



HS01 Health Safety and Welfare Policy

Change Control

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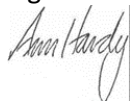
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A. Statement of Intent

1. The TEC Partnership recognises that the Health, Safety and Welfare of employees, learners, visitors, contractors and those for whom it provides a service is of paramount importance and recognises that good health and safety standards can have positive benefits to the organisation.
2. The TEC Partnership understands the responsibilities placed upon the organisation by the Health and Safety at Work, etc Act 1974, subordinate legislation, ACOPS, formal guidance notes and legislation not within the scope of the Health and Safety Executive but with health and safety implications.
3. The TEC Partnership is committed to ensuring a positive health and safety culture exists and ensuring, so far as is reasonably practicable, working and learning environments are safe and healthy. Therefore, the approach to health and safety shall be based on the identification of hazards, where possible the elimination of those hazards and the control of any residual risks.
4. The Chief Executive Officer is accountable to the Corporation for the overall development, implementation and continuous review of this policy and other related policies and procedures.
5. The Executive Leadership team, local College Leadership teams and department managers are accountable to the Chief Executive Officer for the continued implementation and enhancement of this policy within their respective areas of responsibility.
6. This policy is the direct concern of all persons at all levels within the TEC Partnership, as such they are charged under this policy and the Health and Safety at Work, etc Act 1974, with the duty to take reasonable care of their own health and safety and the health and safety of others who may be affected by their or the TEC Partnerships activities. Employees also have the duty to co-operate with the TEC Partnership, as their employer, to enable the organisation to fulfil its responsibilities. Therefore, the TEC Partnership looks to all to maintain a continuous awareness of health and safety requirements, alertness to existing and potential hazards and the need to eliminate, reduce and report them.
7. The TEC Partnership will action this policy to ensure that its operations are conducted in such a way as to, so far as is reasonably practicable, prevent accidents and ill health to its employees, learners and others who may be affected by its activities and to prevent damage to plant, materials, and the environment.
8. The TEC Partnership will take every reasonable measure within its power to discharge its responsibilities by implementing the arrangements within section D of the Health, Safety and Welfare policy.
9. This policy will be brought to the attention of employees and any other person for whom it may apply and will be reviewed and revised as necessary.

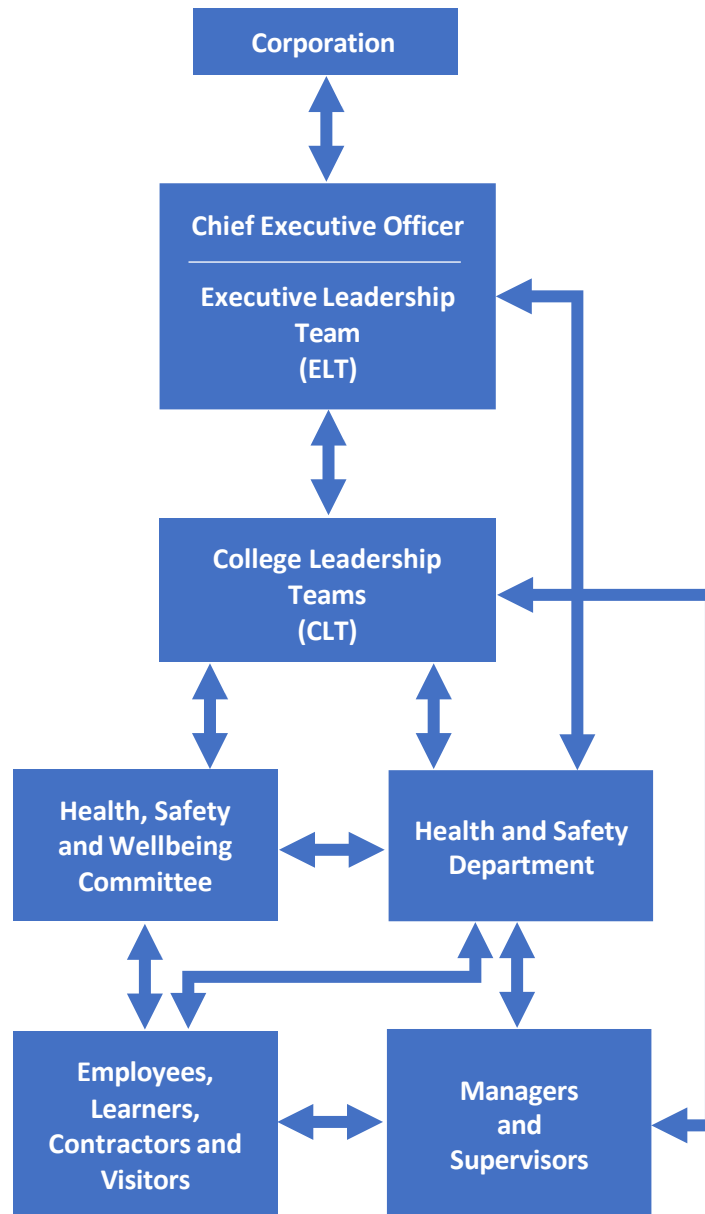
Signature:



Date: 03-07-2025

Ann Hardy
Chief Executive Officer

B. The TEC Partnership Health and Safety Organisational Structure



C. Health and Safety Roles and Responsibilities:

1. Health and safety is seen as an integral part of the management function within the TEC Partnership. As such it is essential that all persons are aware of their health and safety responsibilities within the organisation. This section of the policy provides an overview of responsibilities. Where applicable, greater detail is provided in section D (Arrangements).

C.1. The Corporation:

1. The Corporation are responsible for ensuring that health and safety standards and arrangements are set, maintained and that suitable and sufficient resources are in place to manage those arrangements. In particular, the Corporation shall:
 - Ensure that the Health, Safety and Welfare policy is proportionate, compliant and reflects the activities within the TEC Partnership.
 - Seek assurance that procedures and arrangements set out in the policy and risk assessment are being followed and employees access suitable training and development where required.
 - Ensure that direction from the relevant authority is being followed.
 - Evaluate reports from the TEC Partnership, including data on accidents or near-miss incidents.
 - Monitor the outcomes of independent health and safety audits and inspections, ensuring that any identified areas for improvement are acted on.

C.2. Chief Executive Officer:

1. The Chief Executive Officer assumes overall responsibility for health and safety within the TEC Partnership, and is accountable to the Corporation for the implementation, success and operation of the Health, Safety and Welfare Policy.
2. In demonstration of their commitment to this policy and health and safety as a whole, the Chief Executive Officer shall sign the Statement of Intent (section A),
3. The Chief Executive Officer shall ensure all reasonably practicable resources are provided and/or made available to support the growth and/or maintenance of a positive health and safety culture within the TEC Partnership.
4. The Chief Executive Officer shall monitor and initiate a review of this policy at a period not exceeding 1 year. Where significant changes have taken place or it is felt that it, or elements of it are no longer suitable and sufficient, earlier reviews may be requested.

C.3. Executive Leadership Team and College Leadership Teams:

1. The Executive Leadership Team and College Leadership Teams are responsible to the Chief Executive Officer for the implementation of this policy and the overall health and safety performance within their areas of responsibility. They shall ensure that their work and programs are planned with health and safety in mind and provide the necessary leadership and resources to encourage a positive health and safety culture and report any shortfalls. In particular, they

shall ensure:

- Suitable and sufficient risk assessments are completed, monitored, and regularly reviewed.
- Hazards are removed and residual risks controlled, so far as is reasonably practicable.
- Safe systems of work and procedures are completed, documented and adhered to.
- The provision of suitable and sufficient health and safety training for employees, learners and all others as required.
- The provision of suitable and sufficient health and safety information for all.
- The arrangements to monitor and review the health and safety activities of the TEC Partnership.
- The provision of suitable and sufficient safety equipment.

C.4. Managers and Supervisors:

1. Within each workplace, Managers and Supervisors are responsible to their manager for the implementation of this policy appropriate to their areas of responsibility, ensuring a good health and safety performance and the control of risks. In particular, they shall:
 - **Stop** any work immediately when there is a threat to life or where there is a likelihood of injury or property damage, until that threat is removed, or a safe working method is arranged and implemented.
 - Ensure suitable and sufficient risk assessments are completed, monitored and regularly reviewed.
 - Remove hazards and control risks, so far as is reasonably practicable.
 - Ensure safe systems of work and procedures are completed, documented and adhered to.
 - Ensure employees and learners (as applicable and as necessary) have received suitable and sufficient training, instruction, supervision, for them to carry out their tasks safely.
 - Enforce safe working methods and procedures, including the wearing and use of suitable personal protective equipment and clothing (PPE/C) where needed.
 - Keep workplace conditions under constant review and take necessary measures, so far as is reasonably practicable, to remove hazards and control risks.
 - Ensure all work equipment is safe and well maintained.
 - Ensure maintenance, inspection, services, etc. are fully documented and accurate records are retained.
 - Work closely with the Health and Safety department to promote safe working practices and maintain a safe and healthy working and learning environment.
 - Keep their manager informed and report training requirements, dangerous practices, accidents and near-miss incidents and complete and forward appropriate written reports as necessary.

