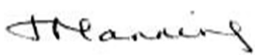






# Health and Safety Policy

Policy Ref: TMP50v7

This policy will not discriminate either directly or indirectly against any individual on grounds of sex, race, ethnicity or national origin, gender, sexual orientation, marital status, religion or belief, age, disability, socioeconomic status, offending background or any other personal characteristic.

	Name	Title	Signature	Date
Prepared by	Jackie Manning	Vice Principal		April 2024
	Colin Foster	Assistant Principal		April 2024
Approved by	Martin Heaton	CEO		April 2024

Does this Policy require publishing on the College Website? **Yes**

Does this Policy require approval by Board of Governors? **Yes**



# Health and Safety Policy

Policy Ref: TMP50v7

## Record of Changes

Version	Issue Date	Changes	Initials
v1	July 2019	Initial issue	JM/CF
v2	July 2020	General procedural review, references updated, formatting changes	JM/CF
v3	July 2021	General re-write, expansion and update to include statement of intent and reference Risk Assessments	JM/CF
v4	July 2022	General updates, including responsibilities and locations. Lone working added	JM/CF
v5	July 2023	Annual review, references checked and updated	JM/CF
v6	Apr 2024	Lone working section updated	JM/CF
v7	July 2024	Annual review, references checked and updated	JM/CF

## Board of Governors Approval History

Version	Approved by	Signature	Date
v4	Dominic Kohl, Chairman of the Board of Governors		July 2022
v5	Peter D. Liptrot, Board of Governors		Oct 2023

**Date of Next Policy Review:** July 2025

## Definition

Throughout this policy document **TMP Studios CIC** is referred to as 'TMP College'.

## Health and Safety Statement of Intent

TMP College is committed to ensuring the health, safety and welfare of its employees and learners and will, so far as is reasonably practicable, establish procedures and systems necessary to implement this commitment and in accordance with the requirements under Section 2(3) of the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 (as amended).

The Board of Governors has overall responsibility for ensuring that the Health and Safety Policy is fully implemented and is effective for all health, safety, welfare and environmental matters.

It is in the interests of employees, learners, subcontractors and visitors to seek continuous improvement in health and safety at work. High standards of health and safety at work will benefit all employees, learners, subcontractors, visitors and members of the public affected by college work activities. The college's most important resources are its employees and its learners. Cooperating and working together can reduce accidents and work-related ill health and improve performance and reduce costs: human, financial and social.

The support, co-operation and compliance of all employees, learners, subcontractors and visitors is required for the aims of the policy to be achieved.

It is the Policy of the College to:

- Regard legal compliance as the lowest acceptable standard of management with regard to health and safety. For the purposes of this policy document the term 'health and safety' will be deemed to include all aspects of occupational health.
- Regard health and safety as a core management function and arrange for adequate resources and funds to be available to meet the requirements of the policy.
- Develop a clear structure which identifies health and safety responsibility at all leadership levels across the college.
- Promote an attitude of safe working by employees, learners and subcontractors in all aspects of the college's work underpinned by appropriate disciplinary procedures.
- Encourage discussion and consultation on safety, health and environment matters.
- Maintain a safe and healthy working environment and safe methods of operation.
- Ensure the provision and maintenance of premises, plant and equipment to a safe level.
- Ensure safe handling and use of hazardous substances.
- Bring to the attention of all employees and learners, their responsibilities to ensure the health and safety of themselves and any other persons affected by their actions or omissions.
- Prevent accidents and cases of work-related ill health.

