

Health & Safety Handbook

2025-2026

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1.0 ACCIDENT REPORTING

Accident / incident and dangerous occurrence reporting and investigation

- 1.1** The Northern School of Art, will ensure that all accidents and 'near miss' incidents are reported internally and, where appropriate, under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (*RIDDOR* 2013) to enforcing authorities. In addition, all incidents will be investigated and as far as is reasonably practicable, measures put in to place to prevent recurrence.
- 1.2** The School aims to ensure compliance with all relevant legislation, and to ensure that all accidents, 'near miss' incidents and dangerous occurrences are reported.
- 1.3** The School Health and Safety Advisor will ensure enforcing authorities are informed of any 'notifiable' accidents and dangerous occurrences. They will also make sure that an appropriate system for reporting accidents, 'near miss' incidents and dangerous occurrences exists.
- 1.4** Programme leaders will ensure that all accidents, 'near miss' incidents and dangerous occurrences are reported to the Health and Safety Advisor.
- 1.5** Staff, students, visitors, contractors and others will ensure they report accidents, 'near miss' incidents and dangerous occurrences to The Health and safety Advisor
- 1.6** The Northern School of Art will also undertake suitable and sufficient investigations following accidents, near miss incidents and dangerous occurrences. Regular statistical analysis of accidents and 'near miss' incidents will also take place to compare year on year and so ensuring continuous improvement, the results of which will be reported annually to the Board of Governors.

2.0 ASBESTOS MANAGEMENT

- 2.1** The Northern School of Art is committed to providing a safe and healthy workplace, and this includes dealing with any asbestos materials identified within any premises
- 2.2** The School Board has overall responsibility for asbestos management. The day to day responsibility is that of the Facilities Manager who shall ensure compliance with this policy and best current practice.
- 2.3** The Facilities Manager shall ensure that for all premises for which there is not a clear report indicating that they are asbestos-free, particularly for buildings built or refurbished before the year 2000. An asbestos survey must be conducted for those locations before any work can commence.
- 2.4** The results of the surveys will be recorded in an asbestos register for each building, which will be consulted whenever building maintenance, repair or alteration works are considered.
- 2.5** Asbestos containing materials shall be labelled and subject to regular inspections and any necessary maintenance carried out to minimise the risk of fibre release.
- 2.6** Licensed contractors shall carry out all works on asbestos except for very small quantities of asbestos cement under the independent supervision of an accredited monitoring agency.
- 2.7** In addition to removing asbestos identified as representing a significant risk, because of its condition, location, etc., the opportunity shall be taken during refurbishments and other alterations progressively to remove asbestos from our premises.
- 2.8** Waste contaminated by or containing asbestos shall be double bagged, labelled and disposed of in a licensed site as special waste, and the disposal paperwork shall be retained

3.0 CONTRACTORS

- 3.1** The Northern School of Art should only employ competent contractors to carry out work on our behalf.
- 3.2** **Contractor** means any individual, company or organisation, other than an employee, engaged by the School to carry out any work for gain or reward. People carrying out work for an organisation on a voluntary basis are considered to be staff for the purposes of health and safety law. Sub-contractors are individuals, companies or organisations employed to undertake works, for gain or reward, by the contractor.
- 3.3** **Contractors include both contractors and subcontractors.**
- 3.4** **Competent Person:** Individuals who have the relevant skills, knowledge (qualifications) and experience to carry out specified tasks. For complex or large projects, the competency requirement may be met by a team rather than by an individual. However, clear accountabilities should be established within the team to ensure that duties are assigned to the appropriately competent team member.
- 3.5** Any manager authorised to award contracts for work on our premises shall ensure that the contractor is a reputable supplier. Any of a contractor's previous performance on site shall be considered when awarding the contract.
- 3.6** Any manager authorised to award contracts for work on our premises shall ensure that the contract includes a clear specification of the works to be carried out, and of any rules which apply to the premises and the work which are required for the maintenance of safety.
- 3.7** For each contract, there shall be an identified manager/project manager responsible for liaison with the contractor.
- 3.8** The Manager responsible for liaison shall ensure that prior to work commencing, the contractor has been briefed on any aspects of our activities and premises which could represent a risk to the contracted staff.
- 3.9** The Manager responsible for liaison shall ensure that the contractor has prepared a Method Statement or similar defining the arrangements for safe working before authorising commencement of work.
- 3.10** The Manager responsible for liaison shall ensure that, during the works, arrangements are in place to monitor the contractor for safe working specifically in connection with any risks which may arise for our staff, students, visitors or others. This shall include agreement as to the use or otherwise by the contractor's staff of facilities such as welfare, first aid etc. Where such facilities are to be provided by the School, this shall be discussed and agreed with relevant persons (first aiders, Estates Staff, etc.).

- 3.11** Before works commence, the manager responsible for liaison shall provide advance notification of the planned works to staff and managers who normally work in or travel through or adjacent to the area in which the works are to be undertaken.
- 3.12** The manager responsible for liaison shall ensure that the contractor has made appropriate arrangements at the conclusion of works (including at the conclusion of each work period) for safe working for our staff, students and others who are permitted to reoccupy and use the area/equipment concerned.
- 3.13** Where contractors are working on our behalf, but not on our premises or otherwise under our control, it is the policy of this organisation to advise the contractor that we wish them to carry out their work with care and in accordance with any relevant good practice guidelines which may be issued from time to time.

4.0 WORKING SAFELY WITH DISPLAY SCREEN EQUIPMENT

Introduction

- 4.1** This document outlines The Northern School of Art's arrangements for complying with the Health and Safety (Display Screen Equipment) Regulations 1992, as amended and for protecting the health and safety of display screen equipment users
- 4.2** It is the responsibility of ALL line managers to ensure that display screen equipment issues within their area of control are managed in accordance with the regulations as described in this document

Definitions

4.3 Display Screen Equipment (DSE)

This refers to any graphic or alphanumeric display screen, regardless of size. This includes any associated keyboard, mouse and workstation. DSE may also be referred to as VDUs, (Visual Display Units) or monitors.

DSE User

A 'user' is someone who uses DSE for a significant part of their work. To be determined as a 'user' an individual must meet all three of the criteria in Section 1 and one of the criteria in Section 2. These are:

Section 1

- The individual normally uses DSE for continuous or near-continuous spells of an hour or more at a time.
- The individual uses DSE in this way more or less daily.
- The individual has to transfer information quickly to or from the DSE

Section 2

- The individual needs to apply high levels of concentration and attention.
- The individual is highly dependent on DSE.
- The individual has little choice about using DSE.
- The individual needs special skills or training to use the DSE

- 4.4** Where there is any doubt over the classification of a DSE user, the assumption may be made that all people who use DSE equipment are classed as users and are included in this programme, unless specifically determined otherwise.

Risk Assessments

- 4.5** All new starters (staff) have to complete a medical questionnaire. Where an issue is highlighted either here or verbally as part of the interview process this person should undergo an appropriate risk assessment.
- 4.6** Risk assessments will be conducted by the use of self-assessment checklists, supplied by the Health and Safety Advisor who will manage the assessment process. Other additional assessments may be conducted using experienced personnel, on an as-needed basis.
- 4.7** Determination of competence of any external support and those conducting any subsequent in-house self-assessments will be made by The Health & Safety Advisor.
- 4.8** The assessments will be submitted to The Health & Safety Advisor who will ensure that all line managers have taken the steps required to mitigate the risks identified by the assessments. Risks will be reduced to the lowest level which is reasonably practicable
- 4.9** The assessment checklist in use is identified as document 'DSE Workstation Self-Assessment Form'.

Review of Risk Assessments

- 4.10** Line Managers are responsible for ensuring that all new starters have an assessment where necessary. The Health & Safety Advisor is responsible for ensuring actions are followed after an assessment.

4.11 Ill Health Reporting

All staff are encouraged to report any signs of ill health arising from use of their DSE equipment, or to notify the School of any ill health arising from other causes (including non-work) which may have an impact on their continued safe use of the DSE workstation.

Staff may report this via their line manager, or if more comfortable, or directly to the Health & Safety Advisor

Ill health may include:

- Persistent aches and pains in wrists, arms, shoulders and neck.
- Numbness in the fingers or a tingling sensation.
- Backache.
- Persistently tired or sore eyes.

One-off or very occasional instances should not be taken as a sign of ill-health but any persistent or recurring issues should be raised and reported.

Staff are encouraged to report any issue which they believe may be related to the DSE use on the principle that over-reporting is a more desirable outcome than under-reporting leading to ill health.

4.12 Eyesight Tests

DSE users are entitled (on request) to an eye and eyesight test to determine whether the individual has any sight defect which requires correction when working with DSE.

The Northern School of Art will reimburse (or if invoiced, pay), for an eye test

The user should make their own appointment on starting work or as soon as possible thereafter.

The Northern School of Art will meet up to £60 of the cost of any re-tests every two years, unless the optician states that tests should be carried out more frequently and this is provided in writing.

4.13 Work breaks

Where users operate DSE equipment for prolonged periods, they are encouraged to take breaks to minimise long uninterrupted periods of DSE activity. Short, frequent breaks are preferred to longer breaks but less frequently. For example, a five to ten-minute break per hour is better than a 20-minute break every two hours.

'Work breaks' are not to be interpreted as non-productive time. The term 'break' is used to denote a pause in the use of DSE equipment; therefore filing, use of a telephone, photocopying, etc. is considered as a break.

The important criteria are that the users have a change of activity which does not involve the use of the DSE and permits them to move or change posture.

4.14 Laptops

If laptops are used by The Northern School of Art staff the prolonged use of an unmodified laptop is to be discouraged.

Laptop keyboards are smaller, more cramped and less ergonomically designed than external ones. Some users may have a preference for the laptop keyboard over a separate one and where this is the case the laptop keyboard can continue to be used. Should any postural problems be identified, such as wrist, arm or hand issues, the use of an external keyboard will become mandatory.

Laptop screens have increased in quality in recent times, particularly with regards to the display brightness and clarity.

However, they still restrict the ability of the user to obtain the safest working position by being unable to alter the screen height (a good tilt is usually achievable), usually meaning the screen is too low.

Unfortunately, if the user prefers the laptop keyboard, the lid is open and makes use of an external screen more difficult. Therefore, use of an external screen is not mandatory

4.15 Equipment provision and working equipment

While it is not possible to list all the precautions which are to be taken regarding the design of the equipment, workstation and surrounding environment, The Northern School of Art will provide such facilities in a manner which ensures the safety of the users by: -

- Provision of adequate lighting
- Environmental considerations such as space, leg room, etc.
- Adjustable screens with a stable image.
- Suitable software for the tasks to be completed.
- A work surface with space for flexible arrangement of equipment and documents.
- A stable and adjustable chair.

New or replacement equipment should be requested via your line Manager

Foot-rests will be supplied if requested by the user.

Replacement equipment will be obtained and installed as quickly as is reasonably practicable.

5.0 ELECTRICITY AT WORK

Monitoring and review

- 5.1** The Electrical Safety Procedure document for The Northern School of Art will be monitored and reviewed every 2 years by the Vice Principle (Resources), School Health and Safety Advisor and the Facilities Manager. The Health and Safety Committee will be responsible for the approval and monitoring of the procedure document and its implementation on a regular basis.

Legal Requirements

5.2 The Health and Safety at Work Act 1974

The Health and Safety at Work Act 1974 requires every employer, so far as is reasonably practicable, to ensure the health, safety and welfare at work of their staff and anyone else affected by their undertakings.

The Health and Safety at Work Act 1974 requires every employee to take reasonable care of their own health and safety and that of others who may be affected by their acts and omissions. They must also co-operate with the School so far as is necessary to enable the School to fulfil their legal obligations. Staff must also not interfere with or misuse anything provided in the interests of health, safety and welfare

5.3 The Management of Health and Safety at Work Regulations 1999

The Management of Health and Safety at Work Regulations 1999 require the School to make a suitable and sufficient assessment of the risks to the health and safety of their staff to which they are exposed whilst they are at work; the risks to the health and safety of persons not in their employment arising out of or in connection with the conduct by them of their undertaking

5.4 The Provision and Use of Work Equipment Regulations 1998

The Provision and Use of Work Equipment Regulations 1998 require every employer to ensure that work equipment is used without risks to health and safety, regardless of its age, condition or origin, within works premises, shared premises and temporary premises.

The Provision and Use of Work Equipment Regulations 1998 covers most risk that can result from using work equipment. With respect to risks from electricity, compliance with the Electricity at Work Regulations 1989 is likely to achieve compliance with the Provision and Use of Work Equipment Regulations 1998. The Provision and Use of Work Equipment Regulations 1998 only applied to work equipment used by workers at work. This includes all work equipment (fixed, transportable or portable) connected to a source of electrical energy. The Provision and Use of Work Equipment Regulations 1998 does not apply to fixed installations in

a building. The electrical safety of these installations is dealt with only by the Electricity at Work Regulations.

5.5 The Electricity at Work Regulations 1989

The Electricity at Work Regulations 1989 require every employer to take precautions against the risk of death or personal injury from electricity in work activities. The Regulations impose duties on people (referred to as 'duty holders') in respect of systems, electrical equipment and conductors and in respect of work activities on or near electrical equipment.

Work on or near live conductors is rarely permitted. Regulation 14 of the Electricity at Work Regulation 1989 requires that three conditions are met for live working to be permitted where danger may arise. If just one of these conditions cannot be met, live working cannot be permitted. The conditions are:

- It is unreasonable in all the circumstances for it to be dead; and
- It is reasonable in all the circumstances for them to be at work on or near it while it is live; and
- Suitable precautions (including where necessary the provision of suitable protective equipment) are taken to prevent injury.

5.6 Other relevant legislation includes;

- The Waste Electrical and Electronic Equipment Regulations 2013
- Control of Asbestos at Work Regulations 2012
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Manual Handling Operations Regulations 1992
- The Regulatory Reform (Fire Safety) Order 2005

Responsibilities: Estates Department

5.7 The Estates Department is responsible for ensuring that all systems are constructed to prevent danger and that all systems are maintained and inspected to meet legal requirements

5.8 The Estates Department is responsible for the selection and appointment of appropriately qualified electrical Contractors to carry out electrical work on The School premises and equipment. Refer to The Schools Contractors Procedure for details.

Responsibilities: Line Managers

- 5.9** Line Managers to ensure no member of staff carries out electrical work unless it is a requirement of their role and they are specifically trained and competent to do so. Such work to be risk assessed and a permit to work completed prior to carrying out the task. Line Managers to ensure all faulty electrical equipment and electrical dangers are dealt with urgently. Faulty equipment should immediately be taken out of use until repaired or replaced and staff informed accordingly. Line Managers to contact Estates for electrician assistance as required. Line Managers to ensure good cable management is maintained in their departments in order to avoid electrical and slip, trip or fall hazards.

Responsibilities: Staff

- 5.10** Staff are required to use all items of electrical equipment safely and in accordance with training given and manufacturer's instructions. Staff are required to visually inspect portable electrical appliances for damage or signs of damage before use e.g. frayed or damaged cables, burn marks on cables or plugs, coloured wiring visible or loose etc. Where such equipment is identified it should be reported to Line Managers in order that it may be further inspected and repaired or replaced. Staff identifying such faults should withdraw the equipment from use until it has been declared safe to use by a competent person e.g. qualified electrician. Staff to cooperate with the Estates Department in respect of electrical issues such as Portable Appliance Testing. Staff wishing to bring their own equipment to site must first inform their line manager and arrange to have that equipment tested (if it does not already carry a valid certificate of inspection). A record of the appliance must be made and it must be identified as personal equipment. Should the equipment be faulty then it shall be removed from the site.

Responsibilities: Contractors

- 5.11** Contractors appointed by The Northern School of Art to work with electricity or electrical equipment to comply with the requirements of the Health and Safety at Work Act 1974, the Electricity at Work Regulations 1989 and recognised electrical codes of practice. All work to be undertaken will be agreed by the Facilities Manager Where necessary, a full risk assessment or method statement may be requested before any work commences. Work on live electrical apparatus will be avoided wherever possible. Where live work is necessary, this will only be carried out after consultation and agreement with the Facilities Manager. An appropriate method statement and/or safe system of work shall be employed in all such cases.

Responsibilities: Students

- 5.12** Students wishing to bring their own equipment to site, such as drills or other electrical tools or devices, must first inform their lecturers and arrange with the Caretakers to have that equipment tested (if it does not already carry a valid certificate of inspection). A record of the appliance must be made and it must be identified as

personal equipment. Should the equipment be faulty then it shall be removed from the site.

- 5.13** Laptop and telephone chargers are relatively low risk and can be used on site by students on condition that the cables are not damaged in any way. They must be used in a safe fashion, i.e., cables are not trailing along the floor and are a potential trip hazard.

Electrical safety: Definitions

- 5.14** Electricity and electrical equipment comprise electrical systems and electrical equipment. These are further defined as:

- Systems – means an electrical system in which all electrical equipment is, or may be, electrically connected to a common source of electrical energy, and includes such source and such equipment. The term ‘system’ includes all the constituent parts of a system e.g. conductors and electrical equipment and is not a reference solely to the functional circuit as a whole. Included in the definition is equipment which although not energised may be readily connected to a common source of electrical energy e.g. lighting which has been disconnected through removal of fuse, links or even switch.
- Electrical Equipment – includes anything used, intended to be used or installed for use, to generate, provide, transmit, transform, rectify, convert, conduct, distribute, control store, measure or use electrical energy (every type of electrical equipment from a 400 kV overhead line to a battery powered hand lamp) regardless of voltage or power spectrum.
- Portable Electrical Appliances – are electrical appliances which have a plug or battery and can be moved around.

Hazards

- 5.15** The definition of a hazard is anything with the potential to cause harm: The main hazards are:

- Contact with live parts causing shock and burns (normal mains voltage, 230 volts AC, can kill); -Faults which could cause fires
- Fire or explosion where electricity could be the source of ignition in a potentially flammable or explosive atmosphere
- Secondary injuries resulting from initial shocks e.g. working at height falls
- In wet surroundings – unsuitable equipment can easily become live and can make its surroundings live
- Out of doors – equipment may not only become wet but may be at greater risk of damage
- In cramped spaces with a lot of earthed metalwork, such as inside a tank or bin – if an electrical fault developed it could be very difficult to avoid a shock.

Battery operated equipment

- 5.16** Lithium batteries to be stored in a cool place within lockable and secure metal boxes. Procedures to be in place to deal with faulty batteries and the appropriate disposal of lithium batteries. Staff to ensure correct chargers are used
- 5.17** Rechargeable battery packs to be correctly charged (not overcharged) in line with manufacturer's guidelines. Procedures to be in place to deal with faulty packs and the appropriate disposal of this equipment
- 5.18** All electrical equipment which is purchased must meet current British and European Standards, the requirements of the Provision and Use of Work Equipment Regulations 1998 and Electricity at Work Regulations 1989 and also be suitable for the purposes that they are to be used for

Installation of electrical systems

- 5.19** All electrical systems to be installed to meet the current requirements of the IET Wiring Regulations, BS7671 the Electricity at Work Regulations 1989 and any Health and Safety Executive guidance. Where 230 volts or higher systems are installed, residual current devices with 30 milliamp rated trips must be provided to ensure the protection of users

Maintenance and repair of electrical systems and equipment

- 5.20** The Northern School of Art will ensure that the maintenance and repair of electrical systems and equipment can only be carried out by the Estates Department competent persons, approved and appointed electrical Contractors A full inventory must be made of all electrical systems, fixed equipment and portable appliances in every location across The Northern School of Art, with a unique identify number/placed on the asset register.
- 5.21** The frequency of inspections and testing for equipment and systems to be carried out are:
 - Building electrical systems, including fixed electrical equipment, every 5 years; - Portable electrical appliances: offices every 12 months
 - Portable electrical appliances are defined as electrical appliances which can easily be connected to and removed form an electrical supply or battery source (anything with a plug connection to the mains supply). In order to ensure that portable electrical equipment remains intrinsically safe, inspection and test will be carried out by fully trained competent persons at appropriate intervals taking account of risk assessment and guidance produced by regulatory authorities (HSE). The Estates Department will keep and maintains these registers of PAT testing ad these are readily available for inspection at any time.

