

# Health and Safety Policy Arrangements

**June 2021**

Also available in large print (16pt)  
and electronic format.

Ask Student Services for details.

[www.perth.uhi.ac.uk](http://www.perth.uhi.ac.uk)

Perth College is a registered Scottish charity, number SC021209.



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## Accident and Near Miss Reporting

Accidents and Near Misses (no matter how minor), must be reported to the line manager as soon as possible after the event and no later than 24 hours following the event taking place. In all cases, the Accident, Incident Report Form (HS016) must be completed and sent to the Health, Safety and Wellbeing Adviser electronically. For those that do not have access to a computer, the paper form can be used.

An **Accident** is an event that results in injury, ill health or damage.

A **Near Miss** is an event not causing harm but has the potential to cause injury, ill health or damage.

The occurrence of an Accident or Near Miss suggests that the existing control measures may be inadequate. Learning lessons from accidents and near misses can assist in preventing further events. These adverse events need to be investigated for a number of reasons:

- To ensure Perth College UHI is compliant with all relevant legislation.
- The Management of Health and Safety at Work Regulations (MHSWR), Regulation 5, requires employers to plan, organise, control, monitor and review their health and safety arrangements. Health and safety investigations form an essential element of this process.
- To demonstrate to a court that the Perth College UHI has a positive attitude to health and safety.

The purpose of the investigation is:

- To establish the causes of the accident/incident.
- To identify any weaknesses in standards or arrangements for managing health and safety.
- To identify any corrective action(s).
- To reduce the likelihood of a recurrence.
- Not to blame any individual or group of individuals.

The investigation will also provide essential information for the insurers in the event of a civil claim made against the College. Therefore, all accidents and near misses must be reported and investigated (some near misses may require a Medium or High Level investigation).

### Accident and Near Miss Investigation

The level and depth of investigation depends on the actual severity of injury and/or loss and also the potential for injury and/or loss. When an accident or near miss does occur, the College will carry out an investigation, the extent of which will be determined by the exact circumstances.

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## Determining the Level of Investigation

Likelihood of recurrence	Potential worst consequences of adverse event (see definitions)			
	Minor	Serious	Major	Fatal
Certain				
Likely				
Possible				
Unlikely				
Rare				

### Consequence:

**Fatal:** a work-related death or death of a member of the public.

**Major incident, injury, ill health:** including fractures (other than fingers or toes), amputations, loss of sight, a burn or penetrating injury to the eye, any injury or acute illness resulting in unconsciousness, reportable disease, requiring resuscitation or requiring admittance to hospital for more than 24 hours (including a member of the public), extensive fire or smoke damage, damage to system, facility, failure of safety measure or procedure;

**Serious incident, injury, ill health:** where the person affected is unfit to carry out his or her normal work for more than seven consecutive days, requires hospital treatment, minor fire or smoke damage, failure or corruption of safety measure or procedure (eg broken or damaged device);

**Minor injury:** all other injuries (sprains, strains, minor cuts and burns, bruises etc.), where the injured person is fit to return to work or unfit for normal work for less than seven days;

### Likelihood that an adverse event will happen again:

**Certain:** it will happen again and soon.

**Likely:** it will reoccur, but not as an everyday event;

**Possible:** it may occur from time to time.

**Unlikely:** it is not expected to happen again in the foreseeable future.

**Rare:** so unlikely that it is not expected to happen again.

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Injury Severity		Negligible		Minor		Serious		Major
Investigation Level		Minimal Level		Low Level		Medium Level		High Level

Not all accidents need to be investigated to the same extent or depth. We need to assess each event to identify where the most benefit can be obtained. Where the level of investigation required is medium or high, the health and safety adviser and/or other members of the investigation team must have a level of competence in accident and incident investigation (ie ROSPA Accident Investigation, NEBOSH HSE Introduction to Incident Investigation).

The greatest efforts should concentrate on significant events where there has been serious injury, ill health or loss as well as those which had the potential to cause widespread serious injury or loss.

There are four levels of investigation:

#### Minimum Level investigation

- The relevant person (supervisor, line manager) will look into the circumstances of the event and try to learn any lessons which will prevent future occurrences.
- The outcomes will be noted on the relevant section of the accident investigation form.

#### Low Level Investigation

- This will involve a short investigation by the relevant supervisor or line manager with the assistance of the health and safety adviser if required, into the circumstances and immediate, underlying and root causes of the accident or near miss to try to prevent a recurrence and to learn any general lessons.
- The outcomes will be noted on the accident investigation form.
- Completion of an Accident Investigation form/report may be appropriate.

#### Medium Level Investigation

- This will involve a more detailed investigation by the relevant supervisor or line manager, the health and safety adviser and trade union safety representatives and will look for the immediate, underlying and root causes.
- The outcomes will be noted on the accident investigation form.
- An Accident Investigation report must be completed.

#### High Level Investigation

- This will involve a team based investigation, involving supervisors or line managers, health and safety adviser and trade union safety representatives. It will be carried out under the supervision of a senior manager and will look for the immediate, underlying and root causes.
- The outcomes will be noted on the accident investigation form.
- An Accident Investigation report must be completed.

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## RIDDOR Reportable

For accidents, dangerous occurrences and reportable diseases that are reportable under the provision of Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), the Health, Safety and Wellbeing Advisor or nominated deputy will report the adverse event to the Health and Safety Executive (HSE).

A Dangerous Occurrence is an occurrence as listed in the Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) Regulations 1995. A Reportable Disease is one of the 47 defined in schedule 3 part1 of RIDDOR.

Any employee suspected to be suffering from a reportable work related disease should seek medical attention. Upon receipt of a medical certificate, the Health, Safety and Wellbeing Advisor will ensure the statutory form (F2508A) is completed and sent to the reporting authorities. An investigation will be undertaken to establish the cause, and where reasonably practicable, recommend measures to prevent reoccurrence.

It is a legal requirement to notify RIDDOR reportable events promptly. Do not wait until you have carried out a thorough investigation before informing the Health, Safety and Wellbeing Advisor. Fatalities and major injuries (as defined in RIDDOR), must be reported to the relevant enforcing authority immediately.

Accidents to staff who are then absent from work or unable to carry out their normal work duties for more than seven days must be reported to the HSE within 15 days of the accident/incident date.

## Accident Records and Statistics

A record of all accidents shall be maintained, for analysis, as an indicator of performance and reported to the Health and Safety Committee. As a requirement of RIDDOR, records of reportable injuries, diseases and dangerous occurrences will be kept for at least three years.

For reporting and investigation forms, follow this [LINK](#).

[RIDDOR \(The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013\)](#)

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## Animals in the Workplace

Perth College has a diverse community and takes its responsibilities for the welfare of all staff and students seriously. In the interest of fairness to everyone, all animals (domestic or non-domestic), are not permitted in Campus buildings. The only exception to this rule is for assistance dogs.

For the purpose of this health and safety arrangement, the term “assistance dog” refers to those which provide support to staff and students who have a recognised disability.

For the purpose of this health and safety arrangement, the term “owner” refers to those responsible persons who are in control of the animal, whether they own it or not.

There may be occasions where permission for animals to come onto Campus may be granted following specific requirements. These may include for instance animal confidence and petting in the Nursery or as a promotion for the therapeutic value of pets (ie Therapets).

Some animals shall present little or no hazard or risk to staff, students or visitors. However, the owner must be aware of their responsibilities for the health and safety of others and provide assurance that the animal does not present any safety concerns.

There are 2 stages in the application to bring an animal into any Campus building.

Stage 1: Complete the General Risk Assessment Form. (HS007a).

Stage 2: Complete the Application Form to bring an animal to work.

### Risk Assessment

The Risk Assessment must be completed and forwarded with all applications to the Health, Safety and Wellbeing Adviser. The assessment should establish:

- With other persons using the area whether the animal would be a nuisance or cause distress to other persons. This should be conducted on an individual basis and in total confidence.
- Justification for bringing animals into the workplace.
- Measures to be taken to prevent animals fighting, biting or attacking people. When such a history exists, approval and access will be denied.
- Measures to be taken to ensure the animal does not cause an accident or slip or trip hazards anywhere in the workplace eg the owner not allowing them to roam in the work area, particularly in corridors. The animal must be accompanied by the owner and kept under control at all times.

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- Any domestic animal (specifically dogs) must be house-trained prior to being brought into the workplace. If the animal fouls in any part of the workplace, the owner is responsible for the cleaning up and disposal of the mess.
- Where applicable the owner must be in possession of valid third party insurance (to cover any damage to College or private property, accidents to people or biting); a copy of a valid insurance certificate is to be provided with the application.
- Where applicable the animal has been vaccinated. For dogs this includes against distemper, parvovirus, leptospirosis and hard pad. A copy of a valid vaccination certificate/record is to be provided with the application.
- Dogs, cats being brought into the workplace must be up to date with worm and flea treatment. A copy of the treatment record is to be provided with the application.
- The animal is not likely to cause a nuisance or be a hazard to health.
- That people's allergies, dislikes and phobias to animals are considered.

A copy of the risk assessment must be made available to all persons working in or visiting the area where the animal will be. All animals brought into Campus buildings must be approved and registered in accordance with this health and safety arrangement.

### **Additional Points**

To facilitate the control of animals in Campus buildings, the following instructions will also apply:

- a Owners bringing animals into any building will be required to pay for any incidental cleaning requirements, damage and repairs to building structure, furnishings or private property.
- b Owners of animals that leave faeces in the building or any grassed area, will be responsible for cleaning up and disposal of the mess.
- c Owners are not to allow animals to run loose in buildings or grounds at any time. All persons should resist from distracting animals from their owner's control.
- d Animals are not allowed in conference or meeting rooms, toilets or food preparation areas.

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**Annexes:**

A Generic Animal at Work Risk Assessment

B Application Form to bring an animal into the workplace

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**General Risk Assessment Form**  
 (Management of Health and Safety at Work Regulations 1999)

Form A

Annex A

Reference No:

Curriculum Area/ Department:		Risk Assessors (Name/Position):		Date of Assessment:	
Description of Activity:	Animals in the Workplace:				
Approved By (Name/Position):		Date Approved/Signature:		Review Date:	

Date Reviewed	Name	Position	Signature

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Ref No	Hazard/Harm	Person at Risk	Existing Controls	Severity	Likelihood	Risk Score	Further Controls if Required	Residual Risk Score	Person to Action Control	Date Action to be Complete	Date Action Completed
01	<b>Hazard</b> Approval and Authority to bring animal(s) into the workplace.	All persons	<p>Permission allowing animal at work as per guidance from the Health, Safety and Wellbeing Adviser (HSWA).</p> <p>All animals are to be of good temperament and passive nature and have no history or record of causing harm or damage.</p> <p>The animal must be healthy and not displaying any signs off ill health, sickness etc.</p> <p>The animal does not display aggressive nature and has no history of aggression.</p> <p>Application for authority and approval to bring an animal to work shall only be given on completion of the application form, risk assessment and provision of required documentation.</p>								
	<b>Harm</b> Risk of unauthorised and/or unsuitable animals being on/in Campus premises.										