## **Statement of Intent (cont.)**

It is the Policy of the college to:

- Provide all necessary information, instruction, training and supervision, to ensure the health and safety of employees, learners, subcontractors and visitors to the College and on College related business.
- Provide as appropriate and ensure the correct use of, approved safety equipment and protective clothing and to ensure no charge will be levied on any employee in respect of anything carried out or provided in pursuance of any specified requirements of relevant statutory provisions.
- Ensure immediate and accurate reporting and investigation of occupational ill-health issues, accidents and incidents.
- Ensure the provision of an appropriate number of employees with responsibilities for safety and health and to ensure appropriate contingency arrangements are made during the absence of such employees to meet the relevant statutory requirements.
- Develop a system of inspection, monitoring and auditing procedures to identify risk and ensure that acceptable standards of risk management are being achieved across the College.
- Make specific arrangements on sites controlled by the college to ensure that contractors are carrying out their responsibilities for Health and Safety to an acceptable standard.
- Ensure that the health and safety of all employees, learners, contractors, visitors and any others who may be affected by its undertakings is safeguarded, so far as is reasonably possible.
- Review this Policy annually or when there is a change of circumstances, e.g. change of law, introduction of new processes, equipment or working environment.

## **Related Policies and Procedures**

This policy should be read in conjunction with the following TMP Policies:

- TMP51 Environmental and Sustainability Policy
- TMP15 First Aid Policy
- TMP59 Accident and Incident Recording and Reporting Policy
- TMP60 Staff Health Monitoring Policy
- TMP61 Building Risk Assessment
- TMP62 Fire Risk Assessment

## **Roles and Responsibilities**

### *Vice Principal*

The Vice Principal is responsible for the day-to-day Health and Safety management of the college and all staff employed by the college. This responsibility will include ensuring that staff are aware of the safety rules and procedures which apply and also that they have access to detailed and specific regulations affecting their work.

The Vice Principal must also be aware of the arrangements governing visits and general contractors whilst on the College premises.

### *Principal and the Board of Governors*

- Monitor the effectiveness of the health and safety policy.
- Understand their responsibilities under the Health and Safety at Work Act, in relation to the roles and responsibilities of the college.
- Understand the organisation, role and powers of Health and Safety Executive Inspectors.
- Provide arrangements to ensure that all staff employed by the college, and all other persons working on the premises, are aware of all policies, risk assessments and all other relevant health and safety information.
- Provide arrangements and implement the college's accident reporting procedure and ensure that staff are aware of the system.
- Ensure accidents are reported and investigated where necessary and ensure control measures are implemented.
- Ensure safe working practices are developed and maintained.
- Ensure that all staff are aware of the first aid arrangements and first aiders.
- Ensure the implementation of procedures in the event of fire and ensure that all staff are aware of their roles and responsibilities.
- Ensure provision of suitable induction training for all new staff and visitors.
- Identify health and safety training needs.
- Ensure all structural defects are reported and actioned in an efficient manner.
- Ensure staff have an awareness of relevant health and safety legislation and their responsibilities as employees.
- Ensure where personal protective equipment is identified as necessary, it is provided and maintained.
- Ensure there are suitable provisions for contractors working on site.
- Recognise that the policy, risk assessments and practices are not static, and ensure that the Colleges health and safety policies and procedures are updated and amended where necessary.

## Roles and Responsibilities

### Employees

The Health and Safety at Work Act 1974 states:

*"It shall be the duty of every employee whilst at work to take reasonable care for the health and safety of himself and of any other persons who may be affected by his acts or omissions at work: and as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as it is necessary to enable that duty or requirement to be performed or complied with"*

*No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions.*

All employees have a general responsibility for the application of the college's Health and Safety Policy, and any other Policy, to their own department or area of work and are directly responsible to their line manager for the application of existing safety measures and procedures within that department/area of work.

Advice or instructions given by the Assistant Director, including the relevant parts of this statement, shall be observed.

All employees:

- *shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, as far as is reasonably practicable, safety and absence or risk to health in connection with the use, handling storage and transport of articles and substances, (e.g. chemicals, boiling water, duplicating fluid, guillotines); they should also refer to documents produced for these products under the COSHH Regulations*
- *shall resolve any health and safety problems any member of staff may refer to them and refer to the Assistant Director any of these problems for which they cannot achieve a satisfactory solution within the resources available to them*
- *shall carry out a risk assessment for the activities for which they are responsible for and this should be kept in their teaching file.*
- *shall ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and learners to avoid hazards and contribute positively to their own safety and health at work*
- *shall, where appropriate, seek the advice and guidance of the relevant Adviser or Officer of the Authority*
- *shall propose to the Head requirements for safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.*

All employees have a responsibility for the application of Keeping Children Safe in Education Policy and in reading the annual updates.

