

Learner Health and Safety Policy

Andover Campus

Excellence



With excellence in
Environmental and Land Based Training

Recognising the best organisations
for training and development solutions

Our Mission Statement

To inspire learners to recognise and achieve their full potential

Our Values

Excellence, Passion, Team Work, Integrity, Innovation,
Sustainability, Valuing Others and Supportiveness

Sparsholt College Hampshire incorporating Andover College Hampshire

The Learner Health and Safety *Policy Andover campus* was reviewed and reconfirmed by the College in July 2018. This supersedes the previous publication and is effective from 01 August 2018.

| | |
|--|---------------------------------|
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Foreword

The provisional figure for the number of workers fatally injured in 2017/18 is 144, which is a small increase on 2016/17 when there were 135 people who failed to return home to their loved ones, and this is a reminder to us all why health and safety is so important in our work places

Andover College offers learners diverse areas of training from the arts, communication and technology, sciences, social care and childcare, to the more practical areas such as construction, engineering and motor vehicle maintenance and repair and hair and beauty. Although in all areas of work there is the potential for risk of injury and ill-health it is important to state that the construction industry accounted for 38 fatalities (43 2016/17) and the service sector recording 24 fatalities (37 2016/17). There are many cases of occupational dermatitis associated with hair dressing.

This document has been prepared to provide you with information relating to general safety issues within the College, however, you will receive further specific safety details relating to your course and to your chosen sector in industry as the year progresses.

With your help, I am sure we can raise the general standards of safety within your chosen area of industry and with the safety knowledge gained from your studies at this College, strive to reduce the incidence where injuries may result.



Tim Jackson
Principal and Health and Safety Director

Learner Health and Safety Policy – Andover Campus

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CONTENTS

| Section No. | Page No |
|---|----------------|
| 1. Origins of the Duties | 1 |
| 2. The Approach of the College | 1 |
| 3. Organisation within the College to meet its Health and Safety Objectives | 1 |
| 4. Scope of the Duties | 2 |
| 5. Responsibilities | 2 |
| 6. Health and Safety on Work Placement – Information for Learners | 2 |
| 7. Rules and Procedures | 4 |
| 8. Fire Emergency Procedure | 6 |
| 9. Lockdown Emergency Procedure | 8 |
| 10. First Aid | 9 |
| 11. Accidents and Near Miss Reporting | 11 |
| 12. Medical Ailments or Conditions | 11 |
| 13. Smoking | 13 |
| 14. Alcohol | 13 |
| 15. Drugs, New Psychoactive Substances and Solvents | 14 |
| 16. Personal Protection | 14 |
| 17. Handling Materials | 15 |
| 18. Hand Tools | 15 |
| 19. Electrical Hazards | 15 |
| 20. Visual Display Units | 15 |
| 21. Tidiness | 17 |
| 22. Machinery | 17 |
| 23. Vehicle Movements | 17 |
| 24. Offensive Weapons | 17 |
| 25. Building Construction and Repairs | 18 |
| 26. College Wellbeing Committee and College Health and Safety Working Group | 18 |
| 27. Learner Voice/Student Council | 18 |
| 28. College Code of Practice: learner Use of Mobile Telephones | 18 |

Learner Health and Safety Policy – Andover Campus

Excellence

1. Origins of the Duties

By virtue of a number of Acts of Parliament, the College has duties to learners to make 'reasonably practicable provisions for securing their safety, health and welfare' whilst on College premises and off-site on College organised activities.. Further duties are owed in common law. However, such duties do not rest with the College alone. ***It is clear at every stage that safety is a matter for close co-operation with students playing an active part.***

2. The Approach of the College

The College takes its obligations seriously and, through the various Sections, will endeavour to ensure that buildings, work areas and equipment are all of a safe standard. Procedures are in place to regularly confirm that these standards are being maintained.

Facilities are only as safe as those who use them and it is important that both staff and students adopt safe working procedures. To this end training in emergency procedures, to deal with fire and accidental injury, is given to a large number of staff on site. Indeed many student groups will also benefit from such training during their course programme.

Training does not only apply to emergency procedures. It is more important to complete all tasks that we do in a safe manner and hopefully the emergency procedures need never be tested for real.

Safety is not just about reducing the number of accidents, it is also concerned with minimising the likelihood of students suffering long term illnesses or disabilities such as lung or hearing difficulties. Later sections will provide some advice on how you can help yourself to stay fit and healthy.

The College has a duty to ensure the safety of all learners.

