

Health and Safety

Policy

South Cheshire College

Incorporating

South Cheshire Enterprises Ltd (SCEL)

Issue No. 11

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prepared by:

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Health, Safety and Welfare Manager

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Health and Safety Legislation Section 1

Health & Safety at Work Etc. Act

The Health and Safety at Work Etc. Act 1974 represents the most radical piece of legislation affecting the work place since such legislation began early in the 19th Century. The essence of the act is to safeguard the health, safety and welfare of the employees and employers have a legal responsibility to make sure this happens.

The Act imposes general duties on employers, the self-employed and employees as well as creating the mechanism to introduce subsidiary codes of practice and guidance. The Act is referred to as an enabling act which allows for the Secretary of State to approve other pieces of legislation proposed by the Health and Safety Commission.

The Act requires that:

* All information must be pro-actively introduced and brought to the attention of employees.
* Employees must be consulted in all matters relating to health and safety at work.
* Employers must prove that, in cases of possible transgression, they have done whatever is reasonable and practical to ensure that the particular infringement has not taken place. **This means that employers are deemed to be guilty until they can prove themselves innocent.**
* Offending employers are prosecuted and if negligence is proved are given a heavy fine and a criminal record.

European Law - "Six Pack"

Additional European legislation was passed in 1992 and this has been added to the Health and Safety at Work Etc. Act 1974. This legislation has become known as the "Six Pack" and it covers: all areas of risk at work in general terms and is supported by approved codes of practice and guidance notes.

The Six Pack legislation includes:

1. **Management of Health and Safety at Work Regulations**

* Employers must take a responsible attitude towards the health and safety of their staff.
* Responsibilities must be detailed.
* Meaningful risk assessments must be undertaken by competent staff with results recorded and retained.
* Any action identified must be implemented within a "reasonable period".
* A company Health and Safety Policy must be prepared and distributed.

1. **Health and Safety (Display Screen Equipment) Regulations**

* A risk assessment must be undertaken for each computer workstation in order to ensure that the workstation is safe.
* The equipment must be comfortable for the user offering adjustability where necessary.
* Every effort must be taken to rest the eyes, hands, neck, shoulders etc to reduce the possibility of long term disability

1. **Manual Handling Operations Regulations**

* A risk assessment must be undertaken where manual handling is a routine part of the job.
* Appropriate training must be provided in relation to the tasks being carried out.

1. **Personal Protective Equipment Regulations**

* A risk assessment procedure must be carried out and wherever possible the risk should be eliminated at source.
* Protection against ever present but unpredictable hazards may require personal protective equipment such as hazard hats, eye protection equipment, safety shoes etc.

1. **Workplace (Health, Safety and Welfare) Regulations**

* This is designed to create a generally safer workplace focusing on areas such as a safer means of access, prevention of falls, sanitary and washing facilities, drinking water etc.
* This also includes specific hazard areas such as the safety relating to internal glass.
* Periodic general inspections of the workplace should be undertaken by a responsible employee or agency.

1. **Provision and Use of Work Equipment Regulations (PUWER)**

* This deals with specific equipment and machinery used in the workplace.
* All equipment must be controlled in an entirely safe manner at all times, including periodic checks and training of operators.

Additional Heath and Safety Legislation

* Health and Safety (First Aid at Work) Regulations 1981 (amended 1997)
* Electricity at Work Regulations 1989
* Control of Substances Hazardous to Health Regulations 2002
* The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)-Amended 6th April 2012
* Health and Safety (Consultation with Employees) Regulations 1996 (amended 1997)
* Regulatory Reform (Fire Safety) Order 2005
* Construction, Design Management Regulations 2007
* Lifting Operations and Lifting Equipment Regulations (LOLER 1998)
* Noise at Work Regulations 2005
* Control of Asbestos Regulations 2006

Management of Health and Safety at Work Regulations

This Policy has been designed and created to provide management and employees of South Cheshire College based at the Dane Bank site and 1 Kingsway and incorporating South Cheshire Enterprises Ltd (SCEL), with concise details of their responsibilities with regard to the Health and Safety at Work etc. Act 1974 (HSW) and the Management of Health and Safety at Work Regulations (Management Regulations).

**Background**

The Regulations clarify and make more explicit existing law defined in the HSW Act. In addition, the Regulations address the following activities:

* Health and Safety Management
* Work Equipment Safety
* Manual Handling of Loads
* Workplace Conditions
* Personal Protective Equipment
* Display Screen Equipment

**The Management Regulations**

These Regulations set out general duties that apply to most work activities. They are designed to achieve an improvement in health and safety management and to clarify what is required of employers and employees.

The Regulations require South Cheshire College to take a systematic and organised approach to its responsibilities under the HSW Act.

The specific requirements are:

* **Risk Assessment**

South Cheshire College is required to assess the risks to the health and safety to all employees and others who may be affected by our work activities. Significant findings resulting from a risk assessment must be recorded and filed. Risk assessments shall only be carried out by competent persons.

* **Control Measures**

South Cheshire College is required to put into practice health and safety measures that result from a risk assessment. These measures will cover planning, organisation, control, monitoring and review - in effect, health and safety management.

* **Health Surveillance**

South Cheshire College will provide health surveillance for employees if a risk assessment indicates that it is necessary.

* **Information**

All employees will have access to readily understandable health and safety information in the form of this Policy and other documentation and notices as required.

* **Training**

South Cheshire College is required to ensure that all employees have adequate training to do their jobs safely and avoid risks. Temporary workers will be provided with adequate health and safety information.

* **Summary**

The provisions of the HSW Act and the Management Regulations are fully compatible with the operating principles of South Cheshire College. We believe that this Policy will provide you with sufficient information to understand what your responsibilities are under the current legislation, It will take a little time and effort to fully update our procedures and develop a health and safety management system, but a systematic approach to this matter can only improve the working environment and enhance the services which South Cheshire College provides to its clients.

* **Commercial Considerations**

Market research shows that government bodies and even more corporate organisations require suppliers to prove that they have in place, and adhere to, a health and safety management policy.

**Failure to address the provisions of the Health and Safety at Work etc. Act and the Management of Health and Safety Regulations is a breach of the law and can result in penalties including imprisonment.**

Workplace (Health, