

Health and Safety Policy

Expansive Learning College

September 2022

Author: Scott Roberts

Version 6

Review Date: Sept 2022

1. Scope

This policy applies to all staff at Expanse Learning College (Hereafter referred to as the College).

2. Objectives

The general aims of these policy statements are the arrangements that are set out below. The Chief Executive Officer (CEO)/ Directors and Governing Body (GB) recognises its responsibility to the health, safety and welfare of all staff, students and other persons visiting the College premises. It is the responsibility of the CEO/Director so far as is reasonably practicable:

- To maintain all areas under their control in a condition that is safe and without risk to health
- To establish and maintain a safe and healthy environment throughout the College
- To establish and maintain safe working procedures among staff and students
- To ensure that risk assessments are carried out by competent staff (refer to the Risk Assessment Policy)
- To consult with employees on matters affecting their Health, Safety and Welfare (Safety Action Group)
- To provide and maintain safe equipment
- To provide and maintain means of access to and egress from that place of work that are safe and without risk
- To provide arrangements to ensure the safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
- To ensure the provision of sufficient information, instruction, and supervision to enable all employees and students to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided
- To prevent accidents and cases of work-related ill health
- To provide and maintain safe, healthy, and adequate welfare facilities
- This policy will be reviewed on a regular basis, by the Shared Services Team (SST)/Director and GB.

3. Roles & Responsibilities

The Director is responsible:

- for the day-to-day Health and Safety management of college and all staff directly 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 Director must also be aware of the arrangements for governing visits and general contractors whilst on the College premises.
- To complete the Level 3 Health & Safety compliance checklist (1 per year – Spring Term 2)

CEO/Executive Leadership Team and GB:

- Monitor the effectiveness of the health and safety policy
- 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
- Understand their responsibilities under the Health and Safety at Work Act, in relation to the roles and responsibilities of the College
- 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
- Develop and maintain safe working practices
- 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 (Emergency & Incident Management Plan)
- Ensure all structural defects are actioned in an efficient manner
- Ensure staff have an awareness of relevant health and safety legislation and their responsibilities as employee
- Where personal protective equipment is identified as necessary, ensure it is provided and maintained
- Ensure there are suitable provisions for contractors working on site
- Understand the organisation, role and powers of Health and Safety Executive Inspectors
- 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

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"
- The Act also states, "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".
- 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 the Director for the application of existing safety measures and procedures within that department/area of work.
- Advice or instructions given by the Head of College, including the relevant parts of this statement, shall be observed:
 - 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 Head of College any of these problems for which they cannot achieve a satisfactory solution within the resources available to them
 - shall ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training, and supervision to enable other employees and students 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 responsible person
 - shall propose to the Head of College requirements for safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.

Class Teachers and Teaching Assistants:

- The class teacher is responsible for the safety of students whilst in classrooms, workshops, and laboratories (This has been a statutory duty since 1987). Where class teachers or teaching assistants have concerns regarding safety issues for example class sizes, condition of equipment etc. they should discuss the problems with the Head of College before the lesson. Class Teachers and teaching assistants should:
 - Liaise with and recommend to the Head of College 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 clothing, guards, screens, etc. 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 students 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.

College Business Officers:

- the day-to-day low-level Health and Safety management at their respective sites
- Completion of the Level 1 H&S Compliance inspection (Half-termly)
- Management of Health, Safety and Facilities periodic statutory and non-statutory testing i.e., First Aid kits, Fire alarm etc
- Monitoring of training and development ensuring timely completion of expected training requirements i.e., fire warden, first aid, medication etc.

Head of Shared Services (HoSS)

- Completion of the Level 4 H&S Compliance inspection (annually) preparing a comprehensive report to the Board of directors for evaluation
- Investigation of all accidents across the colleges recommending suitable management actions to mitigate future risk
- Oversee staff training ensuring all planned activities meets the requirements of relevant legislation and guidance
- The completion of regular audits as planned out in the schedule of works, for example:
 - Security audit
 - Employer placement audits
 - Health, Safety and Facilities management file audit
- Oversee risk assessment management ensuring all risk assessments are fit for purpose and relevant to the activity

The HoSS is a key support mechanism of the College in the management of health, safety, and welfare. Any issues must be reported via DatabridgeMIS ([Event Name: \(Group\) – Service Desk](#)). All staff should be made aware of the HoSS's role in the management of health, safety and welfare. HoSS will follow the health and safety and methods of working detailed in the Section 3 of this health and safety policy.