The College will ensure as far as reasonably practicable that students with physical, sensory, health related impairments (eg. epilepsy, asthma, diabetes), or emotional/behavioural disability, study in a healthy and safe College environment. Support needs will be assessed at interview and as necessary risk assessment will be undertaken by trained support staff and advice sought as required from the College Health and Safety Manager/Officer.

3. Organisation within the College to meet its Health and Safety Objectives

- 3.1 Ultimately the responsibility for all College organisation and activity rests, by definition, with the Corporation and is carried out on their behalf by the Principal and in his absence, by the Vice Principal. However all staff and students have a responsibility towards safety with specific lines of delegation.
- 3.2 The College Senior Management Team are responsible for the co-ordination of safety in each section's operations. The Health and Safety Manager acts in an

advisory and monitoring capacity on safety matters, monitors general safety programmes as agreed by the College and reports to the Principal and Wellbeing Committee.

4. **Scope of the Duties**

The Board of Governors has a duty in respect of the premises, plant and machinery, tools and materials used, working methods and rules applying to them and the general supervision of students. The Board has appointed the Principal as Health and Safety Director.

Learners' duties relate principally to the acceptance of a personal responsibility for safety, adoption of standards of behaviour and dress appropriate to the work situation, observation of safety rules and the proper treatment of anything for safety generally.

5. **Responsibilities**

College

Duties are owed to students by the Board of Governors, however responsibility for all safety, its organisation and activity within the College rests with the Principal as Health and Safety Director. This responsibility for organisation and arrangement is delegated to the Health & Safety Manager, but any member of staff would be correct in advising a learner of any hazard or any dangerous act at any time.

Learners

Equally, as learners, you have a responsibility for your own health and safety and for the health and safety of those around you. Please report any matters where safety is not up to standard to your lecturer or to the College Health and Safety Manager. Follow safety procedure and do not interfere with items provided for safety.

6. **Health & Safety on Work Placements – Information for Learners**

You will go out on work experience during your course. Work experience will provide you with an opportunity to find out more about your industry. Never forget, people you meet on work experience may well help you get a job one day.

To ensure that all pre placement tasks are completed and that students have very chance to access a placement of their choice, the **WP1 Placement request form** is completed and submitted to the Course/Subject Coordinator within the following placement allocation deadlines:

| WP1 deadline date | For work placement |
|--------------------------|--------------------------------|
| End of Summer term | Prior to Reading Break October |
| Week 2 of Autumn term | October Reading Break til Xmas |
| October Reading break | Spring term |
| February Reading break | Summer term |

This will enable us to carry out essential health and safety checks. It also gives us time to complete all the paperwork before you go on your placement. If your work experience is not local, you may need accommodation. You will **not** be able to attend your work experience **until** it has been risk assessed and authorised by the College. No work placement overseas will be authorised by the College if you are under 18.

If you are under 18 and require lodgings, whether residential or bed and breakfast accommodation, a parental/legal guardian's signature on the WP1 form must be given before any administration of the placement can take place

We will visit or contact the work experience provider to explain our Health and Safety requirements and carry out a Health and Safety risk assessment of the placement to satisfy the College that the placement has good Health and Safety standards. We will let them know what is expected of them whilst you are with them on your work placement **Your work experience provider has a duty by law, so far as is reasonably practicable, to ensure your work experience placement is safe and without risk to health.**

In order to safeguard your health and safety, your placement provider must have:

- Employer and public liability insurance cover
- Premises and machinery which are in safe working order
- Safe work procedures for you to follow
- Sufficient information, instruction, training and supervision necessary for you to perform your work safely
- An induction programme for you regarding health and safety arrangements and highlight your responsibilities
- A nominated supervisor (s) for you whilst you are on work experience
- Risk assessments and all staff following the procedures outlined in them
- A health and safety policy which they bring to your attention (if employing over 5 people)
- A nominated health and safety person
- Co-operation from all employees regarding health and safety practices
- Emergency evacuation procedures i.e. fire
- First aid facilities and reporting procedures for certain injuries to the appropriate authorities
- Adequate welfare facilities to include toilet, washing, changing, rest area and provision of drinking water
- Work equipment, which is suitable, safe, properly maintained and used
- Measures in place to prevent or control exposure to substances
- Appropriate precautions for flammable, toxic or explosive substances, electrical

- equipment, noise and radiation
- Safe manual handling procedures
- PPE (personal protective clothing) or equipment for you to use if necessary
- Appropriate safety signs in the workplace

Your supervisor will be asked to assess your performance. He or she will look to see how well you do in these areas:

Punctuality
 Attitude to work
 Working with others
 Safety Awareness
 Working alone (independently)
 Ability with animals
 Employability in the industry