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02	Hazard	All persons	<p>Animal owner must establish with other persons using the office/building that the presence of the animal will not cause distress or nuisance.</p> <p>Where the animal is a dog, it must be fully trained and registered support dog.</p> <p>Where applicable, the animal must have the required vaccinations.</p> <p>The owner must have adequate pet insurance etc.</p> <p>Where applicable and practicable, animals must wear identification disks and be chipped (where applicable), ie</p>								

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Approval and Authority to bring animals into the workplace		dog/cat tag giving details of owner.  Owners are to ensure the animal(s) is/are restricted to defined designated areas only.								
<b>Harm</b>										
Risk of unauthorised and/or unsuitable animals being on/in Campus premises.										

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03	<b>Hazard</b>	All persons	Animals are to be under the owners control at all times.								
	Obstruction leading to Slips, Trips, Falls, safe access and egress.		Animal owners are to ensure animals do not obstruct walkways withing a building or room including corridors and stairs.								
	<b>Harm</b>		Where practicable, owners are to ensure the animal(s) are suitably controlled (ie in a cage, on a leash).								
	Risk of musculoskeletal injuries, sprains, strains, bruising, inability to gain safe access and egress in the workplace including in the event of an emergency.		Animals are not to be left alone in the workplace or unaccompanied in outside areas.								
			Animals should be moved if causing obstruction in workplace.								

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04	<b>Hazard</b>	All persons	<p>Animals are to be kept under control at all times.</p> <p>Owners/handlers to ensure animals are restricted to designated areas.</p> <p>Pet insurance required.</p> <p>Animals are not to be left alone in the workplace or unaccompanied in outside areas.</p> <p>Animals should be removed if causing distress in workplace.</p>								
	Animals fighting, biting, scratching, jumping up on persons, furnishings.										
	<b>Harm</b>										
	Risk of injury from aggressive or defensive animals, damage to property, jumping up onto persons or furniture etc.										

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05	<b>Hazard</b>	All persons	<p>Assistance/service dogs are house trained and are to be kept under control at all times.</p> <p>Animals are to be kept under control and supervision.</p> <p>Owners to clean up and dispose of animal faeces, urine in correct manner.</p> <p>Owners to ensure pets are restricted to designated areas.</p> <p>Animal hygiene is an owners responsibility, animals should be treated for fleas, worms, ticks etc.</p> <p>Owner to report if thought animal is likely to have pests.</p>								
	Biohazards, pests										
	<b>Harm</b>										
	Risk of injury, disease and/or distress due to contact with animal faeces and/or urine, fleas, ticks etc.										

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06	<b>Hazard</b>	All persons	<p>Animal owners to be aware of other persons allergies and phobias.</p> <p>Owners to discuss with other persons in work and social environment the likely presence of animals and determine if there are any allergies or phobias.</p>								
	Allergies, phobias.										
	<b>Harm</b>										
	Risk of allergic or phobic reaction from animal hair, animal presence etc.		<p>Animals should be removed if causing illness or phobic reactions.</p> <p>Animals should be removed if causing distress in workplace.</p>								

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07	Hazard										
	Harm										

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Assign values for the hazard severity (a) and likelihood of occurrence (b) (taking into account the frequency and duration of exposure) on a scale of 1 to 5, then multiply them together to give the rating band.

Hazard Severity (a)	Likelihood of Occurrence (b)
1 – Trivial (eg discomfort, slight bruising, self-help recovery)	1 – Rare (almost never)
2 – Minor (eg small cut, abrasion, basic first aid need)	2 – Unlikely (occurs rarely)
3 – Moderate (eg strain, sprain, incapacitation > 3 days)	3 – Possible (could occur, but uncommon)
4 – Major (eg fracture, hospitalisation >24 hrs, incapacitation >4 weeks)	4 – Likely (recurrent but not frequent)
5 – Fatal (single or multiple)	5 – Very likely (occurs frequently)

CONSEQUENCE	LIKELIHOOD				
	Rare (1)	Unlikely (2)	Possible (3)	Likely (4)	Very Likely (5)
Fatal (5)	5	10	15	20	25
Major (4)	4	8	12	16	20
Moderate (3)	3	6	9	12	15
Minor (2)	2	4	6	8	10
Trivial (1)	1	2	3	4	5

The risk rating (high, medium or low) indicates the level of response required to be taken.

Rating Bands (a x b)		
Low Risk (1 to 8)	Medium Risk (9 to 12)	High Risk (15 to 25)
Continue, but review periodically to ensure controls remain effective	Continue, but implement additional reasonably practicable controls where possible and monitor regularly	<b>STOP THE ACTIVITY</b> Identify new controls. Activity must not proceed until risks are reduced to a low or medium level

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**Application Form to Bring an Animal into the Workplace**

From:	
Department/Organisation:	
Contact Details: Tel No: Email:	
Name of Animal(s):	
Age of Animal(s):	
Breed of Animal(s):	
Date of Application:	
Date(s) of Animal(s) in College Buildings:	

**Attached Documents**

<b>Documentation Checklist</b>	<b>Delete as Appropriate</b>
Risk Assessments for Animal(s)	Yes/No
Third Party Insurance	Yes/No/N/A
Vaccination Record/Certificate	Yes/No/N/A
Record of Other Treatments	Yes/No/N/A

I confirm that I have completed and provided all documentation required. (Copies of all documentation to be attached to this document).

I confirm that my pet is house-trained, and is not: aggressive, a danger to other animals or persons.

I fully accept liability for my animal(s).

Signature of Applicant:

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The application is approved, OR The application is not approved for the following reasons:

Signature:

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## Asbestos

Where any work is to be carried out where there is a possibility of asbestos containing materials, all work in that area will be suspended pending a sample of the suspect material being examined by specialist contractors.

No work involving the removal of asbestos containing materials will be carried out by employees of the College. All work will be carried out by licensed contractors who will be responsible for the safe removal and disposal of all materials under the provisions of the Asbestos at Work Regulations 2006.

All work to be carried out by appointed contractors will be carried out using the provisions of the ACOP's L143 Work with Materials Containing Asbestos and L127 Management of Asbestos in Non-domestic Premises.

An Asbestos Management Plan has been prepared and is reviewed annually by the Head of Estates. From the Management Plan an Asbestos Register has been developed to identify the actual location of known Asbestos Containing Material (ACM) throughout the Campus.

No work or repairs to the fabric of a building should be undertaken without first consulting the asbestos register, ie erecting notice boards, plumbing repairs, works in boiler houses or plant rooms.

In compliance with the Asbestos Regulations 2012, a copy of the asbestos register is made available to affected staff and contractors. At any time that extensive works are required to repair or alter college buildings, a specialist contractor is engaged to prepare a 'Refurbishment and Demolition Survey' and all works will follow the advice and guidance of the survey.

For additional information, follow LINKS below.

[Perth College UHI Asbestos Policy](#)

[Control of Asbestos Regulations 2012 - Approved Code of Practice and guidance](#)

[Asbestos, Your Quick Guide - Don't Be An Easy Target](#)

## Control of Contractors and Visitors

Perth College UHI has a statutory duty to ensure, so far as is reasonably practicable, that people other than employees (including contractors, visitors, members of the public) are not exposed to health and safety risks.

The College will therefore ensure that all contractors and visitors are given a safety induction by the Estates Department on site, to alert them to the potential hazards and the rules and regulations in place to ensure their safety whilst on site.

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Contractors safety briefing shall include:

- Information on any other work activities taking place which may affect their health, safety and welfare including College activities.
- Actions to be taken in the event of an emergency and/or in the event of a fire evacuation during their visit.
- Information on College First Aid provision and who to contact if they require First Aid attention.
- Where to find necessary welfare facilities.

All visitors will be booked into the College by the specific building reception staff and provided with a visitor pass. All employees must ensure that all visitors have an in-date pass on them.

## **Contractors**

Only contractors which have satisfied the Head of Estates of their Safety Management System and/or been included within the approved contractors list, will be allowed to undertake any activities on site. A contractor must provide information relating to their risk assessments, method statements (RAMS) and other safety documentation before work commences on site and ensure that their employees are trained and competent to adequately carry out their activity.

The contractor must make themselves aware of the contractor safety rules and Perth College UHI Health and Safety Policy and other related policies. No member of staff should invite a contractor on site without permission of the Head of Estates.

Contractors are expected to support the implementation of Perth College UHI Health and Safety Policy and health and safety rules for contractors and as such shall;

- Ensure that their employees observe all health and safety instructions, rules and procedures and are fully aware of their health and safety responsibilities.
- Ensure all contractors and sub-contractors are suitably qualified and competent in the activity for which they are employed.
- Provide the college with an up to date safety policy and any relevant risk assessments and method statements relating to the activity being undertaken.
- Ensure all work equipment brought on site is maintained and in safe working order.
- Provide sufficient information, instruction and supervision to ensure their employees are able to carry out their work safely and without risk.
- Establish and enforce good housekeeping.
- Ensure that all accidents, near misses and dangerous occurrences are reported to the appropriate person (Estates Officer, Health Safety and Wellbeing Adviser).
- Report any defective plant, equipment and structures.
- Ensure their employees are issued with suitable personal protective equipment and that it is worn at all times whilst carrying out their activity.
- Ensure that the employee has received suitable instruction and training with regard to the use of PPE and that it is maintained to a suitable standard.

Under no circumstances should any contractor use any work equipment which is the property of Perth College UHI without express permission.

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## Visitors

Perth College UHI as a legal duty of care to all persons that visit the college whether invited or not. This will include family members of college students, company representatives, visitors from other colleges or institutions and workers providing a service or doing minor maintenance on equipment.

It is the responsibility of the person meeting the visitor to ensure that visitors to the college are properly registered and receive a safety induction. Members of staff expecting/inviting visitors are to inform the building receptionist of the expected date and time of their arrival. On arrival at the college they will be booked in and receive a visitor badge at the reception desk. The person meeting the visitor will ensure the visitor is made aware of:

- What to do in the event of a fire evacuation during their visit.
- Who to contact if they require First Aid attention.
- Who to report any Accidents, Incidents or Safety Hazards.
- Where to find necessary welfare facilities.
- Any activities taking place which may affect their health, safety and welfare.

The only exception to this arrangement is that of 'Open Days'.

The college also has a legal duty of care for the health, safety and wellbeing of all students and staff. This duty of care incorporates the duty to 'safeguard' students from being subjected to any form of harm or abuse. Therefore, all visitors will be escorted by the member of the college staff in attendance when on college premises.

For additional information follow the LINK below.