5.22 In the event that a portable electrical appliance fails the portable appliance testing the following procedure will be followed:

- Tester will apply failure notice
- Tester will advise departmental staff of failure and provide instructions to take item out of use
- Tester will provide failure certificates to Estates Department
- Estates Team will check with Departmental Managers that failed appliances have been taken out of use
- Estates Department will assist in the disposal of the item in accordance with The Waste Electrical and Electronic Equipment Regulations 2013. Records must be kept of inspections and tests for 10 years
- All fixed electrical apparatus and wiring will be subject to inspection and test at 5 yearly intervals. These will be organised through the Estates Department as part of a standard property maintenance programme. Records to be retained by Facilities Manager

Live electrical working

5.23 The Estates Department do not authorise or carry out the practise of live working. Live working, including live testing, is only permissible if it is unreasonable in all circumstances for the system to be isolated. Before carrying out the work on any system, apparatus or equipment, it must be securely isolated, locked off and labelled. The circuit must be isolated and safe, the instruments proved, the circuit proved isolated, and the instrument reapproved. Suitable precautions should include as appropriate:

- The use of people who are properly trained and competent to work on live equipment safely
- The provision of adequate information to the person carrying out the work about the live conductors involved, the associated electrical systems and the foreseeable risks
- The use of suitable tools, including insulated tools, equipment and protective clothing
- The use of suitable insulated barriers or screens
- The use of suitable instruments and test probes
- Accompaniment by another person or people if the presence of such person or people could contribute significantly to ensuring that injury is prevented
- The restriction of routine live test work (for example product testing) to specific areas and the use of special precautions within those areas such as isolated power supplies, non-conducting locations etc
- Effective control of any area where there is danger from live conductors

Risk Management

5.24 The Estates Department ensure that electrical switch rooms under their control are kept locked and access restricted. Where possible caretakers to accompany anyone requiring access e.g. contractors, members of staff. Under no circumstances should anything be stored in such rooms. Electric shock emergency resuscitation posters must be displayed in all switch rooms and distribution rooms. In addition, a notice must be displayed outside the room, clearly indicating, 'danger mains voltage' and each electrical cabinet within the room marked with a warning sign, 'caution risk of electrical shock.'

Managing switch gear

5.25 The Northern School of Art is required by law to provide management systems that will ensure the safe operations of switchgear and minimise the risk of injury. These management systems will be carried out by competent Contractors selected by the Estate Department's. Management systems should include the following:

- An appropriate system of records
- Policies and procedures covering the installation, commissioning, operation, maintenance and removal of equipment e.g. measured term contract via method statement and risk assessment
- Contracts to require contractors to be appropriately qualified in their respective professions and to adhere to robust safe working practices
- The Estates Department have a responsibility to ensure all electrical work is certificated and to inspect a percentage of all works undertaken and ensure quality assurance to all works undertaken
- The Estates Department appoint appropriately qualified electrical Contractors to carry out this work. Estates Department to ensure switchgear is annually condition surveyed, maintained and tested in its environment, for example the switch room. In all cases this should be carried out in accordance with the manufacturer's instructions. Estates Department to ensure measures are in place to mitigate the effects of a failure of switchgear which could lead to fire and smoke risks to people in the vicinity and to the premises. These to consist of fire prevention and detection and fire control and extinction
- Where 230 volts or higher systems are installed, residual current devices with 30 milliamp rated trips must be provided to ensure the protection of users. An RCD is a device which detects some, but not all, faults in the electrical system and rapidly switches off the supply. The Estates Department ensure that throughout The Northern School of Art premises and, according to age of premises, RCD provision is either built into the main switchboard or the socket-outlet, as this means that the supply cables are permanently protected and where this is not possible a plug incorporating an RCD, or a plug-in RCD adaptor, is provided

Asbestos Management

- 5.26** Staff whose work may involve working within the fabric of the School's buildings, such as working with electricity or electrical equipment, need to ensure they are aware of the hazards of asbestos and are therefore advised to read the Asbestos Management Plan (Procedure) which provides detailed information on Asbestos and how it is managed within The Northern School of Art in conjunction with this procedure

Method statements

- 5.27** The Estates Department have agreed Method Statements for medium to high risk electrical working procedures

Permit to work

- 5.28** The Northern School of Art has its own electrical permit to work template produced by the Estates Department. An electrical permit-to-work should only be issued by an appropriately qualified competent person who is familiar with the system and equipment. The permit-to-work is primarily a statement that a circuit or item of equipment is safe to work on. A permit should never be issued on equipment that is still Live

- 5.29** The information given in the permit should be precise, detailed and accurate. It should state which equipment etc. has been made safe, the steps by which this safety has been achieved and exactly what work is to be done:

- The person the permit is addressed to i.e. the leader of the group or working party, who will be present throughout the work;
- The exact equipment which has been made dead and its precise location;
- The points of isolation;
- Where the conductors are earthed;
- Where warning notices are posted and special safety locks fitted;
- The nature of the work to be carried out;
- The presence of any other source of hazard, with cross reference to other relevant permits; -Further precautions to be taken during the course of the work.

PPE

- 5.30** Protective equipment should be available and used appropriately in accordance with electrical legislation. The term 'protective equipment' can be of wide application but typically includes those special tools, protective clothing and insulating screening, materials etc. necessary to undertake work on electrical equipment safely. The Electricity at Work Regulations make three particular requirements of the protective equipment, that it be (a) suitable for use, (b) maintained in that condition and (c) properly used. Examples of protection of someone from the effects of electricity are suitable clothing including insulating helmets, goggles and gloves, insulating materials used as fixed or temporary screening to prevent electric shock and to

prevent short circuit between live conductors or between live conductors and earth, insulating mats and stands to prevent electric shock current via the feet and insulated tools and insulated test probes.

Signage

- 5.31** Appropriate safety signage to be placed on doors leading to areas containing high risk electrical hazards and safety signage / cones near electrical working areas. Electric shock emergency resuscitation posters to be displayed in locations where there is a high risk of electric shock occurring

6.0 FIRE SAFETY

Introduction

- 6.1** The Northern School of Art will ensure, so far as reasonably practicable, that all staff, pupils, contractors and visitors are protected from the risks of fire whilst on the premises

Legal requirements

- 6.2** The Regulatory Reform (Fire Safety) Order 2005 (commonly referred to as the FSO) came into force on 1st October 2006
- 6.3** The purpose of the legislation is to place a greater emphasis on fire prevention by ensuring that all persons responsible for premises comply with their statutory duties and implement the general fire precautions which are needed to protect all persons from death or injury in the case of fire
- 6.4** This Policy explains how the school complies with the Regulatory Reform (Fire Safety) Order 2005 to ensure that, where possible, fire is prevented and that any fire risks are adequately controlled

Responsibilities

- 6.5** The School Fire Safety Policy forms part of the School's Health and Safety Policy and in common with that policy extends through the whole school, with specific responsibilities as below:
- Governors ensure that an appropriate policy is in place in the school and that arrangements are made for its effective implementation
 - The Principal has the ultimate responsibility for the implementation and management of this policy
- 6.6** The Facilities Manager is responsible for the effective implementation of this Policy and its role within the School's Health and Safety Policy
- 6.7** All staff have the responsibility to cooperate and to ensure that the workplace is safe from fire and its effects and must not do anything that will place themselves or other people at risk

Policy objectives

- 6.8** To safeguard all persons from death or injury in the event of fire by the effective management of fire safety;
- 6.9** to minimise the risk of fire and to limit fire spread;
- 6.10** to minimise the potential for fire to disrupt services, damage buildings and equipment, or harm the environment

Managing fire risk

- 6.11** The school has delegated day to day responsibility for managing fire safety to the Facilities Manager. The section covers the role's responsibilities
- 6.12** The Facilities Manager will ensure that all means of escape are properly maintained, kept free from obstruction and available for safe and effective use at all times; and that the means of escape have adequate emergency lighting;
- 6.13** In addition, the Facilities Manager will provide and maintain in working order all firefighting appliances and devices, including:
- fire detection and alarm systems;
 - emergency lighting systems;
 - firefighting equipment of an appropriate standard;
 - notices and signage relating to fire procedures;
 - means of escape, taking into account the needs of any disabled users
- 6.14** Carry out or arrange to have carried out a fire safety risk assessment on each of the school buildings to ensure that the school's facilities are compliant; and reduce the risk of fire incidences by carrying out appropriate task risk assessments
- 6.15** Provide appropriate instruction and training for all school staff on the action to be taken to protect people and property including regular fire evacuation practices for all the school;
- 6.16** Ensure that all staff, students, contractors, visitors and third-party hirers are made aware of and comply with the school's fire procedures;
- 6.17** Identify any special risks, e.g. the storage of hazardous materials, and put in place appropriate procedures to minimise the risks;
- 6.18** Liaise with third parties; the emergency services, and the school's insurers to ensure that best practice for fire prevention and procedures is in place;
- 6.19** Monitor and review this policy on a regular basis so as to ensure that any new risk or alteration to regulations is addressed

Monitoring

- 6.20** The School will appoint the services of various external companies to carry out effective monitoring of the fire systems particularly outside of working hours
- 6.21** Firefighting equipment needs to be visually checked on a regular basis and annually by external fire consultants

- 6.22** A fire log book will be maintained by the Facilities Manager covering records of fire drills, hot work permits, the various fire detection and alarm systems and the firefighting equipment on site.

Fire Risk Assessments

- 6.23** The School carries out a comprehensive fire risk assessment for each of its buildings. These assessments are arranged and kept by the Health and Safety Advisor.
- 6.24** The fire risk assessment identifies who will be at risk if there is a fire, where people may be working and who else may be at risk, either in the premises or nearby, such as members of the public, visiting contractors, etc., and where these people are likely to be located
- 6.25** The fire risk assessment will be reviewed and amended, if it is either no longer valid or if any changes are planned, such as:
- Any structural changes (alterations to the layout of the premises, erection of partitions, refurbishment etc.) which may affect the spread of fire;
 - Any change to the use of the premises which may affect the risk rating;
 - Any change to work processes or work equipment which may introduce new fire hazards;
 - Any change to the numbers of people using the premises to ensure that escape routes can accommodate the numbers safely

Fire safety training

- 6.26** All staff receive basic fire safety induction at induction and then annually.
- 6.27** Some staff in the school buildings receive more detailed fire warden training on request.
- 6.28** Students are given instruction by their lecturers during their first week of Autumn term on their actions to be taken in the event of a fire
- 6.29** Fire drills are planned each term to evaluate the effectiveness of the School's evacuation procedures. The findings of the drill are reported to the Health and Safety Committee meetings. any conclusions and remedial actions are recorded and implemented

Servicing and maintenance

- 6.30** **Regulatory Reform (Fire Safety) Order 2005** states that the Facilities Manager must ensure that the premises and any facilities, equipment and devices provided in respect of the premises are subject to a suitable system of maintenance and are maintained in an efficient state, in efficient working order and in good repair

- 6.31** New fire extinguishers should be installed and commissioned by a qualified supplier.
- 6.32** It is important to check the effective operation of the extinguishers on installation. This includes checking the tamper seal is present as it holds the safety pin in place which prevents accidental discharge, and gives a visual indication of whether the fire extinguisher has been used. It is also important to check the gauge is working correctly, and that the fire extinguisher is pressurised correctly
- 6.33** Checks should be carried out at least every month, and more regularly in some environments. A visual inspection should be carried out by the Health & Safety Advisor as part of their regular inspections.
- 6.34** Every 12 months, the fire extinguishers are required to be serviced by a qualified and competent technician.

STAFF EVACUATION BRIEFING - Middlesbrough

This document has been produced to help give an overview of what staff need to do in event of the fire alarm sounding.

These instructions are to help keep everyone safe and if followed should ensure a quick and safe evacuation of the building(s). Any suggestions for improvement are welcome and should be emailed to the Vice Principal (Resources) and the Facilities Manager.

All Staff

If you find a fire, hit the alarm and ring 999 if you can. During an evacuation process, ALL staff should 'sweep' the building on their way out. This is due to the difficulty in ensuring there are Fire Marshals in all buildings on all floors when an alarm is set off. We have a duty of care to our students, but we should not place our own lives in danger either.

Ensure your team/students know the best routes for evacuation in your building. If in doubt, contact the Facilities Manager or Health & Safety Advisor, who can assist in any planning.

If the fire alarm sounds at any time other than the scheduled test time Staff and Students **MUST** evacuate. Do not wait to see if the alarm stops. Do not go back to offices or studios to collect belongings as this will impede the timely evacuation of the building.

Do not re-enter the building until you are advised it is safe to do so as this could lead to the emergency services having to rescue you, as well as anybody else trapped in the building.

Fire Marshalls

This group is a mix of Senior Lecturers, Caretakers and volunteers. They have formal training and can assist in the event of an alarm being activated or a fire starts in their area. Hi-vis is no longer a requirement for Fire Marshalls as a consequence of reviewing security advice with the Police.

Reception

Reception staff should call 999 if they are informed of a fire. After that, there are no obligations on Reception staff to remain in the building and they should evacuate.

Caretakers and Estates Staff

The team will determine where the source of the alarm is and investigate. Should the fire be real and not easily contained they should call 999, ensure parking barriers are up and return to entrance / Reception and await the emergency services. At this point they will become the 'Fire Controller' and liaise with the emergency services once they arrive. Caretaking and Estates Staff should also contact the relevant Vice Principal or Principal for the site who will assist in managing the School's response

Assembly Areas

Arrange assembly points for your students to go to after 15 minutes of the evacuation, where staff can evaluate the situation and see whether it is safe to return. They should be at least 200 meters away from the School and not be visible from the School. This is in case of a terror related incident rather than a fire and is the advice of the Police. EPT members need to decide on assembly points for their students or staff and inform the Vice Principal (Resources) and the Facilities Manager as to their location.

WHAT TO DO IN EVENT OF THE FIRE ALARM SOUNDING

Generally, there is a fire alarm test on a Monday between 1300-1330 hrs when the alarm may sound for approximately 30 seconds max.

On discovering a fire

Raise the alarm by activating a fire alarm. Alert Reception staff who will call 999 or if there is not a reception in your building call the emergency services yourself

On hearing the fire alarm

Leave the building by the nearest, safest fire exit or as directed by staff

Do not use lifts - Do not take risks - Do not delay or stop to collect personal belongings

ALL Staff will sweep the building for students on their way out and direct students and visitors to safety

Last persons out should close doors (don't lock them) and windows to slow the fire spreading

Once out of the building proceed to your designated assembly area

Do not re-enter the building until instructed to do so even if the alarm has stopped sounding

Caretaking staff will determine whether there is a fire or whether it is a false alarm and then return to Reception / entrance to help co-ordinate any emergency services

Assembly Areas

These will be determined by Senior Lecturers and managers and will be away from the campus. Each department or course will have a different location so ensure you know where to go. Stay with your own group and do not join another.

Do not return to the area around the campus until after 15 minutes or longer if instructed

Lockdown

Should there be an incident outside of the building there may be the need for an emergency lockdown

Entry access to the building will be disabled and movement around the building will be by use of ID cards where in place

In event of a security issue please use the '**RUN, HIDE, TELL**' principle

Personal Evacuation Plans (PEEPs)

Where staff or students require an individual evacuation plan please contact the Health & Safety Advisor who will help devise a suitable evacuation plan with the assistance of staff in that area. This might include the use of Evac Chairs which are available

Returning to the building

After a 15-minute period begin return to the building if told the situation is safe. Should there be a genuine incident the emergency services are likely to be present and people should follow their instructions. In event of the alarm being either a drill or a false alarm please return to the location you vacated via the normal entry points

STAFF EVACUATION BRIEFING – HARTLEPOOL CAMPUS

This document has been produced to help give an overview of what staff need to do in event of the fire alarm sounding.

These instructions are to help keep everyone safe and if followed should ensure a quick and safe evacuation of the building(s). Any suggestions for improvement are welcome and should be emailed to the Vice Principal (Resources) and the Facilities Manager.

All Staff

If you find a fire hit the alarm and ring 999 if you can. During an evacuation process ALL staff should 'sweep' the building on their way out. This is due to the difficulty in ensuring there are Fire Marshalls in all buildings on all floors when an alarm is set off. We have a duty of care to our students but we should not place our own lives in danger either.

Ensure your team / students know the best routes (there may be more than one) for evacuation in your building. If in doubt contact the Facilities Manager or Health & Safety Advisor who can assist in any planning.

If the fire alarm sounds at any time other than the scheduled test time Staff and Students **MUST** evacuate. Do not wait to see if the alarm stops. Do not go back to offices or studios to collect belongings as this will impede the timely evacuation of the building.

Do not re-enter the building until you are advised it is safe to do so as this could lead to the emergency services having to rescue you as well as anybody else trapped in the building.

Please ensure that fire exits in your areas are kept clear and that there are no hazards in the way.

Fire Marshalls

This group is a mix of Senior Lecturers, Caretakers and volunteers. They have formal training and can assist in the event of an alarm being activated or a fire starts in their area. Hi-vis is no longer a requirement for Fire Marshalls as a consequence of reviewing security advice with the Police.

Reception

Reception staff should call 999 if they are informed of a fire. After that there are no obligations on Reception staff to remain in the building and they should evacuate.

Caretakers and Estates Staff

The team will determine where the source of the alarm is and investigate. Should the fire be real and not easily contained they should call 999, ensure parking barriers are up and return to entrance / Reception and await the emergency services. At this point they will become the 'Fire Controller' and liaise with the emergency services once they arrive. Caretaking and Estates Staff should also contact the relevant Vice Principal or Principal for the site who will assist in managing the School's response

Assembly Points

Assembly points for you and your students have been allocated as indicated in maps which lecturers will show you. The sites are a safe distance away and out of the eyeline of the buildings evacuated which is a key objective. Stay at these points until 15 minutes after the alarm has sounded and then carefully return to the building. In event of this being a real incident the emergency services should be on site or arriving – if so, follow their instructions.

WHAT TO DO IN EVENT OF THE FIRE ALARM SOUNDING - HARTLEPOOL CAMPUS

Fire alarm testing normally takes place every Monday between 13.00 – 13.30. The alarm sounds for approximately 30 seconds, in this instance there is no action or evacuation required.



Discovering a fire

In the event you discover a fire, immediately sound the alarm at your nearest call point.

Only if it is safe to do so – contact reception staff who will **call 999**. If your building does not have a reception, or you are unable to get through, then call the emergency services yourself.

Evacuating the premises

Leave the building by the nearest, safest fire exit.

Do not use lifts - Do not take risks - Do not delay or stop to collect personal belongings.

The lifts will automatically descend to the ground floor where the doors will open and lock open

ALL staff will sweep the building for students on their way out and direct students and visitors to safety. Once out of the building, proceed to your designated assembly area.

Do not re-enter the building until instructed to do so, even if the alarm has stopped sounding.

Caretaking staff will determine whether there is a fire or whether it is a false alarm. They will then help to co-ordinate the emergency service response from the front of the building/reception.

There are Evac Chairs available to use in assisting the evacuation of staff or students who have mobility issues. Evac Chairs are only to be used once in an emergency, if they have already been used in this instance, then call for the assistance of others around you to help you evacuate the premises.