C.5. Employees, Learners, Contractors and Visitors:

1. All employees, learners, contractors and visitors are required to adopt and maintain a positive attitude towards health and safety and continuously be aware of their own health and safety and the health and safety of others. In particular, they shall:
 - Co-operate with management and follow correct working procedures as trained, including the wearing of correct personal protective equipment (PPE) as required.
 - Co-operate with management in the prevention of accidents.
 - Report all accidents, near-miss incidents, hazards, unsafe acts and any other conditions or

- situations arising that may impact on the health and safety of themselves or others.
- Assist as required in the completion of accident/incident reports and investigations.
- Carry out user checks and inspections of plant and work equipment before use, report any defects and ensure proper use.
- Ensure they do not misuse or interfere with plant, equipment or materials provided, or tamper with anything provided for the purpose of health and safety.
- Ensure they do not work on or operate any plant, machinery or work equipment while under the influence of alcohol, illegal/legal highs or drugs/medication that may impair abilities or judgement.

C.6. Health and Safety Department:

1. The Health and Safety department exists to help promote, develop and maintain positive health, safety and welfare practices and procedures throughout the TEC Partnership. In particular, they shall:
 - Provide competent advice, guidance and assistance to management, employees and learners on matters related to health and safety.
 - Advise and update the Health, Safety and Wellbeing Committee and employee representatives.
 - Produce, review and update as necessary health and safety related policies, procedures and guidance.
 - Propose, develop and monitor systems related to risk assessments undertaken by employees, and conduct, advise on or source specialist risk assessments.
 - Inform and advise management and employees on any changes to health and safety legislation and guidance which may have a legal, moral or financial implication to the TEC Partnership and/or pose a health and safety risk to any person under the TEC Partnerships duty of care.
 - Receive, record and analyse TEC Partnership accident, incident and dangerous occurrence reports. Provide advice and guidance to management to help prevent recurrence and monitor reports for trends. Reporting to the enforcing authority any accidents, incidents or dangerous occurrences as required under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations.
 - Carry out health and safety inspections and audits, creating action plans as required.
 - Source and/or deliver health and safety related training for TEC Partnership employees (and learners should the need arise).
 - Monitor and co-ordinate the arrangements for managing health and safety.
 - Keep and maintain up to date health and safety records, information and resources

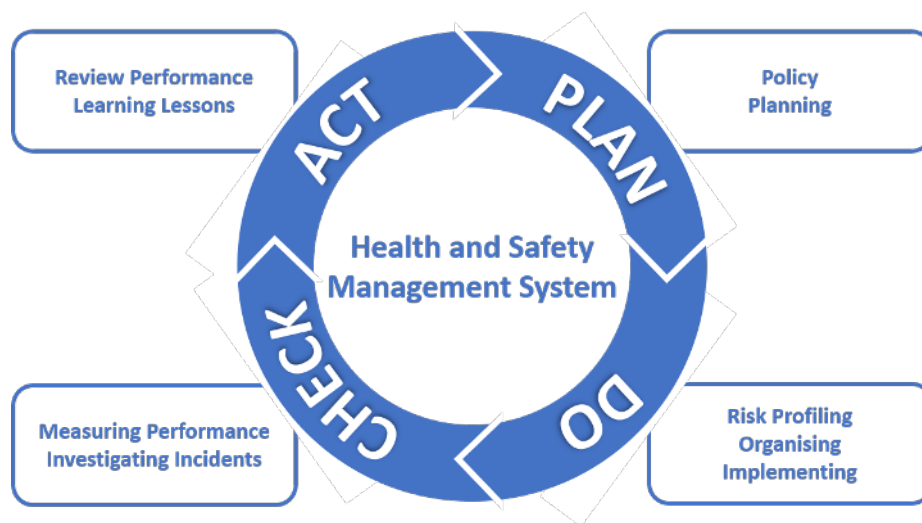
D. Arrangements:

1. The TEC Partnership recognises and acknowledges the health and safety responsibilities and duties placed upon the organisation under the Health and Safety at Work etc. Act 1974 and all subordinate legislation, ACOPS and Guidance. In compliance with statutory provision and the supporting ACOPS and guidance notes, the TEC Partnership has in place the following arrangements to manage all reasonably foreseeable occupational health and safety risks presented to the organisation.
2. The TEC Partnership shall review, amend and add to these arrangements as required, but shall review at a period not exceeding 12 months.

3. In addition to these arrangements, departments whose activities may give rise to specific risks shall produce their own arrangements for managing those risks.
4. Verbs (modal) such as should, shall and will are used commonly throughout this document. In the context they are written, they offer confirmation that the TEC Partnership will put or have in place those arrangements. Those persons identified must view those verbs and arrangements as obligations that must be complied with.

D.1. Management System:

1. To ensure a structured approach is followed, one that conforms to best practice for managing health and safety, the TEC Partnership follows the Health and Safety Executives health and safety management system framework HSG65. This is as detailed below.



D.2. General Health and Safety Rules and Arrangements:

1. The responsibility for implementing the following rules and arrangements are indicated in specific arrangements or as detailed in section C of this policy.
 - All operations shall be carried out according to relevant statutory provision and accepted codes of practice.
 - All employees, learners, visitors and contractors shall be made aware of any hazards associated with their work activities, including fire and other emergency procedures and arrangements.
 - Where it is not possible to eliminate hazards or adequately reduce risks with appropriate levels of control, as a last resort, suitable personal protective equipment shall be provided where applicable.
 - PPE shall be maintained and its use monitored.
 - Every effort shall be made to avoid the need for hazardous manual handling operations. If avoidance is not reasonably practicable, risk assessments shall be completed to identify suitable control measures to reduce the risk of injury.
 - Suitable and sufficient firefighting equipment, alarm and detection shall be provided and maintained throughout TEC Partnership premises as necessary.

- Suitable and sufficient fire risk assessments shall be completed.
- Suitable instruction and training in fire and emergency procedures, fire prevention and firefighting equipment shall be provided for employees, learners, contractors and visitors and any other persons as appropriate.
- Managers and supervisors shall ensure that all electrical equipment is effectively serviced and maintained so as to prevent incidents. They shall ensure that all associated documentation is retained for inspection.
- Managers and supervisors shall ensure that all mechanical systems, work equipment and tools are effectively serviced and maintained in accordance with the manufacturers recommendations, legal requirements and good practice. They shall ensure that all associated documentation is retained for inspection.
- The TEC Partnership shall ensure that all waste materials are disposed of in an environmentally friendly manner and in accordance with the relevant legislation.
- All necessary safety signs and any associated health and safety information shall be posted at appropriate points within TEC Partnership premises. Employees, learners, visitors and contractors are responsible for adhering to all safety signs, information and instructions.

D.3. Asbestos:

1. The TEC Partnership is committed to providing a safe and healthy workplace. This includes dealing efficiently and appropriately with any asbestos-containing materials (ACM) identified within TEC Partnership premises as required by The Control of Asbestos Regulations 2012. The Estates department is responsible for putting procedures in place for safely managing ACM within TEC Partnership premises in order to prevent employees, learners, visitors and contractors from being exposed to asbestos fibres.

More specifically the Estates department shall ensure:

- Appropriate Asbestos Awareness training is provided to all TEC Partnership employees who are likely to disturb ACM as part of their normal working practice.
 - Contractors who are employed to undertake work on or inspect ACM have appropriate training and/or license to undertake the planned works.
 - An accurate register of ACM is maintained, and inspections of known asbestos is carried out in TEC Partnership owned and/or leased premises (where applicable).
 - Any emergency situations relating to asbestos are suitably controlled.
2. Persons must not undertake any work that involves breaking into any building fabric or surfaces, for example, drilling walls or ceilings, erecting shelving, running cables, etc. without first consulting the Estates department to review the Asbestos Register.
 3. Any permit to work issued should consider the risk of asbestos and give formal notice where ACM is present.
 4. Any person who comes into contact with material they suspect to be asbestos must cease work and contact the Estates department or the Health & Safety department immediately and take any necessary measures to cordon off the area and prevent further access.
 5. Further and full guidance can be found in the TEC Partnership Asbestos Management Policy.

D.4. Accident/Near Miss Reporting:

1. The TEC Partnership insists that all accidents and near miss incidents are reported regardless of severity. Reports must be made within three working days of the incident or immediately, by the fastest means (telephone, teams call or face to face), for incidents of a more serious nature.
2. The following definitions shall apply:

Accident: any unplanned event that results in personal injury or damage to property, plant or equipment.

Near Miss: an unplanned event which does not cause injury or damage but could have done so. Examples of which could include but are not limited to items falling near to personnel, spillages, incidents involving vehicles or electrical short-circuits.

3. The TEC Partnership reporting form is accessible at the top left-hand corner of a web browser window, under the **“TEC Favourites”** tab (when accessing through a TEC Partnership device).
4. By selecting **“Health & Safety – Incident and Accident Reporting”**, those reporting are taken to the reporting page.
5. Paper reporting forms are provided for those who do not have access to IT equipment, which is anticipated to be limited to learners, visitors or contractors where there isn't an employee available to complete the report on their behalf. These forms are located within first aid kits.
6. The reporting of accidents and incidents is **not** a task limited to those employees holding a first aid certificate. All persons (employees, learners, visitors and contractors) who are involved in or have witnessed an accident or incident should report that situation regardless of severity.
7. The TEC Partnership requires reports to be made for incidents where first aid is given for none work-related injuries or where assistance is provided for a medical condition or emergency.
8. All employees must complete the mandatory e-learning course: Accident and Incident Reporting. This can be accessed on the iProtectU management system.
9. Managers are responsible for:
 - Ensuring employees, learners, visitors and contractors (as applicable) are made aware of the reporting procedures.
 - Ensuring departmental first aid kits are stocked with a reporting form. Spare blank copies can be downloaded for printing from Sharepoint (Health and Safety Home section).
 - Ensuring employees in their line management complete the Accident and Incident Reporting e-learning course.
10. The Health and Safety department are responsible for reporting to the enforcing authority any accident, incident or dangerous occurrence as required under Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR).