[Perth College UHI Managing Contractors on College Premises Policy](#)

## Display Screen Equipment (DSE)

The Health and Safety (Display Screen Equipment) Regulations (DSE) 1992 provide minimum health and safety standards for the design and use of DSE work stations. This document details the procedure adopted by Perth College UHI in order to eliminate or reduce possible eye strain, musculoskeletal (backache, upper limb disorders in the neck, arms, wrists etc) or mental (stress) disorders due to the effects of continual Display Screen Equipment use.

The DSE only apply to employers whose workers regularly use DSE as a significant part of their normal work (daily, for continuous periods of an hour or more).

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## Reduction of Risk

The reduction of display screen equipment risks will be achieved by:

- Identifying and assessing display screen equipment workstations.
- Reducing risks, which are discovered.
- Making sure that workstations satisfy the specified minimum requirements for the screen, keyboard, desk, chair, task, software and environment.
- Planning the work so that there are breaks or changes of activity.
- Providing health and safety training for equipment users.
- Supplying appropriate eye and eyesight tests, and special spectacles, if they are needed, where normal ones cannot be used.

## Assessment Procedure

Line Managers will:

- Ensure staff undertake the online DSE training package (Health and Safety 2 – Marshall On-line Training)
- Ensure users conduct self-assessment of applicable workstations
- Ensure negative findings of the assessment are brought to the attention of the Line Manager and where required, the Health, Safety and Wellbeing Advisor

## Information and Training

In accordance with its legal and moral obligations to ensure, so far as is reasonably practicable, the health, safety at work of all employees, Perth College UHI will provide, as part of the safe system of work, suitable training and information to all employees, on the use of display screen equipment and the use of any risk reduction methods provided.

DSE users are to complete the online “Health and Safety 2” course which contains a Display Screen Equipment element prior to a risk assessment taking place. DSE refresher training should be undertaken at least every two years or when there is a significant change to the DSE, workstation or software.

The Health, Safety and Wellbeing Advisor is available for advice, training and assessment.

## Daily Work Routine

Daily work routines should be planned to ensure natural breaks in display screen equipment work. In the context of this policy, a break is generally intended to be a task away from the DSE work, ie filing, answering the telephone, discussions with colleagues, any other non-DSE work activity.

In most tasks, natural breaks or pauses occur as a consequence of inherent organisation of the work. Wherever possible, jobs at display screens should be designed to consist of a mix of screen-based and non-screen based activity to prevent fatigue and to vary visual and mental demands.

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## Review

Assessments will be reviewed biennially or where:

- a Major changes occur to software, hardware, the workstation or the environment.
- b Substantial changes occur in the task or the amount of time required to be spent on the equipment.
- c There is a change of user.
- d Illness or sickness absence statistics indicate that there is a problem.
- e A DSE related issue is identified by the user.

For additional information, follow the links below.

[Display Screen Equipment Policy](#)

[Display Screen Risk \(DSE\) Assessment Form](#)

[Health and Safety \(Display Screen Equipment\) Regulations 1992 as amended by the Health and Safety \(Miscellaneous Amendments\) Regulations 2002 - Guidance on Regulations](#)

[Working with display screen equipment \(DSE\) - A brief guide](#)

## Driving for Work

The Health and Safety at Work etc, Act 1974 and the Management of Health and Safety at Work Regulations, require risk assessments to be carried out to ensure that significant risks are addressed. Employers have a duty of care to their employees and other road users under the Health and Safety at Work Act. The management of work-related driving must take into account the requirements of health and safety legislation and road traffic law.

Where applicable, risk assessments must be undertaken to ensure compliance for any work related driving that is required. Special consideration should be given to route planning, driver experience, knowledge of basic maintenance and contact information. Risk Assessments for any work-related driving activity should follow the same principles as those for any other work activity as outlined in the College Risk Assessment guidance.

This arrangement applies to all staff who drive on College business, regularly or infrequently, including those who use their own vehicles.

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## Adverse Weather Conditions

- Allow plenty of time for your journey.
- Consider if the journey necessary.
- Always clean all windows, lights and mirrors before moving off.
- Reduce your speed and allow for road and weather conditions.
- Increase your braking distance - allow for the unknown.
- Ensure that the vehicle headlamps are on dip beam in traffic.
- Slow down try to avoid hard braking, which could result in causing the vehicle to skid.
- Remember you may think you 'know the road' but there could be an obstacle around the bend.

## Driving Licence Information

Driving licence information can be viewed at <https://www.gov.uk/view-driving-licence>. Individuals will need their driving licence number, national insurance number and postcode. If the employee needs to share their driving licence with their line manager, they can also get a code for them to use.

Give the code and last 8 digits of your driving licence to your line manager who should go to <https://www.gov.uk/check-driving-information>. They have a limited time to view your licence information for penalty points, endorsements, full and provisional entitlements.

Managers and Lecturers are to ensure all staff and students who shall be 'Driving for Work', are appropriately qualified, licensed, insured and trained.

## Vehicle Checklist

Drivers are reminded that under the Road Traffic Act it is they who will be prosecuted if the vehicle they are driving on a public road is found to be in an un-roadworthy condition. Therefore, drivers should satisfy themselves on a daily basis that any vehicle they intend driving is roadworthy. It is in the interest of all persons intending to drive a College vehicle to carry out the following basic checks prior to driving the vehicle on the public highway:

- Check tyre-pressures and visually examine the tyres for obvious damage or wear.
- If necessary, clean windscreen, windows, lights, mirrors and number plates.
- Check all fluid levels including windscreen wash.
- Ensure all lights and indicators are in working order.
- Check heater blower/demister is working.
- Check that all in-cab warning lights/gauges are functioning.
- Check operation of windscreen wipers and washers.
- Check spare wheel, jack and wheel key are in place.

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- Check brake fluid and top up if required. Report any loss of fluid to Estates Dept. immediately.
- Report immediately any fluid leaks or abnormal noises from the vehicle.
- Adjust door wing/mirrors before moving off.
- Ensure that minibuses have a suitable fire extinguisher and first aid kit.

Vehicles are provided with screen wash, de-icer and scraper. If any faults or defects are discovered, the driver is to report this to the Property Secretary in Estates. If the Property Secretary is absent, the College Motor Vehicle Technician is to be informed.

Should there be a requirement to purchase windscreen wash, oil etc during a journey, the driver is to retain the receipt and claim back through the Travel Expenses Claim Form.

Faults and defects in Hire Vehicles are to be reported direct to the hire company.

### **Traffic Offences (Parking, Speeding and other Traffic Offences)**

Drivers will be held responsible and fully accountable for all traffic offences associated with any College vehicle, or vehicle hired on behalf of the College, during the period that such a vehicle is assigned to their care. Such offences might include parking, speeding etc.

All authorised drivers (staff/students) who have been charged with a traffic offence must notify their Line Manager and the Property Secretary in writing without delay.

For additional information please see links below.

[Perth College UHI Driving for Work Policy](#)

[Road Traffic Act 1988](#)

[Driving at Work, Managing Work Related Road Safety](#)

[HSE Website – Work Related Road Safety](#)

### **Drugs and Alcohol**

Perth College UHI recognises the potential dangers of alcohol, drugs and solvent abuse, known as substance abuse, to both the individual and the College. The College aims to prevent, where possible, alcohol, drug and solvent abuse amongst employees and to detect at an early stage, employees with problems.

Employees must not report to work impaired by alcohol, illegal drugs or prescription drugs. Any employee reporting to work impaired by drugs and/or alcohol may be subject to disciplinary procedure, which could lead to dismissal.

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Any employee found to be in possession of or consuming alcohol whilst at work without permission may be subject to disciplinary procedure, which could lead to dismissal.

Any employee found to be possessing, using, selling or under the influence of illegal drugs or solvents during working hours may be subject to disciplinary procedure, which could lead to dismissal and persons being reported to the police.

Any employee who possesses, uses, sells or is under the influence of illegal drugs on personal time which adversely affects the College or its employees or contractors may be subject to the company disciplinary procedure, which could lead to dismissal.

Any contractor found to be possessing, using, selling or under the influence of illegal drugs or solvents during working hours may be ordered off site and may be reported to their employer and police.

Any contractor found to be in possession of or consuming alcohol whilst at work without permission may be ordered off site and may be reported to their employer.

For additional information please see links below.

[Perth College UHI Drugs and Alcohol Policy](#)

[Managing drug and alcohol misuse at work](#)

## Fire and Emergency

Perth College UHI shall meet the legal requirement contained in Regulation 8(1)(a) of the Management of Health and Safety at Work Regulations (1999) which requires all employers to establish and where necessary give effect to appropriate procedures to be followed in the event of serious and imminent danger to persons at work in his undertaking.

Guidance to the Regulations states that a risk assessment should identify the foreseeable events that need to be covered by these procedures and that for some employers, fire (and possibly bomb) risks will be the only ones that need to be covered.

Contacts with external services - Regulation 9 of the Management of Health and Safety at Work Regulations (1999) states that, "Every employer shall ensure that any necessary contacts with external services are arranged, particularly as regards first-aid, emergency medical care and rescue work."

These procedures cover the actions that must be taken by various personnel from the time an incident or emergency is detected up to the 'all clear'. They do not take into account follow-on action in the light of major loss of plant, equipment or catastrophe. It is clearly recognised that each emergency situation will have its own

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features that cannot be completely anticipated here. This document gives the general structure for the management of a variety of foreseeable emergency situations.

The aim of these procedures is to ensure, in the event of an emergency, the safety of staff, students and visitors as well as minimum disruption and risk to the College. These aims will be met by ensuring the appropriate management structure to meet the following objectives.

The effective management of an emergency depends upon the ability of the organisation to implement a system which can immediately gather information into a central point, make decisions based on the received information and implement the appropriate action. At Perth College UHI the following objectives are to be achieved within **six minutes** after the fire alarm sounds or an emergency commences by another means:

- establish communication between the scene of the incident, possibly another building, and the control point.
- confirm that the emergency services have been informed as necessary.
- determine local hazards - eg fire in a laboratory.
- restrict access/egress to traffic where necessary.
- provide adequate information for the emergency services when they arrive.
- supply first aid cover - use Perth College UHI designated First Aiders or call an ambulance if necessary.
- complete the evacuation of all affected areas.
- assess the degree of emergency and inform senior management and the Press Officer if required.
- secure affected buildings - ie do not allow re-entry until the all-clear is given.

The above objectives will be achieved via co-ordination of fire marshals and other such specialist and management staff as each particular situation may require.

**Emergency procedures will be identified at induction for all new staff and students.**

The procedure for the action to be taken in the event of a Fire and Fire Drills can be found in:

- The Fire and Emergency Evacuation Procedure.
- On display in the entrance of each building.
- In all teaching, meeting rooms and communal areas in each building.