Refuge points are designed to protect you from a fire for up to **60 minutes**. If you are in 1 Church Street, these refuge points are situated in the stairwells and will be sign posted.

In the event you find yourself unable to leave the refuge point safely, **call 999** and pass on your location within the building. These details will be relayed to the emergency services.



Assembly areas

Assembly areas are safe locations away from the School buildings, and you will be told which one to use by your Senior Lecturers and Managers. Each building and/or course will have a different assembly location. (See map). If in doubt follow a member of staff or other students to the nearest assembly point. There will not be roll-calls at assembly points.

Security incidents

In event of a security issue use the '**RUN, HIDE, TELL**' principles – please click the link to the following video for information and advice. [RUN HIDE TELL | ProtectUK](#)

Personal Evacuation Plans (PEEPs)

Where staff or students require an individual evacuation plan, please contact the Health & Safety Advisor, who will help devise a suitable evacuation plan with the assistance of staff in your area. This might include the use of Evac Chairs which are available in all buildings.

Returning to the building

After a 15-minute period from when you exit the building you may begin returning to the building. Should there be a genuine incident the emergency services are likely to be present and people are to follow their instructions. In event of the alarm being either a drill or a false alarm, please return to the location you vacated via the normal entry points after checking with the staff and/or Caretaking team at the front of the main building.

EVACUATION OF DISABLED PEOPLE IN EVENT OF A FIRE

Introduction

6.35 The School recognises the anticipatory duty of educational establishments, under the Equality Act 2010, to make any reasonable adjustments to ensure ease of access and egress for people with disabilities to and from all premises that they are responsible for. This includes means of effective, safe and prompt evacuation of the premises in the event of fire or any other situation requiring evacuation. Staff, students and visitors with disabilities may need special arrangements and/or additional assistance to evacuate the premises. This procedure gives guidance for staff and students to ensure that arrangements are clear and processes are in place to ensure safe and quick evacuation for all.

Scope

6.36 The range of disabilities encountered can be considerable. This could include:

- wheelchair users
- Ambulant disability - disabled people who are able to walk but who may depend on the use of prosthesis (artificial limbs), orthoses (callipers), sticks, crutches or other walking aids
- deaf or hard of hearing
- visual impairment
- physical impairment with a difficulty using their arms or legs
- mental health conditions
- neurological conditions such as Autism Spectrum Disorder and Attention Deficit Hyperactivity Disorder
- recovery from operations or recent injuries
- long standing health conditions or ill health e.g. epilepsy, diabetes
- potentially vulnerable people should be considered, such as pregnant women, for example

6.37 Reasonable Adjustments – changes made to approaches, processes or the environment to remove or reduce disadvantages associated with a person's disability.

Responsibilities

6.38 The Facilities Manager is responsible for ensuring all occupants can leave the building safely

- 6.39** Health and Safety Adviser – the Health and Safety Adviser is responsible for ensuring staff awareness, and identifying and responding to any training needs in relation to the process. They are also responsible for ensuring all occupants can leave the building safely. The Health and Safety Adviser will complete any PEEPs required, using the information gathered by Student Services, Line Managers or the HR Department and ensure that all involved in the PEEP are aware of the contents and confident in their application. They are also responsible for producing a range of standard PEEPs that can be provided on request to any visitors with support needs that require assistance in an emergency.
- 6.40** SENDCo – the SENDCo is responsible, along with others, for identifying students that may require support in evacuating the premises at Middlesbrough and gathering information to inform a PEEP, if required
- 6.41** Student Services Adviser (HE) – the Student Services Advisers, at HE, are responsible, along with others, for identifying students that may require support in evacuating the premises at Middlesbrough and gathering information to inform a PEEP, if required
- 6.42** HR department – the HR department is responsible for identifying new members of staff who may require support in evacuating School premises and gathering information to inform a PEEP, if required
- 6.43** Line Managers – line managers are responsible for identifying emerging support needs for existing staff and gathering information to inform a PEEP, if required.
- 6.44** Supporting staff – staff identified in a PEEP as supporting in the event of an evacuation will have their responsibilities outlined within the PEEP. They have a personal responsibility to ensure that they are clear and comfortable as to what is expected of them, and they are personally fit and able to carry out those duties
- 6.45** Reception Staff – reception staff are responsible for enquiring whether visitors should need support in the event of an emergency and seek support from the Health and Safety Adviser if required
- 6.46** All staff – all staff have a responsibility for supporting the safe evacuation of others, whilst having regard for their personal safety; being aware of this procedure and appropriate refuge points and ensuring they take collective responsibility for ensuring exit routes are kept clear

Completing the PEEP

- 6.47** Any person requiring additional support to evacuate the premises in the event of an emergency will need their needs discussing and, where required, a Personal Emergency Evacuation Plan (PEEP) completed with them
- 6.48** Students with support needs are required to inform the School of those needs on a Support for Study Form (FE) or a Disability Registration Form (HE), which will come

to the Student Services Department for consideration. Any student disclosing a medical condition or disability that may require a Personal Emergency Evacuation Plan (PEEP) in the event of having to evacuate School premises in an emergency will primarily discuss this with Student Services

- 6.49** Any new staff with relevant support needs requiring a PEEP will be identified by the HR department. Existing staff with a new or emerging support needs should discuss this with their line manager
- 6.50** Visitors will be asked on arrival, at reception, if they will need potentially need support in the event of an emergency. Advice should be sought from the Health and Safety Adviser if needed
- 6.51** If a range of buildings are used or visited then a separate PEEP may be needed for each building
- 6.52** Guidance on the need for, and creating a PEEP, is available to help staff discuss this with other staff and students and take them through the process (Appendix A).
- 6.53** The Student Services Adviser, SENDCo, Line Manager or HR Adviser, as appropriate, will gather all the initial information needed for the PEEP on Appendix B, working with the student or member of staff, and then pass the information onto the Health and Safety Adviser for the completion of the PEEP. This will involve consideration of the needs of the student or staff member, working pattern or timetable, and identification of appropriate members of staff to support in the event of an evacuation. Consideration also needs to be given to the number of supporting staff across the site that may be called upon for support, ensuring that there are sufficient trained staff to support all those requiring help. An overview of all PEEPs and staff involved will be kept by the Health and Safety Adviser to facilitate this
- 6.54** Once the PEEP has been completed it should be signed by all parties to indicate that they are clear on the process and their responsibilities within it. A copy of the PEEP will be given to Student Services or HR as appropriate, and any other member of staff requiring the information (for example, line manager, course leader or senior lecturer). This will be held with any necessary supporting documentation (for example, student's timetable).
- 6.55** Arrangements should then be made by the Health and Safety Adviser, with the nominated staff and the student/staff member to then practice the steps outlined in the plan. This should be done separately to the standard test evacuation. The needs of the individual should be considered as it may be inappropriate for the individual to be fully involved in the practice (for example, where the use of an evac chair may be required) and in these cases a volunteer should be identified to replicate the actions needed.
- 6.56** The practice run and any lessons learned should be documented on the individual's PEEP

Guidance for evacuation in an emergency

Temporary Refuges (building dependant)

- 6.57** A refuge is a place of reasonable safety in which disabled people can wait either for an evacuation lift or for assistance up or down stairs. Disabled people should not be left alone in a refuge area whilst waiting for assistance with evacuation from the building. A refuge is an area that is protected by fire resisting construction and could be a lobby, corridor, part of a public area or stairway, or an open space such as a flat roof, balcony or similar place which is sufficiently protected from any fire risk. A refuge should be provided with its own means of communications and with direct access to a protected route that leads directly to a place of safety
- 6.58** A refuge is the first stage in the evacuation procedure for disabled people; it is not 'the solution'. A specific procedure is required to ensure that persons can be evacuated from the refuge under safe and controlled conditions. It is the responsibility of the School to ensure that persons are evacuated. In some cases, during an emergency, it may be appropriate to liaise with the emergency services, before moving a disabled person to a final place of safety

Lifts

- 6.59** Must not be used in an emergency. This is to prevent lifts being called to and opening onto the area involved in fire. A fire may also disrupt the electrical supply to a lift and endanger those within it

Safe Routes

- 6.60** A PEEP should contain details of the escape route(s) the disabled person will be expected to use. Clear unobstructed gangways and floor layouts should be considered at the planning stage
- 6.61** It is especially important to ensure that the persons evacuating can operate all locks, doors and other devices
- 6.62** Disabled people should be able to reach a place of relative safety (perhaps a refuge area) or a final exit within 3 minutes

Evacuation Aids

- 6.63** The School provides evac chairs and trained staff to help in assisting people down stairs, where needed. Evac chairs are tested annually and are situated:

Middlesbrough	Second floor stairways
1 Church St, Hartlepool	Second floor stairways
Church Square, Hartlepool	Top of stairs to acting department / top of stairs
theatre /control room	
Leadbitter building, Hartlepool	Top of each stairway

Municipal building, Hartlepool Top of stairway

Scott building Top of stairway

Wheelchair users

6.64 Wheelchair users will all require a PEEP designed to meet their individual needs

People who are Deaf or Hard of Hearing

6.65 The School uses the Hearing Fire Alert System (HFAS) at Hartlepool to alert connected users, by mobile phone, instantly to a fire alarm activation. Users are connected to the system by sending a simple text message quoting the appropriate location code. The need to be connected to this system will be explored and implemented as part of the development of the individual's PEEP

Middlesbrough uses a pager system

People who are Visually Impaired

6.66 Staff, students and visitors should be offered orientation training by the appropriate department (Student Services, HR or Estates), with the support of specialist services, if required. If the visually impaired person uses a guide dog it is important that the dog is also given ample opportunity to learn the required routes. The policy and procedure related to assistance dogs on campus should also be referred to

Training

6.67 To be effective, any evacuation plan depends on the ability and availability of staff to respond efficiently. Staff must therefore receive instructions, practical demonstrations and training appropriate to their responsibilities. This may include some or all of the following elements:

- fire drills for staff and students
- specific training in the use of evac-chairs and handling people
- fire warden training
- writing PEEPs

Building Design Issues (new and existing buildings)

6.68 Consideration of evacuation of a building must be made at the earliest stages of the design process. Inclusive building design, where possible will negate the need for special management arrangements to evacuate from a building

6.69 British Standard (BS5588: Part 8) gives guidance to designers and building construction teams on measures that should be included in new buildings and in alterations to existing buildings to facilitate the safe evacuation of disabled people if a fire occurs. Any persons involved in this process should be competent

6.70 Fire Safety Legislation and guidance accepts that it may not always be possible to fully apply the code to existing buildings and in these circumstances Part 8 also suggests alternative ways in which to meet the requirements

6.71 British Standard (BS5588 Part 8) should be referenced for full details. Some key points are highlighted below

6.72 Some Key Design Issues to consider for new buildings:

- consider single storey buildings as the design default
- ensure that the exit routes are as accessible as entrances
- clear openings, width of doors to be a minimum of 800 mm clear
- doors to have good visual contrast to the internal walls, floors etc
- if double doors, both have to have emergency release furniture
- doors to have level thresholds; if there is a change in the level between the internal finished floor level and the external ground level ensure a full ramp and step system is in place. If more than one exit off the same room (e.g. school halls etc.) may consider one exit as stepped and one ramped but will require very clear signage and staff awareness training. If change in level is less than 200mm will require ramp only
- ensure that the route to the designated fire assembly point from every fire exit is fully accessible
- fire alarms should be fully inclusive particularly to include alternatives to siren/sound alerts
- disabled people who discover a fire must reasonably be able to raise the alarm
- if hold-open devices are used on internal doors (released on alarm) the doors must be of a design that they can be opened by disabled people to allow them to pass through when evacuating the building
- clear opening width no less than 800mm clear for lead door
- good visual contrast
- opening pressures not to exceed 30 Newtons from 0-30 degrees and 12.5 Newtons from 30-60 degrees
- correctly designed door furniture at the correct height
- correctly positioned vision panels

Appendix A

Guidance for staff on completion of Personal Emergency Evacuation Plans (PEEPS)

Disability, Evacuation and the Law

The Regulatory Reform (Fire Safety) Order 2005 places a legal duty on those with 'responsibility' over the management and operation of premises to provide adequate means for emergency escape in the event of fire for all building occupants. The same rights in law apply to those members of staff or visitors in a building who for whatever reason suffer from some degree of impairment that puts them at a disadvantage in the event of an emergency. The Order requires fire risk assessments to be undertaken as the means by which a 'responsible person' can identify and manage fire risks. The provision of facilities for the safe emergency evacuation of those with impairments should be considered an important part of the fire risk management process.

It is the responsibility of the Estates manager to ensure that the uniqueness of an individual's mobility impairment is properly coordinated with the physical provisions for their escape. The system normally applied is known as the Personal Emergency Evacuation Plan (PEEP). It is a system that constitutes a contract between the individual and the organisation that sets expectations from the individuals' point of view concerning what support he or she can expect and, from the organisations perspective, applies reasonable conditions on occupation.

The aim of the PEEP is to provide people who cannot get themselves out of a building unaided with the necessary information and assistance to be able to manage their escape to a place of safety and to ensure that the correct level of assistance is always available.

Given the unique characteristics of buildings and the need for a PEEP to take account of an individual's capabilities, disabled persons who regularly use different buildings may have to have a separate PEEP for each building.

If assistance with escape is required, the extent of such assistance should be identified in the PEEP,

i.e. the number of assistants and the methods to be used. It is necessary to ensure that there is cover for absences, and the assistants may require training.

Where possible, the PEEP should be developed in conjunction with the individual (or parent and child, if the plan is for a child) to agree what action will be taken.

Once a PEEP has been established, arrangements should be put in place to ensure that these are practiced and it is recommended that these are carried out separately to the standard test evacuation. The needs of the individual should be considered

and therefore it may be inappropriate for the individual to be involved in the test evacuation. In these cases, a volunteer to take their place should be identified.

Mobility Impairment and evacuation

The degree to which an individual is affected by a mobility impairment, and the extent that this constitutes a life risk that will be unique to that individual's circumstance. A mobility impairment definition can be applied to any individual who is unable, or finds it difficult to move over the potential evacuation distance without the assistance of others, or at such a pace that would impede others escaping at a normal speed. In effect, the definition can include a wheelchair user to elderly persons, those with breathing difficulties, those with temporary conditions such as pregnancy, or those injuries affecting their mobility. It could also affect those with a visual impairment, who move slowly because they cannot easily see the means of escape. In short, any individual who is unable to evacuate with the main body of able-bodied occupants.

People with a disability are at a disadvantage generally, but particularly in an emergency. There are 4 main scenarios that a person with a disability can experience:

- Unaware of alarm or emergency situation
- Unaware of how to react
- Aware, but unable to react
- Aware, but hampered

Appendix B

PEEP Questionnaire

Name:	
Course:	

This questionnaire is to assist the School to put in place a Personal Emergency Evacuation Plan to ensure that in the event of an emergency you are able to access support easily and quickly to enable you to vacate the building as quickly and as safely as possible.

A plan will be put in place following discussion with yourself and the Health and Safety Adviser. All relevant staff will be made aware of the arrangements and a test evacuation will take place to ensure everyone is clear about their responsibilities and that the plan works in practice.

		Further comments / Action needed
Emergency Procedures		
Are you aware of the emergency evacuation procedures for the building(s)?	Yes / No	
Do you require the emergency evacuation procedures to be written?	Yes / No	
Do you require sign language interpretation of the procedures?	Yes / No	
Do you require the procedures in any other alternative format?	Yes / No	

Are the signs which mark emergency routes and exits clear enough?	Yes / No	
Emergency Alarm		
Can you hear the fire alarm in your building(s)	Yes / No	
Could you raise the alarm if you discovered a fire	Yes / No	
Assistance		
Do you need assistance to get out of the building in an emergency	Yes / No	
Getting out		
Can you move quickly in the event of an emergency	Yes / No	
Do you find stairs difficult to use?	Yes / No	
Are you a wheelchair user	Yes / No	

Are you able to operate all locks, doors or other devices on the routes out of the buildings?	Yes / No	
Location		
Which part of the building / campus do you use? Please provide details of every location you could need to use, including the building, floor and the room		
Building	Floor	Area / Room

Completed by:

Staff Date:.....

Student..... Date:.....

Appendix C

Personal Emergency Evacuation Plan

Name:			
Building:			
Rooms:	Floor	Area / Room	Room Number

Designated Assistance:			
The following people have been designated to assist me in evacuating the building in an emergency:			
Name	Location	Role	Contact details

Methods of Assistance (e.g. transfer procedures, methods of guidance, etc.)

Equipment Provided	
Equipment	Location

Evacuation Procedure A step by step account beginning from the first alarm and covering all locations and scenarios

Safe Routes (Floor plans / evacuation routes to be attached)

Date practice run completed:

Any lessons learnt:

Signatures of all parties (agreement of contents and responsibilities detailed within this PEEP)		
Name / Role	Signature	Date
Student		
Health and Safety Adviser		
Designated support		
Designated support		
Designated support		
Designated support		

7.0 FIRST AID GUIDANCE

Medical Emergency

7.1 For all School emergencies call Reception

- From Middlesbrough
 - Middlesbrough Reception = 0
 - Church Street Reception = 1
- From Hartlepool
 - Church Street Reception = 0
 - Middlesbrough Reception = 1

7.2 What to do in a medical emergency

- Check the immediate area for signs of danger and remove or control it (if safe to do so) to avoid further risk to the casualty and yourself
- If required contact the ambulance service by dialling 999. If you are unsure if an ambulance is required call 111 and they will advise
- Do not move a casualty unless they are exposed to a life-threatening situation
- Remain with the casualty and administer first aid (if trained to do so)
- Follow the instructions of Emergency Services or First Aid personnel

7.3 Key things to remember:

- Danger
- Response
- Send for help
- Airway
- Breathing
- CPR (i.e. start CPR, 30 compressions, 2 breaths)

What is the role of a First Aider?

7.4 First aid is the help given to someone who is injured or ill, to keep them safe until they can get more advanced medical treatment by seeing a doctor, health professional or go to hospital

7.5 If you think someone needs your help, these are the seven things you need to do as a first aider:

- Assess the situation quickly and calmly:
 - i. Safety: Are you or they in any danger? Is it safe for you to go up to them?
 - ii. Scene: What caused the accident or situation? How many casualties are there?
 - iii. Situation: What's happened? How many people are involved and how old are they? What do you think the main injuries could be?
- Protect yourself and them from any danger:
 - i. Always protect yourself first - never put yourself at risk
 - ii. Only move them to safety if leaving them would cause them more harm
 - iii. If you can't make an area safe, call 999/112 for emergency help
- Prevent infection between you and them:
 - i. Wash your hands or use alcohol gel
 - ii. Wear disposable gloves
 - iii. Don't touch an open wound without gloves on
 - iv. Don't breathe, cough or sneeze over a wound or a casualty
- Comfort and reassure:
 - i. Stay calm and take charge of the situation
 - ii. Introduce yourself to them to help gain their trust
 - iii. Explain what's happening and why
 - iv. Say what you're going to do before you do it
- Assess the casualty:
 - i. If there's more than one casualty, help those with life-threatening conditions first
 - ii. Start with the 'Primary Survey' and deal with any life-threatening conditions
 - iii. Then, if you've dealt with these successfully, move on to the 'Secondary Survey'
- Give first aid treatment:
 - i. Prioritise the most life-threatening conditions
 - ii. Then move on to less serious ones
 - iii. Get help from others if possible
- Arrange for the right kind of help:

- i. Call 999/112 for an ambulance if you think it's serious
- ii. Take or send them to hospital if it's a serious condition but is unlikely to get worse
- iii. For a less serious condition call 111 for medical advice (in England)
- iv. Suggest they see their doctor if they're concerned about a less serious condition
- v. Advise them to go home to rest, but to seek help if they feel worse
- vi. Stay with them until you can leave them in the right care.

