

STUDENT HEALTH & SAFETY HANDBOOK

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A WARM WELCOME TO NEWBATTLE ABBEY COLLEGE

We wish you a happy and successful time studying at Newbattle Abbey College. We want to ensure your safety and well-being while studying with us, and this gives you particular responsibilities.

This handbook states our Health and Safety Policy, outlines your responsibilities as a student, gives you some simple advice on how to avoid accidents and tells you what to do in the event of a fire or accident.



If in doubt, always ask a member of staff

2 HEALTH AND SAFETY POLICY STATEMENT ([link to website](#))

Newbattle Abbey College is committed to achieving a positive health and safety culture and a safe and healthy workplace where staff, students visitors and contractors are confident that their health and safety are considered to be of the utmost importance at all times.

The College is also committed to providing a safe and healthy environment for others who may be affected by its activities such as contractors and visitors to the College.

The College recognises its responsibility to provide as far as reasonably practical:

- a safe and healthy working environment, adequate welfare arrangements including safe access/egress
- with safe materials, equipment and machinery
- safe systems of work
- provide appropriate training, information, instruction and supervision to ensure that all staff and students have the knowledge and competence they need to meet their individual and collective responsibilities
- support a positive health and safety culture where everyone is aware of, and meets, their responsibilities for the safety and health of themselves and others
- establish effective communication systems and arrangements for health and safety, integrating good health and safety management with the strategic planning processes and business decisions
- ensure the systematic identification, assessment, and control of risks to achieve an effective approach to the prevention of injury, ill health and loss arising from the activities of the College
- ensure that suitable and sufficient risk assessments are carried out for all College activities and relevant control measures are implemented to manage

the risk and meet requirements set out in legislation and associated approved codes of practice or best practice guidance as a minimum

- ensure, through a robust system of performance monitoring and audit, that the college is complying with current health and safety legislation and, where practicable, aim to achieve higher standards and continual improvement in safety performance
- adopt a collaborative approach between trade unions, staff health and safety representatives and College management on health and safety issues.
- work in partnership with other employers where there are shared facilities or activities
- allocate adequate resources to health and safety at all levels
- ensure that the College has access to competent specialist advice for health and safety

The College also expects all staff and students to show high standards with regard to health and safety. All students should be aware that they have statutory duties to take reasonable care for their own safety and the safety of others who may be affected by their actions, and that they must cooperate with the College's arrangements for health and safety.

It is a fundamental principle that such a working environment should be safe and without risks to health and it is imperative that all parties follow the requirements of this policy.

It seeks to ensure that all students within their learning experience gain awareness and understanding of health and safety which in turn provides a firm foundation in good health and safety practice for the future.

The College considers health and safety as a fundamental and integral part of management responsibilities and will ensure that managers at all levels are aware of them and have the appropriate competence to put them into practice.

It seeks to ensure that health and safety is integrated into every aspect of the Colleges business that is educational, management and other activities.

Newbattle Abbey College has appointed a senior member of staff, the Principal, whose duties are to co-ordinate the activity of all departments within the College in relation to health and safety matters.

Each Senior Manager will be responsible for health and safety matters and will assist in the preparation and implementation of policies and procedures which meet the requirements of this statement. Health and Safety Policies and Procedures will be reviewed annually, and a report presented to the Principal.

Signed

RESPONSIBILITIES

All individuals within the College have a responsibility to ensure their own safety and that of others.

As a student at Newbattle Abbey College, you are expected to adhere to the following:

- take all reasonable care of your own health and safety and that of others who may be affected by their acts or omissions
- familiarise yourself with the Health and Safety Policy Statement
- use all safe systems of work and safe practices as issued and instructed by the teaching and management staff
- co-operate with the College and staff members on all health and safety matters
- report all accidents to the appropriate person and report any defective equipment, near misses and unsafe conditions using the systems in place
- use any and all safety and protective equipment provided.