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, student, visitor, contractor and public. 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).

Students

Students are expected to:

- Exercise personal responsibility for the safety of self and classmates
- Wear the correct clothing consistent with safety and/or hygiene
- Follow all the safety rules of the College & 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.

NB: It is essential that all students and parents are made aware of the requirements of this section.

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 the College, they should be required to observe the safety rules of the College, in particular parents helping out in college should be made aware of the health and safety arrangements applicable to them through the teacher to whom they are assigned and should not be asked to carry out tasks for which they are not 'competent', trained or authorised for.

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 the College building and 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 Director must take actions as are necessary to prevent persons in his/her care from risk of injury and inform the SST. Please refer to See Section 3 of this manual - Contractors in Colleges.

4. Arrangements

The arrangements section of the health and safety policy has been designed to highlight the relevant health and safety information for staff, visitors and contractors. Please refer to appendix 1.

5. RIDDOR

What are 'reportable' injuries?

The following injuries are reportable under RIDDOR when they result from a work-related accident:

- The death of any person (Regulation 6)
- Specified Injuries to workers (Regulation 4)
- Injuries to workers which result in their incapacitation for more than 7 days (Regulation 4)
- Injuries to non-workers which result in them being taken directly to hospital for treatment, or specified injuries to non-workers which occur on hospital premises. (Regulation 5)

The College follows HSE guidance and will report any incidents directly via the HSE Webpage (<http://www.hse.gov.uk/riddor/report.htm>). This must also be logged on the DatabridgeMIS and a copy of the report attached.




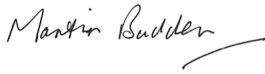
6. Monitoring arrangements

This policy will be reviewed every 12 months but can be revised as needed. It will be approved by the governing board

Impact of non-compliance:

Staff:	Disciplinary action, prosecution
Student:	Not applicable
Legislation/organisational:	Reputational damage, litigation, statutory and non-regulated compliance. prosecution
Compliance lead:	Shared Services (Shared Services)
Policy Reference:	ELCO-POL-HSEM-0001
Version:	6
Agreed policy location:	DatabridgeMIS
Review Schedule:	12 Months
Does the policy require Governor approval?	Yes

Approval

Prepared by Scott Roberts (Assoc. CIPD) 13/09/2022  Head of Shared Services	Approved by Tony Brown 13/09/2022  CEO	Counter Signatory Karl Wane 13/09/2022  Director of Post 16 Education	Governor Approval Martin Budden 15/09/2022  Governor (Chair)
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Version Control

Version	Date	Revision	Review Date
1	13/03/2018	First Issue	13/03/2019
2	09/03/2019	Review	09/03/2020
3	11/11/2019	Full policy review and transfer to new template. Inserted Roles and Responsibilities into the Annex and split for each site.	11/11/2020
4	01/09/2020	Policy Reviewed – Changes made to appendix 1 (job titles, removed Orrell and added CP)	31/08/2021
5	01/09/2021	Reviewed – Updated for Orrell Lodge College, updated FA certs	31/08/2022
6	13/09/2022	Policy reviewed. Roles and responsibilities updated to reflect changes of job role	12/09/2023