When should a first aider be called?

- 7.6** You should call a first aider if someone has sustained a physical injury or if they have breathing difficulties
- 7.7** You should NOT call a first aider if someone says they feel generally unwell or sick, or if they simply need a plaster. Stocks of plasters are held at site receptions. Before issuing plasters, Reception staff must always ask if the person is allergic to plasters before giving them the plaster. The plaster should then be administered by the individual, and NOT by reception staff
- 7.8** If someone says they feel generally unwell you should advise them to visit their GP. If a student is so unwell they cannot stay at college and they are under age 18, you should arrange for the parent or guardian to be called to collect them.
- 7.9** If a parent or other suitable alternative cannot be contacted or refuses to collect the student, you should discuss with the student (and with the parent if possible) whether the student can safely travel home alone or whether they will need to stay at college until a later time when they can be collected or get the college bus home
- 7.10** A reasonable judgement should be made on where the student should stay e.g. in the classroom, in Student Services, in Reception, in the medical room, according to the level of supervision that will be required. If you are unsure you may seek advice from Student Services.

When to call an ambulance

- 7.11** Before you call for an ambulance, you need to assess the casualty. To do this, follow the steps of the 'Primary Survey', to see if they have any life-threatening or other serious conditions
- 7.12** If the area isn't safe for you to assess the casualty, then call an ambulance straight away
- 7.13** If someone's condition is life-threatening or very serious, then call 999 or 112 for medical help

7.14 If someone's condition isn't serious, then you need to decide if they need treatment or not, and what options there are – for example, get them a taxi, ambulance, or to call their doctor's surgery for medical advice

7.15 Call 999 or 112 if someone needs immediate medical help. For example, if you think they have had a heart attack, have a spinal injury or are bleeding severely

When you get through to the emergency services, you need to give them:

7.16 Your name

7.17 A description of the condition of the casualty or casualties

7.18 Your telephone number or the best number for them to contact you on

7.19 The exact location of the incident

7.20 A description of the type of incident and how serious it is

7.21 Details of any hazards, such as gas, damage to power-lines or bad weather conditions

When to take or send a casualty to hospital

7.22 Take or send someone to hospital if they need hospital treatment, but their condition is unlikely to get worse. For example, for a serious burn, a sprain where they can't use their limb, or an eye injury

When to call or see a doctor

7.23 Suggest someone calls their doctor if their condition is not urgent, but you think they need treatment or if you are worried about their condition. For example, for a mild burn, a mild sprain, or a fever

7.24 They can call their own doctor's surgery, an NHS walk-in center or the NHS Advice Line in England and Scotland on 111

Where the student is under age 18

7.25 A parent or guardian must be called. In order to ensure the person contacting the parent or guardian has all the relevant facts this should ideally be the person who has called the emergency services, however assistance from Student Services can be sought. Student Services should also be alerted so information they hold about a student can be provided to paramedics where necessary. Student Services may also be aware of other arrangements and agencies that should be alerted for particular students and they will make these calls.

Where the student is aged 18 or over

- 7.26** The first aider should seek the student's permission to contact their listed emergency contact if they are in a fit state to give it. If they are not in a fit state to give permission, e.g. unconscious / delirious, the person who called the emergency services should contact the student's emergency contact as above. They should also alert Student Services.

Who should go to the hospital with the student in the ambulance?

- 7.27** The parent / guardian should accompany the student if possible. Alternatively, depending on the situation the parent may need to go straight to the hospital. If the parent / guardian is unavailable advice should be sought from the paramedic in attendance. If the paramedic will not take the student to hospital without another adult accompanying them another student who is age 18 or over may be asked to go. However, where a situation is sufficiently serious a member of Student Services will go. If students go to hospital without a member of staff or a parent/guardian Student Services will ensure they have sufficient money to get home or back to college from the hospital

Who should go to the hospital with the student when an ambulance isn't required?

- 7.28** Such situations may include a suspected broken bone, a wound that might need stitches, suspected concussion, sewing needle through a finger, etc. Where the student is under age 18 the parent or guardian should be called to collect the student and take them to hospital. Where the parent is unable to come (not contactable / no transport etc.) the student should be asked for alternative contacts e.g. grandparent or other family member or trusted adult who may be able to take them. As a last resort another student who is age 18 or over may be sent with the student in a taxi or on public transport. Student Services will ensure they have sufficient money to get to the hospital and then home or back to college.

Who should complete the accident book at work book?

- 7.29** Details of the accident can be entered onto the School's accident form either by the injured party or by the first aider. Details of the date, name of the injured party, witnesses, full circumstances of the accident and resulting injuries must be entered onto the accident form. Staff, students, visitor & contractors are required to report the accident/incident to the Health and Safety Advisor as soon as possible after the accident/incident has taken place
- 7.30** If an injured staff member or contractor is incapacitated and unable to work for more than seven days as the result of an accident, the School must report the details of the accident (as recorded on the Schools accident form). Under the RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

Who should sign the accident form?

- 7.31** The person who has had the accident should sign the form if they are in a fit state to do so. If they are not in a fit state, the first aider should sign the form

What should the First Aider do with the completed form?

- 7.32** The accident report form should be given to the Health & Safety Advisor AS SOON AS POSSIBLE

Should a First Aider administer first aid to a casualty of the opposite sex?

- 7.33** In most cases this should be fine. Most cases of first aid are administered in a public place. However, if first aid is to be administered in a private place e.g. the medical room, the first aider should ask if the casualty is comfortable with this. If not, an alternative first aider may be called or another person of the same sex as the casualty may be asked to be in the room

Establish consent BEFORE administering ANY first aid

- 7.34** You must ask for consent
- 7.35** The casualty has the right to refuse treatment
- 7.36** Explain what you are going to do and why and, before doing it, check that this is ok
- 7.37** For an unconscious casualty, always talk through what you are doing when administering first aid. The last sense to go is your hearing, so the casualty may be reassured by you talking to them if they do not respond

Can a First Aider give out painkillers / headache tablets?

- 7.38** First aid at work does not include giving tablets or medicines to treat illness. The only exception to this is where aspirin is used when giving first aid to a casualty with a suspected heart attack, in accordance with currently accepted first-aid practice. It is recommended that tablets and medicines should not be kept in the first-aid box

8.0 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

8.1 The objective of this procedure is:

- To ensure that the necessary use of substances hazardous to health is safe and controlled
- To ensure that staff, students and visitors are not put at risk by the use of hazardous substances whilst working or studying at The Northern School of Art
- To ensure that staff and students who may be required to use substances hazardous to health in the workplace receive appropriate guidance, instruction, information and training in the safe use of such substances

8.2 This procedure applies to all members of staff, learners and visitors

Legislative Responsibility

8.3 The Health and Safety at Work etc. Act 1974 (HASAW) places a duty on the School to ensure the health safety and welfare at work of staff and any non-staff who may be affected by its acts or omissions. The Control of Substances Hazardous to Health regulations 2002 (as amended) places specific duties on employers and staff with regards to the safe use of substances hazardous to health in the workplace. The COSHH regulations require the School to:

- Carry out a suitable and sufficient risk assessment of any work activities involving hazardous substances
- Provide measures to eliminate or reduce risks, as far as are reasonably practicable
- Provide equipment and procedures to control exposure
- Monitor exposure at the workplace where a significant risk has been identified
- Carry out health surveillance where there is an identified risk to the staff
- Provide information, instruction, training and supervision for staff using or exposed to substances hazardous to health
- Put arrangement in place to deal with accidents, incidents, spillages and emergencies

Definitions

8.4 A substance hazardous to health is defined as:

- Any substance that is classified as very toxic, toxic, harmful, corrosive, or irritant under product labelling legislation

- Any substance allocated a workplace exposure limit by the HSE as detailed in EH40
- Biological agents (microorganisms, cell cultures or human endoparasites)
- Other dusts of any kind, when present at a concentration in air equal or greater than 10 mg/m³
- Any other substances creating a risk to health because of its chemical or toxicological properties and the way it is used or is present at the workplace

How harm may occur

8.5 A substance can cause harm to a person in a number of ways depending on the substance being used and the process being carried out. Routes of entry are defined as follows

- Inhalation of fumes, substances, dusts or organisms
- Ingestion of a product which may cause ill health or poisoning
- Contact of a substance by allowing the substance to pass through the skin
- Injection of a substance through the skin

Material Safety Data Sheets

8.6 It is essential that a Material Safety Data Sheet (MSDS) is provided and kept on record for each identified substance hazardous to health. Safety data sheets should be provided by suppliers when purchasing products and should be updated periodically. Any member of staff involved in purchasing substances hazardous to health must request an MSDS and keep a record of all MSDS's within the department. MSDS's provide information on the safe use of the product, the hazards inherent from the product, including any potential harm that could be caused and any control measures required to reduce the risks from such hazards. The MSDS will be used as part of the risk assessment process. Copies of all MSDS's must be forwarded to the Health and Safety advisor to allow them to update the database

Conducting a COSHH risk assessment

8.7 Training will be provided for Creative Technicians / Technical Demonstrators who are responsible for carrying out risk assessments. Completed risk assessments must be kept on a shared data drive where the Health and Safety Advisor and Vice Principal – Resources have access and can review on an annual basis.

8.8 The Senior Creative Technician / Lead Technician Demonstrator will maintain all risk assessments, safety data sheets and guidance on the control measures of all substances hazardous to health used within the School. This data will be made accessible to all relevant staff on a common drive.

8.9 Most departments will use substances hazardous to health. Copies of risk assessments must be accessible in the place of work where the substance hazardous to health is being used

8.10 **NOTE:** *It is expected that persons proposing to use any high-risk substance will be able to demonstrate competency in COSHH and will be aware of the provisions of the COSHH regulations*

Prevention of Control of Exposure

8.11 The COSHH regulations require that exposure is prevented, or, if prevention is not practical, exposure is controlled to the lowest possible level and in every case, below the levels specified in EH40 or other authoritative guidance

8.12 Control can be achieved by using the following hierarchy:

- Changing the work or the process to eliminate the harmful element
- Substitution of the harmful substance for one less harmful
- Use a safer form (e.g. pellets instead of powder)
- Enclose the work (fume cupboards etc.)
- Control exposure via engineering (LEVs)
- If reasonable or for low risk work, use of personal protective equipment (gloves, goggles, respirators etc.)

8.13 Wherever possible at The Northern School of Art, exposure will be prevented or reduced using the above hierarchy of control, where a residual risk still remains personal protective equipment will be utilised by staff and learners. Where through the risk assessment process, personal protective equipment has been identified as a control measure, training and instruction will be provided to ensure PPE is used correctly. The wearing of PPE will be enforced by the lecturers, technicians and line managers

Health Surveillance

8.14 Schedule 6 of the COSHH regulations identifies certain occupations/activities that require periodic medical health surveillance. In addition to the occupations identified in schedule 6 appropriate health surveillance is also required for substances of recognised systemic toxicity. (Substances that can be inhaled, absorbed through the skin or swallowed, known to cause occupational asthma, known to cause severe dermatitis)

8.15 Whilst The Northern School of Art carry out no activities listed in Schedule 6, a number of departments or areas carry out activities using substances that can be inhaled, absorbed through the skin, swallowed, cause occupational asthma and

severe dermatitis. The risk assessment process will identify such health hazards and health surveillance will be arranged for staff that have been identified as at risk.

Inspection and testing of control measures

8.16 Where control measures such as local exhaust ventilation (LEV) or fume cupboards (containment) has been put in place, such controls must be periodically tested and inspected to ensure that appropriate control is maintained:

- Systems must be visibly checked weekly by users to ensure that the system is operating appropriately
- Statutory examined and tested every 14 months by a competent person (in the School case the competent person is the School insurance company)
- Systems must also undergo annual maintenance to address any issues identified by the competent person
- Simple records of weekly checks must be kept by the workshop technician and records for statutory testing and maintenance will be kept by the Health and Safety Advisor

Biological hazards

8.17 There are a few areas of the School where staff, learners and members of the public may be exposed to minor biological hazards. First Aid persons, caretakers and cleaning staff could be exposed to human waste although classified as low risk, the risk assessment will need to identify appropriate control measures for those staff exposed to biological hazards which may include training, containment, hygiene advice and PPE

Disposal of hazardous waste

8.18 The disposal of hazardous waste is controlled by the Hazardous Waste Regulation (England and Wales) 2005. Any hazardous waste produced by The Northern School of Art must be disposed of in line with the above legislation. The Estates department coordinates all hazardous waste disposal.

9.0 LIFT SERVICING AND TESTING

9.1 This document describes the Schools current procedure for lift testing and maintenance. Its main objectives are as follows:

- Set out a clear approach for the maintenance and testing of lift equipment
- Ensure prompt, efficient and cost-effective repair, servicing and inspection of lift equipment
- Ensure the Schools legal compliance
- Promote good practice
- Ensure remedial works are carried out within appropriate timescales
- Ensure adequate records and quality monitoring systems are implemented

9.2 Typical installations and systems covered include:

- Hydraulically driven passenger lifts
- Fixed Stair lift
- Fixed electrically operated hoisting equipment
- Mobile electrically operated hoisting equipment

9.3 All lift equipment will be repaired, renewed, upgraded and tested in accordance with industry guidance and manufacturers' recommendations

Statutory Framework

The Health and Safety at Work Act 1974

9.4 Owners of buildings that have lifts have duties under the Health and Safety at Work Act 1974 Section 4. Owners are expected to take reasonably practicable measures to ensure that the premises, including means of access or egress, including plant provided for use, are safe and without risk to health. Section 2 of the Act requires the School to ensure, so far as is reasonably practicable, the Health, Safety and Welfare of their staff

9.5 The Northern School of Art, in recognition of its duties, under the Health and Safety at Work etc. Act 1974, towards its students, staff, visitors, contractors and members of the public, undertakes to protect people from harm when using lifts in The Northern School of Art premises and to ensure that all lifts are; properly serviced, maintained, thoroughly inspected and tested at the appropriate intervals, and that adequate records are retained

Lifting Operations and Lifting Equipment Regulations 1998 (SI 1998 no. 2307)

- 9.6** Regulation 9 (1) requires that before a lift is put into service for the first time it is thoroughly examined for any defect by a competent person
- 9.7** Regulation 9 (3) requires that lifts are thoroughly examined (by a qualified supplier):
- every 6 months for passenger lifts or
 - 12 months for other lifts (e.g. goods lifts) or
 - in either case, in accordance with an examination scheme; and
 - each time that exceptional circumstances which are liable to jeopardise the safety of the lift
 - If appropriate for the purpose, are inspected by a competent person at suitable intervals between thorough examinations
 - to ensure that health and safety conditions are maintained and that any deterioration can be detected and remedied in good time
- 9.8** Regulation 10, “Reports and defects” requires that the qualified supplier shall:
- Notify the School immediately of any defect which, in their opinion, could become a danger to persons
 - As soon as practical provide a report of the thorough examination
- 9.9** Regulation 11, “Keeping of information” requires that copies of reports of thorough examination must be kept available for inspection for at least two years
- 9.10** Reports must be stored safely at the premises so that they are readily available to the relevant authority (HSE) should they request to see them. This information may be kept in hard copy form, stored electronically or on computer disk. Information on computer must be protected from unauthorised alteration and be able to provide a written copy when necessary
- 9.11** Should a lift defect be such that it would likely endanger users, then the lift will be taken out of service until the identified defect is remedied

Servicing and maintenance procedures

Passenger lifts

- 9.12** The Northern School of Art will employ a lift contractor to carry out servicing of all passenger lifts and coordinated by the Facilities Manager
- 9.13** Servicing and testing shall be carried out to the standard required by the contract conditions

- 9.14** Where a contractor discovers a fault, which could pose a risk to safety, such as a defective safety edge, defective lighting or alarm system, the lift shall be taken out of service until the defect has been rectified
- 9.15** The contractor will supply service sheets for each visit made. These will record the date and time of the visit and will log any issues found with the equipment

Stair lifts and electric hoists

- 9.16** The Northern School of Art will employ a lift contractor to carry out servicing of all stair lifts and electric hoists which have been installed to aid disabled people
- 9.17** Servicing and testing of these items of plant will be carried out twice annually
- 9.18** Where a contractor discovers a fault that could pose a risk to safety, such as a defective safety circuit or alarm system, the plant shall be taken out of service until the defect has been rectified
- 9.19** The contractor will supply service sheets for each visit made. These will record the date and time of the visit and will log any issues found with the equipment

Emergency release of passengers from immobilised lifts

- 9.20** The lift contractor/s will provide a 24 hour, 7 days a week emergency passenger release service

10.0 MANUAL HANDLING

Introduction

- 10.1** Statistics show that manual handling is one of the most common causes of absence through injury in the workplace. These injuries may often have long-term effects, severely affecting earning potential and subsequently lifestyle and leisure activities
- 10.2** This policy is intended to reduce the risk of manual handling injuries and provide guidance on the measures that should be taken to ensure safe lifting and carrying in the workplace
- 10.3** Under Section 2 of the Health and Safety at Work etc. Act 1974, the School has the duty to provide a safe place of work, a safe environment and safe systems of work, so far as is reasonably practicable. This duty includes the need to minimise risk arising from manual handling tasks
- 10.4** Under the Manual Handling Operations Regulations 1992 (MHOR), manual handling is interpreted as the transporting or supporting of any load
- 10.5** Regulation 4 of MHOR requires the School to avoid the need for hazardous manual handling activities, so far as is reason to practicable. Where it is not possible to eliminate hazardous manual handling, an assessment must be undertaken to determine the level of risk. Suitable controls must then be introduced to reduce the risk of injury to the lowest extent reasonably practicable. This may be achieved by the use of automation, mechanical aids or redesigning the system of work or even the workplace itself
- 10.6** An assessment should take into consideration the tasks, the individual, the load, the environment and any other factors which may affect its safe lifting and carrying (for example the use of personal protective equipment). Assessments should be reviewed when there is a significant change in:
- a. the activity or process
 - b. the working environment
 - c. the numbers or abilities of personnel
 - d. the nature of the load(s) to be handled
- 10.7** Reassessment may also be required where accident/absence statistics show that the original control measures were not sufficiently effective
- 10.8** Where appropriate the School is also under a duty to provide staff with information on the weight of the load and the centre of gravity, where this is not positioned centrally. There is no maximum weight that a person can be required to handle. Tasks should be assessed on the basis of an ergonomic approach to manual handling operations in the workplace, i.e. fitting the task to suit personal abilities and limitations

10.9 Section 2 of the Health and Safety at Work etc. Act requires the provision of suitable training, instruction and information. This extends to training in safe methods of lifting and carrying for those staff who undertake manual handling activities. (MHOR) also require, appropriate steps to be taken to reduce risk, one of which will be the provision of adequate training

10.10 In nearly every job there are a number of lifting operations carried out by staff and operatives. An office worker may need to lift a computer (not an item that is especially heavy, but one which has an awkward shape and prone to having electrical leads dangling around a person's feet), or there is the lifting of the photocopier paper, access to files kept low down or on high shelves. At the other end of the scale would be the Estates staff handling a heavy piece of plant. In between there are a multitude of manual handling operations which could give rise to the risk of injury. A number of practical things can be done to reduce the risks of injury from manual handling operations

Arrangements for securing the health and safety of staff:

The elimination of hazardous manual handling activities

10.11 The Northern School of Art will ensure the operations which involve manual handling are eliminated, so far as is reasonably practicable. The measures to achieve this include an ergonomic design of the workplace and activity and the provision of automated or mechanical aids such as trolleys or other lifting equipment

Assessment of risk

10.12 An assessment of manual handling activities will be carried out by the Health & Safety Advisor on request. Risks which are identified will be reduced to the lowest level reasonably practicable. The following factors should be considered during the assessment