## **Roles and Responsibilities**

### *Class Tutors and Learning Support Staff*

The class tutor is responsible for the safety of learners whilst in classrooms, rehearsal rooms and other teaching areas (This has been a statutory duty since 1987). Where class tutors or learning support tutors have concerns regarding safety issues they should discuss the problems with a member of the senior management team.

Class tutors and learning support tutors should:

- Liaise with and recommend to the senior management team any safety issues and hazards such as class sizes, condition of equipment and also recommend additions and discuss improvements that can be implemented
- ensure that before the lesson, by carrying out a risk assessment, that all protective measures plus any special safety procedures are available and will be used
- they personally should follow safe procedures and working practices
- know the various safety procedures in their teaching areas including the location of any safety equipment
- they should ensure that all the procedures are followed
- control and supervise the learners and ensure that safety rules and protective equipment are followed and used
- ensure that safety instructions are clear and understood and check frequently that they are being followed.

### *First Aiders*

All sites must have at least one First Aider who can provide trained support in the event of an accident or illness to any employee or non-employee. Where the risk of injury is identified as significant, such as during physical, practical and vocational lessons, access to a first aider and first aid equipment must be readily available (including provision of a wash basin or sterile water). In the event of a First Aider not being on site at the time of the incident then protocols should be put in place to summons first aid.

### *Learners*

Learners are expected to:

- Exercise personal responsibility for the safety of self and colleagues
- Wear the correct clothing consistent with safety and/or hygiene
- Wear any personal protective equipment, PPE, eg ear protection
- Follow all the safety rules of the College and in particular the instructions of teaching staff given in an emergency
- Only use, and not wilfully misuse, neglect or interfere with things provided for his/her safety.

*All learners will be made aware of the requirements of this section.*

## **Roles and Responsibilities**

### Visitors

The Health and Safety at Work Act, 1974 imposes a general duty of care on most people associated with work activities. Everyone employed in educational establishments is protected by the Act and employers have an obligation to ensure, as far as is reasonably practicable, that persons *NOT EMPLOYED* by them who may be affected by their activities are not exposed by their actions to health or safety risks within the college premises. (Health and Safety at work Act, 1974 Section 3.)

Visitors should report to reception on arrival at TMP College where they will sign in, have their photograph taken and visitor badge issued. They should be required to observe the safety rules of the College. On leaving the building all contractors must ensure they sign out. All visitors must follow safeguarding procedures and where appropriate provide a copy of their DBS.

In addition, the 'Occupiers Liability Act 1957' introduced a 'common duty of care' which an occupier owes to all visitors other than trespassers. This duty required him/her to see that visitors were reasonably safe in using the premises for the purpose for which they were invited or permitted to be there. In 1984 the Occupiers Liability Act was updated, and occupiers must also take reasonable care to see that trespassers do not suffer personal injury whilst on the premises.

### Contractors

Contractors should report to reception on arrival at TMP College where they will sign in, have their photograph taken and visitor badge issued. All contractors must follow safeguarding procedures and where appropriate provide a copy of their DBS. On leaving the building all contractors must ensure they sign out after reporting to the site supervisor on any updates regarding health and safety.

Outside contractors working on educational premises are required to ensure safe working practices by their employers under the provision of the Health and Safety at Work Act and must pay due regard to the safety of all persons using those premises in accordance with Section 3 and 4 of the Health and Safety at Work Act.

They should also inform the college of any hazardous operations they intend to carry out and liaise with the appropriate person on site regarding this work. They should also have available COSHH assessments for any substances they intend to use.

In instances where the contractor creates hazardous conditions and refuses to eliminate them the Assistant Director must take actions as are necessary to prevent persons in his/her care from risk of injury.



## **Lone Working**

This part of the policy is designed to alert employees and volunteers to the risks presented by lone working, to identify the responsibilities each person has in this situation, and to describe procedures which will minimise such risks. It is designed to give employees and volunteers a framework for managing potentially risky situations.

Lone working is not inherently unsafe. Taking precaution can reduce the risks associated with working alone. This policy is designed for employees and volunteers who either frequently or occasionally work or volunteer alone.

TMP College has a legal duty to ensure the health, safety and welfare of employees and volunteers while at work or engaged in volunteer activity. At any given time, employees or volunteers may be alone, either in our premises or when operating on our behalf externally. We are responsible for assessing the risks to lone workers and taking steps to avoid or control the risks where necessary. Employees and volunteers have responsibility to take reasonable care of themselves and others in lone working situations.

### Definition

The Health and Safety Executive defines lone workers as those who work by themselves without close or direct supervision. For example:

- People working separately from others in a building
- People who work outside 'normal' hours
- People who work away from their fixed base without colleagues
- People who work at home other than in low risk, office-type work

The definition covers staff and volunteers in situations with varying degrees and types of risk. It is important to identify the hazards of the work and assess the risks involved before applying appropriate measures.

### Potential Hazards of Working Alone

People who work or volunteer alone will of course face the same risks in their work as others doing similar tasks.

However, additionally they may encounter the following:

- Accidents or sudden illnesses may occur when there is no-one to call for help or first aid available
- Fire
- Violence or the threat of violence
- Lack of safe way in or out of a building for example, danger of being accidentally locked in
- Attempting tasks which cannot safely be done by one person alone

### Measures to reduce the risk of lone working

To reduce the risk for people working alone we carry out a risk assessment of the following issues, as appropriate to the circumstances:

- The environment – location, security, access.
- The context – nature of the task, any special circumstances.
- The individuals concerned – indicators of potential or actual risk.
- History – any previous incidents in similar situations.
- Any other special circumstances.

All available information should be taken into account and risk assessments should be updated as necessary. Where there is any reasonable doubt about the safety of a lone worker in a given situation, consideration should be given to sending a second worker or making other arrangements to complete the task.

In any situation where an employee or volunteer is operating alone and feels unsafe, they must remove themselves from that situation immediately and report the incident to their line manager or supervisor.

### Security of buildings

- Managers are responsible for ensuring that all appropriate steps are taken to control access to the building, and that emergency exits are accessible.
- Alarm systems must be tested regularly.
- Key codes for access should be changed from time to time, and as a matter of course if a breach of security is suspected.
- Staff working alone must ensure they are familiar with the exits and alarms.
- There must be access to a telephone and first aid equipment for staff working alone.
- If there is any indication that a building has been broken into, a staff member must not enter alone, but must wait for back-up.
- In buildings where staff may be working with people in relative isolation, there should be an agreed system in place to alert colleagues in an emergency.

### Personal safety

- Staff must not assume that having a mobile phone and a back-up plan is a sufficient safeguard in itself. The first priority is to plan for a reduction of risk.
- Staff should take all reasonable precautions to ensure their own safety, as they would in any other circumstances.
- Before working alone, an assessment of the risks involved should be made in conjunction with the line manager
- Staff must inform their line manager or other identified person when they will be working alone, giving accurate details of their location and following an agreed plan to inform that person when the task is completed. This includes occasions when a staff member expects to go home following a visit rather than returning to their base.

- If a member of staff does not report in as expected, an agreed plan should be put into operation, initially to check on the situation and then to respond as appropriate.
- Arrangements for contacts and response should be tailored to the needs and nature of the team.
- Where staff work alone for extended periods and/or on a regular basis, managers must make provision for regular contact, both to monitor the situation and to counter the effects of working in isolation.
- Staff working in the community should be issued with a mobile phone; they are responsible for checking that it is charged, in working order, and with sufficient credit remaining with the relevant provider. Personal alarms may also be provided.
- Staff should take particular care if transporting people in their own cars.
- Staff should ensure their car, if used, is road-worthy and has break-down cover avoiding where possible poorly lit or deserted areas taking care when entering or leaving empty buildings, especially at night ensuring that items such as laptops or mobile phones are carried discreetly.

