



Colaiste Abaid a' Bhatail Nuaidh

STUDENT HEALTH AND SAFETY HANDBOOK

CONTENTS

1.	HEALTH AND SAFETY POLICY STATEMENT	1
2.	RESPONSIBILITIES	2
3.	ACCIDENTS AND FIRST AID	2
4.	BOMB THREAT	3
5.	DISPLAY OF NOTICES	3
6.	CONTRACTORS	3
7.	DISABLED PERSONS	3
8.	ELECTRICAL SAFETY	4
9.	EXTERNAL SITES	4
10.	FIRE EVACUATION, PREVENTION AND MANAGEMENT	4
11.	FOOD HYGIENE	5
12.	HEALTH AND SAFETY COMMITTEE	5
13.	EXPECTANT MOTHERS	5
14.	PERSONAL PROTECTIVE EQUIPMENT	6
15.	SKIN CARE AND SUNBURN	6
16.	WORK AT HEIGHT	6

1. HEALTH AND SAFETY POLICY STATEMENT

(Signed Policy Statement is located in Reception.

Section 2(3) of the *Health and Safety at Work etc. Act 1974* places a legal duty on employers “to have in place a written statement of general policy”.

Newbattle Abbey College recognises these legal obligations and other statutory legislation as may be applicable to its undertaking. With this in mind, Newbattle Abbey College will prepare, adopt and enforce policies and procedures, which, as far as is reasonably practicable, provide for:

- The health, safety and welfare of their employees at work.
- The health, safety and welfare of students attending the College.
- The health, safety and welfare of visitors and/or contractors whilst on site.
- The health and safety of anyone who may be affected by their work operations.

Section 2(2a) of the Act requires that we have “plant and systems of work that are, in so far as is reasonably practicable, safe and without risks to health”. Section 2(2b) of the Act requires that we provide “such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of our employees”.

To achieve this, Newbattle Abbey College will, as far as is reasonably practicable, provide:

- Well maintained equipment and safe systems of work.
- Suitable arrangements for the safe use, handling, storage and transport of materials and substances.
- Adequate information, instruction, training and supervision to enable works to be carried out.
- Safe premises and work places, including access to and egress from them.
- Safe working environs and adequate welfare facilities.
- Communication and advisory facilities as required.

Newbattle Abbey College has appointed a senior member of staff, the Facilities Manager 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.

2. 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 your 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

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 either your lecturer or an available member of staff, who will then complete the Accident Book which is held at Reception. All accidents, incidents, near misses and dangerous occurrences must be recorded, however minor.

A Security Officer is present at Reception and available for contact from 5 pm to midnight. From midnight to 9am, the Resident Tutor, who is based in the Residential Flat, is contactable on 07766424375. You should make yourself aware of the location of the Residential Flat.

The First-Aiders at the College are:

FIRST AIDERS:		
Attendant	Location	Extension
Jackie Kane	Administration Office	231
Tom Notman	Kitchen	214
David Jack	Contactable through Reception	201

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

Dalkeith Medical Centre, 24-26 St Andrew Street, Dalkeith, EH22 1AP
Telephone: 0131 561 5500

Consulting hours are as follows: 8.00am - 6:00pm Monday - Friday

Out of hours: Between 6:00pm and 8:00am Monday - Friday, weekends and public holidays dial 111. This service is provided by NHS 24.

In case of medical emergency call 999.

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.

4. BOMB THREAT

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. DISPLAY OF NOTICES

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. Review regularly for any updates or changes.

6. CONTRACTORS

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 lecturer or an available member of staff immediately.

7. 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, e.g. parking spaces, toilet facilities.

8. ELECTRICAL SAFETY

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.

9. EXTERNAL SITES

If you are working on external sites on behalf of the College, you are required to adhere to the safety requirements of the site owner or main contractor at all times.

10. FIRE EVACUATION, PREVENTION AND MANAGEMENT

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 9999, if calling from an internal phone).
 - 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 to the designated Assembly Point, which is:

Assembly Point A - grass area adjacent the car park at the front of the main building

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.

11. FOOD HYGIENE

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.

12. HEALTH AND SAFETY COMMITTEE

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, Administration Manager, 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 to the student representative. The Health and Safety Committee meets four times per year.

13. EXPECTANT MOTHERS

All female students should report becoming pregnant to their lecturer 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.

14. PERSONAL PROTECTIVE EQUIPMENT

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.

15. SKIN CARE AND SUNBURN

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.

16. WORK AT HEIGHT

You are not permitted to carry out any work at height, e.g. 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, i.e. a second to foot the ladder.

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

Newbattle Abbey College	POLICY/PROCEDURE
Title: Student Health and Safety Handbook	File ref: Policy and Procedure/Health and Safety
Prepared by: ACS/Competent Adviser Reviewed by Viridis Safety/ Competent Adviser	No of pages: 6
Approved by: H & S Committee	Next revision date: 2017
Date approved: August 2007	Date last modified: Aug 2014 H & S Committee and Viridis Safety Competent Advisor