Fire Instructions shall be delivered to all delegates of meetings and courses at the outset.

A minimum of two fire drills per year will be practised, assessed and recorded in each building fire log book.

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Fire alarm systems will be tested weekly (Tuesdays 10.30am.) and a record kept in each building.

All fire-fighting equipment, alarms and emergency lighting shall be subject to planned testing and maintenance at appropriate intervals.

Emergency exits, stairways, corridors, refuges and fire doors will be monitored regularly to ensure they are kept free of obstructions.

Fire prevention at each location shall include appropriate safe storage of flammable materials.

Close-down checks shall be conducted by Caretakers at the end of the day in each building.

Should there be any concerns regarding Fire Safety, Fire Fighting Equipment etc. please contact the Health, Safety and Wellbeing Adviser [ian.bow.perth@uhi.ac.uk](mailto:ian.bow.perth@uhi.ac.uk) or extension 77331.

For additional information please see links below.

[Perth College UHI Fire and Emergency Evacuation Procedure](#)

## First Aid

The aim of this arrangement is to provide direction and guidance to all persons to ensure the effective management and delivery of first aid at work in so far as is reasonably practicable.

In the event of injury or sudden illness, failure to provide first aid could result in minor injuries becoming major ones or may even result in death. It is important that immediate attention is received and that, where necessary, the emergency services are called. First Aid at Work covers the arrangements that must always be in place to ensure this immediate action is carried out.

The Health, Safety and Wellbeing Advisor is to ensure there are adequate arrangements for the effective management of first aid in the workplace and that suitable and sufficient first aid risk assessments have been carried out and maintained. The arrangements are to be regularly monitored and revised as necessary; at least annually. The number of first aiders is to be proportional to the assessed risk.

## First Aid Risk Assessment

It is the Health, Safety and Wellbeing Advisors responsibility to ensure that a first aid risk assessment is carried out in order to make the correct provision of first aid

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personnel, equipment and arrangements. Risk Assessments should at least take account of;

- Workplace hazards and risks;
- The size of the organisation;
- The organisation's history of accidents;
- The nature and distribution of the workforce;
- The remoteness of the site from emergency medical services;
- The needs of travelling, remote and lone workers;
- Staff working on shared or multi-occupied sites;
- The availability and competence of First Aiders and for absence cover;
- Visitors and members of the public.

### **Competence of First Aiders**

First Aid at Work (FAW) qualified persons have attended and passed a 3 day (18 hours) course and shall be deemed competent to:

- understand the role of the first aider, including reference to:
    - the importance of preventing cross infection
    - the need for recording incidents and actions
    - use of available equipment
    - assess the situation and circumstances in order to act safely, promptly and effectively in an emergency
    - administer first aid to an adult casualty who is unconscious (including seizure)
    - administer cardiopulmonary resuscitation to an adult, including using an AED
    - administer first aid to an adult casualty who is choking
    - administer first aid to an adult casualty who is wounded and bleeding
    - administer first aid to an adult casualty who is suffering from shock
    - provide appropriate first aid for minor injuries (including small cuts, grazes and bruises, minor burns and scalds, small splinters)
    - administer first aid to an adult casualty with:
      - injuries to bones, muscles and joints, including suspected spinal injuries
      - chest injuries
      - burns and scalds
      - eye injuries
      - sudden poisoning
      - anaphylactic shock
    - recognise the presence of major illness (including heart attack, stroke, epilepsy, asthma, diabetes) and provide appropriate first aid
- Qualification of First Aid at Work lasts for 3 years.

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## Nominated First Aiders

Nominated First Aiders are responsible for ensuring their First Aid Kits (packs) are maintained and stocked in accordance with the individual pack guidance.

Nominated First Aiders are responsible for ensuring their certification is maintained and they attend annual refresher training once a year.

Nominated First Aiders must ensure any attendance at an incident or First Aid intervention is recorded on the Accident Report Form (HS016) and sent to the Health, Safety and Wellbeing Advisor.

## Summoning First Aid Assistance

Minor injuries can be dealt with at departmental level where first aid provision is provided. In all other circumstances, to summon first aid in all areas of the Campus, the procedure is as follows:

- For a member of staff, summon first aid assistance from the department or dial 0 for reception.
- For a student in class – tell the lecturer who will either provide assistance from the department or dial 0 to contact reception.
- For incidents outside a classroom, either contact reception in person or dial 0.

In all circumstances, inform the person you are reporting to your name, the location of the incident and what has happened. Reception will contact the on-call first aider to attend. An [Accident Report Form](#), must be completed for all incidents, accidents and first aid provision and forwarded to the Health, Safety and Wellbeing Advisor.

For additional information please see links below.

[Perth College UHI First Aid Policy](#)

[The Health and Safety \(First-Aid\) Regulations 1981 - Guidance on Regulations](#)

## Health and Safety Training

The Health and Safety at Work Act 1974 places a duty upon employers to provide such information, instruction, training and supervision as is necessary to protect the health and safety at work of employees.

The Management of Health and Safety at Work Regulations state: Every employer shall ensure that his employees are provided with adequate health and safety training on their being recruited into the employer's undertaking; and on their being exposed to new or increased risks because of:

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- their being transferred or given a change of responsibilities within the employers undertaking;
- the introduction of new work equipment or change in work equipment already in use within the employer's undertaking;
- the introduction of new technology into the employer's undertaking, or
- the introduction of a new system of work into or a change respecting system of work already in use within the employer's undertaking.

Health and safety training shall:

- be repeated periodically where appropriate;
- be adapted to take account of any new or changed risks to the health and safety of the employees concerned; and
- take place during working hours.

Perth College requires that managers and staff are equipped with the knowledge, competence, confidence and capacity to deal effectively with health and safety issues, through the provision of appropriate resources, supervision, information, instruction and training. Therefore, training and re-training requirements should be carried out through the assessment of training needs using job descriptions, personnel specifications and staff development review, rather than as the result of an accident.

### Responsibility for Training

The Health and Safety Policy places a duty on Sector Development Directors and Heads of Departments (or equivalent manager for Air Service Training) to ensure that all persons reporting to them have received the necessary information, instruction and training to carry out their duties competently. This should start with health and safety induction. Training and information requirements of existing employees are identified during staff appraisals.

Where training has been identified as necessary to minimise risks through a risk assessment process (eg manual handling) then the manager must ensure that the training is provided and that staff attend the training and have understood its content.

Sector Development Directors and Heads of Departments are required to keep a local record of all health and safety training including induction. Any health and safety training centrally organised by the Health and Safety Unit will be recorded on the HR Ciph Management System.

Refresher training will be required at intervals dependant on the training topic.

Perth College UHI aims to continuously assess and improve the competency levels of all employees and associates through an analysis of training needs and by the use of personal records of achievement to monitor the progress of individuals through the training programme. The training programme encompasses four main areas:

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## Induction Training for New Employees

New employees are known to be more likely to have accidents than those who have had time to recognise the hazards of the workplace and induction training is undertaken to address this situation. Key points during induction to be covered include:

- A review of this safety policy, especially as it relates to the work activities of the newcomer.
- The organisation's philosophy on safety. Although prevention is the primary responsibility of management, each employee has a statutory responsibility for his or her own safety and that of others.
- Perth College health and safety rules which are in force in their area of work.
- The wearing and use of personal protective equipment.
- Procedures for reporting accidents, incidents or near misses, and where to obtain first aid for any injury no matter how trivial.
- Fire and emergency procedures.
- Welfare and amenity provisions.

## Skill/Task Based Training

Job-specific training/coaching is given to all employees before carrying out any unfamiliar tasks, or when existing job conditions change and may result in exposure to new or increased risk. This includes:

- Skills training and/or updating.
- An explanation of applicable safety rules, regulations and procedures.
- A demonstration of any personal protective equipment which may be required.
- Instruction in changes to emergency and/or evacuation procedures.
- An explanation of any documentation required, such as safety booklets or chemical data sheets.
- Monitoring and Review mechanisms.

## General Health and Safety Training

General Health and Safety Training shall be available on request or as deemed appropriate to staff groups and shall consist of, but not limited to:

- COSHH Awareness
- Manual Handling
- Accident, Incident and Near Miss Reporting
- Working at Height
- Health and Safety Awareness

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## Role Specific Health and Safety Training

Where there is an identified need for specific health and safety training due to a staff members' roles and responsibilities, legal requirement and/or personal development, training may be conducted in-house or via an external provider. In-house training may consist of but not limited to:

- General Risk Assessor
- COSHH Risk Assessor
- Manual Handling Risk Assessor
- Elementary Health and Safety
- Health and Safety for Managers
- First Aid at Work
- Emergency First Aid at Work
- Fire Marshall
- Emergency Evacuation

Advice on training can be sought from the Health, Safety and Wellbeing Advisor or the HR Department.

For additional information please see links below.

Health and Safety Training DVD's which can be used as stand alone training or as part of a training programme are available at: <https://perthcollege.safetyhub.com/>

## Health Surveillance

Perth College UHI is responsible for the health and safety of its employees. As such, it employs the services of an Occupational Health provider (Medigold) to whom it can refer matters of occupational health to.

The purpose of health surveillance is to:

- provide appropriate health surveillance for employees, based on an assessment of the potential risk of harm through work activity;
- provide employees with general advice on other health matters.

Health Surveillance shall primarily be targeted at those staff groups who are likely to work with skin or respiratory sensitisers, work in areas with high noise output or vibrating machinery or tools.

The risks to health of both employees and others is managed via the risk assessment process. This will identify the need for health surveillance. Employees will be encouraged to attend and co-operate with Health Surveillance as requested and to inform their line management of any medical condition that may affect his or

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her potential to complete work safely, or which they suspect may have been caused or exacerbated by work activity.

As health surveillance is designed to meet relevant statutory safety requirements, co-operation with the policy is required. Refusals to attend statutory elements of health surveillance by an employee will be explored sensitively, but unreasonable refusal to co-operate may result in disciplinary action. Individual employee's reasons for not attending ie religious or other personal factors will be fully taken into account.

For additional information please see links below.

[Perth College UHI Health Surveillance Policy](#)

[What is health surveillance?](#)

## Inspection and Audit

Workplace Inspections, Workplace Health and Safety Inspections and Health and Safety Audits go hand in hand with each other. They are an important part of keeping the workplace free from occupational health and safety risks. It is important that we all take a proactive approach to a safe workplace instead of assuming everything is fine until a problem is brought to our attention or an incident occurs.

A Workplace Inspection is the process of examining your workplace (you can inspect the whole workplace or target a specific area of operation) to identify any hazards that may be putting your employees at risk. This process is a documented, planned inspection.

Workplace inspections are carried out by someone who is familiar with the workplace (manager and/or technician) and the kind of work performed in it. Its goal is to identify hazards in order to eliminate, guard, or protect against them.

Workplace Inspection Checklists are available for different areas of the work environment, (see the link below). High risk areas should be inspected twice a year, one each semester and lower risk areas should be inspected at least once a year. Informal workplace inspections are the normal undocumented examination of plant, machinery, building fabric etc conducted prior to commencing work or a particular task, ie pre-use inspections of tools, machines and equipment. In all cases, where corrective action are identified during inspections, follow up action will be required to ensure rectification of any deviation from legislation and policies.

A Workplace Health and Safety Inspection will be conducted by the Health, Safety and Wellbeing Advisor (HSWA) who may be accompanied by a Trade Union Health and Safety Representative and Manager. This inspection involves a thorough and systematic examination of the physical conditions of a workplace and the character of the practices that take place in it. This will or may include an examination of documentation and procedures, all equipment to determine whether the safeguards

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are operating effectively and to identify any potential hazards. Safety inspectors also observe workplace practices to ascertain whether any aspect of them are unsafe.

Appointed Trade Union Safety Representatives can conduct safety inspections of the premises and work areas under the Safety Representatives and Safety Committees Regulations 1977 giving reasonable notice in writing when they intend to carry out the inspection.

Health and Safety Form HS059 is the standard template for workplace health and safety inspections. It is supported by HS059b Workplace Health and Safety Inspection Guidance. Both documents are linked below.

An Audit is a documented method of reviewing your systems of safe work as they are carried out in the workplace, to ascertain whether they comply with occupational health and safety legislative requirements, or whether they need to be amended. Unlike safety inspections, audits are carried out by someone external to the College. They rely on an outsider's perspective to provide an objective, higher level assessment of the safety program. They examine the Perth College Safety Management System as a whole.

Sector Development Directors, Heads of Departments are to appoint competent health and safety representatives within their areas of responsibility. They are responsible for recording and maintaining the safety system and schedules within their area of responsibility. They will report the effectiveness of controls, management of risk and accident statistics to the Health and Safety Committees.

Further advice and support is available from the Health, Safety and Wellbeing Adviser.

For Departmental Workplace Inspections Checklists, see below:

[Perth College UHI Workplace Health and Safety Inspection Checklists](#)

[Perth College Health and Safety Audit Forms](#)

## Lone Working

The Health and Safety at Work etc Act 1974 places general duties on employers to ensure safe systems of work and the Management of Health and Safety at Work Regulations require risk assessments to be carried out to ensure that significant risks are addressed. It is within this framework that any additional risk faced by lone workers should be generally addressed in order to determine if the of the job can be properly controlled by one person.

Lone working can be defined as a worker who is physically isolated and cannot make direct contact, visually or verbally, with other staff. There are specific work situations where the law requires that at least 2 employees must be engaged in an

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activity. These situations include work in confined spaces, live electrical work and work involving the erection of scaffolding.

Certain standards also apply during the training of 'young persons' on machines, which require that the young person be supervised, by a person competent in the use of the machine until the young person is competent.

Employees have a duty to bring to the attention of their line manager any condition that may make them unsuitable for lone working. The law does not prevent lone working however, lone workers should not be more at risk from harm than any other worker. Therefore, a robust and suitable risk assessment should be carried out for anyone working alone to consider the following:

- Can the risks of the job be properly controlled by one person?
- Does the workplace present a special risk for a lone worker?
- Can a lone worker safely access and egress the place of work?
- Can all the substances and equipment be handled by one person?
- Is violence a risk?
- Would women/young persons be specifically at risk?
- Is the worker medically fit to work alone?
- Is special training and supervision required?

Additionally, emergency procedures must be considered. Assessors must consider communications and raising the alarm in the event of an incident. Line Managers must therefore ensure that any additional risks faced by lone workers are addressed within the general risk assessment process or within any leaflet and/or procedure which specifically deals with the work topic (ie Safe System of Work). A specific Lone Working Risk Assessment may be required.

If it is unavoidable for staff to be working on their own (staff working in offices outside normal hours) the Department Manager/Sector Manager must be informed and that all possible hazards must have been identified and controlled. Attention will be given to emergency contact arrangements by mobile phone contact with the line manager.

For additional information please see links below.

[Perth College UHI Lone Working Policy](#)

[Working alone - Health and safety guidance on the risks of lone working](#)

## Manual Handling

The Manual Handling Operations Regulations 1992 (as amended) apply to work which involves lifting, lowering, pushing, pulling or carrying. Manual handling causes over a third of all workplace injuries. These include work-related musculoskeletal disorders (MSDs) such as pain and injuries to arms, legs and joints, and repetitive strain injuries of various sorts.

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Further to the risk assessment requirements under the Management of Health and Safety Regulations 1999, Perth College UHI shall ensure that all manual handling operations are identified and addressed according to the requirements of the regulations.

Sector Development Directors, Heads of Departments and Sector Managers must ensure that potential manual handling hazards are identified by the risk assessment process and that suitable control measures are applied.

All activities carried out by staff shall be examined and the requirements for manual handling operations established. As far as is reasonably practicable, manual handling operations shall be avoided, but where this is not possible, the operations shall be assessed and the risk of injury reduced by the use of mechanical or the provision of other suitable means.

All aspects of manual handling involved in the operations shall be examined, including any areas where pushing, pulling, lifting, carrying, supporting, etc, are part of the expected work.

Manual Handling Risk Assessments shall be suitably documented on the assessment form, HS080. The findings of all assessments and the control measures to be adopted shall be fully communicated to the respective employees via the information, instruction and training aspects of the businesses operations.

Appropriate information, instruction and training will be provided as and when required.

For additional information please see links below.

[Perth College UHI Manual Handling Policy](#)

[Manual Handling Risk Assessment Form](#)

[Manual Handling Operations Regulations 1992 - Guidance on Regulations](#)

## **New and Expectant Mothers**

The Management of Health and Safety at Work Regulations 1999 (MHSW) requires employers to protect the health and safety of employees who are expectant mothers. In the operation of its risk management programme, Perth College UHI will take particular account of the risks to the health and safety of new and expectant mothers or their babies from any agent, process or working condition.

## **Risk Assessment**

On receiving notice in writing that an employee is pregnant, has given birth (to a living child or, after 24 weeks of pregnancy, a stillborn child) within the previous

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6 months or is breastfeeding, line managers will carry out an individual risk assessment.

There could be different risks depending whether workers are pregnant, have recently given birth or are breastfeeding. This unique risk assessment will be kept under review until the assessment indicates that it is no longer required and will include the following considerations:

Travel/travelling long distances

Air travel

Type of work

Hazardous Substances

Use of vibration, pneumatic or electric power tools

Heavy lifting

Long hours of work/irregular hours of work/shift work

Excessive heat or cold

Work involving risk of electrocution

All sports after the first 3 months

This list above is to be used as guideline and is **NOT** exhaustive. Risk in this context means the likely exposure of a new or expectant mother to hazards at a level additional to that which she may be expected to be exposed outside the workplace.

If the assessment reveals a risk to new and expectant mothers, line management is required to inform the employee about the risk and explain what action is being taken to ensure that the risk has either been eliminated, reduced to an insignificant level and make any reasonable adjustment that may be required.

The findings of the assessment will be recorded and kept confidential. A copy of the assessment will be provided to the Head of Human Resource and Organisational Development.

If the risk(s) remain(s) after any action required by statutory provisions have been taken, line management should, if it is reasonable to do so and it would avoid such risk, temporarily alter the employee's working conditions or hours of work. If that would not be reasonable or would not avoid the risk, the employee should be offered suitable alternative work or, if that is not possible, be given paid leave from work for as long as is necessary to protect her health and safety or that of her child.

## Facilities

The Workplace (Health, Safety and Welfare) Regulations 1992 require suitable facilities to be provided for pregnant or breastfeeding employees to rest and consideration should also be given to providing facilities for those who are breastfeeding to express and store milk.

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## Advice

Advice can be sought from the Health, Safety and Wellbeing Advisor. If there is the slightest question with regard to the employment of new or expectant mothers, the advice of a Medical Practitioner is to be immediately sought. For additional information please see links below.

[New and Expectant Mother Risk Assessment Form](#)

[New and expectant mothers who work - A brief guide to your health and safety](#)

## Noise at Work

The Management of Health and Safety at Work Regulations (MHSWR) 1999, places an absolute duty on employers to carry out suitable and sufficient risk assessments to identify the risks to employees and other persons such as contractors and members of the public from the work activity. Perth College UHI will assess all processes and operations carried out so as to ensure that the requirements of the Noise at Work Regulations 2005 are complied with.

Through the process of noise risk assessment, where noise levels exceed the action levels specified in the regulations, appropriate arrangements will be put in place to ensure that no employee, or others affected by the work activity, are subjected to injurious conditions.

**Lower Exposure Action Values.** These are measured without hearing protection, and are set as a daily or weekly personal noise exposure of 80 dB(A); and a peak sound pressure level of 135 dB(C).

**Upper Exposure Action Values.** These are measured without hearing protection, and are set as a daily or weekly personal noise exposure of 85 dB(A); and a peak sound pressure level of 137 dB(C).

**Exposure Limit Values.** These are values which must not be exceeded, and take into account any reduction in exposure that is provided by hearing protection. These values are set as a daily or weekly noise exposure of 87 dB(A); and a peak sound pressure level of 140 dB(C).

Managers shall ensure that all plant provided is fitted with silencers, mufflers, doors, canopies etc and that all equipment and noise reducing facilities, etc are used. Supplies of ear defenders or other hearing protection will be made available in the workplace for any operations where it is not practicable to reduce the noise levels to a safe limit - in line with the action levels specified in the Noise at Work Regulations 2005.

The level at which employers must provide hearing protection and hearing protection zones is 85 decibels (daily or weekly average exposure). Where, after risk

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assessment, a work area is determined to create noise levels above the action levels (85dB(A), a Hearing Protection Zone must be established and all persons entering this zone must wear hearing protection.

Hearing protection will be issued to operatives and others in the work area, as required and must be worn at all times when such persons are exposed to noise. All Operatives will ensure that all noise control items fitted to plant, or in premises are kept in good order and that any defects noted are reported immediately.

Hearing loss is usually gradual due to prolonged exposure to noise. It may only be when damage caused by noise over the years combines with normal hearing loss due to ageing (presbycusis) that people realise how deaf they have become. Hearing damage can also be caused immediately by sudden, extremely loud noises.

Noise at work can produce conditions that prevent persons thinking clearly, create stress and may also cause other problems such as disturbance and interference with communications, which in turn can then be contributory causes of accidents.

Table 1 below shows examples of sound levels the human ear can be subjected to:

Sound Level dB(A)	Noise Source
120	Jet take off at 100m
110	Pneumatic chisel
100	Road drill
90	Wood turning lathe
70	Road traffic
30	Quiet bedroom
20	Leaves rustling
0	Threshold of hearing

For additional information please see links below.