### Assessment of risk

In drawing up and recording an assessment of risk the following issues should be considered, as appropriate to the circumstances and the environment

- location, security, access the context
- nature of the task, any special circumstances the individuals concerned
- indicators of potential or actual risk history
- any previous incidents in similar situations any other special circumstances

All available information should be taken into account and checked or updated as necessary. Where there is any reasonable doubt about the safety of a lone worker in a given situation, consideration should be given to sending a second worker or making other arrangements to complete the task. While resource implications cannot be ignored, safety must be the prime concern.

### Planning

- Staff should be fully briefed in relation to risk as well as the task itself.
- Plans for responding to individual service users who present a known risk should be regularly reviewed and discussed with the staff team.
- Communication, checking-in and fallback arrangements must be in place.
- The line manager is responsible for agreeing and facilitating these arrangements, which should be tailored to the operating conditions affecting the team.

### Reporting

- In any situation where an employee or volunteer is operating alone and an incident occurs, this must be reported to the their line manager as soon as possible.
- An incident is any situation where the health and safety of the employee or volunteer is compromised and may include an accident, fire, violence or threat of violence (this is not exhaustive).

- Should an incident occur, the reporting and de-briefing should follow the guidance in *TMP59 Accident & Incident Recording and Reporting Policy*

#### Support following an incident

- Support is available from the Head of Learner and Staff Welfare.

#### Staff working at home

- Staff working from their own homes should take every reasonable precaution to ensure that their address and telephone number remain confidential.
- There should be regular contact with their line manager or other designated person if working at home for extended periods, and an appropriate reporting-in system should be used if making visits from home.
- Managers should be particularly aware of the importance of such arrangements for staff who live alone.

Lone working and risk assessment will be regular agenda items for team meetings. Any member of staff with a concern regarding these issues should ensure that it is discussed with their line manager or with the whole team, as appropriate.

### **Arrangements**

This section of the Health and Safety Policy has been designed to highlight the relevant health and safety information for staff, visitors and contractors.

<b>Roles and Responsibilities</b>	
The senior member of staff in the college with responsibility for Health and Safety matters is:	Vice Principal (Thomas Manning)
The health and safety co-ordinator is:	Kevin McCarthy
The Board of Governors subgroup appointed for health and safety is:	Joanne Dockerty Damian Liptrott
Consultation with staff, regarding health and safety is provided via:	Staff meetings, termly health and safety workshops

Risk assessment	
The persons responsible for ensuring risk assessments are carried out:	Kevin McCarthy
Copies of risk assessments are located:	Secure Drive / Office H&S file
Staff who have undergone training and are competent to carry out risk assessments are:	All College Managers and some Teaching Staff (NW training given on 24/5/22)
Any hazards noted within the establishment/ departmental environment must be reported to:	CEO (Martin Heaton)
The person responsible for initiating risk assessments of hazard reported and for ensuring that control measures are implemented is	Kevin McCarthy
Risk assessments will be reviewed on an annual basis by:	Board of Governors

Emergency and Fire Arrangements	
<p>The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the fire marshall or a senior management team is informed immediately and that where appropriate the emergency services are summoned. The fire marshall will liaise with the emergency services when they arrive and take advice from them.</p> <p>The priorities in an emergency situation are as follows:</p> <ul style="list-style-type: none"> <li>● to ensure the safety of all persons, their removal from danger</li> <li>● their care and the application of first aid and medical treatment where appropriate</li> <li>● to call the emergency services when appropriate</li> <li>● to safeguard the premises and equipment, if this is possible without putting persons at risk</li> </ul>	
The competent 'RESPONSIBLE PERSON' for monitoring the fire risk assessment:	CEO (Martin Heaton)
Fire drills will be practised by:	All on site
Fire drills will be held:	Termly (3 times a year)