D.5. Contractors and Visitors:

1. The TEC Partnership has a statutory duty to ensure, so far as is reasonably practicable, that people other than employees (including contractors and sub-contractors, visitors and members of the public) are not exposed to health and safety risks. Therefore, the TEC Partnership shall ensure that all contractors and visitors are given an induction or safety briefing proportionate to the level of risk they are exposed. This induction or safety briefing shall alert those groups to the potential hazards in their work area and the rules in place to ensure their safety and the safety of others whilst they are on the premises.
2. Visitors are required to sign in at one of the reception counters, where a brief overview of safety arrangements shall be provided. A more in-depth induction shall be provided by the department manager or deputised person where work is more involved and where activities carry a greater risk beyond that of a general classroom or office environment.
3. Where events are concerned, such as open events, enrolment or performances where signing in would not be feasible, alternative arrangements will be agreed through risk assessment. For example, alternative signing in and briefing procedures or increasing supervision to compensate for visitor numbers and their lack of site knowledge.
4. TEC Partnership premises do not operate as open sites for members of the public to access without legitimate reason for doing so. Those who do enter without permission are afforded all reasonable forms of information to notify them of hazards at a particular premises, for example, fragile roof signs, traffic signs, forklift truck signs, this is not an exhaustive list.
5. Street lighting, pedestrian crossing points and traffic calming measures shall be provided where necessary and where the environment is not prohibitive.
6. CCTV shall be provided where necessary, lawful and reasonably practicable to monitor the usage of premises.
7. All construction work completed shall take into account and seek to comply with the Construction (Design and Management) Regulations 2015 (CDM 2015).
8. As the client (CDM 2015), the TEC Partnership has a duty to ensure that all appointed contractors are competent, work safely and do not put employees, learners or visitors at risk. The Estates department has the responsibility for the management of contractors and ensuring their competency meets the required level. The Estates department shall monitor contractors for the duration of the project to ensure work is conducted safely.
9. The Estates department shall issue the necessary permits to work. This shall be on production of suitable and sufficient risk assessments and method statements from the contractor. The Estates department shall take this opportunity to provide the relevant safety information, as detailed in section D.6.
10. Any TEC Partnership department appointing an external contractor shall inform the Estates department and Health and Safety department before work commences. Where Estates are not leading on the project, the department manager assumes the duties as detailed in CDM 2015.

11. Further guidance can be found in the TEC Partnership Policy for the Management of the Construction (Design and Management) Regulations 2015.

D.6. Permit to Work

1. The Estates department are responsible for managing and administering the permit to work system and appointing authorised persons to issue on behalf of the TEC Partnership.
2. The permit to work system shall ensure proper consideration is given to the risks of a particular project or simultaneous activities at a premises or work area. The permit to work documentation shall authorise employees and/or contractors to carry out specific work, in a specific area, at a certain time and will establish or set out the main precautions needed to complete the project safely.
3. The objectives of the permit to work system are:
 - To induct contractors to premises, giving details of hazards and risks, parking, welfare, evacuation, smoking or any other restrictions or guidance for a particular site.
 - To take receipt of and consider risk assessments and method statements (RAMS) prior to the commencement of work, ensuring they are suitable and sufficient for the planned work.
 - To specify precautions to be taken, including safe isolation from potential risks such as hazardous substances, electricity or other energy forms.
 - To ensure that persons occupying premises or work area have been notified of all work where that work presents a risk to colleagues, learners or others, or where the work may have an impact on the general operations in that work area.
 - To provide a procedure for times when work has to be suspended, such as stopping for a period before it is complete, for example:
 - If there is a general alarm.
 - For operational reasons.
 - Adverse weather.
 - There is a change to the nature or scope of the work.
 - Where there is conflict with other work.
 - To provide formal hand-back procedures to ensure that the part of the premises or work area affected by the work is in a safe condition and ready for reinstatement.
4. The Health and Safety department shall routinely audit permit documentation and conduct inspections to confirm so far as is reasonably practicable, contractor compliance with arrangements.

D.7. Electrical Safety:

1. All reasonable steps shall be taken to secure the health and safety of employees who use, operate, maintain or install electrical equipment. The TEC Partnership acknowledges that work on electrical equipment can be hazardous, it is therefore the TEC Partnership's intention to reduce that risk to as low as is reasonably practicable.
2. The TEC Partnership shall ensure that:

- Electrical installations and equipment is installed in accordance with the Electricity at Work Regulations 1989 and other relevant standards.
 - Fixed installations are maintained in a safe condition.
 - Portable equipment is inspected and tested in accordance with the TEC Partnership Portable Appliance Testing (PAT) Procedure.
 - Before work is carried out on electrical systems, a competent person shall conduct a suitable and sufficient risk assessment.
 - Relevant safety information is exchanged with contractors and sub-contractors.
3. TEC Partnership employees shall not undertake any work on electrical equipment or installations on TEC Partnership premises or equipment without first receiving sufficient training and holding the relevant competence.
 4. The Estates department shall arrange for fixed installations to be tested at a frequency not exceeding 5 years. All installations shall conform to the requirements of the latest edition of the Institute of Engineering and Technology Wiring Regulations (BS 7671) and the Electricity at Work Regulations 1989.
 5. Electrical distribution boards shall be suitably secured and labelled with the most recent inspection date and the date of the next inspection.
 6. Electrical socket outlets shall not be overloaded and multiblock adaptors are prohibited. When it is necessary to use an extension lead, the following safe use guidance shall be applied:
 - Extension leads must be tested (PAT).
 - Extension leads should not be chained together.
 - Extension leads should not be used to provide electricity to appliances with high electricity consumption (Heaters, kettles, microwaves, etc) not an exhaustive list.
 - The combined plug amp rating of device's connected to the extension lead should not exceed the amp rating of the plug of the extension lead.
 - Extension leads should not be left trailing where they can be tripped on or caused damage to.
 - Extension leads should not be left partially coiled.
 - Extension leads should be surge protected.
 - Every effort should be made to arrange for additional sockets to be fitted rather than resorting to an extension lead.
 7. Before electrical equipment is used employees shall undertake a visual inspection to ensure there are no obvious defects. This should include:
 - Checking that the plug is not damaged and that the cable is properly secured with no internal wires visible.
 - Checking the electrical cable is not damaged.
 - Checking that the outer cover or casing of the equipment is not damaged in a way that will give rise to electrical or mechanical hazards.
 - Checking for burn marks or staining that suggests the equipment is overheating.
 - Checking to ensure any vents are not blocked.
 8. If there are any concerns about the safety of the equipment it should not be used and a competent person should undertake a more thorough check.

9. Electrical equipment must be suitable for the environment in which it is to be used and cables should not be left trailing where they can be tripped on or caused damage to. Electrical equipment must also conform to the relevant EU or British Standard (CE or UKCA).
10. The Estates department shall arrange for regular portable appliance testing to be carried out by competent persons. Further guidance can be found in the TEC Partnership Portable Appliance Testing Procedure.
11. Solar panel systems shall be installed and maintained in line with BS 7671 and manufacturers/installers instructions. Where those systems are connected to the grid, BS EN IEC 62446 shall apply.

D.8. Emergency Plans and Crisis Management:

1. The TEC Partnership shall ensure that plans and guidelines are prepared to manage a crisis that could put persons at risk and/or seriously affect the TEC Partnership as a business. Plans and guidelines shall indicate actions to be taken to ensure that the following priorities are met:
 - To ensure the health, safety and welfare of employees, learners, visitors and the general public.
 - To protect the integrity of the TEC Partnership name and reputation.
 - To maintain the normal business and operations of the TEC Partnership.
2. Further guidance can be found in the Crisis and Incident Management Policy and Guidelines.

D.9. First Aid:

1. The TEC Partnership has a duty under the Health & Safety (First Aid) Regulations 1981 to assess its first aid requirements and ensure that there is adequate provision in place.
2. In compliance with these regulations the TEC Partnership has in place the First Aid risk assessment (TEC-020) which details the provision in place and or required to maintain adequate first aiders and first aid equipment for all reasonably foreseeable undertakings and situations of the TEC Partnership.
3. All employees are to familiarise themselves with the findings of the risk assessment and managers are to ensure compliance with the arrangements identified.
4. A sufficient number of first aiders shall be nominated to ensure adequate cover at all times, including cover for sickness leave and other absences. In this context, sufficient shall be taken to mean
 - 1 first aider for every 100 persons (or fraction of) in a low-risk environment.
 - 1 first aider for every 50 persons (or fraction of) in a higher-risk environment.
 - Educational visit shall have 1 first aider for every 50 persons (or fraction of) on the visit.

Exceptions may apply, which should be duly risk assessed and agreed with the Health and Safety department.

5. Managers shall actively engage in the recruitment and retention of first aiders within their areas of responsibility and should consider the inclusion of such responsibilities to any existing or newly created job descriptions.
6. Managers are to ensure identified employees are released for training and have sufficient time and resources to perform their duties as first aiders.
7. All designated first aiders must hold a current first aid at work certificate as stipulated by the Health and Safety Executive (HSE).
8. Managers shall ensure that notices are posted in a prominent position within their areas of responsibility, detailing the names and locations of designated first aiders and the location of first aid equipment.
9. Departmental first aid kits shall be checked monthly by nominated persons within the department using the "First Aid Kit Checklist" form. Checks should be made as to equipment levels and expiry dates on equipment. Replacement of equipment should be requested through the Health and Safety department.
10. All employees must complete the mandatory e-learning course: First Aid Provision. This can be accessed on the iProtectU management system.