3 ACCIDENTS AND FIRST AID ([link to website](#))

An accident is defined as ‘an unplanned event that causes injury to persons, damage to property or a combination of both’.

You must report any accident, incident, dangerous occurrence or any other event which may require first-aid to be administered as soon as possible to a first aider who will then complete the online form.

All accidents, incidents, near misses and dangerous occurrences must be recorded, however minor - unless the College is informed of these incidents, it will be unable to take remedial action.

All accidents, incidents, near misses and dangerous occurrences must be recorded in the College online Accident form,
Any accident, incident, near miss or dangerous occurrence must be reported to your Tutor .
They will ensure that the **on line Accident form** is completed and the completed record is passed to the **Estates & Facilities Manager**.

FIRST AID ASSISTANCE

If you require first aid to deal with any injuries, contact your tutor who will contact a qualified First Aider. The First Aider will decide if the casualty can be moved and the most suitable source of treatment for the nature of the injury.

- **First-aid procedures during the period from 9am -5pm are contained in the first aid procedures.**
- **Out with these times are also contained in the first aid procedures.**
- ***You should familiarise yourself with these procedures if you are likely to be in college within these times.***

Serious Injuries

For serious injuries advice should be sought from a qualified First Aider. If a qualified First Aider is not **immediately** available, A staff member should contact the emergency services.

- Dial 9-999 direct from any telephone extension
- Dial the College switchboard via 0

After 5pm, if a casualty requires **urgent medical attention**, dial 9-999 direct from telephone extension. In the event of a casualty requiring medical attention that is non-urgent, Dalkeith Medical Centre can be contacted on 0131 561 5500 or dial 111.

The First-Aiders at the College are:

Position	Extension	
Rural Skills tutor	250	
Student Support	230	

The College has an arrangement with the local medical centre in Dalkeith for students who wish to register with a local doctor. All Students should register with a medical practitioner on arrival in the UK.

Dalkeith Medical Centre, 24 St Andrew's Street, Dalkeith, EH22 1AP

Telephone: 0131 561 5500

Consulting hours are as follows: 8.30am – 12.30pm Monday to Friday

1.30pm - 5.30pm

Monday to Friday

Injuries that occur whilst carrying out course work off-campus must be reported in the same way and the occupier of the site advised accordingly.



All injuries, no matter how trivial, and dangerous occurrences must be reported on the official accident form and sent to the Estates and facilities manager

4 BOMB THREAT ([link to website](#))

It is noted that colleges are not generally regarded as being high-risk areas for bomb threats. However, the College has procedures in place relating to the finding of a suspicious package or receiving contact that a bomb is present on the campus.

Should you receive or encounter a suspicious package or hear of a bomb being present on the campus, you must inform either your lecturer or an available member of staff immediately who will initiate the appropriate procedures.

5 **CONTRACTORS** ([link to website](#))

There are contractors present on the campus from time to time. You should be aware of, and obey, any notices posted, diversions in place etc. Should you observe anything which you believe to be unsafe, you must inform either your tutor or an available member of staff immediately.

6 **CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH** ([link to website](#))

The COSHH Regulations require the college to identify all substances used or generated in the college to identify which are hazardous to health. These substances may be in the form of dusts, mists, gases, vapours, solids or liquids. An assessment of health risks created by work involving these substances is then made and measures instituted to control the risk involved.

Students are instructed to:

- Take part in College safety training programmes.
- Read container labels (telling you about health risks and precautions to take).
- Use personal protective equipment properly and at all times when required.
- Follow laid down safe systems of work, Codes of Practice and experimental procedures.
- Report any hazard or defect to an academic member of staff.
- Use COSHH control measures.
- Co-operate with monitoring and health surveillance.
- Label and dispose of waste chemical material according to departmental rules.



Remember container labels provide important information including the identity of the substance, possible hazards, safety precautions and emergency action in case of spills, fire or ingestion.