<p>Fire alarm points will be tested and recorded on a weekly basis by:</p> <p>Means of escape, automatic door stops and mag lock doors will be checked and recorded on a monthly basis by:</p> <p>Firefighting equipment will be checked and recorded on a monthly basis by:</p> <p>Emergency lighting will be tested on a monthly basis by:</p>	<p>Kai Kirk, Kevin McCarthy, or Liam Shaw</p>
<p>Records of tests, checks and drills will be held in:</p>	<p>Fire Logbook / Health and Safety File in Main Reception at all sites</p>
<p>Fire extinguishers will be serviced on an annual basis arranged via:</p>	<p>CEO (Martin Heaton)</p>
<p>Staff training and development:</p>	<p>All designated staff should undertake fire training and health and safety training on an annual basis</p>

<b>Accident, Dangerous Occurrence, Violent Incident and Near Miss Reporting and Investigation</b>	
<p>Any employee who witnesses an accident, dangerous occurrence, verbal abuse or actual or threatened violence or near miss, or to whom one is reported, will complete an accident report as soon as possible after the event for both employees and non-employees (including learners, visitors etc.)</p>	
<p>Location of accident forms:</p>	<p>Health and Safety File in Main Reception at all sites</p>
<p>Persons responsible for accident forms:</p>	<p>Vice Principal (Thomas Manning)</p>
<p>Persons responsible for carrying out accident investigations is:</p>	<p>Vice Principal (Thomas Manning)</p>
<p>The Person responsible for monitoring and reviewing accidents and incidents to identify trends and patterns is:</p>	<p>Vice Principal (Thomas Manning)</p>
<p>Where accidents are found to be caused by faulty plant, equipment, premises or unsafe systems of work action must be taken to remove or isolate the hazard and warn people until the necessary modifications or repairs can be made.</p>	

## Work Equipment

The following equipment has been identified as likely to involve a specific risk to health and safety and its use, inspection and repair is therefore restricted.

### Maintenance and cleaning equipment

(Including powered cleaning equipment, power and hand tools etc.)

Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:

CEO (Martin Heaton)

Person(s) trained and authorised to use are:

Ray Heaton (Maintenance)

COSHH Assessment - list of chemicals on site, where they are stored, what risks they could cause and what actions to take.

Vice Principal (Thomas Manning)

First Aid		
Name	Provider	Date
Martin Heaton	St Johns Ambulance	27th - 29th June 2022
Thomas Manning	St Johns Ambulance	27th - 29th June 2022
The person responsible for ensuring first aid qualifications are maintained is:		Vice Principal (Thomas Manning)
The person responsible for ensuring that first aid cover or contingency arrangements are provided for staff working out of normal college hours is:		Vice Principal (Thomas Manning)
First aid boxes are kept in the following points in the education establishment/department: <b>1. Pemberton 1 Centre - Main Office (Reception)</b> <b>1. Pemberton 2 Centre - Main Office (Reception)</b> <b>2. Wigan Centre - Main Office (Reception)</b>		
Travelling first aid boxes are located:		Main Office (Reception)
The location and contents of all first aid boxes will be checked on a:		Weekly Basis
The persons responsible for the checks are:		Vice Principal (Thomas Manning)
Stock of first aid materials will be checked and re-ordered by:		Vice Principal (Thomas Manning)
The address and telephone number of the nearest hospital with accident and emergency facilities is:		Wrightington, Wigan and Leigh NHS Foundation Trust, Wigan Ln, Wigan WN1 2NN 01942 244000



### Portable Electrical Appliances

The person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded is:

CEO (Martin Heaton)

Person(s) responsible for carrying out formal visual inspection and testing is/are:

Vice Principal (Thomas Manning)

*Staff and learners must not bring onto the premises any personal portable electrical appliances unless authorised to do so.*

### Personal Protective Equipment (PPE)

*Suitable PPE will be provided free of charge, where identified as necessary in a risk assessment. All employees are responsible for informing their manager as soon as they become aware of a need to repair or replace PPE, which they use*