D.10. Fire:

1. The TEC Partnership acknowledges and accepts the duties and responsibilities placed upon the organisation by the Regulatory Reform (Fire Safety) Order 2005 and the Fire Safety (England) Regulations 2022.
2. In compliance with those regulations the TEC Partnership shall ensure suitable and sufficient fire risk assessments are conducted for all premises. Fire risk assessments shall be conducted or facilitated by the Health and Safety department and shall be reviewed:
 - Following a change of working practice.
 - Following a significant change to employee levels.
 - Following any significant structural or material change.
 - Following any change in fire precautions in premises.
 - Following a near miss or fire incident.
 - At intervals not exceeding 12 months.
3. The Estates department shall ensure:
 - Portable firefighting equipment is installed, positioned and maintained in accordance with the latest versions of:
 - BS 5306 (Fire Extinguishers).
 - BS EN 1869 (Fire Blankets).
 - BS 1377 (Firefighting sand).
 - Fixed firefighting equipment is installed, positioned and maintained in accordance with the latest versions of:

- BS 9251 (Sprinkler systems).
 - BS 9990 (Wet and dry riser systems).
 - BS EN 15004 (Gas suppression systems (Server rooms)).
 - BS EN 16282 (Ansul system).
- Emergency lighting is installed, positioned and maintained in accordance with the latest version of BS 5266.
 - Automatic fire detection and/or manual means of sounding the fire alarm is installed, positioned and maintained in accordance with the latest version of BS 5839.
 - Audible or visual fire alarm beacons are installed, positioned and maintained in accordance with the latest version of BS 5839.
 - Fire doors, dampers and other forms of compartmentation are installed and maintained in line with BS 8214 and BS 9999 respectively.
 - Fire strategies for the buildings owned and/or leased (where applicable) are in place, and ensure those documents are maintained and updated when changes are made.
4. Each premises shall have a fire logbook to record internal periodic checks of safety devices and equipment, engineer and fire service visits and drills. The logbook may be in digital or paper format dependent on the size of the premises.
 5. The TEC Partnership shall have arrangements and procedures in place for the safe and efficient evacuation of persons in the event of a fire. Managers are responsible for ensuring that all persons accessing their department are inducted and informed of the fire safety arrangements and evacuation procedures.
 6. Personal emergency evacuation plans (PEEPs) shall be conducted for persons who would have difficulty evacuating a building without additional support or equipment (for example, mobility, vision or hearing impairment). It is the responsibility of all managers to identify such persons (employees, learners or visitors) and to notify the Health and Safety department to arrange for a PEEP to be completed.
 7. Evacuation chairs shall be provided in all locations off ground floor where those with mobility impairment can access those areas. Training in the use of evacuation chairs shall be provided or facilitated by the Health and Safety department.
 8. Fire drills shall be scheduled and conducted periodically throughout the academic year. Any issues identified during drills shall be rectified and reports made to the Health, Safety and Wellbeing Committee.
 9. To aid evacuation, appropriate signs (including Fire Action Notices) shall be placed in prominent locations to guide and support the safe evacuation of occupants. Signs shall conform to BS 5499 and L64 (EN ISO 7010).
 10. In liaison with the Health and Safety department, managers shall ensure that adequate numbers of employees are trained as fire wardens for their respective areas.
 11. All employees must complete the mandatory e-learning course: Fire Safety. This can be accessed on the iProtectU management system.

D.11. Homeworking:

1. The TEC Partnership takes the view that where possible work activities should take place within TEC Partnership workplaces. However, if an employee's contracted place of work is the home setting, or there is the need to work from home due to extenuating circumstances such as sickness, rehabilitation, extensive project work, etc. Those employees, along with their manager, must:
 - Undertake the Homeworking e-learning course on iProtectU and apply the arrangements detailed within the course.
 - Be aware of and apply the controls detailed within the Homeworking (TEC-015) risk assessment.
2. Further guidance can be found in the TEC Partnership Flexible/Hybrid Working Arrangements Policy.

D.12. Lone working:

1. Managers are responsible for ensuring that there are arrangements in place to address any health and safety issues arising from lone workers.
2. In this context lone working is defined as someone working on their own without access to immediate support from colleagues and/or supervisors and could include work in remote areas on TEC Partnership sites, other premises and travelling between sites.
3. Managers shall identify which members of their department are lone workers and apply the Lone Working (TEC-013) risk assessment with those identified.

D.13. Manual Handling:

1. The TEC Partnership accepts the duties and responsibilities placed upon the organisation under the Manual Handling Operations Regulations 1992 (As amended) and acknowledges that manual handling is one of the most common causes of reportable injuries within the workplace.
2. The TEC Partnership aims to manage those risks by:
 - **Avoiding** so far as reasonably practicable any hazardous manual handling operations.
 - **Assessing** the risk of injury to persons from any hazardous manual handling that can't be avoided.
 - **Reducing** the risk of injury to persons from hazardous manual handling to as low as is reasonably practicable.
3. Managers shall ensure that work is planned to avoid, where possible, hazardous manual handling, this may be achieved by providing mechanical aids or re-designing work operations.

4. Where avoidance is not possible, managers shall arrange for a suitable and sufficient manual handling risk assessment to be completed by a competent person, to reduce the risk to as low as is reasonably practicable.
5. In relation to general manual handling operations, the Manual Handling risk assessment (TEC-012) shall apply.
6. All employees are to familiarise themselves with the findings of the risk assessment and managers are to ensure compliance with the arrangements identified
7. All employees must complete the mandatory e-learning course: Manual Handling. This can be accessed on the iProtectU management system.
8. Learners undertaking manual handling activities shall receive appropriate training and supervision from their curriculum area.

D.14. Risk Assessment:

1. The Management of Health and Safety at Work Regulations 1999 requires every employer to make a suitable and sufficient assessment of the risks to their employees whilst at work and anyone else who may be affected by their activities.
2. In compliance with these regulations, the TEC Partnership will ensure that suitable and sufficient risk assessments are completed so that measures can be identified to eliminate hazards and/or reduce risks to an acceptable level.
3. A risk assessment is defined as a systematic examination of an undertaking, activity or situation, which identifies hazards and estimates the level of risk, taking into account any precautions that already exist.
4. The application of these arrangements and the need for risk assessment shall apply to:
 - Any task, undertaking, situation or activity arising out of or in connection with academic and non-academic work.
 - Learner or employee disclosure of need (including medical).
 - All educational visits.
 - Transport (TEC Partnership and private vehicle use).
 - Machinery and/or work equipment used in connection with academic and non-academic work.
 - Prior to the purchase or introduction of any new machinery, equipment, activity or facility/building, etc.
5. Only persons deemed competent, having completed the risk assessment mandatory e-learning course, accessible on iProtectU, and who is familiar with the particulars of a situation or activity being assessed are permitted to undertake risk assessments.
6. The TEC Partnership shall have in place cross group risk assessments that are held centrally on the iProtectU management system. These risk assessments shall viewed as the primary risk assessment for a given activity, situation or equipment and applied accordingly within departments.

7. Where departments feel those risk assessments are not suitable for their operations, the manager shall make arrangements within the department for suitable risk assessments to be completed on the TEC Partnership template.
8. All risk assessment shall conform to the five steps to risk assessment which is as follows:

Step 1 – Identification of hazards

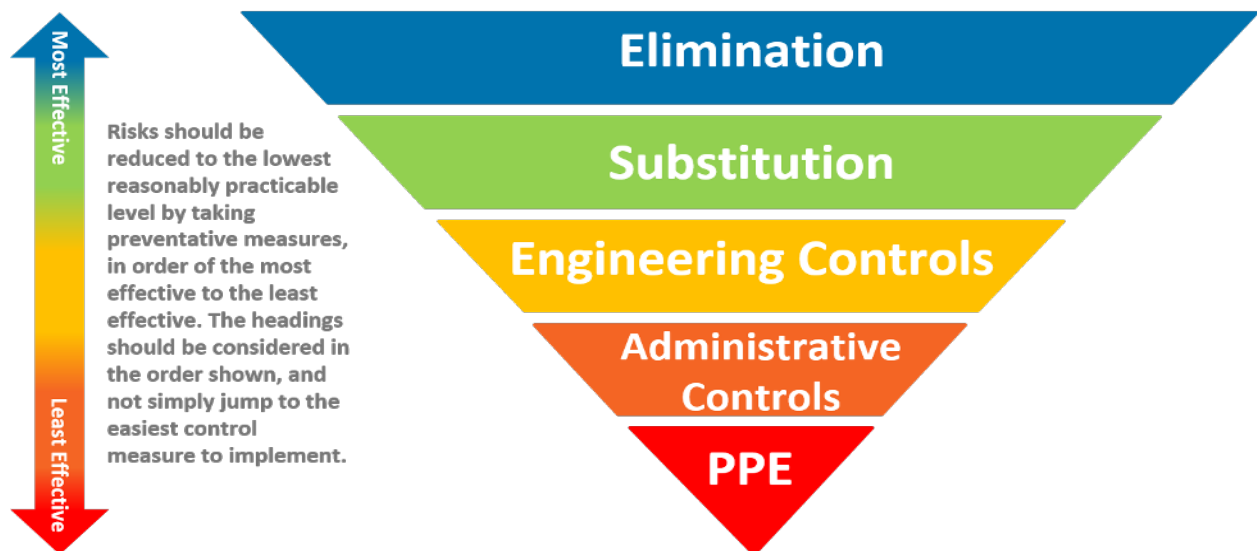
Step 2 – Identify who might be harmed

Step 3 – Evaluate the level risk and decide on precautions

Step 4 – Record findings and implement any further controls

Step 5 – Monitor and review

9. The following hierarchy of control, as detailed in the risk assessment e-learning course, shall be applied in the appropriate order from the most efficient means of controlling a hazard at the top of the hierarchy, and the least efficient at the bottom.