[Perth College UHI Control of Noise at Work Policy](#)

[Noise Risk Assessment Form](#)

[Noise at work - A brief guide to controlling the risks](#)

[Sound advice - Control of noise at work in music and entertainment](#)

## Permits to Work (PTW)

A Permit to Work (PTW) is an effective means of controlling hazardous work activities and is a legal requirement, it is a formal written authority to a named competent person to closely control an activity or process, to which, following a risk assessment and the formulation of a safe system of work or a method statement, a

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high level of risk still exists. A PTW is the formalisation of a safe system of work but is not a guarantee of absolute safety.

The majority of activities requiring a PTW undertaken on Peth College UHI estate is conducted by external contractors. These contractors are provided a PTW by the Head of Estates or the Estates Officer under strict supervision and only after a suitable RAMS has been provided. Norma procedures for a PTW System is outlined below.

**The Line Manager (LM)** is the owner of the task and is responsible for ensuring that a risk assessment has been undertaken prior to requesting a PTW to be raised and that a suitable safe system of work/method statement has been drafted by a competent person (seeking specialist advice if necessary). The LM shall ensure that all controls measures have been implemented and that when the PTW is issued that they are confident that the risks are as low as is reasonably practicable (ALARP) and acceptable for the work to commence on the designated task, area or plant for the time specified.

**The Sanctioning Officer (SO), (Head of Estates, Estates Officer)** shall have suitable knowledge, experience and the authority to take action (eg refuse to issue, withdraw, or close a PTW) as necessary. Before issuing the permit, the SO is to be satisfied that suitable risk assessments and safe systems of work etc have been developed and all necessary precautions have been taken, and in conjunction with the Line Manager, that any work activities that may interact are identified and de-conflicted. The PTW shall only be valid when signed by the SO giving their authority to proceed and must be signed off by the SO when the activity has been completed or work ceased. The SO shall periodically monitor PTW tasks to ensure that the conditions of PTWs are complied with.

**The Person in Charge (PiC)**, the supervisor, will be issued the PTW. The PiC must be competent, understand and agree to the conditions of the permit. Such persons could be employees and or contractors - the same standards of competency and understanding will apply. The PiC will be the person who physically supervises the task/activity and shall accept the responsibility for ensuring compliance with the requirements of the PTW by signing a declaration. They are responsible for directly controlling the task as detailed on the PTW and must always be present at the location where the activity is being carried out and able to provide close supervision for the duration of that activity.

Any work involving the following will be carried out under a 'Permit to Work' system:

- Hot Works (all temporary operations involving open flames or producing heat and/or sparks, this includes, but is not limited to brazing, cutting, grinding, soldering and welding)
- Excavations
- Work on Live Electrical and High Voltage Systems
- Work in Confined or Restricted Access Spaces

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- False Ceilings
- Work at Height (in certain circumstances)
- Working with (or in areas known/suspected of containing) Asbestos Containing Materials
- Roof access/works
- Asbestos
- Lift works
- Pressure systems
- Demolition works (including refurbishment)
- Work on scaffold towers, mobile elevated working platforms (MEWPs)
- Work in isolated locations, or areas with difficult access or those at high levels.
- Work in the proximity of, or involving, explosives or highly flammable substances.

The permits will be issued and signed off by a named person responsible for that site.

For additional information please see links below.

#### Permit to Work Form

<http://www.perthnet.uhi.ac.uk/crosscollegeteams/healthsafety/Health%20and%20Safety%20Document%20Library/Current%20H%20and%20S%20Documents%20Les%20Roberts/Contractors/Permit%20To%20Work/Permit%20to%20Work%20form%20HS038.doc>

#### Permit to Work Guidance

<http://www.perthnet.uhi.ac.uk/crosscollegeteams/healthsafety/Health%20and%20Safety%20Document%20Library/Current%20H%20and%20S%20Documents%20Les%20Roberts/Contractors/Permit%20To%20Work/Permit%20to%20Work%20Guidance.docx>

## Personal Protective Equipment (PPE)

In accordance with the Personal Protective Equipment Regulations 2002, Perth College UHI shall undertake an assessment of personal protective equipment as required to ensure the correct level of protection for the user. It is recognised that the use of PPE is not a “first line of defence” and will only be used when other control measures are impractical or insufficient.

Adequate supplies of all necessary protective clothing or equipment are available for issue as required. When first issued to staff, they shall receive instruction in the use, limitations, maintenance, storage and replacement arrangements for their PPE.

Any person in the workplace, who is observed not wearing protective clothing while carrying out a process which requires the use of protective clothing or equipment as identified in the task/process risk assessment, will be informed of statutory and policy

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requirements. They will be instructed not to continue working until the required protective clothing or equipment is obtained. This applies to any sub-contractor as well as direct employees.

All staff protective equipment will be maintained, serviced, cleaned and replaced where necessary. Facilities will be provided for the storage of PPE. All Supervisory and Management staff will set a good example in the wearing of protective clothing and other equipment where required.

No charge is made to employees for the issue of PPE. If any item of PPE is missing, out of date, damaged or faulty then it shall be replaced on request.

A register of all PPE issued and inspection records should be maintained and kept in the managers/supervisors office.

### **Prescription Protective Eyewear**

Where a member of staff wears prescription spectacles for normal work and is also involved in work which has a requirement identified in the risk assessment process for protective eyewear, they shall be supplied with such protective eyewear to suit their prescription and protection needs. All requests are to be addressed to the Health, Safety and Wellbeing Advisor.

For additional information please see links below.

[Personal Protective Equipment at Work Regulations 1992 - Guidance on Regulations](#)

### **Risk Assessment**

Regulation 3 of the Management of Health and Safety at Work Regulations 1999 (as amended) states, "Every employer shall make a suitable and sufficient assessment of the risks to the health and safety of his employees to which they are exposed whilst they are at work; and the risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking".

Risk Assessment is recognised as a key process in the management of health and safety encompassing the identification and control of hazards, as far as reasonably practicable, within the workplace. All tasks, processes and activities carried out by the College, on or off the premises are subject to a health and safety risk assessment. This includes companies and premises used by the College for work experience and work placements.

Sector Development Directors, Sector Managers and Department Managers are responsible for ensuring the preparation of their areas risk assessments, for their review and the distribution and communication to all members of the workforce.

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Each member of staff must read and understand the risk assessment/s for the tasks that they may be involved with on an annual basis.

Electronic copies of risk assessments form can be found at this [LINK](#)

Sector Development Directors, Sector Managers and Department Managers are also responsible for ensuring Risk Assessments are prepared for all off-site visits and activities in line with the Residential Trips Policy – UK and Overseas or the Off-Site Activities Policy.

## Risk Assessment Process

In line with Regulation 3, Perth College UHI will undertake to make a suitable and sufficient assessment of the risks to workers and any others who may be affected by its undertaking, and to record the significant findings of that assessment. This record should represent an effective statement of the hazards and risks, which then leads management to put in place the relevant control measures to ensure the health and safety of its staff, students and general public. This will involve:

- Identifying the hazards and significant risks arising out of the work activity.
- Identify and prioritise the measures that need to be taken to comply with the relevant statutory provisions.
- Ensure that all relevant risks and hazards are addressed.
- Address what actually happens in the workplace or during the work activity.
- Ensure that all groups of employees and others who might be affected are considered and informed of the risks.
- Identify groups of workers who might be particularly at risk.
- Take account of existing preventive or precautionary measures.

The risk assessments will be used positively by the College to change working procedures and improve health and safety performance.

## Review and Update of Risk Assessments

Risk assessments are to be regularly reviewed to ensure they remain suitable and sufficient. A review is to be conducted:

- Annually.
- If there is reason to doubt the effectiveness of the assessment.
- Following any accidents, incidents, near misses, dangerous occurrences and occupational ill health/occupational disease.
- Following significant changes to the task, process, activity, procedure or Line Management.
- Following the introduction of new staff, more vulnerable personnel, eg young persons, persons who are not familiar with the process, task or environment, including persons who may have special needs.

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If following review there are no changes to be made to the assessment, the reviewer is to sign and date the original assessment confirming that it is suitable and sufficient.

For additional information please see links below.

[Risk Assessment Forms](#) (folder)

[Risk assessment - A brief guide to controlling risks in the workplace](#)

## Smoking (including e-cigarettes)

Perth College UHI operates a no smoking rule within all enclosed or substantially enclosed workspaces (including vehicles) in line with current legislation to provide a smoke free space in all public areas and workplaces. e-cigarettes are to be treated the same as normal cigarettes. Designated external smoking areas have been identified, signposted and accessible. No Smoking signs are displayed in all appropriate areas.

To further comply with the general duty of care, smoking is also prohibited within entrance areas, near windows and fire exits. No smoking signs are also displayed in areas when flammable liquids, gases and bulk combustible materials are stored.

Non-compliance; Failure to comply with this policy will be a breach of the [Smoking, Health and Social Care \(Scotland\) Act 2005](#) and [The Prohibition of Smoking in Certain Premises \(Scotland\) Regulations 2006](#) and therefore a criminal offence. Breaches of this law include;

- A fine of £50 for individuals smoking in a no-smoking premises.
- A fixed penalty of £200 which can rise to £2500 if the fine isn't paid, within the relevant time as set, by the owner or person in control of a no-smoking premises who allows other to smoke in those premises.

In addition to the above, any member of staff or student who does not comply with this policy may be subject to disciplinary procedures. Contractors may be deemed to be in breach of contract.

Persons smoking in areas out-with the designated areas will be expected to co-operate with any member of college staff who requests that they do not smoke in that particular location.

For additional information please see links below.

[Perth College UHI Smoking Policy](#)

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## Stress

Stress is defined by the HSE as “the adverse reaction a person has to excessive pressures or other types of demand placed upon them”. Perth College UHI, in its commitment to protecting the health, safety and welfare of employees recognises work-related stress as an organisational issue. It acknowledges the requirement under the Management of Health, Safety and Welfare at Work Regulations 1999 to assess and control the risks arising from work-related stress.

We all require a degree of pressure or demands, known as stressors, in order to achieve best performance, whether at work or home, but when they become excessive, the performance and health of an individual can be adversely affected. This could also apply to those situations or tasks where a lack of stressors exists as individuals may become bored and disenchanted at work.

<b>Vocational Pressures</b>			
<b>Domestic Pressures</b>		<b>Occupational Pressures</b>	
<b>Physical</b>	<b>Physiological</b>	<b>Physical</b>	<b>Physiological</b>
Commuting Young Family Personal Illness Moonlighting Use or abuse of drugs/alcohol	Relationship Difficulties Family Illness Bereavement Schooling Housing Financial Use or abuse of drugs/alcohol	Physical Work Physical Fatigue Thermal Comfort Dehydration Travel Noise/Vibration Chemical Hazards Physical Environment	Change Fear Competition Poor Communications Lack of Control Workplace Dynamics Uncertainty Bullying Lack of Recognition Workload Long Hours New Technology New Processes Inactivity Boredom Anger Frustration

External stressors, such as ill health, family problems or financial difficulties will inevitably be brought to the workplace. It is important to understand that certain pressures or demands that one person finds “stressful”, another will not. Therefore, there is no simple way of predicting what will cause harmful levels of stressors and who might be affected.