Person(s) responsible for inspecting PPE termly and replacing: personal protective equipment when it is worn out is:

Vice Principal (Thomas Manning)

### Hazardous Substances

Copies of all the hazardous substances inventories are held in:

Health and Safety File in Main Office Receptions

The person responsible for undertaking and updating the COSHH risk assessments is:

Vice Principal (Thomas Manning)

### Asbestos

The person responsible for making the arrangements for dealing with asbestos in compliance with the Company policy, and ensuring that the premises asbestos plan is consulted by visiting contractors and other relevant persons is:

CEO (Martin Heaton)

The person responsible for ensuring that the plan is updated, annually and as appropriate following work on the fabric of the building is:

CEO (Martin Heaton)

### Work Experience

The person responsible for co-ordinating work experience placement ensuring risk assessments are completed is:

Vice Principal (Thomas Manning)

### Visitors

On arrival all visitors should report to:

Reception Areas

All visitors will be:

- Requested to sign in to the digital sign in system (Paxton), have their photograph taken and issued with visitor pass
- asked for identification (if not already known)
- asked for sight of DBS (if appropriate)
- supervised whilst on site
- Requested to sign out, return visitor pass

### Contractors

The person responsible for selecting contractors and vetting contractor's health and safety, policies, procedures, risk assessments, method statements and past health and safety performance is:

CEO (Martin Heaton)

The person in control of contractors whilst on site is:

CEO (Martin Heaton)

### Noise

Any employee concerned about the noise levels at work should report the matter to:

Vice Principal (Thomas Manning)

### Cleaning Arrangements

*All members of staff are responsible for arranging to clear up spillage, which occur whilst they are in charge of the area concerned.*

*External cleaning company contracted for weekly cleaning of both sites.*

Other spillages, leaks or wet floors should be reported to:

Vice Principal (Thomas Manning)

### Workstation and Display Screen Equipment

Staff can request a visual display unit assessment or an occupational health assessment. The person responsible for organising this is:

Kevin McCarthy

### Smoking

In line with the Smoke-free (Premises and Enforcement) Regulations 2006, TMP College has prohibited smoking in the College and in vehicles under its control

### Miscellaneous

The Health and Safety Law Poster is sited:

In the reception area at all sites

A full copy of this policy is located:

Main Reception/Shared Drive

Fire Warden Information is sited:

In the reception area at all sites

First Aider Information:

In the reception area at all sites

Location of First Aid Boxes:

1. Pemberton 1 - Main Office (Reception)  
2. Pemberton 2 - Reception  
2. Wigan - Main Office (Reception)

Fire Assembly location and Evacuation Plan is sited:

In most rooms of all 3 buildings

Public and Employers Liability Insurances:

In the reception area at all sites

The person responsible for updating the above and ensuring compliance is:

CEO (Martin Heaton)

## **Appendix 1: Useful Links and Other Information**

Health and Safety at Work etc. Act 1974

<https://www.legislation.gov.uk/ukpga/1974/37/contents>

<https://www.hse.gov.uk/pubns/hsc13.pdf>

Management of Health and Safety at Work Regulations 1999 (as amended)

<https://www.legislation.gov.uk/uksi/1999/3242/regulation/27/made>

The Control of Substances Hazardous to Health Regulations 2002

<https://www.legislation.gov.uk/uksi/2002/2677/contents/made>

<https://www.hse.gov.uk/coshh/>

The Control of Asbestos Regulations 2012

<https://www.legislation.gov.uk/uksi/2012/632/contents/made>

<https://www.hse.gov.uk/pubns/books/l143.htm>

The Control of Noise at Work Regulations 2005

<https://www.legislation.gov.uk/uksi/2005/1643/made>

<https://www.hse.gov.uk/noise/index.htm>

<https://www.hse.gov.uk/pubns/indg362.pdf>

The Health and Safety (Display Screen Equipment) Regulations 1992

<https://www.legislation.gov.uk/uksi/1992/2792/made>

<https://www.hse.gov.uk/msd/dse/>

safety and restraint.