The task

10.13 Bending and stooping to lift a load significantly increases the risk of a back injury

10.14 Items should ideally be lifted from no higher than knee-height to no higher than shoulder height

10.15 Outside this range, lifting capacity is reduced and the risk of injury is increased

10.16 When items are required to be lifted from above shoulder height, a stand or suitable means of access should be used

10.17 Items which are pushed or pulled should be as near to waist level as possible. Pushing is preferred, particularly where the back can rest against a fixed object to give leverage

- 10.18** Carrying distances should be minimised, especially if the task is regularly repeated
- 10.19** Repetitive tasks should be avoided whenever possible
- 10.20** Tasks which involves lifting and carrying should be designed in such a way as to allow for significant rest breaks (rotation of tasks) or to avoid fatigue
- 10.21** Avoid tasks which require twisting the body where ever possible

The individual

- 10.22** Consideration must be given to age, body weight and physical fitness
- 10.23** Regard must be given to personal limitation; staff must not attempt to handle those which are beyond their individual capability. Assistance must be sought where this is necessary
- 10.24** Persons with genuine physical or clinical reasons for avoiding lifting should be made allowance for, as should pregnant women, who should not be required to undertake hazardous lifting or carrying tasks
- 10.25** Significant knowledge and understanding of the work is an important factor in reducing the risk of injury
- 10.26** Individuals undertaking lifting of carrying will be given suitable instruction, training and information to undertake the task with minimum risk

The load

- 10.27** The Load should be kept as near as possible to the body trunk to reduce strain and should be not of such size as to obscure vision
- 10.28** An indication of the weight of the load and the centre of gravity should be provided where appropriate. Unstable loads should be handled with particular caution. The change in the centre of gravity is likely to result in over balancing
- 10.29** Ensure there is a secure hand hold, using gloves were necessary to protect against sharp edges or splinters

The working environment

- 10.30** There must be adequate space to enable the activity to be conducted in safety and the transportation route must be free from obstruction
- 10.31** Lighting, heating and weather conditions must be considered
- 10.32** Floors another working services must be in a safe condition, and adequate ventilation is required, particularly where there is no natural ventilation

Other factors

- 10.33** The use of personal protective equipment may be necessary whilst carrying out manual handling activities. If the use of personal protective equipment restricts safe and easy movement, this should be reported
- 10.34** Constant interruptions from other staff must be avoided, as this can reduce the concentration of an individual

Duties of line managers – ensure that

- 10.35** Manual handling assessments are carried out where relevant and records are kept
- 10.36** Staff are properly supervised
- 10.37** Adequate information and training is provided to persons carrying out manual handling activities
- 10.38** Any injuries or incidents relating to manual handling are investigated, with remedial action taken
- 10.39** Staff adhere to safe systems of work
- 10.40** Safety arrangements for manual handling operations are regularly monitored and reviewed
- 10.41** Staff undertaking manual handling activities are suitably screened for reasons of health and safety, before undertaking the work
- 10.42** Special arrangements are made, when necessary, for individuals with health conditions who could be adversely affected by manual handling operations

Duties of all staff - ensure that:

- 10.43** They report to management (in confidence if necessary) any personal conditions which may be detrimentally affected by the manual handling activity
- 10.44** They comply with instruction and training which has been provided in safe manual handling activities
- 10.45** Their own health and safety is not put at risk when carrying out manual handling activities
- 10.46** They use equipment which has been provided to minimise the risk from manual handling activities
- 10.47** Any problems relating to the activities are reported to the Health and Safety Advisor who will review the activity

Information and training

- 10.48** Suitable information and training, will be provided to persons who are required to carry out manual handling activities
- 10.49** Training needs identified should be passed to the Health and Safety Advisor who will determine the relevant training required
- 10.50** Refresher training will also be given at reasonable intervals
- 10.51** Staff will be informed of the approximate weight of loads which are handled and objects which have eccentric weight distribution

Safe system of work

- 10.52** Poor lifting and carrying techniques can result in discomfort and increase the risk of injury. In extreme circumstances, these injuries can have permanent effects. These risks can be reduced by adopting the following simple precautions:
 - Ensure that formalised systems of work have been designed for the work activity are complied with
 - Make full and proper use of aids to lifting and carrying, such as trolleys, and lifting equipment
 - Store heavy items between the shoulder and hip height. Where possible only store small, light items above shoulder or below knee height
 - Use the legs and knees to bend and lift - do not stoop or bend the back
 - Avoid tasks which require stretching or twisting
 - Ensure that regular rest breaks are taken where manual handling activities are repetitive to prevent the onset of fatigue
 - Ensure that there are no sharp, hot or cold edges which could cause injury
 - Ensure that walkways are free from obstructions
 - Make full and proper use of personal protective equipment
 - Report any problems or concerns associated with manual handling operations to the Health and Safety Advisor without delay

11.0 WORK EQUIPMENT PROCEDURE

Introduction

- 11.1** This procedure forms part of The Northern School of Arts Health and Safety management system which ensures that the risks associated with work equipment is appropriately assessed and managed
- 11.2** This procedure applies to all relevant departments within the School. The aim of the procedure is to outline the health and safety requirements for work equipment to assist managers and staff in complying with the requirements of the Provision and Use of Work Equipment Regulations 1998

Accountabilities

- 11.3** Individuals undertaking lifting or carrying will be given suitable instruction, training and information to undertake the task with minimum risk
- 11.4** A key role in implementing this procedure lies with Principalship members and all line managers who must ensure all of the following requirements are addressed and implemented within their area of responsibility and control. In certain circumstances, the advice and assistance of specialist advisors may be required

Procedure

Work equipment

- 11.5** The scope of 'work equipment' is extremely wide. It covers almost any equipment used at work, including:
- Hand tools such as hammers, knives, handsaws, scalpels etc.;
 - Single machines such as drilling machines, circular saws, photocopiers,
 - Lifting equipment such as hoists, lift trucks, elevating work platforms, lifting slings, etc. which must also meet the requirements of the Lifting Operations and Lifting Equipment (LOLER) Regulations 1998;
 - Other equipment such as ladders, pressure water cleaners etc.;
 - An installation such as a series of machines connected together.
 - *NB: This list is not exhaustive*

Suitability of work equipment

- 11.6** Work equipment must be assessed (preferably prior to purchase) for its suitability, and as such, a risk assessment must be undertaken
- 11.7** The risk assessment which is required by Regulation 3(1) of the Management of Health and Safety at Work Regulations 1999 (as amended) is the assessment which

should examine the suitability of work equipment and highlight the need for integrating health and safety considerations into the purchasing procedure

11.8 The Schools general risk assessment template should be used when carrying out work equipment assessments

11.9 An assessment of the suitability of work equipment should include three related aspects:

- It's initial integrity (i.e. it must be safe for use in terms of its construction or adaptation)
- The place where it will be used (e.g. electrical equipment is not normally suitable for wet or flammable atmospheres unless it is designed for that purpose)
- The purpose for which it will be used (e.g. a screwdriver should not be used as a chisel)

11.10 The equipment must conform to European Community Requirements (CE markings, certificates etc.)

11.11 Line Managers and Staff must ensure that the Work Equipment is suitable for its designed use of operation and the conditions in which it is used

11.12 Work equipment must not be used by any unauthorised operators or by operators for whom it is unsuitable, if there is an associated hazard with the use of specific equipment

11.13 Control systems must therefore be devised and implemented to prevent unauthorised access, for example, locks with identified key holders only. (As part of the risk assessment, you may wish to use the checklist in Appendix 3)

11.14 Where possible this should always be done **before purchase** so that health and safety risks are eliminated at source

11.15 Specific dangers must be protected against e.g. missiles being ejected, fire, electric shock etc. and equipment that carries specific risks must be marked. Mobile work equipment may need service procedures to control risks

Maintenance

11.16 Equipment must be maintained and a record of up-to-date maintenance details recorded

11.17 Line Managers and Staff must maintain work equipment in an efficient state (general safe working of the equipment), in efficient working order, (everything works as it should) and in good repair (repairs and maintenance have been undertaken to the correct standard)

11.18 The frequency of maintenance activities will depend on several factors including:

- intensity of use - frequency and maximum working limits
- the environment in which it is used - outdoors or indoors
- the variety of operations - is equipment performing the same task continuously or does this change?
- risks to health and safety from malfunction or failure

11.19 Complex powered equipment will normally be accompanied by a manufacturer's maintenance manual that specifies routine and special maintenance procedures to be carried out at particular intervals. This will include procedures required for health and safety reasons and the instructions must be followed

11.20 If plant and equipment is hired, clear responsibilities for maintenance and inspections must be documented. The Hire Company is to carry out these, but the department who has hired this equipment must still ensure that they have been carried out and hold copies of all records

11.21 High-risk equipment is maintained by external contractors and is arranged on an annual basis by the Facilities Manager who keeps the maintenance logs.

Inspection

11.22 Inspection is not the same as maintenance as both have a different function. The purpose of an inspection is to identify whether the equipment can be operated, adjusted and maintained safely and that any deterioration (such as defect, damage or wear and tear) can be detected and remedied before it results in a partial or complete failure thus creating additional risks

11.23 Inspection must be undertaken by a member of staff who is trained in the use of that equipment or has the necessary knowledge and experience to determine the nature of the inspection

11.24 A suitable inspection must be carried out where the annual studio risk assessment (carried out under regulation 3(1) of the Management Regulations) has identified a significant risk to the operator or other workers from the installation, maintenance, decommissioning or use of the work equipment

11.25 Equipment that may need to be inspected includes:

- machines where there is a need to approach the danger zone during normal operations
- complex automated equipment
- integrated production lines

11.26 Where work equipment is of a type where the safe operation is critically dependent on it being properly installed (or re-installed in a new location), Departments must arrange for a suitable inspection to be carried out before it is used

11.27 All inspections must be recorded by the Creative Technicians, Technical Demonstrators or Estates staff and kept until the next inspection

Information and instruction

11.28 Under PUWER 98, the School must make available all relevant safety information and, where appropriate, written instructions on the use of work equipment to its staff.

11.29 Instruction can be from external suppliers, in-house documents or from training courses which may be verbal or written and may be in a range of formats such as instruction sheets, warning labels, training manuals and risk assessments. The form that instruction takes therefore depends on the complexity of the equipment

11.30 Information and instructions must cover:

- health and safety aspects arising out of the use of work equipment
- any limitations on these uses
- any foreseeable difficulties that could arise and the methods to deal with them
- any important safety considerations that have been learned from experience

Training

11.31 Any training must be provided to line managers as well as staff that operate work equipment

11.32 The nature of the training will depend on the job, the equipment and the experience of the member of staff with the key aim to achieve competency. For example:

- Particular care must be taken in the training and supervision of young people, considering lack of experience, lack of awareness and immaturity
- Self-propelled work equipment must only be driven by appropriately trained competent drivers

Conformity with community requirements

11.33 All areas must ensure that equipment provided for use for the first time since 31st December 1992 complies with the Supply of Machinery (Safety) Regulations 2008, as amended by the Supply of Machinery (Safety) (Amendment) Regulations 2011.

11.34 In practice this means that staff must check, for example, that adequate operating instructions have been provided with the equipment and that there is information about residual hazards such as noise and vibration

11.35 More importantly, the equipment must be checked for obvious faults, must carry a CE marking and be accompanied by relevant certificates or declarations. Suppliers and manufacturers will also supply guidance on what a piece of equipment can be used for. Further advice is provided in the HSE's leaflet "Buying new machinery". A copy can be downloaded from the Health and Safety Executive website via the following link <http://www.hse.gov.uk/pubns/indg271.htm>

Specific hazards

11.36 All Departments must prevent (or if that is not possible, control) the exposure of staff using work equipment to any of the following hazards:

- dangerous articles or substances falling from, being ejected from or produced by the work equipment
- rupture or disintegration of equipment
- equipment catching fire
- explosion of equipment or substances used or stored within it
- high or very low temperatures
- lack of stability of work equipment
- unforeseen events requiring rapid response with emergency stops controls
- insufficient lighting

NB. This is not an exhaustive list

11.37 All Departments must take effective measures to prevent access to dangerous parts of machinery or to stop the movement of any dangerous part of equipment before any part of a person enters a danger zone

11.38 Work equipment must have controls for starting, making significant changes in operating conditions (speed, pressure etc.) and stopping the equipment, including emergency stop controls. The controls must operate in a safe manner and be clearly identifiable. In addition, where appropriate, work equipment must be provided with suitable means for isolating it from sources of energy

11.39 Only persons who are specifically designated and sufficiently informed, supervised and trained should be allowed to use or maintain work equipment.

Markings and warnings

11.40 Where significant risks exist, work equipment must be marked in a clearly visible manner. Warnings or warning devices must be incorporated which are unambiguous, easily perceived and easily understood

Mobile work equipment

- 11.41** PUWER 98 has a number of Regulations specific to mobile work equipment, which apply in addition to the general requirements of PUWER 98
- 11.42** PUWER contains specific duties regarding mobile work equipment, e.g. mobile lifts
- 11.43** Mobile work equipment (MWE) is any work equipment, which carries out work while it is travelling, or which travels between different locations where it is used to carry out work
- 11.44** Any Departments that use mobile work equipment should consult the Approved Code of Practice and Guidance, Safe Use of Work Equipment to establish where they will need service procedures to control risks relating to MWE
- 11.45** A copy of the Approved Code of Practice and guidance, Safe Use of Work Equipment can be downloaded from the Health and Safety Executive website via the following link <http://www.hse.gov.uk/pubns/books/l22.htm>

Further information

- 11.46** There are two Approved Codes of Practice Associated with PUWER 98 i.e. “Safe Use of Work Equipment” and “Safe Use of Woodworking Machinery”. These two ACOPs are therefore complementary and may best be read together
- 11.47** A copy of the Approved Code of Practice and guidance, Safe Use of Woodworking Machinery can be downloaded from the Health and Safety Executive website via the following link <http://www.hse.gov.uk/pubns/books/l114.htm>

12.0 NOISE AT WORK

12.0 Noise is defined as “unwanted sound,”

The noise exposure limits

12.1 Lower Exposure Action Values

- Daily or weekly personal exposure of 80 dB(A)
- Peak exposure of 135 dB(A)

12.2 Upper Exposure Action Values

- Daily or weekly exposure of 85 dB(A)
- Peak exposure of 137 dB(A)

12.3 Both the Upper and Lower Action Values relate to noise levels throughout the workplace without taking the effect of Hearing Protective Devices (HPDs) into account

Exposure limit values

12.4 These are also levels of daily noise exposure that must not be exceeded. These do take the effect of HPDs into account and relate to:

- Daily or weekly exposure of 87 dB(A)
- Peak sound pressure of 140 dB(C)

Between exposure action values

12.5 When a noise level is above the Lower Exposure Action Value, but below the Upper Exposure Action Value, the School is required to do the following:

- Perform a risk assessment pertaining to risks associated with the health and safety of staff as a result of noise in the workplace (Regulation 5);
- Provide suitable HPDs to staff who wish to use them, but not enforce the use thereof (Regulation 7(1));
- Provide staff with information, instruction and training on current noise levels as well as the risks associated with it

Above upper exposure action values

12.6 As noise levels increase to above the Upper Exposure Action Value, the responsibility of the School elevates to the following:

- Personal noise exposure levels should be reduced as far as is reasonably practicable, without the use of HPDs. This can take form of noisy equipment

being substituted for quieter tools, noise barriers installed around noise sources or even staff rotation between noisy and quiet operations (Regulation 6(2))

- Where it is impractical to reduce noise levels sufficiently, staff should be provided with adequate HPDs as per Regulation 7(2)
- Based on the results of quantitative measurements, noise maps should be drawn up which clearly indicate Hearing Protection Zones (HPZs) and the areas demarcated accordingly. Any individual, staff or visitors, permanently in the HPZ or just passing through, should be instructed to wear the appropriate HPDs (Regulation 7(3))
- Staff working in the HPZs are required to undertake health surveillance in the form of Audiometric testing

Above exposure limit value

12.7 When the Exposure Limit Value is reached, the School is required to reduce noise levels at the ear of staff to below 87dB(A) or 140dB(C).

12.8 As mentioned earlier, this does however take the effect of HPDs into account. Therefore, a noise level of 95dB(A) may for example be acceptable, as long as the School can prove that the provided HPDs provide adequate protection to below at least 87dB(A) or 140dB(C)

The difference between dB(A) and dB(C)

12.9 What is the difference between the dB(A) and dB(C) values?

- dB(A) refers to an 8-hour equivalent noise exposure level measured on an A-weighted scale
- dB(C) on the other hand refers to a peak exposure level measure on the C-weighted scale

12.10 The importance of a peak exposure is that it is an instantaneous noise level and a single occurrence during an entire shift may render a noise exposure above any of the 3 reference values

12.11 As a result, a member of staff may possibly be exposed to a dB(A) personal noise level of 75dB(A) during their shift, but they used a hammer and anvil for a couple of minutes. During the hammer activity a possible peak exposure of 141dB(C) can be recorded, which will then render the employee's exposure as above the Exposure Limit Value

Accountabilities

12.12 A key role in implementing this procedure lies with Principalship members and all managers who must ensure the requirements in this procedure are addressed and implemented within their area of responsibility and control

Health and Safety Advisor

- 12.13** Will provide advice and guidance to Staff on legislative requirements and industry standards regarding noise at work. The Health and Safety Advisors will undertake noise risk assessments where requested and identify control measures necessary reduce noise levels or the identification of ear protection zones. The Health and Safety Advisor will also be responsible for the identification of training needs for staff working in noise protection zones or who operate noisy machinery
- 12.14** The Health and Safety Advisor will provide advice and guidance as regards the types of ear protection required where ear protection has been identified as necessary as the result of a risk assessment

Elimination or control of exposure

- 12.15** An important measure in reducing workplace noise is by purchasing or hiring low-noise equipment and information can be obtained from the manufacturer or supplier about the likely noise levels for the conditions the equipment or machinery will operate in
- 12.16** Where noise cannot be eliminated at source then it should be reduced to as low a level as is reasonably practicable and where possible, below the lower exposure action value
- 12.17** Basic noise control measures can be effective in reducing the noise exposure of staff. Advice on a range of noise control measures and their application can be found in Part 3 of the HSE Guidance on the Noise at Work Regulations 2005.

Assessment review and records

- 12.18** The assessment should be reviewed in the event of any significant changes in the work to which the assessment relates or where there is reason to suspect that the assessment is no longer valid. Otherwise it should be reviewed on an annual basis
- 12.19** Records of all assessment and subsequent reviews shall be made and stored in a retrievable format. Where a noise assessment is carried out, a record of the results and recommendations should be provided to the Department for action
- 12.20** This record will be kept, until a subsequent assessment has been undertaken and should be archived in a retrievable format

Maintenance and use

- 12.21** How machinery is located, installed, maintained and operated can affect the noise levels produced. Schools/Departments should ensure advice and information is sought from the manufacturer and/or supplier
- 12.22** All Personal Protective Equipment (PPE) provided by the School for the benefit of staff and students in compliance with these regulations shall be fully and properly

used. Suitable and sufficient stocks of hearing protection should be maintained, provision should be made for the cleaning of hearing protection and periodic awareness programmes should be introduced to promote hearing protection (e.g., poster campaigns etc.)