10. Risk assessments shall be reviewed at a frequency not exceeding annually, or at any time before if:
 - There are any reasons to believe that the assessments are no longer valid e.g. change of operations or task, or the introduction of new equipment.
 - There has been an accident or near miss incident.
 - There has been a change in legislation.
 - There has been a change in personnel.

D.15. Safeguarding:

1. The TEC Partnership has a statutory and moral duty towards safeguarding the welfare of children, young people and vulnerable adults from any form of abuse. As a result, the TEC Partnership has a zero tolerance to abuse and any other harmful behaviour.
2. Further guidance can be found in the Safeguarding Children, Young People and Adults at Risk Policy & Procedures and the TEC Partnership Online Safety Policy.

D.16. Safety Inspections:

1. As a part of the ongoing monitoring of the TEC Partnership health and safety management systems and arrangements, the Health and Safety department shall carry out health and safety inspections and audits of areas and departments. Inspections and audits shall identify and highlight good practice as well as identifying unsafe acts, hazardous situations or breaches of legislation.
2. Action plans shall be produced and agreed with respective managers as needed. They shall identify appropriate remedial actions to rectify any identified issues along with agreed time frames.
3. Action plans shall be reviewed at a set scheduled time after the initial inspection or audit. If necessary, a further review shall be arranged and conducted. Every effort shall be made to work with managers to achieve a satisfactory outcome, however, where there is persistent non-compliance, further meetings may be scheduled with the respective senior manager to resolve any issues.

D.17. Smoking and Vaping:

1. The TEC Partnership recognises and understands the duties and responsibilities placed upon them under the Health Act 2006 and understands that exposure to second-hand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses.
2. These arrangements reflect the TEC Partnerships commitment to meeting the requirements of the Act and in turn protecting non-smokers from tobacco smoke.
3. Smoking is prohibited in all TEC Partnership enclosed and substantially enclosed premises, all TEC Partnership vehicles and identified Smoke-Free areas. These arrangements also apply to “e-cigarettes” (Electronic cigarettes) and other similar devices.
4. Specific site arrangements are as follows:

Filey Road – Smoking is permitted in the two designated smoking shelters that are situated to the eastern and western ends of the main/original building.

Flemingate – Smoking is permitted in the designated smoking shelter that is situated to the side of the IOT block.

Humber Lodge – Smoking is permitted in the designated smoking shelter which is located in the front car park near the boundary wall.

Learning Shops – There is no provision provided at these premises, employees and learners who wish to smoke should do so away from any doorways. Care should be taken to not cause a nuisance with passers-by, not littering (including cigarette ends) and being mindful of moving vehicles.

Little Stars – There is no provision provided at this premises; persons who wish to smoke should do so off the grounds. Care should be taken to not cause a nuisance with passers-by, not littering (including cigarette ends) and being mindful of moving vehicles.

Minster House – There is no provision provided at this premises; those who wish to smoke should do so away from the building on the paved area next to Premier Inn. Care should be taken to not cause a nuisance with passers-by and not littering (including cigarette ends).

Modal – There is no provision provided at this premises, employees and learners who wish to smoke should do so outside of the main gate. Care should be taken to not cause a nuisance with

passers-by, not littering (including cigarette ends) and being mindful of moving vehicles.

NET UK – There is no provision provided at these premises, employees and learners who wish to smoke should do so away from any doorway. Care should be taken to not cause a nuisance with passers-by, not littering (including cigarette ends) and being mindful of moving vehicles.

Nuns Corner – There is no provision provided at this premises; persons who wish to smoke should do so off the grounds. Care should be taken to not cause a nuisance with passers-by, not littering (including cigarette ends) and being mindful of moving vehicles.

Priory Road – Smoking is permitted in the designated smoking shelter that is situated in the car park to the front of premises.

Saint Mary's walk – Smoking is permitted in the designated smoking area that is situated to the left at the rear of the premises under the shelter.

Scartho Hall – Smoking is permitted in the designated smoking shelter which is located in the middle car park near the spiral staircase.

Skegness – There is no provision provided at this premises; persons who wish to smoke should do so off the grounds. Care should be taken to not cause a nuisance with passers-by, not littering (including cigarette ends) and being mindful of moving vehicles.

The Academy Grimsby – There is no provision provided at this premises; employees who wish to smoke should do so off the grounds. Care should be taken to not causing a nuisance with passers-by, not littering (including cigarette ends) and being mindful of moving vehicles.

Welholme House – Smoking is permitted externally towards the boundary of the premises.

5. It is the responsibility of all persons who access a facility or vehicle to comply with these arrangements.
6. All employees are to assist in challenging any person(s) who are not compliant with local arrangements and to identifying places where smoking is permitted.
7. Failure to comply with these arrangements may result in the relevant disciplinary procedures being applied. In the case of visitors, if a request to stop smoking/vaping is not complied with they may be asked to leave the premises.
8. On induction, employees, learners and visitors shall be advised of the TEC Partnership Smoke Free arrangements with regards to smoking and the use of e-cigarettes, and the possible consequences if they contravene these arrangements. Appropriate statutory signs shall be posted in conspicuous locations on all TEC Partnership premises.
9. Smoke Cessation Assistance: <https://www.nhs.uk/live-well/quit-smoking/nhs-stop-smoking-services-help-you-quit/>

D.18. Storage and Housekeeping:

1. Inappropriate storage of items, supplies and materials can create trip hazards, obstructions and can greatly increase the risk of fire.
2. Managers are responsible for ensuring that the storage of articles within their areas of responsibility does not give rise to health and safety risks.
3. Storage space within the TEC Partnership is generally at a premium, therefore, to help prevent accidents everyone is responsible for storing articles sensibly, not causing obstructions and clearing away any waste.

4. All persons should ensure:

- They do not obstruct fire exits, fire doors, escape routes and walkways.
- Cabinets, shelves, racks, etc. are stable and if possible, secured to the wall to prevent toppling.
- Items are not kept on the top of cabinets or other places where they can become dislodged and fall.
- Where items are stored on shelving, heavier items are stored lower down and lighter items higher up.
- Where items are stored above shoulder height, suitable equipment is used to allow safe access.
- Where work activities create waste, persons are required to clear that waste away regularly and dispose of it in appropriate containers/bins and in line with any manufacturer guidance or statutory obligations.

5. The use of plant rooms as storage is strictly prohibited without authorisation from the Director of Estates and Head of Health, Safety and Environmental Sustainability.

6. Slips, trips and falls are one of the single most common cause of accidents within the workplace. To help prevent them, the TEC Partnership shall have in place:

- Cleaning regimes to prevent the accumulation of waste and contaminants on floors.
- Adequate lighting.
- Designated and clear walkways.
- Good cable management.
- Reporting and maintenance arrangements.
- Mandatory footwear standards in certain areas.

D.19. Use of Chemicals and other Substances Hazardous to Health:

1. The TEC Partnership has a duty under the Control of Substances Hazardous to Health (COSHH) Regulations 2002 to have arrangements in place to assess the exposure of its employees and other persons to hazardous substances and take adequate steps to avoid or control exposure.

2. Managers are responsible for ensuring that any hazardous substances used in their areas of responsibility are identified, stored and used correctly. They shall ensure:

- All substances are identified and a suitable register compiled with a copy forwarded to the Health and Safety department. The register shall be reviewed and updated annually.
- Safety Data Sheets (SDS) are held for all substances, and they are located in an easily accessible place and reviewed every three years (unless it is known they are no longer valid).
- A COSHH risk assessment is completed by a competent person for all hazardous substances and reviewed annually.
- All hazardous substances are stored, transported and used as directed by the manufacturer and the SDS.
- All unwanted and waste hazardous substances are disposed of in accordance with the appropriate legislation.

3. All employees who are exposed to, use or transport substances, or are responsible for conducting COSHH risk assessments, are required to complete the e-learning course: COSHH.

This can be accessed on the iProtectU management system.

4. Learners shall receive appropriate training through the curriculum.

D.20. Educational Visits:

1. The TEC Partnership recognises that it has a legal and moral duty of care for learners and employees whilst they are on TEC Partnership premises. This duty also applies when learners and employees are off TEC Partnership premises engaged on educational visits.
2. As such, any employee organising or taking part in an educational visit must follow the guidelines and procedures laid down in the current TEC Partnership Educational Visits Procedures.

D.21. Work Equipment:

1. The TEC Partnership has a duty to ensure that there are arrangements in place to comply with the Provision and Use of Workplace Equipment Regulations 1998 (PUWER). These regulations are far-reaching and cover any equipment, tools or articles used at work. In this context, work equipment is a generic term referring to such items as:

- Plant.
- Machinery.
- Powered hand tools.
- Non-powered hand tools.
- Office equipment.

This is not an exhaustive list.