Stressors at work or home can manifest themselves in a variety of effects such as physical, behavioural, mental or emotional. Generally, these effects are brief and

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cause no lasting harm. When the stressors recede, normality usually resumes - stress therefore, is not the same as ill health. It is only when the stressors are intense and prolonged that the effects of stress are realised leading to long term psychological problems and physical ill health.

Long term stress has been associated with high blood pressure, anxiety and depression. These conditions may also arise from other causes and if a particular individual is suffering from one or more of these disorders, then it is the job of an Occupational Health Practitioner to advise on the extent to which they are work related.

Many of the stressors listed above are obvious; some may come as a surprise. Obviously, some of the physical pressures are not applicable within the work environment, whereas the physiological pressures can be.

Managers and Supervisors are required to identify and manage stress in the workplace. They are responsible for assisting with risk assessments when excessively stressful situations are identified. It is the task and/or process being assessed, which may give rise to stress and not stress itself.

Individuals suffering from stress are not to be seen as weak, but to be encouraged to talk about what is causing the stress so that the problem can be addressed. Failure to heed this could result in reduced productivity and capability resulting in adverse publicity should a legal decision go against the employer from a compensation claim.

Stress awareness training is provided and available to assist Line Managers and Supervisors in conducting a risk assessment.

For additional information please see links below.

[Perth College UHI Stress Management Policy](#)

[Working together to reduce stress at work - A guide for employees](#)

## **Control of Substances Hazardous to Health (COSHH)**

The Control of Substances Hazardous to Health Regulations 2002 (COSHH), requires assessments to be made wherever substances hazardous to health are used, processed, manufactured, given off or produced.

Perth College UHI will carry out assessments of all hazardous materials used and record the findings accordingly. Assessment shall be conducted by suitably qualified and competent persons.

Information on the nature of the materials will be compiled and any emergency procedures for spillage and storage established. Any new substances being brought in will be assessed before being put into use.

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All Operatives will be instructed in the requirements of the COSHH Regulations and the nature of the materials being used. COSHH Assessments and Safety Data Sheets, which are retained by the manager/supervisor, will be made available to all staff and students. Information, instruction and training in the operation of the assessments will be given.

It is the responsibility of the relevant operative to ensure that all work involving a hazardous product or process is carried out strictly in accordance with the risk assessment, written and verbal instructions.

The Hierarchy of Control is a system used to minimize or eliminate exposure to hazards, Elimination, Substitution, Engineering Controls, Administrative Controls and Personal Protective Equipment (PPE). All materials that are identified as presenting a risk will be assessed, where practicable be eliminated from being used, or where this is not possible safer alternative products will be sought. If there is no acceptable alternative to that material, controls will be put into the assessments to minimize the usage and specify the PPE needed for the safe use of that substance.

All Hazardous materials must be securely stored following the COSHH Risk Assessment guidelines with attention to the needs for bund, fire protection and segregation as necessary.

## **Dangerous Substances**

The Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR) applies to most workplaces where a dangerous substance is present or could be present. The regulations place a legal duty to:

- Carry out a risk assessment of any work activities involving dangerous substances;
- Provide measures to eliminate or reduce risks as far as is reasonably practicable;
- Provide equipment and procedures to deal with accidents and emergencies;
- Provide information and training to employees;
- Classify places where explosive atmospheres may occur into zones and mark the zones where necessary.

Overall, DSEAR clarifies the existing requirements to manage fire and explosion risks, which are set out in the Management of Health and Safety at Work Regulations 1999.

Flammable liquids stored or used at the workplace will be handled strictly according to the instructions of the manufacturers. Only such amounts as are in use, of flammable liquids, will be allowed out of the store and then not to exceed 50 litres in the workplace, stored in a metal flameproof cabinet.

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For additional information please see links below.

[Perth College UHI Control of Substances Hazardous to Health Policy](#)

[COSHH Risk Assessment Form and Guidance](#)

[The Control of Substances Hazardous to Health Regulations 2002 \(as amended\) - Approved Code of Practice and guidance](#)

## **Vibration at Work**

The Control of Vibration at Work Regulations 2005 (the Vibration Regulations) aims to protect workers from risks to health from vibration through the use of equipment and machinery which causes either hand arm vibration or whole body vibration. Under the Vibration at work regulations, Perth College UHI will so far as is reasonably practicable ensure:

That a risk assessment is carried out of all equipment and machinery which falls under this category and in addition, vibration measurements of such equipment and machinery which causes either hand arm vibration or whole body vibration.

- Exposure is reduced to a minimum where measurements indicate a high vibration reading.
- The necessary information and training is provided to staff and learners.
- That health surveillance is provided to those members of staff exposed to hand arm vibration/whole body vibration.
- That exposure limits are not exceeded.

## **Hand Arm Vibration**

Hand arm vibration syndrome or HAVS reduces the blood supply to and causes symptoms in fingers, hands and arms caused by vibrating tools. Regular long-term exposure to hand arm vibration may cause diseases, which are painful and disabling.

It is very important to watch for early symptoms and report them. These include:

- Tingling fingers
- Fingertips that turn white or blue
- Trouble picking up small objects
- Reduced sense of heat, cold and pain in the hands
- Numbness or clumsiness with hands
- Trouble buttoning and zipping clothes

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Vibration is not the only thing that can reduce the blood supply to your hands and fingers. Your chance of getting HAVS goes up if you are exposed to vibration combined with other risk factors that also cut down the blood supply:

- Cold
- Loud Noise
- Tobacco smoke

What Should I Do if Symptoms Develop?

- If you suspect that you have symptoms of HAVS or Whole Body Vibration then see your doctor.
- Also report your concerns to your employer, or occupational health.

It is your responsibility to follow safety guidelines as laid down by the College.

Hand held vibrating machinery and tools should be serviced and maintained regularly as per the manufacturers instruction. Worn parts, bearings and old age will cause the machinery or tool to vibrate excessively.

Operatives should limit the use of vibrating machinery and tools, rotate work with others and mitigate the risk of HAVS.

Managers should determine the risk of injury by assessing the amount of vibration from the machinery or tool. This requires specialist equipment although a manufacturer can inform the user in the user instructions.

### **Whole Body Vibration**

Whole Body Vibration is caused by standing or sitting on industrial machinery or equipment particularly over rough terrain (tractor, grass cutting machinery etc). Regular exposure to whole body vibration is associated with back pain alongside other factors such as poor posture and heavy lifting. Large shocks and jolts may cause health risks including back-pain.

For additional information please see links below.

[Perth College UHI Control of Vibration at Work Policy](#)

[Hand Arm Vibration \(HAV\) Pre Exposure Health Surveillance, Self Assessment Form](#)

[Hand Arm Vibration \(HAV\) Annual Health Surveillance Self Assessment Form](#)

[Whole-body vibration - The Control of Vibration at Work Regulations 2005 - Guidance on Regulations](#)

[Hand-arm vibration - The Control of Vibration at Work Regulations 2005 Guidance on Regulations](#)

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## Welfare

The aim of the Workplace (Health, Safety and Welfare) Regulations 1992 is to ensure that workplaces meet the health, safety and welfare needs of each member of the workforce, which may include people with disabilities. The workplace should be suitable for use by those intended to use them. The tasks that employees undertake in the workplace will be covered by other regulations and controls imposed as a result, but these may in some circumstances impact on the requirements of the workplace regulations eg temperature of the workplace.

The regulations set out general requirements in 4 broad areas:

- a **Working Environment.** This includes temperature, in a sedentary environment the working temperature should be 16°C, in workplaces where there is physical activity, the temperature should be 13°C. Thermometers should be available to the employees to monitor their work environment. Ventilation, lighting including emergency lighting, room dimensions; suitability of workstations and seating; and outdoor workstations (eg weather protection).
- b **Safety.** This includes safe access and egress, safe passage of pedestrians and vehicles; windows and skylights (safe opening, closing and cleaning); glazed doors and partitions (use of safe material and marking); doors and gates (safety devices); floors (obstructions, slipping and tripping hazards); falls from heights and into dangerous substances; and falling objects.
- c **Facilities.** This includes toilets; washing; eating and changing facilities; clothing storage; seating; rest areas and rest facilities for pregnant women.
- d **Housekeeping.** This includes maintenance of the workplace, equipment and facilities; cleanliness; and removal of waste materials.

Staff have a duty under health and safety legislation to inform their manager of any work situation, which represents a serious and immediate danger to health and safety.

Consideration must also be given to preventing damage to health from passive smoking. All buildings on Campus are no smoking areas.

The aim is to meet these requirements and improve, wherever possible, on the minimum standards as required by law.

**General Working Practices.** Employees have a duty to take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions at work. To this end, employees should correctly use all work items and procedures provided, in accordance with their training and instructions they receive.

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A safe system of work is reliant upon:

- a Constant monitoring of premises for any hazard which may cause a slip, trip or fall from the same level, and:
- b A list of hazards would be infinite and therefore it is very important that a common sense approach is taken with hazard spotting and the corrective action. However, a broad list of risks, are outlined as follows:
  - Objects and obstructions in open rooms, stairs, corridors, walkways, store rooms, garages and delivery ramps; such as tools, boxes, stock, stores, trailing wires and rope, worn carpets and rubbish.
  - All hazards are to be removed as part of good housekeeping.
- c To reduce risks where permanent elimination of a hazard is not fully possible:
  - Clearly mark the problem area.
  - Report to the line manager for risk assessment to eliminate the hazard.
  - Regular checks are to be carried out in all work and public areas.

For additional information please see links below.

[Workplace \(Health, Safety and Welfare\) Regulations 1992 - Approved Code of Practice and guidance](#)

## Work Equipment

The Provision and Use of Work Equipment Regulations 1998 (PUWER) places a duty on employers to ensure all work equipment is suitable and safe for use. Generally, any equipment which is used by an employee at work is covered, for example hammers, knives, ladders, drilling machines, power presses, circular saws, photocopiers, lifting equipment (including lifts), dumper trucks and motor vehicles and any other equipment an employer allow employees to provide.

PUWER requires that equipment provided for use at work is:

- suitable for the intended use.
- safe for use, maintained in a safe condition and inspected to ensure it is correctly installed and does not subsequently deteriorate.
- used only by people who have received adequate information, instruction and training.
- accompanied by suitable health and safety measures, such as protective devices and controls. These will normally include emergency stop devices,

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adequate means of isolation from sources of energy, clearly visible markings and warning devices.