When you are on work experience you must ensure that you

- Take reasonable care for your own Health and Safety and of others, who may be affected by your activities
- Disclose certain personal information to your work placement provider, i.e. a current health/medical condition and/or prescribed medication, which could affect your ability to undertake certain work; driving licences, training certificates etc.
- Work with your work placement provider on Health & Safety matters
- Report to your supervisor any situation, which you think is unsafe
- Use equipment safely and correctly
- Wear any personal protective equipment given to you
- Do not interfere with, or misuse any equipment provided for your Health, Safety and Welfare
- Talk to your supervisor at your work experience if you are worried about any aspects of Health & Safety
- If you are still worried then you must tell your Lecturer – they will then get the necessary advice

Further information regarding Health and Safety will be given to you during your induction.

7. Rules and Procedures

Students will expect to receive details of rules and be advised of safety procedures by a number of means listed below:

- 7.1 Health and Safety Induction, including the Moodle Health and Safety page (4 essential units Fire, First aid, Stay safe, Stay safe online)
- 7.2 General and specialist advice, issued by an Learning area.
- 7.3 Notices displayed giving advice relating to particular machines or operations.
- 7.4 Laboratory and workshop experiments and exercises which have accompanying instructions or worksheets with reference to hazards and safety practice.

7.5 Laboratory induction (if applicable)

7.6 Additional information given where necessary, such as local codes of practice e.g. when using flammable liquids or toxic chemicals.

7.7 Statutory requirements in equivalent industrial situations

Please ask for advice or clarification if you are unsure of any safety rules or procedures relating to your area of training or generally across the college campus

EMERGENCY PROCEDURES – Andover College

8. Fire

Firefighting equipment is for use in emergencies only. Do not tamper with it - your life and the life of others depend on it and to do so constitutes an offence. Ensure that you know the locations of fire call points and emergency exits, which must be free of any type of obstruction. Don't wait until there's a fire to learn where these things are. Familiarise yourself with the College fire procedures.

Under no circumstances should you attempt to fight a fire. Your role is to promptly alert others by activating the fire alarm and informing the person in charge.

8.1 *College Fire Procedures*

The college will hold fire drills every term, so please ensure you know the procedure. Take all practices seriously

If you Discover a Fire

Sound the alarm

- If you discover a fire in any of the college buildings, sound the alarm, by breaking the glass in the nearest call-point.

If the alarm sounds

Evacuate the buildings

- If the alarm sounds leave the building immediately by the nearest available exit, in an orderly manner. Do not endanger your life by delaying to gather your belongings.
- Close doors behind you
- Do not use the lifts
- Once outside, go to your assembly point
- Do not re-enter the building unless your lecturer tells you it is safe to do so

Classes

Should assemble as a group and register as present with their lecturer.

Study groups assemble as a group in the areas designated but separate from the classes.

If you think someone is missing or known to be still in the building report to the duty officer or person in charge.

Smoking is not allowed at the assembly point

8.1.1 Personal Emergency Evacuation Plan (PEEP) – Student with Disability

A personal emergency evacuation plan (PEEP) should be filled in by all students who have a disability that may make it difficult for them to evacuate the building in case of emergency; e.g. mobility, sight or hearing. This includes both permanent and temporary disabilities.

Please request a **PEEP** from your Course/Subject Coordinator and copy to the Health and Safety Manager.

Assembly points



| Building/Academy Areas | Assembly Point |
|--|--|
| Professions Academy (Charlton Building) | Main Staff Car Park Keep off the road, it may be needed for emergency vehicle access |
| Music Academy | |
| Technology and Skills Centre | |
| 6th Form Academy (Marlborough Building) | 6th Form/Performing Arts Staff Car Park |
| Creative Arts, Performing Arts, theatre and classrooms | |
| Film/Media, Textiles, Photography classrooms and office | Grass area at back of Workshop Building/rear of Leisure Centre |

Fire Extinguishers

Fuel, heat and oxygen are the three things that must be present to start and maintain a fire. Remove any one of these and the fire cannot burn and will go out. There are different types of fire extinguisher and each can be used on the class of fire as indicated in the table.