Provision of information, instruction and training

- 12.23** Staff that are exposed to noise at or above a lower exposure action value will be given information, instruction and training on the risk of hearing damage from exposure to high volume noise levels, how to minimise the risk, how to obtain hearing protection, how to report

Health surveillance

- 12.24** Where the assessment shows that there is a risk to the hearing of a member of staff (generally when there are regular exposures above the *upper exposure action value*), regardless of hearing protection, then the individual will be subject to a Health Surveillance programme

13.0 PERSONAL PROTECTION EQUIPMENT

Introduction

- 13.1** This procedure applies to all relevant Departments within The Northern School of Art. The aim is to outline the requirements of the Personal Protective Equipment (PPE) at Work Regulations 1992 (as amended), including the issue and maintenance of personal protective equipment in the workplace
- 13.2** Where there are existing comprehensive regulations which require the use of Personal Protective Equipment, the PPE Regulations will not take precedence over more specific legislation e.g., The Control of Lead at Work Regulations 2002, The Ionising Radiation Regulations 2017, The Control of Asbestos at Work Regulations 2012, The Control of Substances Hazardous to Health Regulations 2002) and The Noise at Work Regulations 2005
- 13.3** Where there are no current Regulations dealing with the issue of PPE, then the PPE Regulations will apply

Accountabilities

- 13.4** A key role in implementing this procedure lies with line managers who must ensure the requirements in this procedure are addressed and implemented within their area of responsibility and control. In certain circumstances, the advice and assistance of specialist advisors may be required

Procedure

- 13.5** Within the scope of the Regulations 'Personal Protective Equipment' means all equipment (including, if required clothing affording protection against the weather) which is intended to be worn by a person at work to protect him from one or more risks to his health and safety
- 13.6** The term 'Personal Protective Equipment' does not include uniforms, crash helmets, etc., for protection while travelling on public highways, or equipment used whilst playing competitive sports, unless used by professional instructors e.g. life jackets for canoeists
- 13.7** Before selection of PPE an assessment must be undertaken to identify those risks for which it is required
- 13.8** Personal Protective Equipment should always be considered as a last resort in protecting against risks to health and safety as it only protects the person wearing it and effective levels of protection can be reduced if, for example, the PPE doesn't fit correctly or restricts the wearer to some extent by limiting movement or visibility. Therefore, other controls should be considered first, for example, removing the risk completely, using engineering controls and developing safe systems of work

Assessment of Personal Protective Equipment

13.9 When assessing the suitability of PPE for the particular risks involved and for the circumstances of its use, the following should be taken into consideration:

- the activity involved and the risks for which protection is needed. For example, safety glasses may be required to protect against the risk of both chemical splashes and projectiles
- the physical effort required to do the job, how long the PPE has to be worn, and the requirements for visibility and communication
- the environment and surrounding conditions, for example the weather if working outside, temperature, noise, ventilation etc
- the health of the person wearing the PPE. PPE made of certain materials should not be issued to workers if they are known to cause allergies, for example latex gloves
- where more than one item of PPE is required, they are compatible and continue to offer adequate protection against the risks in question
- Sharing may be acceptable for occasional use for short periods. For example, if hi-vis jackets are needed, a supply of shared jackets by the door may be acceptable. Where PPE is shared it must still fit the person who use it and the School must make sure it is cleaned and, where necessary, decontaminated between users
- information from the PPE manufacturers/suppliers

13.10 All PPE selected must bear the 'CE' mark and comply with the Personal Protective Equipment Regulations concerning the design or manufacture of PPE with regard to health and safety

13.11 Once a range of potentially suitable PPE has been identified, the persons using it should be involved to ensure a suitable fit, comfort and compatibility with the activity to be carried out

Maintenance / replacement of Personal Protective Equipment

13.12 Where PPE has been issued, this shall be maintained in an efficient state, efficient working order and in good repair and the member of staff should also receive appropriate information and training on its' maintenance, including ensuring that PPE is examined before issue and use

13.13 Information on maintenance and inspection of the PPE used should be gained from the manufacturer or supplier and these instructions should be followed

13.14 Periodic inspection of PPE should be undertaken to ensure maintenance schedules are being adhered to

- 13.15** Purchase of PPE should be built into departmental budgets as team members are best placed to understand the condition of PPE and when it needs replacing

Accommodation for Personal Protective Equipment

- 13.16** Arrangements should be made so that PPE can be safely stored when not in use (e.g. lockers, spectacle cases, clothes pegs etc.) and the storage facility shall be sufficient to protect PPE from contamination
- 13.17** Usable PPE should be clearly segregated from PPE awaiting repair or maintenance and any PPE which has become contaminated during use must be stored separately from ordinary clothing
- 13.18** A notification process should be in place for damaged or contaminated equipment and an identified process for the cleaning of equipment such as overalls

Information, instruction and training

- 13.19** Any member of staff requiring to wear PPE shall be provided with information, instruction and training which is appropriate to the PPE being worn
- 13.20** A programme of training for each item of PPE to include the following:
- The risks which this PPE will control
 - Operation, adjustment and limitations of the PPE
 - Storage of PPE
 - Any factors which may affect the performance of the PPE
 - Maintenance schedules
 - Identifying defects

Use of Personal Protective Equipment

- 13.21** Where Personal Protective Equipment has been issued, steps shall be taken to ensure it is properly used. This can be achieved by undertaking periodic inspections to monitor the proper use of PPE Staff should wear the PPE provided in accordance with the instruction and training received and return PPE to the proper storage area after use

Reporting loss or defect

- 13.22** Line Managers should ensure that arrangements are in place to allow staff to report lost or defective PPE and that the PPE is replaced or the defect repaired.
- 13.23** Every member of staff must report any loss or defect in personal protective equipment to their direct supervisor as soon as the loss or defect is identified and report any concerns regarding the serviceability of their PPE

13.24 Line managers are responsible for the replacement of lost or defective PPE.

Provision of Personal Protective Equipment

For staff

13.25 No charge can be made for the provision of PPE used solely for work, nor can a deposit be required to ensure the return of PPE, or to cover any damage. PPE remains the property of the School. This should be budgeted for within the Lab and Works budget for each area.

For students

13.26 There is no legal requirement to provide PPE for people other than staff but there is a requirement to enforce the use of PPE when it has been identified as a measure to control risks to the individual

13.27 The decision whether to provide PPE or require students to provide their own PPE should be taken by the relevant Vice Principal.

13.28 Any equipment provided for students should be subject to the same maintenance, inspection and cleaning regimes as that provided for staff

Further information

13.29 A copy of the guidance on the PPE Regulations can be downloaded from the Health and Safety Executive website via the following link
<http://www.hse.gov.uk/pubns/books/l25.htm>

14.0 NEW AND EXPECTANT MOTHERS

General statement

14.1 Precautions taken to protect the health and safety of the workforce as a whole will, in many cases, also protect new and expectant mothers. However, there are occasions when, due to their condition, different and/or additional measures will be necessary. This policy aims to reduce any identified risks to new and expectant mothers and provide guidance on specific control measures required to protect them. This policy also acknowledges relevant legislative provisions and confirms the organisation's commitment to compliance

Elimination of activities hazardous to new and expectant mothers

14.2 The School will ensure that work activities exposing new and expectant mothers to unacceptable risks are eliminated, so far as is reasonably practicable. Measures to achieve this include preventing exposure to such risks by ensuring:

- relevant legal standards (dependent on the risk involved) are met
- official guidance and good practice is followed
- working conditions and/or hours are adjusted if necessary
- if necessary, new and expectant mothers are removed from hazardous activities, i.e. the School will provide suitable alternative work

Assessment or risk

14.3 The initial risk assessment check sheet process will be carried out by the individual's line manager (guidance should be sought in the first instance from the Health and Safety Advisor). The check sheet will then be sent to the Health and Safety Advisor who will then complete a risk assessment, and a copy will be forwarded to both the line manager and HR. Where hazardous activities cannot be eliminated, risk assessments carried out by a competent person, together with the new and expectant mother, will be undertaken to identify residual risks and to reduce them to the lowest level reasonably practicable. The assessments will consider the actual risks associated with the work activities and whether these risks are increased, due to any particular problems experienced by a new or expectant mother during her pregnancy or postnatal period

14.4 Specifically, the assessment will consider risks associated with exposure to:

- physical agents
- biological agents
- chemical agents

The assessment will also consider working and welfare conditions.

- 14.5** Risk assessments relating to new and expectant mothers will be reviewed, and if necessary revised, regularly

Duties of line management

- 14.6** Line Managers must ensure that:

- new and expectant mothers are encouraged to disclose their pregnancy at the earliest possible opportunity
- the highest level of confidentiality is maintained at all times
- risk assessments are carried out for all work activities undertaken by new and expectant mothers and associated records and documentation maintained
- necessary control measures identified by the risk assessment are implemented, followed, monitored, reviewed and, if necessary, revised
- new and expectant mothers are informed of any risks to them and/or their child and the controls measures taken to protect them
- any adverse incidents are immediately reported and investigated
- appropriate training, etc. is provided where suitable alternative work is offered and accepted
- provision is made to support new and expectant mothers who need to take time off work for medical reasons associated with their condition.
- should there be any changes needed whilst at work or if action is required this will be discussed with the Line Manager who will also be supplied with a copy of the assessment by the Health and Safety Advisor so that appropriate action can be taken to remove or minimise any risks to an acceptable level. Advice on the reduction of risk is available from the Health and Safety Advisor
- the Health and Safety Advisor must consult Human Resources where a pregnant employee cannot safely continue with her existing job and/or no alternative is available.

Duties of new and expectant mothers

- 14.7** New and expectant mothers:

- must inform their general practitioner or midwife of the nature of their work
- are encouraged to notify the School in writing, as soon as possible, if they are pregnant, have just given birth or are breastfeeding
- must follow any safety arrangements implemented for their protection, including attending training sessions, complying with control measures, etc.

- must not act in a manner that adversely affects their own health and safety, that of their child and/or anyone else
- must report any perceived or real shortcomings in protection to the School

Information and training

14.8 Suitable information, instruction and training will be provided to new and expectant mothers to ensure their health and safety. Training needs will be identified and reviewed by a competent person and support given to allow new and expectant mothers to attend any required training sessions. The effectiveness of any training provided will be monitored and training regularly reviewed.

14.9 Training should also include ensuring that those people responsible for carrying out risk assessments are competent to do so

15.0 RISK ASSESSMENTS

Introduction

15.1 The purpose of risk assessment is to identify hazards and evaluate any associated risks to health and safety arising from The Northern School of arts activities, enabling informed decisions to be taken to eliminate or minimise any risk of harm to those who may be affected

15.2 A risk assessment should be carried out:

- whenever a new job brings in significant new hazards. If there is high staff turnover, then the way new staff do their work should be checked against the risk assessment, and training provided in safe working practices if necessary
- whenever something happens to alert the School to the presence of a hazard – for example, an unusual volume of sickness absence, complaints of stress and bullying, or unusually high staff turnover
- in response to particular changes to the level of risk to individual staff – for example, where an employee returns to work after a period of long-term sickness absence; or
- Where an employee is pregnant or breastfeeding and her work might involve a risk to her or her unborn child's health and safety. (Regulation 16, Management of Health and Safety at Work Regulations 1999)

15.3 Risk assessments must be reviewed regularly. The review period depends on the hazards associated with the activity, the level of risk associated with them, the number of people affected etc.

15.4 For studios risk assessments must be reviewed annually by the Creative Technicians and Technical Demonstrators

Policy

15.5 The Northern School of art is committed to achieving and maintaining the highest standards of health and safety for all staff, students, visitors and contractors. This is to be achieved by:

- Identifying all significant workplace hazards
- Determine who is most likely to be harmed by the hazard
- Put in place measures to eliminate or reduce the risk to an acceptable level
- Produce written records and communicate them to all who are affected
- Review annually or if any significant changes take place

1necessary training, experience, knowledge, skill etc.

- 15.6** Risk assessments must be recorded (hardcopy or electronically) and must be available for inspection on request
- 15.7** Risk assessments must be reviewed regularly. The frequency depends on the hazard, risk and number of people affected

Legislation

- 15.8** The Management of Health and Safety at Work Regulations 1999 (MHRegs) impose a duty on the School to carry out suitable and sufficient risk assessments of all significant hazards in the workplace in order, to identify the risks to staff and those who may be affected by, or have a connection with, any work activity. Where the risk assessment made under the MHRegs identifies significant specific hazards, such as hazardous chemicals, a risk assessment on those specific hazards must be undertaken, e.g. The Control of Substances Hazardous to Health Regulations (COSHH) 2002.

Responsibilities

- 15.9** The members of staff who are responsible for work activities, operating procedures, and learners must ensure that risk assessments are completed. It is not possible for one person to identify all hazards at the School. Only persons with a detailed knowledge of a location or activity can properly identify the hazards. It is the responsibility of the Faculty Leaders / Cluster Leaders to ensure that the risk assessments are completed for their area. The School's Health & Safety Advisor and members of the Health & Safety Committee may be consulted to gain second opinions and technical knowledge if required

Definitions

- 15.10** A **Hazard** is the potential to cause harm
- 15.11** A **Risk** is the likelihood that a hazard will cause harm in the actual circumstances of use or operation
- 15.12** A **Risk Assessment** is the evaluation of the chance that a hazard will cause harm.

Completing a risk assessment

Look for any hazards

- 15.13** Look round the workplace and look afresh at what could reasonably be expected to cause harm. Ignore the trivial and concentrate on significant hazards, which could result in serious harm or affect several people. Have all reasonable precautions been taken? Manufacturer's instructions and data sheets can help spot hazards and put risks into their true perspective, so can accident and ill-health records

Decide who might be harmed and how

- 15.14** Staff and student who use the space or equipment
- 15.15** Young workers, trainees, people with specific needs who may be at particular risk
- 15.16** Cleaners, visitors, contractors who may not be in the workplace all the time
- 15.17** Members of the public, if there is a chance they could be hurt by your activities

Evaluate the risk and decide whether control measures are adequate or more should be done

- 15.18** Consider how likely it is that each hazard could cause harm. This will determine whether or not the risk needs to be reduced. Even after all the precautions have been taken, some risk usually remains, it needs to be decided for each significant hazard as to whether this remaining risk is acceptable
- 15.19** Has everything that the law says has to be done been addressed? For example, guarding on machinery. Are generally accepted industry standards in place?
- 15.20** Has everything that is reasonably practicable to keep your workplace safe been done? The real aim is to make all risks small by adding to the precautions as necessary
- 15.21** Ask yourself:
 - can the hazard be eliminated altogether?
 - Prevent access to the hazard (e.g. by guarding / cordoning off)
 - Organise work to reduce exposure to the hazard
 - Issue personal protective equipment
 - Provide welfare facilities (e.g. washing facilities)
- 15.22** *Improving health & safety need not cost much - Failure to take simple precautions can cost a lot more if an accident does happen*

Academic area risk assessments

- 15.23** Academic staff and technicians will carry out the following risk assessments:
 - Risk assessment of the teaching spaces where a practical will take place. This may be generic to the class of accommodation e.g. classroom, workshop
 - Risk assessment of specific equipment and/or activity - these should be presented to students prior to practical work
 - Risk assessment as part of any trip or practical away from the campus

- These should be stored where they are easily retrievable, such as in the Course File

Record your findings

15.24 Risk Assessments must be suitable and sufficient and show that:

- A proper check was made
- It was considered who might be affected
- It dealt with all the obvious significant hazards, considering the number of people who could be involved

15.25 Keep the written record for future reference or use; it can help if an inspector asks what precautions have been taken. It can also be a reminder to keep an eye on particular hazards

15.26 Store the risk assessment on the relevant share drive and ensure that copies are available to staff and students using the studios and workshops

Review your assessment and revise if necessary

15.27 Things very rarely stay entirely constant in the workplace, so the assessment needs to consider any change in the risks arising in the workplace. Review annually or it may be necessary if the following circumstances arise:

- **When new members of staff are taken on** - Consider who could be at risk and how they might be harmed if staffing arrangements change. Remember that new members of staff are more vulnerable to harm as they are less familiar with their work and environment.
- **If new machinery or equipment is introduced** - This may bring new hazards into the workplace which need to be considered. Even if only minor adjustments need to be made, they are important as it keeps the risk assessment up to date as the changes happen
- **If an accident or a near miss occurs** – It is important to find out why an incident has occurred and recognise that existing risk controls aren't adequate. Reviewing your risk assessment in these circumstances will help you decide what needs to be done to prevent future incidents

Risk Assessment						
<i>Assessment of:</i>						
What are the hazards?	Who might be harmed and how?	Existing control measures	Additional Controls	Action by whom?	Action by when?	Date Done

This risk assessment has been completed in accordance with **The Management of Health & Safety at Work Regulations 1992** and the **Health & Safety at Work Etc. Act 1974** to the best knowledge and understanding of the assessors.

Action Plan			Action by whom?	Action by when?	Date Done
Review Date	Risk Assessment Changed				Reviewed by

Hazards to Consider					
Plant and Equipment Hazards	Materials and Substance Hazards	General Workplace Hazards	Environmental Hazards	Work Method Hazards	Miscellaneous Hazards
• Trapping • Impact • Contact • Entanglement • Ejection • Electrical • Pressure • Potential Energy • Stability • Overload • Radiation • Noise • Vibration • Thermal	• Combustion • Flammability • Oxidiser • Explosion • Reactive • Corrosive • Irritant • Sensitiser • Carcinogen • Toxic/Harmful • Biological • Asphyxiates • Dust	• Access • Work at Height • Obstruction • Confined Space • Stacking/Storage • Slips & Trips	• Lighting • Temperature • Ventilation • Weather • Biological (insects/waste)	• Manual Handling • Repetition • Posture • Housekeeping	• Non-Staff • New Staff • Organisation • Situations • Vehicles

16.0 HOW TO CONDUCT A HEALTH AND SAFETY AUDIT

16.1 The goal of a health and safety audit is to assist in the continuous improvement of The Northern School of Art's Health and safety procedures. The audit will:

- Identify the risks and the levels of those risks within the School
- Assess whether our safety procedures are legally compliant
- Compare current documentation and practices against best practice and legal obligations
- Recommend improvements in our safety procedures
- Ensure that there are adequate resources available to manage Health and Safety
- Ensure that the resources devoted to health and safety are being utilised effectively

What does a health and safety audit involve?

16.2 An audit of your our and safety management systems identifies whether the safety systems are operating effectively, or whether they need to be more efficient

16.3 An audit may be an independent event or part of an ongoing program. In addition, audits:

- can focus on a particular activity (e.g. how hazardous substances are controlled)
- can focus on a particular part of the School (e.g. 3D workshop);
- may address the overall performance of the health and safety management system

16.4 An audit of an H&S management system will address areas such as:

- Planning
- H&S responsibilities
- organisational structure
- implementation of all procedures and activities
- hazard identification, assessment and control
- training and competence
- measurement, reporting and evaluation
- review of the H&S system and its overall performance

How to conduct an audit

After you have chosen an area to audit:

16.5 Step 1: Answer a group of questions in a particular sequence

Base your audit questions around law and standards. Firstly, audit your documented safety procedures to ensure they are compliant. Secondly, audit the level of compliance to these safety procedures in the actual workplace by doing an inspection of the way things are carried out by staff.

16.6 Step 2: Write an audit report

The report must list all the issues that you were alerted to in step 1. These are called 'audit findings'. Use the audit report to identify the risks and assess the level of those risks

16.7 Step 3: Develop an action plan to correct them.

Prioritise the risk controls that you will apply to those risks using the hierarchy of control to develop an action plan. This action plan should then be communicated to staff with the relevant training.