- used in accordance with specific requirements, for mobile work equipment and power presses.

Some work equipment is subject to other health and safety legislation in addition to PUWER. For example, lifting equipment must also meet the requirements of Lifting Operations, Lifting Equipment Regulations (LOLER), Pressure Equipment must meet the Pressure Systems Safety Regulations and Personal Protective Equipment must meet the PPE Regulations.

Any item of work equipment used by Perth College UHI employees or students is only be used for operations for which it is suitable and will only be operated by persons who are trained and competent. Any items of mechanical plant or machinery operated by staff or students are to be subject to periodic inspection and maintenance in accordance with the recognised health and safety procedures and schedules of inspection.

All equipment purchased is to be included in the equipment register/asset register, and as such is then automatically included in the Planned Preventative Maintenance Scheme (PPMS), which constitutes a thorough service of each piece of equipment at least annually or sooner if defined in law, or by the manufacturer.

Where plant or equipment is hired from tool hire companies for short periods of time the testing and maintenance of such equipment is carried out by the hire firm. However, it is the policy of the College check the documentation which comes with each piece of equipment to ensure it has been maintained and checked in accordance with best practice for that type of equipment.

The use of equipment, especially mechanical, or electrically powered, is restricted to those persons who have been assigned the task of using it, and have received the information, instruction and training necessary for its safe use. All dangerous moving parts creating a danger zone are to be assessed and responsible managers enforce all reasonably practicable control measures, following the hierarchy of control measures outlined in PUWER.

All activities requiring the use of tools and equipment shall be conducted in such a way so as to ensure compliance with PUWER. Each sector Development Director, Head of Department and/or Sector Manager will ensure that tasks will be properly risk assessed and their risk assessments will be available to all users prior to use. Particular attention will be given to vibrating equipment. Unauthorised and untrained persons will not use powered machinery. Any equipment identified as defective, must be reported and not used (ie quarantined). Defective equipment must be clearly marked as faulty, or labelled in such a way as to prevent use by fellow workers.

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All machinery MUST ALWAYS be used with the appropriate safety guards. Personal Protective Equipment (PPE) should be worn if appropriate and identified by risk assessment.

### Safe Use of Hand Tools

Sector Development Directors, Heads of Departments, Sector Managers, will ensure a suitable and sufficient assessment of the risks to health and safety of staff and students which they may be exposed to whilst working with hand tools. These risks will then be controlled so far as is reasonably practicable. Perth College UHI will, in consultation with workers and their Trade Union representatives:

- ensure that the correct tools are provided for the job
- ensure that workers do not misuse tools
- implement a system for reporting defective tools and ensure defective tools are taken out of service and either repaired by a competent person or replaced
- arrange for the regular inspection of electrically operated power tools in accordance with the Electricity at Work Regulations and tag all such items accordingly
- inform all users of their responsibility to maintain tools in a safe condition and to report any defects to their immediate supervisor
- provide personal protective equipment where necessary and ensure the co-operation of all employees such that it is worn properly
- provide suitable storage facilities for all tools.

### Abrasive Wheels

The general requirements of the PUWER and associated Approved Code of Practice and Guidance apply to all grinding machinery and equipment and must be referred to by those in control of the equipment. The changing of abrasive wheels is restricted to staff who have:

- Attended an approved Abrasive Wheels course
- Obtained a certificate of competence on Abrasive Wheels
- Their name entered on the "Register of appointment of persons to mount abrasive wheels"

### General Requirements

- All grinding machines must have their direction of rotation clearly marked
- All fixed speed grinding machines must have their RPM clearly marked
- Records of all grinding wheel changes on fixed speed machines must be kept for each machine
- The appointed person will check the RPM of each grinding machine spindle twice per year and record that the inspection

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- Safety goggles conforming to BS EN 166, Class 1 impact must be worn by anyone using grinding machinery. Note: safety specs are not permitted to be used while grinding
- A competent appointed person will check grinding wheels and true, dress, adjust the gap between the work rest and wheel and clean the viewing guard on off-hand grinders on a monthly basis
- Lecturers will ensure that all learners are provided with the relevant information, instruction, training and supervision before and during the use of any form of abrasive wheel equipment; off-hand and hand-held

All users will check, before use, the following:

- That the gap between the stone and material rest is as close to the stone as permissible and less than the thickness of the metal being ground.
- The stone does not have any chips. If any are identified this must reported to the person in charge of the work area at that time.
- Guards must be used.
- The correct goggles are being worn.
- Aluminium is not ground on the off-hand grinder.
- Gloves must not be used when handling small work-pieces.
- Long hair, ties, bracelets, scarfs, cuffs and threads from clothing must be made safe before using grinder.
- Hearing protection must be worn.
- The correct type of respiratory protection must be worn – refer to risk assessment and respiratory protection guidance (HSE – HSG 53-Respiratory Protection at Work).
- Materials must not be forced onto the grinding stones and should be moved steadily across the stone to prevent grooves being created on the stone.
- Users must stay in attendance at the machine when the stop button is activated and until the machine stops rotating before moving away.

### **Portable and Hand Held Grinding Equipment**

- All machine guards must be secured in place and adjusted so that the guard is between the user and the rotating wheels.
- Electrically powered equipment eg a 240-volt supply to a portable machine should be protected by an RCD (residual current device).
  - Visual checks on the tool must be carried out by all users before using it so that obvious defects can be identified, including; damage to the cable sheath, loose plug connections.
  - signs of damage or deterioration.
  - plug pins, terminals and cable anchoring devices.
  - the cable sheath (particularly near the terminations), and
  - the casing of the portable tool, together with its controls.

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Any tool in an unserviceable or unsafe condition must be withdrawn from use until defects have been rectified by a person competent to carry out this class of work.

Routine visual checks are in addition to and are not a substitute for planned maintenance of hand-held tools.

- The recommended frequency of checks, inspection and testing for portable electric grinders is:
  - For 110-volt machines the user is to carry out: a weekly safety check;
  - a formal visual inspection (eg a detailed inspection by a person competent to do so);
  - a combined inspection and test every three months (eg a detailed inspection and tests by a person competent to do so).
  - For 240-volt machines the user is to carry out: a daily safety check;
  - a formal visual inspection every week (eg a detailed inspection by a person competent to do so);
  - combined inspection and tests before first-time use and then every month (eg a detailed inspection).

### **Portable Appliance Testing**

Perth College UHI shall comply with Health and Safety at Work etc Act 1974 and the following regulations under that act;

Electricity at Work Regulations 1989  
Management of Health and Safety at Work Regulations 1999  
Provision and Use of Equipment at Work Requirements 1998.

Portable and Transportable equipment is defined as: Equipment which is not part of a fixed installation but is or is intended to be connected to a fixed installation by means of a flexible cable and either a plug and socket or other means.

### **Testing procedures**

- Visual inspection
- Formal visual inspection
- Combined inspection and test

### **Frequency of Testing**

Portable appliances shall be tested prior to being put in to use and there after the frequency shall depend on the usage and movement of the equipment.

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## Labelling

Individual equipment shall be labelled with the following information:

- Unique identification number (in form of a bar code).
- Date of test.
- Statement it has passed the test.
- Date when the next test is due.

## Equipment on Hire or Supplied for Service

Responsibility lies with the hirer of the equipment to ensure that the supplier tests and labels the equipment in accordance with company policy prior to the equipment being brought in to service.

## Equipment Failure

Equipment, which fails the test, shall be:

- Clearly labelled with a FAIL label.
- Cable or plug removed to ensure it couldn't be used.
- Removed from service immediately.
- Shall not be put back in to service until fault rectified and retested.
- Equipment is deemed redundant and disposed of.

For additional information please see links below.

[Perth College UHI Electrical Safety Policy](#)

[Safe use of lifting equipment - Lifting Operations and Lifting Equipment Regulations 1998](#)

[The Electricity at Work Regulations 1989 - Guidance on Regulations](#)

[Provision and Use of Work Equipment Regulations 1998 - Approved Code of Practice and guidance](#)

[Safety in the use of abrasive wheels - Revised in line with the Provision and Use of Work Equipment Regulations 1998 \(PUWER 98\)](#)

[Safe use of woodworking machinery - Provision and Use of Work Equipment Regulations 1998 \(as applied to woodworking machinery\) - Approved Code of Practice and guidance](#)

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## Working at Height

The purpose of The Work at Height Regulations 2005 is to prevent death and injury caused by a fall from height. Perth College UHI must ensure work at height is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the job with the right type of equipment for working at height. All working at heights must be approved by the Line Manager after production of a written risk assessment and method statement for work to be carried out. The assessment and method statement will be available and any specific controls needed would be explained to workers prior to starting work at height.

The minimum controls to be included in the method statement would be:

- Work to be completed from a platform erected by a competent person.
- When working at height the platform is to be fully boarded, have two guard rails and toe boards.
- The platform is to be inspected weekly or if affected by adverse weather conditions.
- On roofing edge, protection is required and roofing/crawler boards are to be used.
- Work should not be carried out in wet and windy conditions.

Duty holders (planners, Managers, Supervisors) must ensure the following:

- All work at height is properly planned and organised.
- All work at height takes account of weather conditions that could endanger health and safety.
- Those involved in work at height are trained and competent.
- The place where work at height is done is safe.
- Equipment for work at height is properly inspected.
- The risks from fragile surfaces and falling objects are properly controlled.

## Ladder Safety

Safety awareness in the use of ladders should involve the following:

- Ladders should be in a good condition and examined regularly for defects.
- Do not use makeshift or homemade ladders or carry out makeshift repairs to damaged ladders.
- Do not use painted ladders, as the paint may hide faults.
- Ladders made for DIY use may not be strong enough for site work and are best avoided.
- They should be secured so they cannot slip by tying or using clamps.
- The ladder should be at the correct angle 'one out for every four up'.
- Access ladders should extend 1 m above the working platform to provide a handhold for people getting on and off.

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- Do not overreach.
- Do not climb or work off a ladder unless you can hold on to it.
- Do not use ladders for long periods of work.

### **Tractor Fitted with Forks and Non-Integrated Forklift Safety Cage**

Safety awareness in the use of Non-Integrated Forklift Safety Cage should involve the following:

- Operatives trained and competent.
- Forks fitted as per manufacturers instructions by competent person.
- Safety Cage fitted as per manufacturers instructions by competent person.
- Safety Cage gate checked for correct function.
- LOLER inspection current, equipment passed fit for use.
- Cage operative fitted with body harness and lanyard secured to anchor point.
- Task specific risk assessment and work site inspection must be carried out prior to operation/task.

For additional information please see links below.

[Perth College UHI Working at Height Policy](#)

[Working at height - A brief guide](#)

[Safe use of ladders and Stepladders - A brief guide](#)

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