Further Information:

- COSHH Assessment Record and material
- Hazard Data Sheet should be available from appropriate College staff

7 **CORRIDORS** ([link to website](#))

You should take considerable care going about the College. Accidents happen in the corridors through general carelessness. You can be injured through tripping. Walk, do not run and take care.

8 **DISABLED PERSONS**

The College aims to provide a full and fair opportunity for study for disabled applicants and to ensure, through training and practical assistance where required, their continued study.

Provisions are in place within the College to meet the requirements of disabled persons and to ensure compliance with relevant legislation. Should you be disabled and require assistance, you should contact either your lecturer or an available member of staff.

Able-bodied students must not abuse facilities in place for disabled persons, eg parking spaces, toilet facilities.

All students who may need assistance in an emergency evacuation should arrange a Personal Emergency Evacuation Plan (PEEP) through **Estates & Facilities Manager**

Under no circumstances should disabled students use lifts to evacuate the building

9 DISPLAY OF NOTICES ([link to website](#))

There are a number of notice boards around the main College building on which various signs are displayed, including those relating to health and safety issues. You should familiarise yourself with the notice board closest to you and take heed of the notices posted.

10 DISPLAY SCREEN EQUIPMENT (DSE) ([link to website](#))

Tips for improving your study environment

Adjust your chair and DSE to find the most comfortable position for your work. As a broad guide, your arms should be approximately horizontal and your eyes at the same height as the top of the DSE casing.

Make sure there is enough space underneath your desk to move your legs freely. Move any obstacles such as boxes or equipment.

Avoid excess pressure on the backs of your legs and knees. A footrest, particularly for smaller users, may be helpful.

Arrange your desk and screen so that bright lights are not reflected in the screen. You shouldn't be directly facing windows or bright lights. Adjust curtains and blinds to prevent unwanted light.



A simple DSE Checklist is available – <http://www.hse.gov.uk/pubns/ck1.pdf>

11 ELECTRICAL SAFETY ([link to website](#))

All electrical equipment owned by the College (both fixed and portable) is subject to a formal documented inspection and maintenance regime by a competent person.

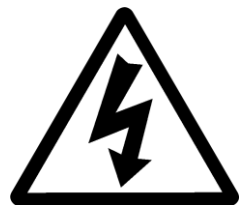
You are permitted to use your own personal electrical items within the Residential Block. However, it must be ensured that items being brought onto the College premises are in full working condition with no obvious defects.

Should you come across any College-owned electrical equipment which is faulty, ***you must inform either your lecturer or an available member of staff immediately***. Should one or more of your personal electrical appliances be discovered to be faulty, the College reserves the right to hold these items until repaired or replaced. You are not permitted to use an electric fire, fan heater, fridge or electric cooking appliances in your bedroom. College-owned equipment in the Utility Rooms must not be removed.

You must not use damaged or defective items or attempt electrical repairs of any nature irrespective of how trivial the repair may seem.

You should inspect electrical equipment prior to use for signs of cable damage, loose plugs, cracked casings and overlong trailing cables and, if no defects are obvious, maintain vigilance during use for sparks etc. Equipment must only be used for its correct purpose.

One of the main potential sources of accidents, indeed fatal accidents, in the workplace is the use of electricity. You should take great care and never interfere with any electrical apparatus or equipment.



The following **Do's and Don'ts** are essential for safe working with electricity:

DO'S

- **Report to your lecturer any equipment, leads plug tops that are damaged or overheating**
- **Report to your lecturer any equipment that is in an unsafe condition or situation.**

Don'ts

- ❓ Don't swap leads between machines as the fuse ratings may vary.
- ❓ Don't use power leads that are damaged or frayed.
- ❓ Don't use equipment if the plug is damaged.
- ❓ Don't use leads that are not correctly clamped at the plug or socket.
- ❓ Don't use a damaged socket.
- ❓ Don't place papers, cups or plants on equipment.