Some of the actions that you need to take may need to be included in your objectives and targets. The actions that go into your objectives and targets are usually the actions you have to carefully plan and budget for

17.0 SMOKING AT WORK

The purpose of this policy

- 17.1** To promote and maintaining a safe and healthy working environment for all School of staff, students, visitors and contractors by providing a smoke free environment, in order to achieve a healthier and pleasant work place. Safeguard non-smokers from the risks of passive smoke and support staff and students who wish to give up smoking

Scope

- 17.2** This policy relates to all staff members, temporary workers, contractors, students and visitors of The Northern School of Art

Definitions

17.3

Electronic Cigarette/ e-cigarette	Battery operated device that mimic tobacco smoking and are often used as a replacement for cigarettes. They produce a vapour, including flavoured aromas either with or without nicotine, rather than traditional smoke.
Vaping	The act of inhaling and exhaling the aerosol, often referred to as vapour, which is produced by an e-cigarette or similar device.

Smoking and vaping

- 17.4** Smoking or being in possession of lit cigarettes, cigars or pipes is not permitted in any premises occupied or utilised by the Schools staff, students, visitors and contractors, if you wish to smoke, you may do so only in the designated smoking areas

Electronic cigarette use can produce aerosols and nuisance odours in enclosed workplaces: in particular people with asthma and other respiratory conditions may be sensitive to 'environmental irritants' such as electronic cigarette vapour. Studies suggest that electronic cigarette use is not without any risk of harm to health: allowing the use of electronic cigarettes inside School buildings and vehicles would therefore be introducing a potential risk to bystanders from secondary exposure to electronic cigarette use. The School therefore prohibits the use of electronic cigarettes, or similar devices, in all the same locations and areas as are covered by the smoking rules.

- 17.5** The School also prohibits smoking/vaping immediately outside the entrances or open windows of any such premises

Vehicles

- 17.6** The School does not permit workers to smoke or vape in company cars, vans or other transport provided for the purpose of work

Breaks / rest periods

- 17.7** Staff who wish to smoke during the working day may be permitted reasonable breaks, in agreement with their line manager, provided these do not prevent them from satisfactorily carrying out their responsibilities and work duties

Non-compliance

- 17.8** Any failure by a member of staff to comply with this policy may result in appropriate action being taken under the Schools Disciplinary Policy
- 17.9** Students who fail or refuse to comply with the requirements of this Policy may be subject to appropriate disciplinary action. A breach of the Schools No Smoking (Smoke-Free) Policy will be dealt with under the student discipline procedure
- 17.10** Visitors and Contractors who fail or refuse to comply with the requirements of this Policy may be asked to leave School premises

Assistance for those wishing to stop smoking

- 17.11** Staff and Students who wish to give up smoking are advised to seek assistance from their General Practitioner, their GP can help them quit smoking. Your doctor can do a lot, such as enrolling you in a "stop smoking" clinic, and prescribing nicotine replacement therapy, such as patches and gum, or other medication
- 17.12** Additional information and support for staff/students wishing to stop smoking can be accessed through the [NHS website](#)

18.0 WORKING AT HEIGHT

Introduction

18.1 Working at height is always a high-risk activity. Falls are the largest cause of accidental death in the construction industry and need to be avoided by provision of suitable access equipment being properly used

18.2 High safety standards are essential for all working at height and the nature of the precautions required must be assessed for each individual job. This procedural guidance sets out responsibilities, precautions and provides general guidance for good practice relevant to all working at height

Scope

18.3 This procedural guidance applies to all working at height on School premises (excluding roof access/roof work – see separate procedural guidance).

Purpose

18.4 The purpose of this procedural guidance is to ensure:

- working at height is avoided where possible
- when working at height is unavoidable, all hazards are considered and sufficient safe systems of work are in operation that will actively reduce the risk of injury to all persons involved
- compliance with relevant legislative requirements
- best practice is adopted

Definitions:

Working at Height

18.5 All falls from any height need to be prevented. Work at height means work in any place, including a place at or below ground level or when a person is accessing or exiting from such a place (except via a staircase in a permanent workplace) where if regulatory measures are not taken, a person could fall a distance likely to cause personal injury

Short duration work

18.6 Short duration work is measured in minutes rather than hours. It includes jobs such as replacing a few tiles, making minor adjustments to equipment, inspections and access to other areas/locations. Work at height is still dangerous even if it lasts for a short time and appropriate safety measures are essential

Safe systems of work

- 18.7** A safe system of work is a method of completing a job which eliminates identified hazards and controls risks. Good planning can significantly reduce the risks involved in working at height and a safe system of work achieves the controlled completion of the work with the minimum of risk for the individuals involved. Specific types of working at height must be done under a safe system of work

Ladders

- 18.8** Ladders refers to fixed ladders, all portable ladders, section ladders, extending ladders, combination ladders and stepladders

Working platform

- 18.9** A working platform constitutes any platform used as a place of work or as a means of access or egress from/to a place of work (e.g. scaffolding, trestle, mobile platform, etc.)

Legal Requirements

The Work at Height Regulations 2005

- 18.10** The overriding principle of these regulations is that the School must do all that is reasonably practicable to prevent anyone falling. The hierarchy for managing work at height is as follows:

- Avoid work at height where possible
- Use work equipment or other measures to prevent falls where working at height cannot be avoided
- Where the risk of falling cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of any fall

- 18.11** All work at height must be properly planned and organised:

- Ensure that no work at height is carried out if it is safe and reasonably practicable to do it other than at height
- Ensure that the work at height is properly planned, supervised and carried out as safely as is reasonably practicable
- Ensure that emergencies and rescue procedures are planned for
- Take account of the risk assessment findings carried out under Regulation 3 of the Management of Health and Safety at Work Regulations

- 18.12** All work at height must take account of weather conditions that could pose a risk to the health and safety of any person working at height:

- Ensure that any work is postponed until the weather improves sufficiently

18.13 Anyone involved in working at height must be competent and appropriately trained:

- If a person is being trained they must be supervised by a competent person
- Competency and training refer to anyone involved in organisation, planning, supervision and the supply/maintenance of equipment in respect of working at height
- Where a risk of falling remains, ensure that those persons working at height are trained in how to avoid falling and how to avoid or minimise any injuries should they fall

18.14 The place where work at height is undertaken must be safe

- The place of work and the means of access must have features to prevent falls from height

18.15 Equipment used for working at height must be appropriately inspected:

- If it is not reasonably practicable to include features to prevent a fall and they would not allow the worker to carry out the work safely, equipment must be provided to prevent a fall occurring (as far as reasonably practicable)
- If the risk of falling cannot be entirely eliminated, the potential distance and effect of the fall must be minimised
- Equipment provided for work at height must be the most suitable available, provide collective measures (e.g. guard rails) with priority over personal protection (e.g. safety harnesses), and take account of the working conditions and risks to the safety of all persons at the place where the equipment is to be used
- Equipment, temporary structures and safety features must comply with the requirements laid out in Schedules 2 to 6 of the Regulations
- Ensure that each location where work at height is to be undertaken is checked on every occasion before that place is used. This must take account of checking the surface of every parapet, permanent rail, etc
- Ensure that any equipment included within Schedules 2 to 6 of the Regulations is inspected after assembly or installation and as often as is necessary thereafter to ensure safety
- Any equipment from another business must be accompanied with a clear indication that the last inspections have been carried out.
- Any work platform where a person could fall more than 2m must be inspected in-situ prior to use (but not more than 7 days before). Any mobile platform must be inspected at the site of use rather than each time it is moved within the site

boundary. The person inspecting the platform must prepare a report before going off duty providing the details laid out in Schedule 7 of the Regulations and provide a copy within 24 hours to the person who requested the inspection. Reports should be available at the construction site until the work is completed and the by the Facilities Manager for another 3 months

- General inspection records should be kept until the next inspection has been completed

18.16 The risks posed by fragile materials must be properly controlled

- Ensure that staff do not go onto or near to a fragile surface unless it is the only reasonably practicable way for the work to be completed safely considering the demands of the task, equipment and working environment
- Any person working on or near to a fragile surface must be provided with suitable work platforms, coverings, guard rails, etc. to minimise any risks and the School must do all that is reasonably practicable to minimise the distance and effect of a fall

18.17 Ensure that the risks from falling objects are properly controlled

- In order to prevent any potential injuries the School must do all that is reasonably practicable to prevent anything falling
- Alternatively, ensure that no-one is injured by anything falling
- Ensure that nothing is thrown or tipped from height if it is likely to injure a person or be stored by such a method that its movement is likely to injure anyone
- Any workplace where there is a risk of personal injury by a falling object or person, ensure that the area is clearly indicated and that authorised people are excluded and unable to reach it

Management of Health and Safety at Work Regulations 1999

18.18 A suitable and sufficient assessment of the risks for all working at height activities is required for the purpose of deciding what control measures are required to ensure the safety of all persons. All working at height must be risk assessed with significant risks recorded using the corporate University risk assessment documentation

The Workplace (Health Safety & Welfare) Regulations 1992

18.19 These regulations make the following requirements:

- fixed ladders should be of sound construction, properly maintained and securely fixed. Rungs should be horizontal, provide adequate foothold with stiles extending at least 1100mm above the landing

- precautions which may include fall-arrest devices, crawling boards, etc. should be taken where there is a risk of falling off or through a roof
- working at height should be limited to trained persons and in high risk situations a written permit to work system should be adopted as part of a safe system of work for authorised persons

The Construction Design and Management Regulations 2015

18.20 These are the main set of regulations for managing the health, safety and welfare of construction projects applies to all building and construction work and includes new build, demolition, refurbishment, extensions, conversions, repair and maintenance

The Provision and Use of Work Equipment (PUWER) Regulations 1998

18.21 These regulations make the following requirements in respect to all equipment provided for use at work. All work equipment must be:

- suitable for the intended purpose
- safe for use
- maintained in a safe state of repair and regularly checked
- provided for use to persons who have received adequate information, instruction and training in the equipment's safe operation/use
- fitted with all necessary suitable safety measures or protective devices e.g. warnings and guards
- used with correct safe working load specifications

Standards

18.22 EN131 is a European committee for standardisation (CEN) harmonised standard for portable steps and ladders, manufactured from metal and certain other materials such as GRP. It covers minimum safety requirements.

18.23 There is one standard with two classifications: EN131 Professional and EN131 Non-Professional

18.24 There are separate requirements for step stools (EN14183), loft ladders (EN14975), telescopic ladders (EN131-6), mobile ladder with platform (EN131-7 and single or multiple joint ladders (EN131-4)

Hazards

18.25 A hazard means anything that can cause harm. Falls during working at height can occur from ladders, through gaps or holes in working platforms, through fragile materials and whilst accessing areas. In addition, serious injury can result from

material falling or being thrown from height. Accidents occur to people working at height during maintenance, cleaning, demolishing, access and inspection type activities

Necessity of working at height

- 18.26** The best way to avoid a fall from height is to make sure that nobody ever undertakes working at height. Therefore, working at height should always be avoided where possible by asking 'do we need to do the work?' If the work needs to be done can it be completed in a controlled manner from a safe place? For example, if a gutter requires inspection, can it be done from a powered access platform being a safer option to a ladder?

Precautions for all working at height

- 18.27** The following precautions are required for all working at height. It is the responsibility of the Facilities Manager, duly authorised person or relevant line manager to ensure all aspects of this section have been carried out prior to work commencing and to ensure that a safe system of work to include a working at height permit (as required) is fully implemented

Risk assessments, method statements and working at height permits

- 18.28** Prior to working at height commencing a risk assessment must be undertaken by a competent person and be recorded in line with the School risk assessment procedure. Any person requested by their line manager to assist in the risk assessment process will be competent and trained in the risk assessment process.
- 18.29** It is the responsibility of line managers to ensure that such persons receive appropriate information, instruction and training in risk assessment as required. This can be coordinated through the Health & Safety Advisor.
- 18.30** The risk assessment must identify a safe system of work detailed in a safety method statement being specific and relevant to the work to be undertaken. The risk assessment and method statement must be signed by the competent person and communicated to all those involved in the working at height activity.
- 18.31** A risk assessment, safe working procedure/method statement and permit to work covering all work where it is possible to fall, must be authorised and in operation for the duration of the task.
- 18.32** A permit to work system is a formal written system used to control certain types of work that are potentially hazardous. A permit to work is a document which specifies the work to be done and the precautions to be taken. They form an essential part of safe systems of work for many maintenance activities. They allow work to start only after safe procedures have been defined and they provide a clear record that all foreseeable hazards have been considered.

18.33 General risk assessments and method statements are to be used for routine working at height operations

Prevention of falls

18.34 Generally:

- do not work at height unless it is essential
- ensure that the working platform is secure
- ensure that the working platform will support the weight of those persons using it and any materials
- ensure that the working platform is stable
- ensure that there is adequate working space to undertake the work
- ensure that the working platform is footed on stable ground/support/structure
- ensure that all open edges are protected by use of guard rails, barriers, etc

Working platforms

18.35 The nature and duration of the work will influence the type of working platform most appropriate for the work. Much working at height can be seen to be done from scaffolding but there are other means of access e.g. mobile elevated work platforms, tower scaffolds, personal suspension equipment (rope access and boatswain's chairs) and ladders that offer both advantages and disadvantages in use. Risks associated with erecting the equipment in addition to using it must be assessed. Consideration must be given to the following when selecting the type of work platform or means of access to the workplace:

- space available – can you fit them in?
- the type of work to be undertaken – will there be heavy loads on the platform?
- how long will the work take to complete?
- what are the risks associated with erecting the platform?
- how difficult will the platform be to maintain?
- how many people need to use the working platform?
- can the working platform be stabilised?
- can part of a proposed or existing structure be used as a safe working platform?

18.36 Working platforms should be free from openings/trapping points, be constructed so as to prevent materials from falling and be free from tripping/slipping hazards. Work platforms must be erected by appropriately trained and competent persons only

Edge Protection

18.37 Wherever a person could fall from height and sustain personal injury, the first line of defence is to provide adequate edge protection. This must meet the minimum legal standards or consist of:

- a main guard rail at least 910mm above the edge
- a toe board at least 150mm high
- an intermediate guard rail or other barrier so that there is no gap greater than 470mm

18.38 Edge protection must be strong and rigid enough to prevent people from falling and be able to withstand other loads likely to fall on them e.g. stored materials. They must be fixed to a structure for adequate support

Fall arrest equipment

18.39 Providing platforms and edge protection may not always be possible or reasonably practicable. In such situations either safety nets or harnesses will be required. This equipment does not stop people falling, but will minimise potential injuries if they do. Any nets provided must be properly installed by competent riggers as close as possible below the working platform involved to minimise the potential fall distance. Rescue plans must be in place should a person fall into a net

18.40 If harnesses are used, they must be securely attached to sufficiently strong anchor points and **MUST ALWAYS BE WORN**. This requires user training and active monitoring by line management

18.41 N.B. All control measures to avoid a person falling must be considered first

Falling material

18.42 Housekeeping is of paramount importance and can prevent material accumulating with the potential to fall and cause injury. **NOTHING SHOULD EVER BE THROWN FROM A HEIGHT** and waste material should either be lowered to the ground in a controlled manner or dropped down an enclosed rubbish chute.

18.43 Access to areas underneath or adjacent to work at height should be prevented. Where this cannot be reasonably maintained debris netting, fans, covered walkways or similar safeguards to stop falling material causing injury should be used. Particular care is needed where there is public access close to working at height. If possible, try to arrange for work to be carried out when numbers of passers-by will be minimal e.g. out of hours

Training

18.44 Persons undertaking work at height must have the appropriate knowledge, information, instruction, skills, training and experience to work safely, or be under the supervision of a designated competent person. Competence must be assured in the following areas:

- be able to recognise the risks and necessary controls to complete the work safely
- be fully conversant with the agreed safe system of working, including where necessary the installation/wearing of safety harnesses, requirements/ installation of edge protection and operation of mobile access platforms, etc
- safe operation of equipment

18.45 Any person requested to work at height will be physically fit and provided with suitable PPE to include non-slip footwear as appropriate, identified via the risk assessment process. Line managers are responsible for ensuring members of staff have been appropriately trained prior to any working at height. When moving/carrying activities e.g. step ladders, etc. are identified via the risk assessment process, individuals will receive manual handling training and an appropriate manual handling risk assessment will be completed by line managers

18.46 All such training should be recorded and repeated as necessary.

Weather conditions

18.47 Adverse weather conditions need to be anticipated and suitable precautions planned for all external working at height. Work platforms should always be inspected prior to work at height commencing to determine whether conditions have changed and to enable safe working. When deciding whether to continue or suspend work, consideration should be given to:

- wind speed
- controls already in place to prevent falls from height
- the position/height of the working platform in respect of any material being handled
- the work being undertaken

18.48 **DO NOT** work at height in icy, wet or windy conditions.

18.49 Avoid excessive exposure to sunlight by wearing appropriate clothing, using sun-creams and wearing sun glasses to avoid excessive reflective glare

Short duration work

- 18.50** It may not be reasonably practicable to provide full edge protection for short duration work, but it still needs to be considered during the risk assessment process. Where it is not reasonably practicable to provide full edge protection, a securely attached safety harness must be considered appropriate for personnel working at height. All personnel who wear a safety harness must be trained in its correct use
- 18.51** Mobile access equipment provides both edge protection and a working platform and may be suitable for short duration/minor work

Prevent unauthorised access

- 18.52** Make sure unauthorised access to all access equipment and working platforms is prevented. This may be achieved by implementing a permit-to-work system or by blocking off/securing access to the area(s) concerned

Working on or near fragile material

- 18.53** Where any person at work may pass across or near, or work on, from or near, a fragile surface, the School shall ensure that:
- prominent warning notices are so far as is reasonably practicable affixed at the approach to the place where the fragile surface is situated; or
 - where that is not reasonably practicable, such persons are made aware of it by other means
- 18.54** At no time may anyone work on, from or pass over fragile material, unless platforms, coverings or other similar safe means are provided that adequately support and protect the individual. Support platforms must be at least 600mm wide and of greater width if the work requires it. Platforms must be long enough to provide adequate support to do the work safely. Precautions are required to prevent people and materials falling from the platform. Edge protection comprising of a top rail, intermediate rail and toe-board is required
- 18.55** Safety netting installed beneath work at height will provide collective fall protection in the area that it covers. Harnesses will also provide fall protection but will require adequate attachment points. Information, instruction, training and supervision for people working at height is essential
- 18.56** Protection must be provided when anyone passes or works less than 2 m from a fragile material. In such situations fragile materials must be securely covered, or full edge protection provided to the perimeter or along the full length of the fragile material to prevent access to it. Appropriate precautions are to be taken when installing such protection (e.g. safety netting or harnesses). Where it is not reasonably practicable to provide such protection for example, in cases where proximity to the fragile material is irregular or for a short time span, use of safety harnesses may be appropriate

18.57 Designated boundaries can be established that are useful in identifying safe work areas and/or routes to and from them. If these are used:

- the boundary should be at least 2m from the fragile material
- the boundary does not need to comply with full edge protection standards, but there should be a physical barrier (a painted line or bunting is not acceptable);
- all persons should receive appropriate information, instruction and training

General access scaffold

18.58 All scaffold must:

- be designed, erected, altered and dismantled by competent trained personnel and such work must be directed by a competent supervisor
- never be erected over people or busy areas. This risk must be controlled by scheduling the work during quiet times such as early mornings or alternatively, closing pavements/areas with permission from local authorities
- be placed on a firm and level foundation that is capable of supporting the weight of the scaffold and any other potential loading
- be braced and tied into a permanent structure or otherwise suitably stabilised as per any manufacturers' instructions
- have platforms that are fully boarded and of adequate width for the intended work and access
- consist of scaffold boards that are adequately supported and do not overhang excessively
- be designed to prevent falling materials
- be braced to help them from collapsing with platforms of at least four boards wide
- be securely tied or otherwise supported
- provide ladders or other safe access onto the work platform
- only be altered by a competent scaffolder
- erected following manufacturers' instructions
- be checked for suitability for the task prior to use or whenever it is altered or adversely affected (e.g. in high winds)
- be inspected by a competent person before first use, after substantial alteration, after any event likely to have affected stability and at regular intervals not exceeding 7 days

18.59 When scaffolding is left unattended it should be secured in such a manner to stop unauthorised access for example by removing ladders at ground level. Waste materials should be removed via mechanical hoists or more often rubbish chutes (see Appendix 1). Scaffolding erected on public highways or on any roads, pavements, paths or routes used by the public must be authorised by the relevant Local Authority

Tower scaffolds (mobile access towers)

18.60 Tower scaffolds can provide an effective safe means of access for working at height but many are involved in accidents due to incorrect operation and use, as all parts must be placed correctly to ensure safe operation. Tower scaffolds should only be adopted for use when the organiser of the work at height is satisfied that the equipment is the most suitable for the task to be undertaken. A wide range of prefabricated towers are available and the manufacturer or supplier has a duty to provide an adequate instruction manual detailing advice on the erection sequence and bracing requirements. If the equipment is hired, the hirer should provide this information which should be passed to the person erecting the tower

18.61 A safe method of work must be adopted for erecting the tower scaffold and there are two approved methods recommended by the 'Prefabricated Access Suppliers and Manufacturers Association' (PASMA) as follows:

- *Advance Guard Rail System* – temporary guard rail units are locked in place from the lower level and then moved up to the platform level. The temporary guard rails act as collective fall protection and are positioned before the erector accesses the platform to install the permanent guard rails. This system ensures that the operator is not exposed at any time to the risk of falling from an unguarded platform
- *'Through-the-trap' system* – this system allows the operator to be at minimum risk during installation by taking up a position in the trap door of the platform where it is possible to remove or add components that act as guard rails for the level above. Again, the operator is not exposed to the risk of falling from an unguarded platform as components are installed whilst within a trap door arrangement.