Table Fire Classification and Extinguishers

| Classification of Risk/Extinguisher Color, media | WATER (Red) | FOAM (Cream or Red with Cream band) | CO2 (Black or red with black band) | DRY POWDER (Blue or red with blue band) | WET CHEMICAL (Red or silver with yellow band) | P50 Foam (Red, text P50 Foam) |
|--|-------------|-------------------------------------|------------------------------------|---|---|-------------------------------|
| A <i>Paper, Wood and Textiles</i> | YES | YES | | YES | YES | YES |
| B <i>Flammable Liquids</i> | | YES | YES | YES | | YES |
| C <i>Flammable Gases</i> | | | | YES | | YES |
| E <i>Electrical</i> | | | YES | YES | | YES |
| F <i>Oil and Fats</i> | | | | | YES | |

In addition there are fire blankets that can be used on enclosed oil and fat fires

Water filled extinguishers SHOULD NOT be used on electrical, oil or fat fires. CO2, dry powder or P50 Foam extinguishers can be used on electrical fires. Use a fire blanket on cooking oil and fat fires. Only use a fire extinguisher if trained to do so, and do not endanger your own life. See Table

Do not attempt to use extinguishers without training

Learners who discharge fire extinguishers for unauthorised purposes and who misuse fire alarm systems will be subject to disciplinary action by the College and, under Section 8 of the Health and Safety at Work Act 1974, are liable to prosecution. Any student found misusing fire extinguishers will be liable for the re-charge fee.

9. Lockdown

Public concern throughout the world with regard to personal safety in the event of a serious incident, for example enacted by a knife-wielding or gun-wielding assailant(s) in a school, college, airport, bus/train station, hospital or other public space, has led to an expectation that there should be 'lockdown procedures' in place in these areas. Consequently, the College has devised lockdown procedures which are intended to alert everyone about a possible dangerous incident and to minimise exposure to harm.

You will receive a briefing from your Pastoral tutor on the action to take for lockdown. The alarm signal for lockdown will be an intermittent sounding of the building fire alarm

system. Follow the key principle of run and hide, if in corridors or public areas. If in a classroom, follow the instructions of your teacher, which will normally require, the drawing of door and window blinds, barricading and/or locking the classroom door and taking up a position on the floor under tables. Be silent.

The all clear will be given by sounding the fire alarm, where you should leave the building and assemble at the fire assembly point for that building, to check all are safe.

10. First Aid

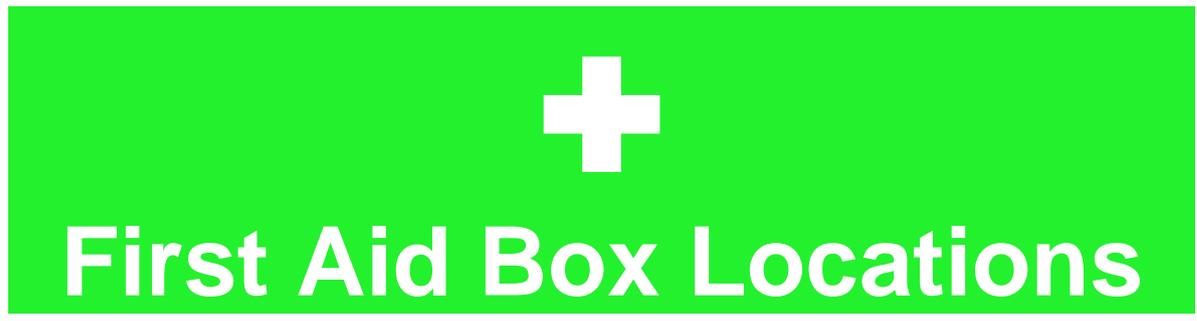
If you feel ill, report it. Get attention to all cuts, however slight and ensure all wounds are properly covered before you start any practical work. It is recommended that you are immunised against Tetanus. Report all injuries to your Course Coordinator or instructor/teacher.

Locate the first aid boxes within your area and identify those staff who are qualified in first aid and can render assistance if necessary.

Lists of locations of first Aid boxes and First Aiders can be found on Health & Safety notice boards. For reference the first aid box locations are included here.

First Aid Box Locations

First aid boxes are found in the following locations

|  | |
|--|--------------------------|
| | |
| Marlborough Building | Charlton Building |
| Reception | Foundation Art |
| Ground floor staff office | Hair & Beauty |
| 1 st floor Staff Workroom | ALS Room |
| Science Preparation room | PB133 |
| 6 th Form office (Tutors) | Student Services |
| | Reception |
| | |
| Workshop Building | Music Academy |
| Reprographics | Office |
| Construction | |
| Woodwork | Premises Bungalow |
| Motor Vehicles | Main cupboard, corridor |
| | |

11. Accident and Near Miss Reporting

Learners should report accidents to the nearest member of staff. Where an injury/near miss has occurred, a record should be made by the teacher on the Health and safety reporting database. If off-site on practical a College accident form may be completed by your teacher and forwarded to the Health and Safety Manager.