Appendix 1 – Roles and Responsibilities

Roles & Responsibilities	Leigh	Orrell
The Senior member of staff in the College with responsibility for Health and Safety matters is:	Director: Karl Wane	
The health and safety co-ordinator is:	College Business Officers Leigh: Yvonne Adams Orrell: Lucy Brown	
The GB Member appointed for health and safety is:	Chair of Governing Body: Martin Budden	
Consultation with staff, regarding health and safety is provided via:	Corporate Communications / Weekly Operations Meetings / Quarterly H&S Meetings	
Risk assessment	Leigh	Orrell
The persons responsible for ensuring site risk assessments are carried out is:	Shared Services Team	
The persons responsible for ensuring OOCA risk assessments are carried out is:	Initial RA – Activity Lead (i.e. Teacher, Instructor etc) Level 1 Approval – Head of College Level 2 Approval – Director Level 3 Approval – Director & Head of Shared Services	
Copies of risk assessments are located:	Head of College Office	Head of College Office
Staff who have undergone training and are competent to carry out risk assessments are:	All College staff	
Any hazards noted within the establishment/ departmental environment must be reported to:	Shared Services Team	
The person responsible for initiating risk assessments of hazard reported and for ensuring that control measures are implemented is:	Shared Services Team	
Risk assessments will be reviewed on an annual basis by:	Shared Services Team	
The educational visits and out of centre activities co-ordinators are:	Shared Services Team	
Educational visits risk assessments and paperwork are located in:	OneDrive: Out of Centre Activities & within the 'Off-Site Forms' function in DatabridgeMIS.	
Emergency & Fire Arrangements	Leigh	Orrell
The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the Director, nominated persons, a member of the senior management team is informed immediately and that where appropriate the emergency services are summoned. He/she will liaise with the emergency services when they arrive and take advice from them. The priorities in an emergency situation are as follows: <ul style="list-style-type: none"> to ensure the safety of all persons, their removal from danger their care and the application of first aid and medical treatment where appropriate to call the emergency services when appropriate to safeguard the premises and equipment, if this is possible without putting persons at risk 		
The competent 'RESPONSIBLE PERSON' for monitoring the fire risk assessment:	Completed by the Landlord	Head of Shared Services
Fire drills will be practised by:	Everyone on site	Everyone on site
Fire drills will be held:	Termly (3 times a year)	Termly (3 times a year)
Fire alarm points will be tested and recorded on a weekly basis by:	Completed by the Landlord (LSV)	College Business Officer (Lucy Brown)
Means of escape, automatic doorstops and mag lock doors will be checked and recorded on a monthly basis by:	Completed by the Landlord (LSV)	College Business Officer (Lucy Brown)
Firefighting equipment will be checked and recorded on a monthly basis by:	Completed by the Landlord (LSV)	College Business Officer (Lucy Brown)

Emergency lighting will be tested on a monthly basis by:	Completed by the Landlord (LSV)	College Business Officer (Lucy Brown)																																																																								
Records of tests, checks and drills will be held in/by:	Recorded by the Landlord (LSV)	College Business Officer (Lucy Brown)																																																																								
Fire extinguishers will be serviced on an annual basis arranged via:	Completed by the Landlord (LSV)	College Business Officer (Lucy Brown)																																																																								
Staff training and development:	All designated staff should undertake fire training on an annual basis																																																																									
Accident, Dangerous Occurrence, Violent Incident and Near Miss Reporting and Investigation																																																																										
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 students, visitors etc.)																																																																										
Location of accident forms/information:	Historic = Shared Services - DatabridgeMIS	Historic = Shared Services - DatabridgeMIS																																																																								
Persons responsible for accident forms:	Head of College / First Aiders & Business Officers QA and Audit – Shared Services Teams																																																																									
Persons responsible for carrying out accident investigations is:	Head of shared Services (Scott Roberts) QA and Audit – Head of Shared Services																																																																									
Accident forms must be completed directly onto the DatabridgeMIS.																																																																										
The Person responsible for monitoring and reviewing accidents and incidents to identify trends and patterns is:	Head of shared Services (Scott Roberts) QA and Audit – Head of Shared Services																																																																									
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.																																																																										
3.5 First Aid - the following have received first aid training																																																																										
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The person responsible for ensuring first aid qualifications are maintained:	College Business Officer Yvonne Adams	College Business Officer Lucy Brown																																																																								
The person responsible for ensuring that first aid cover is provided for staff working out of normal College hours is:	College Business Officer Yvonne Adams	College Business Officer Lucy Brown																																																																								
First aid boxes are kept in the following points in the education establishment / department:	<ol style="list-style-type: none"> Studio Head of College Officer Classroom (Orange) 	<ol style="list-style-type: none"> Reception Main Kitchen Comms Room 																																																																								
Travelling first aid boxes are located:	Main Office (Go Bag)	Main Office (Go Bag)																																																																								