2. Managers shall have suitable systems in place to ensure the following:
 - Work equipment is fit for purpose and in good working order.
 - Servicing, maintenance and any planned preventative maintenance (PPM) is completed as recommended by the manufacturer or as stated in regulation. Records must be retained for inspection.
 - Work equipment is only used in accordance with the manufacturers' instructions.
 - Suitable and sufficient risk assessments are completed by a competent person and reviewed annually or subject to change or incident.
 - Suitable and sufficient instruction, training and supervision is provided for employees, learners and others as required.
 - Users of machinery and equipment undertake a pre-use check to identify any fault or damage.
 - Where fault or damage has been identified, arrangements are in place for the user to report those issues and for taking the item(s) out of use.
 - Work equipment is sourced and purchased with health and safety in mind and where applicable conforms to relevant standards (UKCA or CE).
 - Where applicable, seek advice from the Estates department with regards to access, floor loading, power/water supplies and building alterations, etc.

D.22. Work Placement:

1. The generic term “Work Placement” applies to any FE or HE work experience/placements, Internships and any workplace learning such as an NVQ.

This is not an exhaustive list.

2. The TEC Partnership has a responsibility to ensure that all Work Placements are suitable and that all learning takes place in a safe and healthy environment, so far as is reasonably practicable.
3. It is the responsibility of any TEC Partnership employee involved in arranging, organising or facilitating any Work Placement to ensure they follow the guidelines and procedures laid down in the current Work Placement Policy and Procedures.

D.23. Work-related Stress:

1. Work-related stress is defined by the Health and Safety Executive (HSE) as “the adverse reaction a person has to excessive pressure or other types of demand placed upon them”. There is an important distinction between “reasonable pressure”, which stimulates and motivates, and stress, where an individual feels they are unable to cope with the excessive pressures and demands placed upon them.
2. The TEC Partnership is required to assess the risks to employees’ mental well-being as well as their physical well-being. Managers are responsible for ensuring that their areas are managed in such a way as to minimise the likelihood of work-related stress and complete appropriate stress risk assessments. All managers and supervisors are required to attend appropriate stress training which can be arranged with Staff Development.
3. To discuss health and well-being and to explore options for improvement, the TEC Partnership has in place a Health, Safety and Wellbeing Committee.
4. Employees can access support through the Health Assured Employee Assistance Programme on iTrent.

D.24. Young Persons:

1. Under the Management of Health and Safety at Work Regulations 1999, the TEC Partnership has a duty of care for “Young Persons” in the workplace.
2. A young person is defined as any person under 18 years of age in the TEC Partnerships employment.
3. Managers shall ensure risk assessments identify young persons employed within their department along with specific hazards and appropriate controls.
4. When undertaking risk assessments, managers shall consider:

- The lack of experience the young person may have.
- The young person being unaware of existing or potential risks.
- The young person's lack of maturity.
- The layout of the workplace.
- The physical, biological and chemical agents they will be exposed to.
- How they will handle work equipment.
- How the work and processes are organised.
- The extent of health and safety training and supervision needed.

D.25. Working at Height:

1. The TEC Partnership has a duty under the Working at Height Regulations 2005 to ensure the risks associated with working at height are appropriately controlled.
2. The term "Working at height" is carrying out a task in any place, including a place at, above or below ground level, where a person can be injured if they fell from that place. Examples include, but are not limited to:
 - The use of a kick stool.
 - The use of a ladder or step ladder.
 - Working on a roof (flat or pitched).
 - Working at ground level adjacent to an open excavation.
 - Working from a platform, scaffold or MEWP.
3. For the purpose of this policy, equipment used to access heights (ladders, step ladders, etc.) are commonly referred to as "access equipment".
4. The TEC Partnership shall ensure work is appropriately planned, supervised and carried out by a competent person. This includes the use of the right type of equipment for working at height.
5. The following process shall be followed prior to the commencement of any working height:
 - Avoid work at height where it is reasonably practicable to do so.
 - Where work at height cannot be avoided, falls should be prevented by using either an existing place of work that is already safe or the right type of equipment.
 - Minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated.
6. If working at height cannot be avoided and access equipment is used, users shall ensure:
 - Access equipment supplied is of a sound construction and suitable for the task to be performed.
 - They are competent and have received adequate training for the task and the equipment used.
 - They have permission from the relevant person to use the access equipment.
 - They check access equipment for defect before each use.
 - Where a defect is observed, users shall stop using the access equipment immediately and report the fault to their manager or tutor (as applicable).
 - A full risk assessment of the activity is carried out by a competent employee before any work commences.

7. Managers shall ensure all ladders; stepladders and other such access equipment are recorded on the iProtectU management system.
8. Formal inspections are to be made on access equipment identified by a competent person and recorded on appropriate tags on the equipment. A central record is to be uploaded to the iProtectU management system on completion. Inspections are to be made at a frequency not exceeding 3 months.
9. Fixed assets are to be installed and maintained in accordance with the relevant British Standard, such as:
 - BS EN 13374 (Temporary edge protection).
 - BS 13700 (Permanent counterweight guardrail systems).
 - BS 4211 (Fixed ladders).

An inspection of such equipment shall be conducted at a period not exceeding annually by a competent person.

D.26. New and Expectant Mothers:

1. The TEC Partnership recognises its duties under the Management of Health and Safety at Work Regulations 1999 to assess workplace risks and that particular consideration should be given to the risks to new and expectant mothers whether they are an employee, learner or visitor within the organisation.
2. The TEC Partnership is committed to identifying all hazards in the workplace that could pose a health and safety risk to new and expectant mothers and will take the appropriate action to remove the hazard or reduce the risk to as low as is reasonably practicable. To this end, the TEC Partnership shall undertake suitable and sufficient risk assessments to identify and appropriately control those risks.
3. To enable the TEC Partnership to fulfil this duty, expectant mothers, whether an employee or a learner, have the responsibility of informing their manager or course tutor of their pregnancy as soon as is possible after it has been confirmed. The TEC Partnership may request the notification of pregnancy in writing or ask to see an appointment card as proof of pregnancy (proof of the first appointment cannot be requested).
4. Once notified of a pregnancy, managers or course tutors are responsible for arranging a risk assessment with that person as soon as is possible. Risk assessments shall be completed on the relevant risk assessment template.
5. Where the risk assessment is being completed for a pregnant employee, it should be completed by their manager. Where it is a learner, the risk assessment can be completed by a competent person who has knowledge of the course content and the risks therein. In both instances, the new or expectant mother must be present and have input on the risk assessment.
6. The Health and Safety department shall support, where needed, with the more complex situations or where environments or activities carry a greater risk. The Health and Safety department will monitor the completed risk assessments and make any further recommendations should they be required.

7. A copy of the completed risk assessment must be retained by the expectant mother. Where it relates to an employee, a copy should be retained by the manager and a copy sent to Human Resources. Where the risk assessment relates to a learner, the risk assessment should be retained by the course tutor and a copy held in the relevant section on the learner's Promonitor profile. The Exams department may require a copy if adjustments are made for an exam.
8. Throughout the declared term of pregnancy and the post-natal period, managers/course tutors must monitor the ability of the new or expectant mother to ensure they can perform their work/study safely, without exposure to significant risks to their health or that of their child. If it is felt the findings of the initial risk assessment no longer apply or further risks are identified, arrangements for a review of the risk assessment must be made. The new or expectant mother should bring any concerns to the attention of their manager/tutor or the Health and Safety department immediately.
9. In rare occasions, the TEC Partnership may be required to make changes to the working conditions or hours of the new or expectant mother; offer her suitable alternative work, or if that is not possible suspend her for as long as is necessary to protect her health and safety and that of her baby.
10. Those completing risk assessments must have completed the Risk Assessment and the New and Expectant Mother e-learning course. These can be accessed on iProtectU.

D.27. Display Screen Equipment:

1. All reasonable steps shall be taken by the TEC Partnership to ensure the health and safety of employees who work with display screen equipment (DSE) as required under the Health and Safety (Display Screen Equipment) Regulations 1992.
2. The following definitions shall apply:

Display Screen Equipment (DSE): a device or equipment with a display screen and often refers to a computer screen.

User: an employee who habitually uses display screen equipment as a significant part of their normal work. With the TEC Partnership, this shall be taken to mean one hour of continuous use daily.

3. The TEC Partnership acknowledges the health and safety issues that may arise from the use of such equipment and that principally those risks relate to physical (musculoskeletal) problems, visual fatigue and mental stress. It is the intention of the TEC Partnership to ensure that these risks are reduced to as low as is reasonably practicable.
4. Therefore, the TEC Partnership will:

Identify users of DSE – Managers are responsible for identifying DSE users within their area of responsibility and sign posting those colleagues to completing the mandatory e-learning course: Display Screen Equipment and completing a self-assessment. These can be accessed on iProtectU health and safety management system.

Provide suitable information (training) – Display Screen Equipment training shall be provided via an e-learning course on the iProtectU health and safety management system. Users are responsible for accessing the content and putting into practice the guidance.

Assess workstations – It is the responsibility of the user and their manager to ensure that DSE

workstations are assessed and where necessary, remedial actions assigned. This shall be conducted on the iProtectU health and safety management system.

Inform users of their entitlement to a free eye test – The TEC Partnership shall provide a free eye care voucher to DSE users who request one. The request for an eye care voucher is to be made on DSE self-assessment.

5. Vouchers can be redeemed at Specsavers and will entitle the holder to a free eye examination and where applicable, a free pair of basic DSE glasses or a contribution towards an upgraded pair of glasses (should the user choose to upgrade).
6. Learners who use DSE shall receive appropriate training and supervision from their curriculum area.

