfare Group. When appropriate, issues will be raised at department and service team meetings.
5. The Twin Health and Safety Manager will lead the investigation of any incident which he/she considers may have implications for the management of Health and Safety within the College or is a reportable incident. The report of the investigation will be made in writing to the Policy Team, Healthy, Safety and Welfare Group and the Corporation Finance and General Purposes Committee. The Twin Health and Safety Manager will keep the Principal, Governor responsible for Health and Safety Liaison and any other person with an interest in the matter informed of progress with the investigation.
6. The College Health and Safety Manager may enlist the assistance of outside consultants in the investigation where necessary.
7. The report will make recommendations about the avoidance of similar accidents or incidents in the future and will follow up the recommendations to ensure that they are appropriately implemented within an agreed timescale. The structure of the report will be as follows:
  - i. A description of what is alleged to have happened
  - ii. An analysis of apparent causes
  - iii. Recommendations for remedial action and recurrence prevention

Any member of staff or student who considers that an incident or accident merits a formal investigation may suggest this to the College Health and Safety Manager. If the matter is deemed insufficiently significant for investigation by the College Health and Safety Manager the student or member of staff may appeal to the Principal.

## **Appendix XV**

### **Interactive Whiteboards**

#### **Access to and visibility of boards**

The size of an interactive whiteboard and its positioning affects how it can be used. It can be difficult to display and work with text on a small board in a large classroom. For work to be seen clearly at the back of the room, an appropriately sized board is needed, along with a projector with sufficient brightness.

It is important to consider accessibility to the board for teachers and students. The board should be high enough to maximise visibility while ensuring that the teacher can reach all areas of it. Thought, too, should be given to allowing primary school students to access a sufficient area - it is not recommended that platforms be used to help young children reach a whiteboard. In addition, can students get to the board easily and quickly through their desks or tables to help maintain the pace of a lesson?

Interactive whiteboards can be very difficult to see when direct sunlight shines on them. If a board is in direct sunlight at any time of the school day, black-out blinds (or similar) will be needed.

#### **Projector installation**

The height of a whiteboard will affect the height of the projector and the angle at which it needs to be situated, as well as the distance of the projector from the board. Digital projectors must also be firmly fixed to ceilings. If classrooms have false ceilings, which are flexible, the projectors will have to be specially installed; otherwise the whiteboards will need frequent recalibrating.

Projectors have a maximum and a minimum image-throw distance (that is, the distance of the projector from the screen) for a specified image size. When mounting a projector, it is important to make sure that the projector is fixed within its throw distance: too close and the image may either be out of focus or not fill the entire screen; too far and the image may be too large for the screen.

Ceiling-mounted projectors can easily be unbolted unless protected. Standard security measures, such as ultraviolet pens and data tagging, and physical security such as Kensington locks or cages should be used to protect projectors. Some projectors have built-in security measures such as pin codes. A ceiling-mounted power supply may also be required for the projector. This must be available before agreeing an installation date for the interactive whiteboard solution, so that the system can be tested and fully functional at the end of the installation.

### **Computer and additional hardware**

It is preferable to have a computer - one with an internet or network connection point - located near the board.

Electrical sockets may be needed near the board to reduce the number of extension leads required for peripherals such as printers and scanners.

### **Cabling**

When planning the position of the interactive whiteboard, it will be necessary to consider health and safety issues relating to the cabling. All cabling must be safely secured for the entire length of the cable, right up to the chosen position of the equipment it will be connecting to.

### **Speakers**

Sound files and moving images are readily accessible when using whiteboard technology and, when used effectively, can enhance teaching and learning across the curriculum. Most projectors have built-in speakers, which are usually small and ineffective and unsuitable where students may be hearing impaired. Therefore it is advisable to have wall-mounted external speakers, which will ensure that sound is of better quality and carries better across the classroom.

### **Health and safety**

It's important to be aware of the health and safety implications of using projection equipment such as interactive whiteboards in the classroom, particularly if children might stand in front of the beam to give presentations to the rest of the class. All projectors, if misused, have the potential to cause eye damage; so some simple guidelines should be followed:

- Make clear to all users that no one should stare directly into the beam of the projector.
- When entering the beam, users should not look towards the audience for more than a few seconds.
- Encourage users to keep their backs to the projector beam when standing in it
- Children should be supervised at all times when a projector is being used.

A maximum of 1,500 ANSI lumens is normally adequate for projection equipment in most classroom environments. The only exception might be extreme ambient lighting conditions. In this case the advice is to use window blinds rather than increasing the brightness of the projector.

When purchasing or using a projector for purposes when it is likely that a person will be standing in front of the beam, consider using a method of brightness reduction, such as a neutral density filter or brightness adjustment facility. These modifications can be removed or adjusted for other purposes such as cinema projections, when no one will be standing in front of the beam, allowing the projector to be used to its full potential.

### **Site survey**

It is essential to make a survey of the rooms in which whiteboards will be installed before deciding on a purchase.

### **Safety Notice**

This notice is to be displayed with all whiteboards or LCD projectors:

#### **Projector Safety**

Do not stare into the projector beam  
When entering the beam do not look at the audience for more than a few seconds  
Supervise students and other vulnerable people appropriately

## Annex XVI

# Quick Guide for Managing Serious Incidents for all staff

**1. Take responsibility for dealing immediately with the incident.**

**2. Ensure the immediate safety of students, staff and visitors.** If the threat of danger is acute, **call the police on 999**. (Ensuring that adequate information is passed on e.g. the threat of violence involving weapons will ensure a fast police response)

**3. Request the assistance of others:**

- **other staff**, students or visitors who are nearby,
- a member of the **Twin Management Team (senior manager, Head of School or Service)**
- the **Premises Officer** via Reception Desk

**4. The most senior member of staff** (designated the **incident manager**) is on the scene they **will take responsibility** for the Incident.

**5. The incident manager will recommend action** to make the situation safe and, after the incident has been diffused, the Incident Manager will:

- decide whether or not to recommend that one or more students be **suspended pending disciplinary action**. If the recommendation is suspension, the students' Head of School will be contacted immediately. Only Heads of School can suspend students and will need to write the letter (including contacting parents if appropriate).
- decide whether or not to **call the police or other emergency services** if this has not already been done **and notify reception**.
- **liaise with the police** or other emergency services
- arrange for the **collection of statements** of those involved and eye-witnesses.
- **compile an incident report** and forward it to the relevant HoS to take further action and to the Premises Officer for logging

## Fitness for Sporting Activities

Please answer all the questions. Your response will be used as the basis for advice by your teacher/trainer.

Surname \_\_\_\_\_ Forename \_\_\_\_\_

Student ID \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

Sports in which you participate \_\_\_\_\_

Sports that you coach \_\_\_\_\_

- 1 Do you have any heart disease, high blood pressure or other cardio vascular problems?
- 2 Is there a history of heart disease in your family?
- 3 Do you ever have pains in your heart and chest, especially associated with minimal effort?
- 4 Do you often get headaches, feel faint or dizzy?
- 5 Do you suffer pain or limited movement in any joint, caused by or aggravated by exercise?
- 6 Are you taking drugs or medication, or recuperating from recent illness or operation?
- 7 Are you pregnant?
- 8 Are you unaccustomed to exercise and over 50 year of age?
- 9 Is there any other condition, which may affect your ability to participate in sport?

Yes	No

Signature \_\_\_\_\_ Date \_\_\_\_\_

Teacher/trainer  
comment or action

Name \_\_\_\_\_

\_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

A copy of this assessment must be kept with your health and safety records.