12. Medical Ailments or Conditions

If you are subject to medical ailments such as diabetes, epilepsy or respiratory problems, or any medical condition that can occur unexpectedly, it is in your best interest to inform your Course/Subject Coordinator and/or lecturer. With advance warning, staff will be in a position to assist with appropriate action to aid recovery. Any details given will be treated with the strictest confidence and will only be disclosed to those who will be required to provide assistance.

Please note: Health and medical details are requested on registration documents, sent at the time of the offer letter and also asked at interview

If you take regular medicines please ensure these are listed on the form. If you have a temporary or permanent condition that might make it difficult for you to evacuate the building in the case of an emergency ensure that it is listed on the form so that a Personal Emergency Evacuation Plan (PEEP) can be drawn up.

12.1 **Tetanus** is a serious infectious disease of the nervous system, in which a bacterial toxin causes severe muscle spasm. It is sometimes referred to as lock-jaw. Infection occurs when a bacteria (*Clostridium tetani*), which is commonly found in soils, enters the body through open wounds.

The first symptoms usually are headache and depression, followed by difficulty in swallowing and in opening the jaws.

Although about 60 per cent of identified cases are fatal, immunisation before injury together with regular booster injections is extremely effective. Tetanus rarely occurs in people who have been immunised.

The College encourages all students to be immunised against tetanus and as the recommended frequency of the booster injection varies, we would recommend that you consult either your family doctor or the College nurse.

12.2 **Meningitis** is the inflammation of the tissues which cover the brain and spinal column. People carry the bacteria which can cause meningococcal meningitis or septicaemia in the back of the nose and throat. It is passed from person-to-person by coughing and sneezing. About four people in every 100,000 are affected annually. 90% of people recover from bacterial meningitis, but the recovery rate from meningococcal septicaemia can vary from 80% to just 50%.

The signs and symptoms of meningococcal disease are:

Violent or severe headache
Stiff neck

Being sick
A dislike of bright lights
A very high temperature
Painful joints
Drowsiness and lack of energy
Fits

These symptoms may not appear all at the same time. It is very important to recognise the symptoms early. Someone with meningitis will become extremely ill. It can develop slowly over one or two days, but it can develop very rapidly and they can become seriously ill within a few hours.

Meningococcal septicaemia (blood poisoning) can develop very quickly. A rash appears under the skin. It starts as a tiny cluster of blood spots which, if not treated, will get bigger and look like fresh bruises. It can be anywhere on the body. The spots or bruises will not turn white if they are pressed. **Call a doctor or ambulance immediately if someone has this rash.** It is important to be alert and look after your friends. If you are worried let someone know.

12.3 **Dermatitis** Contact dermatitis is inflammation of the skin caused by contact with a range of materials. These include detergents, toiletries, chemicals and even natural products like foods and water (if contact is prolonged or frequent). It can affect all parts of the body, but it is most common to see the hands affected. There are three main types of contact dermatitis:

- _ irritant contact dermatitis:
- _ allergic contact dermatitis:
- _ contact urticaria.

Irritant contact dermatitis is caused by things that dry out and damage the skin, eg detergents, solvents, oils and prolonged or frequent contact with water. Allergic contact dermatitis occurs when someone becomes sensitised to something that comes into contact with his or her skin. The allergic reaction can show up hours or days after contact. Common causes include chemicals in cement, hair products, epoxy resins and some foods.

Urticaria is a different kind of allergy. It occurs within minutes of the material touching the skin. Things like plants, foods and natural rubber latex gloves can cause it.

The signs and symptoms of the different types of dermatitis are similar. Dry, red and itchy skin is usually the first sign. Swelling, flaking, blistering, cracking and pain can follow. Sometimes the consequences of contact with a material are immediately visible. Sometimes contact occurs without apparent effect. However, every contact can cause minute amounts of 'invisible' damage to the skin that can build up until more serious signs are seen. So, don't be lulled into a false sense of security.

Following three simple steps can prevent dermatitis:

- Avoid contact with materials that cause dermatitis.
- Protect the skin.

- Check for early signs of dermatitis.

No contact = no dermatitis

13. **Smoking**

Inhale smoke and you take tar, nicotine and poisonous gases like carbon monoxide into your body. **(It is not just smokers who inhale, of course - it is those around them too.)**

The more you smoke, the more likely you are to suffer from heart disease, blood clots, cancer, strokes, bronchitis, bad circulation and ulcers.

The sad fact is that tobacco is a cause of well over 100,000 early deaths in the UK every year.

Things to note

If you smoke, multiply your weekly cost of cigarettes by 1000, this is how much you are likely to spend over the next twenty years, assuming inflation doesn't rise and your intake remains the same.