D.28. Legionella:

1. Legionnaires' disease is an uncommon form of pneumonia caused by the legionella bacterium. Infection occurs when legionella bacteria that has been released into the air in aerosolised form, from a contaminated source, are inhaled.
2. Control and prevention of the disease is through treatment of the source of the infection, i.e. by treating the contaminated water systems, and/or good system design and maintenance to prevent growth of the bacterium.
3. The TEC Partnership acknowledges and understands the responsibilities placed on the organisation under the Control of Substances Hazardous to Health 2002 (COSHH), Management of Health and Safety at Work Regulations 1999 and the Health and Safety Executive Approved Code of Practice L8 "The control of legionella bacteria in water systems" fourth edition.
4. In compliance with the regulations and codes of practice, the TEC Partnership shall take all reasonable precautions to prevent risk to health from exposure to legionella by implementing the appropriate control measures in all relevant premises.
5. The Estates department shall:
 - Arrange and facilitate risk assessments to determine the level of risk across the TEC Partnership.
 - Action any remedial works as identified through risk assessment.
 - Arrange and facilitate monthly sampling of relevant outlets across the TEC Partnership.
 - Arrange, facilitate and coordinate a weekly flush of little used outlets to prevent the multiplication of legionella bacterium.
6. Through inspections and safety tours, the Health and Safety department shall:
 - Monitor and check that records are kept of weekly flushes for little used outlets.
 - Identify and raise awareness of any little used outlets that are not being flushed or are not known to the Planned Preventative Maintenance and Compliance Manager or departmental manager.
7. For further details, the Estates 'Written Scheme for Minimising Risk' should be read.
8. The responsibilities for Legionella are as follows:

- As detailed in section C, the Chief Executive Officer is the duty holder and has ultimate accountable for all elements of health and safety, including Legionella.
- Responsibility for the application of related arrangements, instructions and written scheme for minimising risk is delegated to the Group Executive Director of Estates, who ensures the necessary resources are available, with support from the Responsible Person (the Planned Preventative Maintenance and Compliance Manager).
- The Estates department has responsibility for the design, installation and commissioning of hot and cold-water systems and for planned preventative and reactive maintenance and testing. Which shall be satisfied by utilising internal and external competent persons.

D.29. Consultation with Employees:

1. In accordance with the Safety Representatives and Safety Committees Regulations 1977 and The Health and Safety (Consultation with Employees) Regulations 1996, the TEC Partnership has in place a Health, Safety and Wellbeing Committee to work in partnership with Trade Union appointed Representatives and Representatives of Employee Safety.
2. The primary objective of the Committee is to monitor health, safety and wellbeing issues across the TEC Partnership and to propose solutions to the Executive and College Leadership Teams to address any issues arising.
3. The following terms of reference shall apply:
 - To promote a culture of good health and safety practices across the TEC Partnership.
 - To monitor and review all relevant policies as agreed assigned to the Committee.
 - To monitor and review existing and forthcoming legislation, assess its implications and where necessary make recommendations to ensure compliance.
 - To discuss, recommend and promote ways of raising awareness of good health, safety and wellbeing practices amongst employees and learners.
 - To advise the TEC Partnership of health, safety and wellbeing issues with proposed recommendations.
 - To advise departments within the TEC Partnership of relevant issues raised at Committee meetings and to circulate reports where appropriate.
 - To advise on safe practices and systems of work within TEC Partnership departments.
 - To receive accidents, incidents and other relevant data relating to health, safety and wellbeing and advise/action/inform as appropriate.
 - To review and, where necessary, act on reports from external agencies such as the Health and Safety Executive, the Fire and Rescue Service and Funding Bodies.
 - To discuss and recommend general or specific safety and well-being training for employees where it is considered necessary.
 - To review any new initiatives relating to supporting/improving the health safety and wellbeing of TEC Partnership employees.
4. Committee meetings shall be chaired by the Director of People and Culture. In their absence the Head of Health, Safety and Environmental Sustainability shall act as chair.
5. Committee meetings shall be deemed quorate if a third of the members are present and would only need to be quorate for decision items.

D.30. Personal Protective Equipment:

1. The TEC Partnership recognises and understands the duties and responsibilities placed upon them under the Personal Protective Equipment at Work (Amendment) Regulations 2022. These arrangements reflect the TEC Partnerships commitment to meeting the requirements of these regulations as well as a range of other regulations, Codes of Practice and formal guidance.
2. These arrangements set out the requirements and provide practical guidance to be followed by management, employees, learners and visitors with regards to the provision and use of personal protective equipment. This is to ensure, so far as is reasonably practicable, that all persons are provided with suitable and adequate protection against exposure to hazards.
3. Personal Protective Equipment (PPE) is defined as all equipment (including clothing affording protection against the weather) designed to be worn or held by a person at work specifically to protect them against one or more defined significant hazard, and any addition or accessory designed to meet this objective.
4. Clothing provided which is not specifically designed to protect the health and safety of the wearer does not fall within this definition and therefore is exempt, examples of which are:
 - Uniform provided with the primary aim of presenting a corporate image.
 - Clothing provided for hygiene purposes in food preparation areas.
5. Before making the selection of PPE, every effort shall be taken to control a hazard or to reduce the level of risk by using other appropriate means as detailed in the hierarchy of control in section D.14. Once this process has been completed and in situations where there remains a residual risk that can be managed further by the use of PPE, the TEC Partnership shall provide such equipment.
6. A suitable and sufficient risk assessment shall be made to determine which PPE is suitable to control the exposure of a person to the hazard being considered (this assessment must be in writing). As well as considering the control of exposure to hazards, other factors shall be considered to ensure the suitability of PPE, such as:
 - The PPE must protect the wearer from the specified hazard and take into account the environmental conditions where the task is taking place. For example, eye protection designed to protect against dust may not offer adequate protection when using an angle grinder to cut steel.
 - The use of PPE must not increase the overall level of risk or add new risks, e.g. by making communication more difficult or masking warning alarms.
 - PPE must be adjustable to fit the wearer correctly.
 - The needs of the job and the demands it places on the wearer. For example, the length of time the PPE needs to be worn, the physical effort required to do the job or the requirements for visibility and communication.
 - Where more than one item of PPE is worn, they are mutually compatible and continue to be effective against the individual hazards in question.

7. When selecting PPE it is important to:

- Choose good quality products that are quality stamped, e.g. UKCA and CE marked.
- Choose equipment that suits the wearer – consideration should be given to the size, fit and weight; or the health of the wearer, e.g. if equipment is very heavy, or wearers have pre-existing health issues, standard PPE may not be suitable.
- Let users help choose it, they will be more likely to use it.

If in doubt, seek further advice from the Health and Safety department, the supplier or a specialist adviser.

8. Managers must not charge for PPE provided to employees (including agency workers).
9. Learners may be charged or asked to purchase their own PPE where it forms part of their standard kit for the environment, such as safety footwear or overalls. However, where a learner has difficulties in financing such equipment the TEC Partnership may support on a case-by-case basis, but it must be made clear that if a learner cannot afford the PPE and the TEC Partnership are unable or unwilling to provide the PPE for the learner, the learner must not participate in activities where PPE is required.
10. Tutors are responsible for ensuring that any items of PPE purchased by a learner is suitable (as detailed above) and conforms to the relevant standards.
11. Visitors shall be provided or asked to provide their own PPE on a case-by-case basis.
12. All PPE provided free of charge to the wearer by the TEC Partnership, remains the property of the TEC Partnership.
13. Where PPE has been provided or is being worn, the wearer must also be provided with adequate information, instruction and training so that they understand:
 - The hazard or hazards for which the PPE wholly or partly protects against, and the level of protection it offers against each individual hazard.
 - The correct way in which it is meant to be used.
 - How to maintain the PPE in a good state of efficiency and repair.
 - When to repair or replace it, and how to report it if there is a loss, damage or fault.
14. It is important that users wear PPE as instructed and at all times they are exposed to the risk. There should be no exceptions made for those jobs which take 'just a few minutes'.
15. Reasonable steps must be taken by managers to ensure that PPE is correctly used by employees, learners and visitors. PPE should only be used after adequate training has been given and adequate levels of supervision should be provided to ensure that training and instructions are followed. All training must be recorded and records kept.
16. Where PPE has been provided, managers shall ensure appropriate storage arrangements are provided for when the PPE is not in use. Arrangements should consider storage for time when PPE has become contaminated during use, this should be separate from that provided for ordinary clothing. If the PPE contains hazardous materials, it may need special storage arrangements.

17. Where PPE is provided to be used to manage spillage or other emergencies should, wherever reasonably practicable, be stored outside but close to the area of intended use.
18. Manager should ensure PPE is suitably maintained in accordance with manufacturer's maintenance schedules and instructions; any significant departure from them should be discussed with the manufacturer. This should be completed by a competent person.

D.31. Confined Space:

1. As defined in the Confined Space Regulation 1997, a "confined space" means any place, including any chamber, tank, vat, pit, trench, pipe, sewer, flue, well, service ducts or other similar space in which, by virtue of its enclosed nature, there arises a reasonably foreseeable specified risk.
2. Under these regulations, a confined space must have both of the following defining features:
 - It must be a space which is substantially (though not always entirely) enclosed; and
 - One or more of the following specified risks must be present or reasonably foreseeable:
 - Serious injury to any person at work arising from a fire or explosion.
 - The loss of consciousness of any person at work arising from an increase in body temperature.
 - The loss of consciousness or asphyxiation of any person at work arising from gas, fume, vapour or the lack of oxygen.
 - The drowning of any person at work arising from an increase in the level of liquid.
 - The asphyxiation of any person at work arising from a free flowing solid or the inability to reach a respirable environment due to entrapment by a free flowing solid.
3. Other hazards, such as electricity, noise, collapse or subsidence of or within the space, loss of structural integrity and those arising from mechanical equipment and working space, can be identified when assessing the risk from the need to enter or work in a confined space. These hazards are not unique to confined space working and are not dealt with in the regulation. Where these hazards are present in a confined space, the precautions will almost always be more extensive because of the enclosed nature of the confined space.
4. The TEC Partnership shall comply with the requirements of the regulations by:
 - Ensuring that every effort is made to avoid entering a confined space.
 - Where entry into a confined space cannot be avoided:
 - A suitable and sufficient risk assessment shall be conducted prior to entry.
 - A written safe system of work, including emergency procedures shall be conducted prior to entry.
 - A permit to work shall be obtained/provided.
 - Any person entering a confined space shall have the appropriate training and competence to do so.
5. The Estate department shall map and categorise the level of risk of all confined spaces within TEC Partnership premises.