Electric Shock

Severe injuries and even death can result from electric shock. If someone suffers from electric shock:

- Switch off the current and pull out the plug before touching the casualty.
- If this is not possible use something dry and wooden, such as a broom handle or a wooden chair, to move the casualty away from the power source.
- Check the casualty's breathing and pulse. If unconscious and breathing, place in the recovery position.
- Send for first aid/medical help immediately.

Never

- Touch the casualty until the power source has been turned off.
- Never apply water to a burn from an electric shock while the casualty is still attached to the electricity source.

12 EXTERNAL SITES

If you are out with the college on a visit as part of your studies, you are required to adhere to the safety requirements of the site you are visiting at all times.

13 EYE PROTECTION ([link to website](#))

Your eyes are undoubtedly the most vulnerable part of your body and the simplest of injuries to them can have drastic consequences.

You must always wear goggles or eye shields when provided to protect your eyes from dust, flying particles, molten materials, liquids, fumes or harmful light and heat. Make sure you have the correct protection for the work you are doing and wear it properly.



Never watch welding or brazing work without wearing the correct type of goggles. Whenever possible, welders must screen their work to protect others from the harmful rays of the welding arc.

Whenever you are doing work involving chipping, grinding or sanding, remember the passer-by and where possible erect a screen.



You can lose your sight only once - so protect your eyes!

14 FIRE EVACUATION, PREVENTION AND MANAGEMENT ([link to website](#))

Clear notices are exhibited in prominent positions around the College buildings to tell occupants what to do in the event of an emergency. These notices include the nearest Assembly Point.

You should familiarise yourself with the locations of the break glass points and fire exits closest to your bedroom and other student areas.

If you discover a fire, operate the nearest call point. This will set off the alarm signal immediately. Then call the Fire Brigade on 999. (Dial 9, if necessary, for an outside line).

- The alarm signal means evacuate. Leave the building by the nearest exit closing doors behind you.
- Do not stop to collect your belongings.
- Follow the instructions of the Fire Wardens, who will supervise the evacuation of the building from each floor.
- You should clear the building in an orderly fashion and go the designated Assembly Point, which is: **Assembly point A**

There are two Assembly Points at the College:



Assembly Point A:

Grass area adjacent the car park at the front of the main building.

All students, academic and administration staff, visitors and contractors to go to Assembly Point A.

Assembly Point B:

Grassed area adjacent the rear staff entrance

All housekeeping and estates staff to go to Assembly Point B.

You should familiarise yourself with the exact location of the Assembly Point.

- You must not attempt to fight any fires or attempt to re-enter the building for any reason until the all clear is given by the Fire Officers.

DIAL 999 ONLY IN THE EVENT OF SERIOUS EMERGENCIES FOR AMBULANCE, FIRE, AND POLICE SERVICE.

Fire drills involving the complete evacuation from College buildings take place at intervals of at least twice per year. You must take part in all fire drills. During a fire evacuation, you must follow the instructions of the Fire Marshall (Facilities Manager) and Fire Wardens.

Procedures are in place for the periodic inspection and testing of the fire detection and control systems and equipment in place within the College. This includes the fire alarm being tested once a week, where the alarm will sound but no action is required to be taken.

You must familiarise yourself with the **fire action instructions printed on the blue and white notices which are displayed throughout the college**



In particular check the green and white directional arrows to the fire exits from your classrooms/workplace. If you have any doubts please ask your lecturer

Personal Emergency Evacuation Plans

All students who may need assistance in an emergency evacuation should arrange a Personal Emergency Evacuation Plan (PEEP) through Estates & Facilities Manager.

Under no circumstances should disabled students use lifts to evacuate the building

15 EXPECTANT MOTHERS ([link to website](#))

Anyone becoming pregnant should report it to their Tutor or an available member of staff as soon as possible.

On notification, **a risk assessment will be carried out** and measures taken, where appropriate, to ensure your health, safety and welfare and that of your unborn child during your time as a student at the College.