Legislation in the form of the Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 impose a duty on employers to ensure the environment to which employees, visitors and learners are subjected, is free from risk of injury to health. From 1st July 2007 a ban on smoking in public areas and workplaces came into force throughout England.

The College **classifies e-cigarettes as a smoking material** and smoking prohibitions will apply equally to these products.

To uphold the law and to reduce the risk to health from passive smoking, smoking is not permitted in any College building, adjacent to building entrances or walkways. Smoking is also not allowed within any College vehicle.

Smoking is **permitted in the smoking shelters** marked with a Green and White 'Smoking Area' Sign. These are situated;

- **Adjacent to Andover School of English, Professions Building**
- **Area between Student Services and the workshop building**
- **Area adjacent to the 6th Form Common room**

Students should dispose of cigarette stubs and packaging in appropriate bins

14. **Alcohol**

For many people, drinking in moderation can be an enjoyable and sociable experience, but it can go too far.

Alcohol can lead to double vision, loss of balance and unplanned trips or falls, sometimes followed by unconsciousness while heavy drinking increases the risk of liver disease, various cancers, heart and circulation disorders as well as ulcers.

To avoid damaging your health, it is a good idea to stick to some sensible limits - less than 21 units per week for men and 14 units per week for women. (One unit is equivalent to half a pint of ordinary strength beer, lager or cider, a small glass of wine or a single pub measure of spirits.)

By far the most common danger of drinking alcohol is injury in accidents. Each year over 600 people are killed in alcohol related road accidents with countless serious injuries.

IN ACCORDANCE WITH THE LICENSING LAWS, NO PERSON UNDER THE AGE OF 18 YEARS IS PERMITTED TO CONSUME OR PURCHASE ALCOHOL ON COLLEGE PREMISES. NOTE THAT IT IS ALSO AN OFFENCE TO PURCHASE ALCOHOL FOR SOMEONE WHO IS UNDER THE AGE OF 18 YEARS.

The College Code of Conduct does not allow for anyone to consume or be under the influence of alcohol between 9.00 am and 5.00 pm. Where there is any indication of residual effects of alcohol, then you will not be allowed to participate in machinery practicals. Staff also have the authority to exclude students from lectures and practicals if there is evidence of recent drinking of alcohol.

15. Drugs, New Psychoactive Substances and Solvents

Any illegal drugs, NPS or drugs taken without medical prescription are dangerous. Some drugs reduce the control you have over your muscles, lessen your reaction time and lower your concentration. If you work with machinery or drive vehicles, you are likely to be a positive danger to yourself as well as to other people.

If you are feeling depressed, anxious or aggressive, drugs will not solve the problem. In fact, they will probably make it even worse.

With drugs available on the black market, nothing is what it seems. For example, they may have been mixed with sugar, laxatives or even cheaper and more lethal drugs.

Some people think they can control their habit of drug taking. This is rarely the case.

Dabbling with illegal drugs, NPS or solvents may not necessarily mean that you are sent to prison, but you could end up with a criminal record, which certainly will not help when it comes to looking for a job.

The possession, selling or abuse of illegal drugs, including NPS and solvents on College premises is strictly forbidden and is regarded as an extremely serious disciplinary issue.

16. Personal Protection

16.1 Long hair and loose clothing such as ties, open coats, cuffs, belts, scarves, lanyards and jerseys can contribute to accidents with machinery. Please give your student identification lanyard to your teacher before undertaking practical machinery sessions where there is a risk of entanglement. Wear suitable boots or shoes (safety footwear). It makes good sense to use goggles, gloves, screens, and aprons where provided and it may be a breach of common law and Health and Safety law, not to use them anyway.

16.2 Learners will be required to wear specified clothing for certain areas of work, eg, laboratory coats, construction - safety footwear, overalls.

16.3 People wearing nylon overalls or Wellington boots will not be allowed in the welding shop.

16.4 You will be advised of rules concerning Personal Protective Equipment for your area of study. You must follow them.

17. Handling Materials

Look for sharp edges, burrs, splinters, nails and hot items, use gloves where provided. Handle chemicals and empty containers with special care. Ask for help when lifting heavy objects and LEARN THE CORRECT WAY OF LIFTING.

18. Hand Tools

A common injury to students at Andover College is caused through incorrect use of hand tools. Keep them in good order and avoid using equipment with poor fitting handles, damaged knives, files without handles etc. Use only the right tool for the job and use it properly. Carry tools carefully, do not drop them and protect sharp edges.

Ensure you receive adequate training and instruction.