18.62 If a tower scaffold is to be used:

- all manufacturers' instructions for erection, use and dismantling must be adhered to
- the person erecting the tower should be competent
- an instruction manual should be kept with the tower scaffold for reference
- the tower must be vertical with the legs supported on firm level ground with locked castors or base plates properly supported

- stabilisers or outriggers must be used and fixed in position when advised to do so in the manual and when the tower scaffold is in position
- a safe means of access to and from the work platform must be provided e.g. internal ladders with secure handholds at all landing places
- edge protection in the form of guard rails and toe boards to all platforms (including intermediate ones) must be provided
- unless the tower has been specifically designed for such activities it should never be sheeted; exposed to strong winds; used for grit blasting/water jetting, loaded with heavy items or equipment; used to hoist materials or to support rubbish chutes
- always check the safe base to height ratio or safe working height in the instruction manual and never exceed it
- suitable edge protection to platforms must be provided where a person could fall a distance liable to cause personal injury. Guard rails should be at least 910mm high, toe boards at least 150mm high and intermediate guard rails provided to ensure that no unprotected gaps exceed 470mm
- the working platform must only be accessed via a safe route and must consist of a built-in ladder of an appropriate design located on the inside of the tower

18.63 DO NOT:

- use a ladder footed on the working platform
- use the tower as support for ladders, trestles or other access equipment
- apply horizontal loads
- overload the working platform
- move the tower by applying force at the platform level
- climb up the outside of the tower unless it has been specifically designed for this purpose
- use a tower scaffold in situations where the weather is likely to make it unstable
- use an incomplete tower

18.64 All tower scaffolds must be erected by appropriately trained and competent persons only

18.65 When moving a mobile tower scaffold the route must be checked in advance for power lines, overhead obstructions and holes/dips in the ground. The tower must be cleared of all materials and people prior to it being manually pushed/pulled at its base. Anyone moving a tower scaffold must have received manual handling training and be in possession of a manual handling risk assessment covering the task. The tower

should be reduced to a maximum height of 4m prior to moving and never be relocated in windy weather

- 18.66** Tower scaffolds must be inspected by a competent person with experience, knowledge or appropriate qualifications so that any risks present can be identified and control measures implemented as appropriate. If the working platform is less than 2m in height the tower must be inspected after any assembly in any position, after any event liable to affect stability and at suitable intervals depending on frequency and conditions of use.
- 18.67** If the working platform is 2m or more in height the tower must be inspected after assembly in any position, after any event liable to affect stability and at intervals not exceeding seven days. The result of any inspection should be recorded and kept on site until the next inspection is recorded. A visible tag system to supplement inspection records is acceptable.
- 18.68** If the tower is 2m or more in height and the inspection is undertaken after installation or assembly, or to comply with the seven-day inspection regime the competent person must complete the inspection report before the end of the working day and provide a copy to the person the inspection was carried out for within 24 hours.
- 18.69** The person receiving the report must keep it at the site of the inspection until the construction work is complete and thereafter, keep it at an office for three months.
- 18.70** A new inspection and report is not required every time a mobile tower is moved on the same site, but if guard rails or other components have to be removed to facilitate relocation, then a pre-use check should be undertaken by a trained and competent user to make sure the tower has been reinstated correctly
- 18.71** Where towers are located in public places extra precautions should be provided to include:
- barriers at ground level to prevent persons walking into the tower or work area
 - minimise materials and equipment storage on the working platform
 - remove or board-over access ladders to prevent unauthorised access if the tower remains in position unattended
- 18.72** Dismantling advance guard rail towers involves the operator starting from the top and reinstating the advance guard rail unit prior to removing the permanent guard rails and toe boards and then descending to the lower level. The process is then repeated on the lower levels by relocation of the guard rail units. This methodology ensures that collective fall protection is provided throughout the operation. Dismantling 'through-the-trap' systems involves the operator removing the toe boards and then disengaging the guard rail hooks furthest away from the trap. Guard rail components are then removed with the operator positioned through the trap who descends to the lower level from where the upper platform and end frames are removed. Again, this

methodology ensures that collective fall protection is provided throughout the operation

Mobile elevating work platforms (MEWPs)

18.73 Mobile elevating work platforms (MEWPs) can provide excellent safe access to high levels. Anyone using a MEWP must ensure that:

- the operator is fully trained and competent
- the work platform is fitted with guard rails, toe boards or other suitable barriers
- it is only used on firm and level ground
- the tyres are fully inflated
- outriggers are properly extended and chocked before the platform is raised into position
- emergency procedures are in place should the platform fail in the elevated position
- the MEWP is not operated close to overhead obstructions or cables
- allow any part of the MEWP to extend over a traffic route
- the MEWP is not moved with the platform in the elevated position

18.74 The School must assess the risks of people falling from or being thrown from the carrier, or the MEWP overturning and take precautions to eliminate or control these risks. If the risks cannot be eliminated, then measures should be put into place to minimise the risk of falling from or with the carrier. If there is still a residual risk of impact or persons falling, then the use of fall protection equipment should be considered for example:

- when working adjacent to or in a live highway
- when travelling with the carrier in a raised position where it may strike fixed objects in its path
- when travelling with the carrier in a raised position over uneven ground
- steel erection where the carrier has to move in and around the steelwork

18.75 Fall protection will normally consist of either a work restraint system (normally a combination of a full body harness and lanyard) or fall arrest system. Wearing of a harness with a fall restraint lanyard attached to the platform can provide additional protection against falls whilst the platform is in motion

18.76 The supplier of such equipment must provide information and instruction at the point of delivery

18.77 All operators within the cradle must wear a safety harness attached to a suitable anchorage point within the cradle/platform or alternatively be attached to a running line rigged to the cradle. The lanyards to the harness should be kept as short as possible but allow the operators to reach their place of work.

18.78 A thorough visual pre-use check for obvious faults must be undertaken prior to each use and a weekly inspection by a competent person scheduled and recorded

Safety harnesses

18.79 In situations when it is not practicable to provide the requirements for edge protection and where people may still approach an open edge which they would be liable to fall a distance likely to cause injury, other forms of protection will be required. In some situations, a suitably attached harness and temporary horizontal lifeline could allow safe working

18.80 The following must be considered when using harnesses and temporary horizontal lifelines:

- harnesses and lanyards are prone to degradation and daily pre-use checks must be performed
- an energy absorber fitted to the energy-absorbing lanyard can reduce the risk of injury to the user from impact loads should a fall occur
- to minimise the free-fall, distance the anchor needs to be kept as high as possible
- emergency procedures must be in place to rescue anyone who does fall
- operator attachment must take place from a safe position
- the energy-absorbing lanyard should be attached above the wearer where possible
- ensure that there is adequate fall height to allow the system to operate effectively
- if the user needs to move about during operations a twin lanyard should be used
- installation of fixing points for harnesses must be supervised by a suitably qualified person
- any person tasked to wear a harness must know how to check, wear and adjust it before use and the procedure for connecting themselves to the structure or safety line.
- Each day harnesses and lanyards must be inspected visually before use. They must also be thoroughly examined periodically, at least every six months

Ladders and stepladders

18.81 People organising and managing working at height must be able to justify that a ladder or stepladder is the most suitable type of access equipment by comparison to other options available. This is achieved by undertaking a risk assessment approach and considering the following hierarchy of controls:

- avoid the necessity for working at height
- where working at height cannot be avoided, prevent falls from height
- where falls cannot be prevented, reduce the consequences of any fall

18.82 When deciding whether a ladder or stepladder is most suitable for use, consideration should be given to the following factors:

- should only be used for a maximum of 30 minutes in one position
- used for light work only and not include tasks that involve the worker carrying more than 10kg (i.e. a bucket and contents) whilst ascending the ladder/steps, unless this task can be justified via a detailed manual handling risk assessment
- a handhold should be available on the ladder/step ladder
- maintain three points of contact (hands and feet) whilst in the working position. If a handhold cannot be maintained on a ladder other measures will be required to prevent the risk of a fall or reduce the consequences of one. Where a handhold is not practicable on stepladders, a risk assessment will be required to justify that it is a safe method of working

18.83 Whether using a ladder or step ladder operators must not:

- overload it and observation must be made of the maximum safe load stated on the ladder
- overreach or overstretch whilst on the ladder (always keep both feet on the same rung and centre of the body within the styles).

18.84 Whilst using stepladders, actions that involve the operator imposing a side loading should be avoided and a general rule of thumb is that the steps should be face-on to the work activity. Where this is not feasible, the steps should be tied at a suitable point or another type of access equipment adopted for the work that is more suitable. Tool belts should be used for carrying items whilst ascending and descending ladders. One hand should be free to grip the ladder and on stepladders where a handhold cannot be achieved for the duration of the task its use will have to be justified considering the following important factors:

- a handhold still being available on the stepladder
- whether the work involved is classed as 'light' work

- whether the task involves any side loading
- whether the task avoids overreaching/overstretching
- whether the user's feet are fully supported
- whether it is feasible to tie the stepladder

18.85 Manufacturers should be able to provide basic information about the types of surfaces that their products are designed to be used on and this should be born in mind at the point of purchase. The HSE and Department of Trade and Industry recommend EN131 Professional ladders or stepladders for use in the work environment

18.86 Ladders and step ladders should only be used:

- on firm ground or where the load can be spread via use of a board
- on level ground (a maximum side slope of 16° with the rungs levelled or a maximum back slope of 6°)
- on clean and solid surfaces that are free from loose material to ensure that the feet can grip adequately
- where they have been appropriately secured

18.87 There are different options for securing ladders in-situ and are as follows:

- tie both sides of the ladder to a suitable point, whether tied at the top, part way down or close to the base
- where ladders cannot be tied an effective ladder stability device should be utilised at the base
- where the ladder cannot be secured, it should be securely wedged for example against a wall
- if none of the above options can be achieved, the ladder should be footed by an appropriate individual. Footing should always be considered as a last resort and if possible should be avoided, by making use of other access equipment
- ladders used for access to another level should be tied and extend at least 1m above the landing point to provide a secure handhold. As a general rule, stepladders should not be used in this manner unless they have been specifically designed for this purpose

18.88 If ladders or stepladders are to be used for any work at height you must make sure of the following:

- they are protected with suitable barriers and cones to prevent them being struck by vehicles

- they are positioned where they cannot be pushed over by opening doors or windows which should be secured where possible or have a person standing guard throughout use
- pedestrians are stopped from walking underneath them or close to their base by making use of barriers
- they are placed at the correct angle of 75° (as a rule of thumb this is 1 unit out for every 4 units up)
- that restraint devices are fully open and all locking devices are engaged
- the ladder or stepladder use is not within 6m horizontally of any overhead power lines, unless they are made temporarily dead or protected with insulation
- any live electrical work is undertaken from a non-conductive ladder or steps
- they are not rested against weak upper surfaces (e.g. plastic gutters or glazing) and that spreader bars or stand-offs are used
- they are only used by one person at a time

18.89 Stepladders and ladders should only be used if:

- they have no visible defects and have had a pre-use check completed for that working day
- they have a current detailed visual inspection undertaken in accordance with the manufacturer's instructions. (Ladders forming part of an integral scaffold system must still be inspected every seven days)
- they are suitable for the work to be undertaken they are stored and regularly maintained in accordance with the manufacturer's instructions

18.90 Under the 'Provision and Use of Work Equipment (PUWER) Regulations 1998' ladders are work equipment and all those used across the School must:

- carry an individual identification plate/mark
- have their own individual record/history sheet detailing inspections, defects, repairs, record of usage and record of disposal
- be inspected on first receipt, before use, before use by the user, on return to store and on a three-monthly recorded inspection regime
- Inspections will be carried out by the Health and Safety Advisor or any member of the Estates Team that holds the necessary qualification

18.91 Any person using a ladder or stepladder:

- must wear robust, suitable footwear that is free from contaminants on the soles

- face the ladder when ascending and descending
- be physically fit for working at height
- be competent in that they have received information, instruction and training in safe use of the equipment
- ensure that the ladder is long enough for the task
- ensure that the rungs/steps are level by a quick 'eye' check
- the weather is suitable for the duration of the task
- they are aware of how to prevent members of the public and others from using them
- they know how to tie a ladder or stepladder properly

18.92 DO NOT:

- use home-made or makeshift ladders/stepladders
- carry out repairs to damaged ladders/stepladders
- use painted ladders/stepladders as the paint may cover defects and damage
- use DIY type ladders/stepladders for site work – they may not be strong enough
- loan ladders/stepladders to unauthorised persons
- move ladders/stepladders while standing on the rungs/steps
- support ladders/stepladders by the rungs or steps during storage
- place ladders/stepladders on movable objects
- extend a ladder whilst stood on the rungs

19.0 LONE WORKERS PROCEDURE

Purpose

- 19.1** The purpose of this procedure is to increase staff awareness of lone working and to set out the process for ensuring the safety of staff working alone. Working alone is not in itself against the law, and it will often be safe to do so
- 19.2** However, the law requires the School to consider carefully any health and safety risks for people working alone, and address any identified risks

Scope

- 19.3** This procedure applies to staff, who, in the course of their work, from time to time work in areas of isolation from other workers. It may include work on and off-site or working from home. Lone working does not include being the only member of staff in an office when others are present in the building. The procedure does not cover staff travelling on ad-hoc business trips home or abroad
- 19.4** Also excluded is work carried out by contractors and service providers arranged by Estates and managers directly. The School has a responsibility for the health and safety of any contractors doing work for them. Estates and relevant managers will be responsible for covering any lone working relating to contractors' work

Definition of working alone

- 19.5** The Health and Safety Executive (HSE) defines lone working as those "who work by themselves without close or direct supervision".
- 19.6** Many people work on their own as part of their normal day to day work. But working alone can sometimes put people in a vulnerable position because it may be more difficult for them to summon help if things go wrong or if their health and safety is at risk
- 19.7** This definition does not cover staff who might be temporarily working alone for short periods because other staff who share the workplace are temporarily out of the office

Procedure

- 19.8** Under the Health and Safety at Work etc. Act 1974 The Northern School of Art has a duty, so far as is reasonably practicable, to protect its staff from work-related risks, including working alone. Likewise, the School has a duty under the Management of Health and Safety at Work Regulations 1999 to assess the risks of staff working alone and take measures to eliminate or control these risks
- 19.9** The School risk assessment procedure and associated forms are available on the VLE The procedure requires managers to identify the hazards/risks for all work tasks/activities they are responsible for and to ensure adequate controls are in

place/put in place to eliminate or reduce risk to an acceptable level. If lone working is a risk then you need to conduct a risk assessment

19.10 Examples of lone working activities in the School that should be included in staff risk assessment are:

- Staff opening up and closing premises
- Key holders called out to a suspected break-in, fire alarm or other emergency
- Staff working from home
- Staff travelling between School premises or on School business during working hours
- Staff working out of normal office hours
- Staff carrying out work placement visits
- Staff working in buildings on their own

Hazards and risks associated with lone working

19.11 Different working environments/activities/industries will present different hazards, ranging from low to high risks. Activities that may present higher risk to those working alone include:

- Accidents or sudden illness may happen when there is no-one to summon help or first aid
- Violence or the threat of violence from dealing with members of the public
- Fire
- Attempting tasks which cannot safely be done by one person alone e.g. heavy lifting, working at height, entry to confined spaces, electrical work
- Lack of safe way in/out of the building

19.12 Where lone working takes place, the following should be considered:

- Will the person be alone in the dark or at a remote location?
- Whether the workplace presents any special risks to a lone worker
- Potential communication problems
- Risk or threat of violence
- Whether plant, equipment or materials can be handled by one person
- Whether the person is medically fit to work alone
- How the lone worker will obtain help in an emergency

- First aid provision

Hazards and risks associated with lone working

19.13 Lone workers are by definition not under constant supervision. However, managers can ensure that staff understand the risks associated with working alone and the relevant control measures/precautions in place. Examples of control measures/precautions are as follows:

- Contact a manager if they need additional guidance
- Occasional site visit may be appropriate, particularly if there are high risk activities
- Regular contact by phone may be appropriate
- New staff may need to be accompanied initially
- System in place to check lone worker has returned to base/home after task away from normal workplace
- Introduce a lone working reporting system e.g. may be as simple as telling a colleague where they are going and when expected back, arranging to ring the office at the end of a visit, issuing a mobile phone so office can contact person if overdue. All staff involved share a responsibility to maintain such systems
- Provision of basic first aid kit for person frequently working away from the School and there is a risk of injury
- Special arrangements for “out of hours” working e.g. Signing in/out, fire procedures, informing Evening Duty Office / Caretakers where they are.
- Risk assessment will identify the hazards of work. Where risk assessment shows that it is not possible for the work to be done safely by a lone worker, arrangements for providing help or back up should be put in place or done in hours when the worker is not alone e.g. attempting hazardous manual handling task which requires 2 persons or working at height on a ladder

Responsibilities – Managers will:

- Ensure that lone working is covered in the health and safety risk assessments for their areas
- Ensure that lone workers have full knowledge of the hazards and risks they are exposed to and the measures to avoid or control the risk
- Ensure that groups or individuals at risk are given appropriate information, instruction and training
- Ensure the task(s) to be carried out can be undertaken by a lone worker

- Ensure lone workers know what to do or how to obtain assistance if something goes wrong or in the event of an emergency

Responsibilities – Staff will:

- Take reasonable steps to ensure their own safety and that of others
- Ensure they follow any procedures or control measures put in place for lone working and action to take in the event of an emergency
- Report to their manager any accidents/incidents that occur or any dangers/potential dangers or concerns they have when working alone
- Advise their line manager if they have any health condition or disability that may increase risk from working alone
- Co-operate with host employer if working at another employers` workplace

Staff working alone should NOT:

19.14 Conduct certain high-risk work that requires at least one other person. This includes work:

- in a confined space, where a supervisor may need to be there, along with someone in a rescue role
- near exposed live electricity conductors
- with fumigation

The Health and Safety Advisor WILL:

- Monitor and review the procedure
- Provide advice and support to staff on lone working