The location and contents of all first aid boxes will be checked on a:	Monthly	Monthly
The persons responsible for the checks are:	College Business Officer Yvonne Adams	College Business Officer Lucy Brown
Stock of first aid materials will be checked and re-ordered by:	College Business Officer Yvonne Adams	College Business Officer Lucy Brown
The address and telephone number of the nearest medical centre/NHS GP is:	Bridgewater Medical Centre Henry Street Leigh, WN7 2PE 01942 481815	Winstanley Medical Centre Holmes House Ave, Orrell WN3 6JN 01942 483213
The address and telephone number of the nearest hospital with accident and emergency facilities is:	Leigh Infirmary The Avenue Leigh WN7 1HS	Wrightington, Orrell & Leigh NHS Foundation Trust, Orrell Ln, Orrell WN1 2NN 01942 244000
Students with medical/ special needs	Leigh	Orrell
The person(s) responsible for undertaking and reviewing the healthcare plans of student with medical needs is:	Head of Student Support (Lorraine Woosey)	
The person responsible for ensuring student specific risk assessments are conducted is:	Head of Student Support (Lorraine Woosey)	
The person responsible for the supervision and storage of student medicines is:	Head of Student Support (Lorraine Woosey) Monitored through regular Audit and inspection.	
Maintenance and premises	Leigh	Orrell
All employees and governors must report any hazards that could be a cause of serious or imminent danger, e.g. damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately, by telephone to:	DatabridgeMIS Event: (Group) – Service Desk overseen by the Shared Services Team	
A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to:	DatabridgeMIS Event: (Group) – Service Desk overseen by the Shared Services Team	
Defective furniture or equipment should be taken out of use immediately logged in the caretaker’s logbook and reported to:	DatabridgeMIS Event: (Group) – Service Desk overseen by the Shared Services Team	
The person (and their deputy) responsible for unlocking and locking, dealing with emergency call outs for the building, and arming and disarming security alarms etc. is:	Managed by Landlord (LSV)	Head of shared Services (Scott Roberts)
Health and safety training	Leigh	Orrell
The person responsible for drawing to the attention of all employees the following health and safety matters as part of their induction training is:	The Shared Services Team supported by the relevant Line Manager’s	
Induction training should cover:	<ul style="list-style-type: none"> <li style="display: inline-block; width: 45%;">○ Health and Safety Policies <li style="display: inline-block; width: 45%;">○ Procures for Hazardous Substances <li style="display: inline-block; width: 45%;">○ Education Visits Policy <li style="display: inline-block; width: 45%;">○ Good Housekeeping <li style="display: inline-block; width: 45%;">○ Risk Assessment <li style="display: inline-block; width: 45%;">○ Hazard Reporting and Maintenance Procedures <li style="display: inline-block; width: 45%;">○ Fire and other Emergency Arrangements <li style="display: inline-block; width: 45%;">○ Special Hazards/Responsibilities Associated with their Work Activity <li style="display: inline-block; width: 45%;">○ Accident Reporting Arrangements <li style="display: inline-block; width: 45%;">○ Special Needs of Young Employees (e.g. Work Experience Placements) <li style="display: inline-block; width: 45%;">○ First Aid Arrangements <li style="display: inline-block; width: 45%;">○ Safe Use of Work Equipment 	
The person responsible for organising health and safety training is:	Head of shared Services (Scott Roberts)	Head of shared Services (Scott Roberts)
Work Equipment	Leigh	Orrell
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.		
Ladders Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Not Applicable	Not Applicable