19. Electrical Hazards

19.1 Do not interfere with or misuse electrical equipment. Examine portable equipment leads for chaffing or wear and cracked plugs or casings. Report any defect to your teacher/lecturer and do not use the equipment

19.2 No power tool may be used except where the learner has been instructed in their use and a member of staff is to hand.

19.3 Learners are not allowed to bring into College other portable appliances and utilise a socket outlet either in a classroom, corridor or communal area. The only exception to this is in connection with College work or project, where the portable appliance has been electrically tested by a qualified electrician having a certificate and label on the appliance stating that the equipment is electrically safe. The learner must gain from their teacher expressed permission to bring such appliance into College.

19.4 Learners may bring to College personal mobile phones, tablets and laptops and may wish to charge devices at College. This is acceptable, but mobile phones should not be charged in classrooms and should be in silent mode.

19.5 Laptops and tablets can be utilized and charged in classrooms, when permission to do so is given by the teacher and the learner is using the laptop/tablet to facilitate note taking in the lesson or another reason in connection with the lesson.

20. Visual Display Units/laptops

Recent evidence has suggests that prolonged use of VDUs may give rise to eyestrain, headaches or similar discomfort. Short regular breaks, 2 to 3 minutes every 20 minutes should alleviate this problem. Bad posture, incorrect height and adjustment of chair,

incorrect use of keyboard and mouse, can lead to back and neck pain and possible repetitive strain injury to the wrist and fingers. Take 15 minutes break away from VDU use every hour. Learn how to set up your workstation correctly.

Laptops are not very good posture friendly – it's not usually possible to use them in a good posture and they can cause you problems. You need to try to prevent:

- Neck or eye problems from trying to see the screen at an awkward angle
- Wrist and hand problems from bending your wrists to use the keyboard, or from overusing the other input devices (mouse, nipple, rollerball, pad etc.)
- Shoulder or back problems from carrying the laptop, or from reaching too far to use it, or from using it extensively in an unusual posture such as slouching, bending over or lying down
- You will also be aware that laptops are tempting for thieves, and by carrying one on or off campus, you need to take steps to avoid being a victim of theft

Working on a laptop

- Find a posture in which you can keep your wrists straight (neutral, in line with your forearms), your shoulders relaxed and your back supported, and in which you feel comfortable
- Align the laptop centrally with your body – don't twist round to use it
- Take frequent breaks from working on the laptop, and get up and stretch and walk around, at least once an hour and more frequently if possible. Download free software from www.workrave.org/download/^[1]. This software prompts you to take regular breaks from the screen
- Change your posture often, whenever it becomes even slightly uncomfortable; don't stay in one position for more than 15 minutes or so
- Rest your eyes frequently by looking at something far away or by closing them, for a minute or two
- Remember to blink more, to prevent your eyes feeling dry
- Do not support the laptop on your lap (because of the heat), or purchase a laptop cooler pad available from most large computer suppliers
- Make sure the laptop is supported and stable and will not wobble or slide as you work
- Adjust the laptop screen angle (and height if possible) to reduce stretching your neck and to minimise glare on the screen
- If possible, if using the laptop for long periods, attach an external full-size keyboard and an external mouse. Roll up key boards and lap top stands are small and portable and can be obtained from most computer suppliers
- Think before you use the laptop – try to cut down intensive usage because the more you use it, the more likely you are to develop problems

If you start to get symptoms such as aches and pains associated with your use of the laptop, please consult your doctor.

21. Tidiness

Tidiness - is the foundation of accident prevention. Keep your workplace tidy and if you see anything anywhere in an obviously unsafe place, remove or report it. There are places for rubbish and waste. Dumping things 'any old where' may lead to a fire or an accident. Floors should be kept clean with any spills being dealt with immediately e.g. water or oils. Tidy up as you go along and remember that the job is not finished until you have cleared up and have put things away.

22. Machinery

23.1 You must first receive training, instruction and be authorised to use the piece of machinery. First learn how to stop a machine before operating it. Always ask for supervision at first. Do not change a given operational procedure without permission. Switch off a machine before adjusting it and **never** clean moving machinery. Check over a machine and set up before starting and do not use a machine that is not properly guarded.

Do not distract anyone operating a machine.

22.2 **Do not direct compressed air at yourself or workmates as this can kill.**

22.3 Report damaged equipment and guards to the person in charge of your group. Not only does this ensure a safer environment, but it also ensures that the equipment is repaired for the next class.