D.32. Unmanned Aircraft System (Drones):

1. An unmanned aircraft system, commonly referred to as a drone, is any aircraft where flight is controlled either autonomously by on-board computers or by way of remote control, operated by a pilot at ground level, without a human pilot on board.
2. The TEC Partnership recognises these advancements in industry, as such wishes to align programmes of study to provide learners with the most current, up to date knowledge and experience to prepare them for their chosen careers. In addition, the TEC Partnership strives to stay at the forefront with regards to the organisations commercial offering when filming.
3. The TEC Partnership acknowledges the risks associated with the use of drones and the obligations placed upon the organisation under statutory provision. The TEC Partnership has therefore put in place these arrangements to eliminate or reduce those risks to as low as is reasonably practicable. In drawing up these arrangements, the TEC Partnership has taken in to account the rules set out in the CAA guidance CAP 722 which should ensure compliance with the relevant statutory provision.
4. The following definitions shall apply:

Drone - Unmanned aircraft system (UAS)

CAA - Civil Aviation Authority

Operator - A person or an organisation, who owns the drone with an Operator ID issued by the CAA.

Pilot - A person controlling/piloting the drone with a Pilot ID issued by the CAA.

VLOS - Visual line of sight.

Uninvolved persons - a person that does not take part in the drone operation, either directly or indirectly, such as: spectators at an event, people sitting in a park or on a beach.

Involved persons - A person that has decided to be involved, understands the risks and is expected to follow safety precautions provided.

Relevant air space - 150 metres of the building or grounds (some exceptions may apply).

5. Pilots must have received the relevant training, hold the relevant authorisation, have the relevant CAA approval and hold a flyer ID, for the type of drone and operation. Where applicable, Pilots should be mindful of maintaining and logging their flying hours to prevent their authorisation being revoked.
6. Those piloting drones shall be conversant with the fundamentals of CAP 722 and monitor for any updates. The current version can be found on the CAA website:
<https://www.caa.co.uk/home/>
7. Those wishing to purchase a drone must first seeking permission from the TEC Partnership Operator (Estates). Subject to approval being given, those purchased shall be recorded on the TEC Partnership central register which is held within the Purchasing department. The Purchasing department shall register each specific drone with the TEC Partnership insurer. All drones must be labelled with the TEC Partnership Operator ID and must be added to the operations manual.

8. Those wishing to fly a TEC Partnership drone (on or off TEC Partnership premises) must first obtain a permit to fly from the Estates department or deputised person(s). The permit is in place to make final checks that full consideration has been given to the risks associated with each specific flight and that all evidence of training, registration and landowner permissions are in place. These arrangements shall apply to any third-party operator wishing to operate a drone on any TEC Partnership premises or in the relevant air space of the TEC Partnership.
9. The permit to fly arrangements do not apply to the Emergency Services needing to operate on any TEC Partnership premises or in the relevant air space of the TEC Partnership.
10. The TEC Partnership does not give freely, the permission for the recreational use of drones on any TEC Partnership premises or in the relevant air space of the TEC Partnership. Where individuals or groups wish to operate drones on or within the relevant air space of a TEC Partnership premises, permission for each specific instance/situation must be obtained from the relevant College Leadership Team, who will make a judgement on a case-by-case basis whether or not to grant permission. Where permission is granted, confirmation will be given to those individuals or groups as to the requirements or the restrictions which they must adhere to.
11. The following general rules of flight shall apply:
 - VLOS must be maintained with the drone.
 - The drone must not be more than 500 metres horizontally from the pilot (Only where VLOS is maintained).
 - The drone must not exceed 400 ft above ground. An additional assessment may be required in hilly or mountainous regions.
 - Flights are not permitted within 150 metres of any residential, commercial, industrial or recreational areas, unless permission is granted. This may be reduced to 50m dependant on operational authorisation (Pilots will need to provide evidence).
 - Flights are not permitted within 50m of people, vehicles, vessels and structures not under the control of the Pilot of the drone although this distance is reduced to 30m during take-off and landing
 - If flying higher than 50 metres, the distance from people should be at least that of the drone height.
 - The air space above an uninvolved person is a 'No fly zone'.
 - Maintain the safety of involved persons.
 - Flights are not permitted within flight restriction zones (flight paths) unless permitted by the relevant aerodrome.
 - Flights are not permitted over or within 150m of open-air assemblies of people such as outside events, beaches or parks on busy days, commercial streets, music festivals, etc.
 - If poor weather conditions develop, cease the flight or fly further away from people or structures.
 - GPS connection must be established before flights commence.
12. Pilots shall ensure that drones are appropriately checked, serviced and/or maintained at a frequency that is in line manufacturers and CAA guidance, this must be completed by a competent person. Records of checks, service and/or repairs should be retained for inspection. There shall be no modifications made to drones that are not in line with manufacturers guidance.

13. When not in use, drones shall be stored in such a way that prevents unauthorised use or malicious tampering. Locked away in an inconspicuous location.
14. Whilst the use of drones in an indoor environment will not fall within the scope of authority of the CAA or the relevant aviation statutory provision, such activities will fall within the scope of the Health and Safety at Work etc. Act 1974 and the Managements of Health and Safety at Work Regulations 1999. Given the relatively confined nature of indoor spaces combined with the potential velocity of a drone and the rotors, the use of drones in an indoor environment is prohibited without first giving due consideration to the risks, completing a risk assessment and obtaining authorisation from the Estates and Health and Safety department.

In this context, indoor space means; “an area, room or premises that is, or are, substantially enclosed by a roof and walls”.

D.33. Noise and Vibration:

5. The TEC Partnership recognises the duties and responsibilities placed upon the organisation by the Control of Noise at Work Regulations 2005 and the Control of Vibration at Work Regulations 2005. In compliance with those regulations, the TEC Partnership is committed to having management arrangements in place to ensure, so far as is reasonably practicable, the health and safety of all employees, learners, and visitors who may be affected by noise or vibration in the workplace.
6. The Control of Noise at Work Regulations set noise action values and exposure limit values (that trigger specific requirements) as follows:
 - Lower action value 80 dB(A) or more, daily, or weekly average exposure / peak sound of 135 dB(C)
 - Upper action value 85 dB(A) or more, daily, or weekly average exposure / peak sound of 137 dB(C)
 - Exposure limit value of 87 dB(A) or more, daily, or weekly average exposure / peak sound of 140 dB(C)
7. The Control of Vibration at Work Regulations set action values and exposure limit values (that trigger specific requirements) as follows:

Hand-arm vibration:

- Daily exposure action value is $2.5 \text{ m/s}^2 \text{ A(8)}$.
- Daily exposure limit value is $5 \text{ m/s}^2 \text{ A(8)}$.

Whole body vibration:

- Daily exposure action value is $0.5 \text{ m/s}^2 \text{ A(8)}$.
 - Daily exposure limit value is $1.15 \text{ m/s}^2 \text{ A(8)}$.
8. It is mandatory for all employees who are exposed to equipment that emits vibration to complete the e-learning course: Hand-Arm Vibration. Those users must also complete a diary of use as detailed in the course. The course can be accessed on the iProtectU management system.

9. The TEC Partnership shall seek to manage noise and vibration in the workplace through the completion of risk assessment and the application of control measures. When selecting control measures, the TEC Partnership shall apply the hierarchy of controls as set out under section D.14 of this policy, in the Control of Noise at Work Regulations and the Control of vibration at Work Regulations.

The TEC Partnership shall:

- Consider the removal/elimination at source.
 - Consider the isolation of the groups or individual persons.
 - Undertake appropriate service and maintenance of equipment.
 - Provide suitable information, instruction and training.
 - Provide suitable PPE to protect against the hazard (these may be mandatory for some activities or areas).
10. Where exposure reaches or exceeds the exposure limit values (as identified above) to the TEC Partnership shall stop that exposure until such a time that the cause can be identified and control measures implemented to reduce exposure.

D.34. Health Surveillance:

1. The TEC Partnership recognises the important role health surveillance has in detecting ill-health in the work force due to exposure to certain hazards within the workplace. The TEC Partnership also recognises the responsibilities placed upon the organisation by legislation to have in place health surveillance programmes where the activity or substance risk assessment requires it.
2. In compliance with legislation, the TEC Partnership shall:
 - Consult with employees over the proposed arrangements for occupational health surveillance and the need for affected employees to participate in these arrangements.
 - Monitor any trends in exposure to all relevant employees.
 - Ensure that the person(s) carrying out the health surveillance are competent to undertake the task.
 - Ensure that the results of the health surveillance are suitably recorded and that the records are kept readily available for inspection by any person who has a right to see them.
 - Suitably action any recommendations made as result of health surveillance and if necessary, review the associated risk assessment.
 - Treat an individual's health surveillance records as confidential information.
 - Ensure that health surveillance records are retained for statutory retention periods.