Equipment for students with special educational needs The person responsible for ensuring that all hoists, both ceiling mounted and mobile, used for moving people are inspected and serviced every (12) months by a competent contractor and kept in good working order is:	Head of shared Services (Scott Roberts) Versatile Lift Company Registered as VLC (Stairlifts) Ltd 366 Church Road, Haydock, WA11 0LG Tel: 01942 719565	Not Applicable
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:	Not Applicable	Not Applicable
Person(s) trained and authorised to use are:	Not Applicable	Not Applicable
The person(s) responsible for instructing students in the safe use of equipment before they use it and checking they use it correctly is/are:	Teacher(s) who is delivering the session	
Catering Equipment Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Head of shared Services (Scott Roberts)	Not Applicable
Person(s) authorised to operate and use is/are:	All Competent Staff holding current and valid Food & Hygiene Certificate	Head of shared Services (Scott Roberts)
PE Equipment (indoor and outdoor) Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Teacher(s) who are delivering the session	Teacher(s) who are delivering the session
Portable Electrical Appliances	Leigh	Orrell
The person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded is:	Head of shared Services (Scott Roberts)	Head of shared Services (Scott Roberts)
Person(s) responsible for carrying out formal visual inspection and testing is/are:	Head of shared Services (Scott Roberts)	Head of shared Services (Scott Roberts)
Staff must not bring onto the premises any personal portable electrical appliances unless authorised to do so		
Personal Protective Equipment (PPE)	Leigh	Orrell
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.		
The persons responsible for inspecting PPE termly and replacing personal protective equipment when it is worn out are as follows:	Head of shared Services (Scott Roberts)	Head of shared Services (Scott Roberts)
Hazardous substances	Leigh	Orrell
Copies of all the hazardous substances inventories are held in:	Main Office	Shared Services Office
The person responsible for undertaking and updating the COSHH risk assessments is:	Head of shared Services (Scott Roberts)	Head of shared Services (Scott Roberts)
The person responsible for ensuring that local exhaust ventilation (fume cupboards, dust extraction equipment on woodworking machines etc.) will be examined annually is:	Not Applicable	Not Applicable
Asbestos	Leigh	Orrell
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:	Managed by Landlord (LSV)	Head of shared Services (Scott Roberts)
The asbestos management plan is held:	Managed by Landlord (LSV)	Head of shared Services (Scott Roberts)
The person responsible for ensuring that the plan is updated, annually and as appropriate following work on the fabric of the building is:	Managed by Landlord (LSV)	Head of shared Services (Scott Roberts)
Legionella	Leigh	Orrell

The Duty Holder as defined in the Control of Legionella Bacteria in Water Systems ACoP is:	Managed by Landlord (LSV)	Head of shared Services (Scott Roberts)
The responsible person (as defined in the Control of Legionella Bacteria in Water Systems ACoP) is:	Managed by Landlord (LSV)	Head of shared Services (Scott Roberts)
The person responsible in College for carrying out the regular Inspections is:	Managed by Landlord (LSV)	Head of shared Services (Scott Roberts)
Work Experience	Leigh	Orrell
The person responsible for co-ordinating work experience placement ensuring risk assessments are completed is:	Head of shared Services (Scott Roberts)	Head of shared Services (Scott Roberts)
Visitors	Leigh	Orrell
On arrival all visitors should report to: And will be: Requested to sign the visitors' book asked for identification (if not already known) issued with visitor's pass (Health & Safety included)	Main Reception	Main Reception
Contractors	Leigh	Orrell
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:	Head of shared Services (Scott Roberts)	Head of shared Services (Scott Roberts)
The person in control of contractors whilst on site is:	Head of college	Head of college
Noise	Leigh	Orrell
Any employee concerned about the noise levels at work should report the matter to:	Head of shared Services (Scott Roberts)	Head of shared Services (Scott Roberts)
Cleaning Arrangements	Leigh	Orrell
All members of staff are responsible for arranging to clear up spillages, which occur whilst they are in charge of the area concerned. Other spillages, leaks or wet floors should be reported to:	DatabridgeMIS Event: (Group) – Service Desk overseen by the Shared Services Team	DatabridgeMIS Event: (Group) – Service Desk overseen by the Shared Services Team
Display Screen Equipment	Leigh	Orrell
The display screen equipment assessor for the establishment is	Head of shared Services (Scott Roberts)	Head of shared Services (Scott Roberts)
Smoking	Leigh	Orrell
In line with the Smoke-free (Premises and Enforcement) Regulations 2006, the LGB has prohibited smoking in the College and in vehicles under its control.		
Miscellaneous	Leigh	Orrell
The Health and Safety Law Poster is sited:	Health & Safety Notice board in the reception	Health & Safety Notice board in the Waiting area
The person responsible for updating it is:	College Business Officer Yvonne Adams	College Business Officer Lucy Adams

Appendix 2 – Health, Safety and Facilities Management Framework diagram