Anyone pregnant, new mothers and nursing mothers are particularly sensitive risk groups and need to be protected against hazards. It is essential that if you fall into these risk groups, that you inform your tutor/lecturer as soon as possible, so that any necessary precautions can be taken.

16 FOOD HYGIENE ([link to website](#))

College staff are involved with the preparing of food for consumption by staff, students and visitors.

You should contact the Catering Manager for all issues relating to food hygiene, including reporting any specific dietary requirements.

Kitchen facilities are present in the Residence Block for use by students as required.

17 HEALTH AND SAFETY COMMITTEE ([link to website](#))

The College has a Health and Safety Committee which has the remit for advising upon and keeping under review the general safety policy, organisation and arrangements to secure the health and safety of staff, students, visitors and others who may be affected by the Colleges activities.

The Committee consists of the Principal, Facilities Manager, staff representing other departments within the College, student representatives and an externally appointed Health and Safety Consultancy firm.

You should forward (or bring forward) any health and safety issues, concerns etc. for discussion at the next meeting. The Health and Safety Committee meets some four times per year.

18 HOUSEKEEPING ([link to website](#))

Advantages of good housekeeping

- Less clutter and rubbish: these are the most common causes of fire and accidental injury
- You can find what you are looking for quicker: improved efficiency and production and less frustration.

- Neat work area: more enjoyable and comfortable to work in.

Key steps to good housekeeping

- Machines: keep clean and follow maintenance routines; check and ensure machine guards are in place, power cables and switches and report any defects immediately.
- Tools: clean off dirt and oil; store in appropriate area; repair or report defects.
- Storage: materials and substances must be clearly labelled; store in designated areas; keep containers secure.
- Floors/aisles/access areas: keep clear of debris and rubbish; do not store materials etc where they could create a hazard.
- Personal Protective Equipment: keep clean and store correctly.



Housekeeping is everyone's responsibility - that includes YOU!

19 LIFTS

Lifts are of particular importance to disabled students. It is important therefore that you do not:

- Abuse lifts
- Overcrowd lifts
- Interfere with the doors or electrics
- Carry hot drinks in the lift which endanger the safety of yourself and others, and may put the lifts out of operation for those who really need them.
- Generally, lifts should not be used for short trips between one or two floors.



Do not use the lifts during a fire alarm

20 NOISE ([link to website](#))

Excessive noise in the workplace can have a serious effect on your hearing. It creates stress which can affect your physical and mental well-being. Accidents can result from where you cannot hear instructions or warnings. The College will make all efforts to reduce noise levels to comply with statutory regulations and codes of practice. Where noise levels are at or above those outlined in such statutory regulations or codes of practice, the areas will be clearly marked and staff and students obliged to use the hearing protection supplied by the College.



Like eyesight, your hearing is priceless - wear the protection provided!

21 PERSONAL PROTECTIVE EQUIPMENT ([link to website](#))

Personal Protective Equipment (PPE) includes a range of clothing and protective devices to protect the wearer from certain hazards. PPE includes such items as hard hats, safety boots, protective gloves, coveralls, etc.

Where the wearing of PPE is required, this will be issued by the College. When required, the wearing of the issued PPE will be mandatory and must be worn properly. You will be required to take due care to prevent misuse of the issued PPE.

At the College you may come into contact with some form of materials - liquid, solid or gas - which can cause injury if protective clothing or equipment is not worn.

If so, always use the protective clothing and equipment that is supplied for performing your work and make sure that it is the correct type of protection for the job. If in doubt, get advice from your lecturer.



You should at all times take good care of clothing and equipment provided for your safety, otherwise it may become a danger to yourself or others. If after use you find that clothing or equipment is contaminated, make sure that it is cleaned at once. Any defects should be reported to your tutor/lecturer immediately.

If your work is concerned with hazardous chemical gases, dust or vapours, make sure you use the appropriate safety clothing and equipment, and learn what action to take in an emergency.