23. Vehicle Movements and student parking

Drivers of vehicles on College property are subject to all normal road traffic regulations including the wearing of seat belts and crash helmets. A maximum speed limit of 10 mph is imposed on all vehicles on the College roads. Drivers of all vehicles, whether car or motorcycle, must not drive carelessly or inconsiderately. With there being restricted number of parking spaces at the College, learners cannot utilise the College car parks but arrangements have been made for use of 'Shepherds Spring Lane' public car park. A charged permit scheme from the College is in operation. Please ask at Student Services for details.

The college would like to remind you that, should you choose to transport fellow students in your vehicle in support of the College programmed activity, you must have business usage on your own insurance policy. This policy cover will ensure that you are insured whilst on your own or College business.

If you have any queries on this, please your usual insurer or broker.

It is against the law to use a hand held mobile telephone whilst driving. For your safety the College advise that the use of hands free kits in vehicles or satellite navigation can seriously hamper you driving safely, and the safety of other road users.

24. Offensive Weapons

In undertaking practical vocational learning, as a student you may bring into college items of equipment that could be regarded as offensive weapons (for example, rifles for game

keeping students; scissors for hairdressers). It is imperative that you follow curriculum area guidelines in relation to the storage of these items and that such equipment is kept concealed in their transportation to and from campus and whilst travelling around campus. Only such items that are both sanctioned by the Programme Manager and used in the undertaking of the vocational programme may be brought onto campus

25. Building Construction and Repairs

Under no circumstances may students enter cordoned off areas where building construction or repairs are being carried out.

26. College Wellbeing Committee and College Health and Safety Working Group

Both groups represent all areas of the College and meet each term. Learners' views will be communicated in the report of the Vice Principal presenting feedback on health and safety issues raised at the learner voice meetings and learner surveys; to the committee.

The Wellbeing Committee considers College Policy while the Working Group acts as a vehicle to ensure that policy is implemented, health and safety information updates takes place and support/learning areas of the College maintain high health and safety standards through discussion of health and safety audits/ inspections and college wide health and safety issues. The working group meeting minutes are reported to the committee.

27. Learner Voice/Student Council

Andover course representative meetings, where health and safety issues can be raised, take place every term. If you wish to represent your area of learning on behalf of other learners at Learner Voice meetings, please speak to your Course/Subject Coordinator. If you have any burning health and safety issues, please speak firstly to your Course/Subject Coordinator. Issues can also be raised at academy meetings.

28. College Code of Practice (CCOP 0100): Learner Use of Mobile Telephones

Sparsholt College Hampshire is committed and legally obliged to ensure the health, safety and welfare of its students and staff.

This College Code of Practice is concerned with promoting the safe and acceptable use of mobile telephones whilst you are at College.

The College, in preparing this Code of Practice, recognises the many positive uses of mobile telephones by students whilst they are at College, for example:

- Keeping in contact with parents/guardians.
- Safety and security when on field trips.
- Keeping in contact with the College.
- Making calls to your friends.
- Private Social network – 'WAMedu'

- Gaining information for projects you are working on.

Security

Students are advised to keep all mobile telephones safe and out of sight to deter theft and damage.

You are also advised to security mark and/or label your mobile telephone together with using your mobile telephone's security features.

Health, Safety & Welfare and Other Considerations

Mobile telephones can present safety hazards, for example when driving vehicles or using equipment. When the mobile telephone rings it can interrupt your concentration levels and that of others, this may be a contributing factor of an accident. Other safety hazards associated to mobile telephones are:

- Lack of attention to the task.
- Sitting on the corridor floor using a telephone you present a trip hazard.
- Walking up or down stairways using a mobile telephone you could cause an obstruction.
- Student punctuality for lectures or practical's may suffer due to an unexpected call.
- Inappropriate opportunity to access improper materials via the Internet may cause you problems with the authorities.

Abuse of mobile telephones in an examination situation will not be tolerated by the College or the Examination Boards.

Potential Health Risks

The College appreciates that the health issues relating to the use of mobile telephones are currently under discussion. Consequently, the College will regularly review any relevant information and national advice given and amend these guidelines accordingly.

College Mobile Telephone Guidelines

These guidelines have been developed after recognising the positive uses of mobile telephones and taking into account Health, Safety & Welfare and other considerations.

Mobile telephones are to be switched off and not used:

- In College transport where they can disrupt the driver's concentration.
- During all classroom, practical and time-tabled activities.
- In and within the vicinity of any College classroom, Library and/or other teaching or learning (For further details please see the College's and the Examination Boards' examination regulations and rules) areas.

NOTE:

Learners who have exceptional reasons for keeping a mobile telephone switched on during a timetabled session must first gain permission from the member of staff in charge of them for that period of time.

Any misuse of mobile telephones or non-compliance with this College Code of Practice

may render the student subject to the College's Disciplinary Procedures.