Personal Protective Equipment should only be worn in the work area which requires it.

You may require extra personal protective equipment if you have any skin complaint which could be irritated by chemicals/substances. Please indicate any problems to your tutor.

22 REPORTING OF A HAZARD ([link to website](#))

If you discover a hazard or a potential hazard to the health and safety of yourself or others, you should **immediately** inform a member of staff.

23 RISK ASSESSMENT – [link to RA Policy and Procedures](#)

Any student projects or activities must have a risk assessment in place. Under the Management of Health & Safety at Work Regulations, the College is required to ensure that suitable and sufficient Risk Assessments are carried out of:

A the risk to the health and safety of his employees to which they are exposed whilst at work, and

B the risk to the health and safety of persons not in his employment, i.e. students, visitors and contractors.

24 SKIN CARE AND SUNBURN ([link to website](#))

The College requires staff and students to stay in the shade, whenever possible, whilst engaged in official duties to avoid risk of sunburn.

You should stay in the shade whenever possible. Also:

- wear a long sleeved shirt;
- wear a hat;

- apply a sun cream with a SPF factor of 20 or above to exposed parts and re-apply every two hours.

You should check your skin regularly for changes - this is best done after bathing. If any discolouration appears, areas of itching, moles that become darker or start bleeding on touch, you should contact your general practitioner.

25 **SMOKING** ([link to website](#))

Smoking or vaping is not allowed in the premises.

The College aims to guarantee the rights of non-smokers to breathe smoke-free air when within its premises, whilst taking into account the requirements of smokers.

You are not permitted to smoke inside any of the College buildings or in vehicles owned or hired by the College.

Smoking on site is only allowed in designated areas and cigarette butts must be disposed of in a safe and socially acceptable manner.

The College may offer you assistance should you wish to stop smoking.

Where you are exposed to passive smoke outwith College's premises/ vehicles during your studies, you are entitled to request a smoke-free environment in which to continue your study. Where no such environment is available, you are entitled to cease work within the area. In such circumstances, you should report the situation to your Lecturer without delay, who will take the appropriate action.

26 **STRESS** ([link to website](#))

The Health and Safety Executive (HSE) defines stress as an “adverse reaction people have to excessive pressures or other types of demand placed upon them”. Typical symptoms include:

- sleep disturbance resulting in tiredness
- tenseness
- nausea and dizziness
- headaches
- weight loss/gain
- raised blood pressure

Further information and guidance

The following links provides key information about stress, what it is, and how to prevent or manage it, as well as providing links through to other support services and a range of external resources.

[HSE guidance on work related stress](#)

[Scottish Government online guide](#) providing practical ways of dealing with stress

[European Agency for Safety and Health at Work](#) – managing stress and psychosocial risk E guide

[Healthy Working Lives](#) - detailed advice and support

[See Me](#)

[Equality & Human Rights Commission](#) - Mental health is your business

27 WORKING AT HEIGHT ([link to website](#))

You are not permitted to carry out any work at height, eg on ladders, without the permission of a College member of staff. Where permission has been granted, only ladders which are being subjected to regular documented inspections should be used and two persons must always be present during the use of ladders, ie a second to foot the ladder.

General Note: You should always report any concerns, queries etc. regarding health and safety to your tutor or an available member of staff

Notes

Newbattle Abbey College is committed to the active pursuit of challenging discrimination, advancing equality and celebrating diversity

This Policy should be read in conjunction with other relevant College policies, procedures and guidance documents, whether specifically listed above or subsequently published or amended.

The College reserves the right to update, introduce, or revise policies and procedures from time to time.

Compliance with the most current versions of applicable policies and procedures, as published, is expected.

Title:	Student Health and Safety Handbook
Lead Officer:	Estates and Facilities Manager
Date last reviewed	October 2025
Next Review date:	October 2028
Approved By:	H&S Committee
Date first approved:	2022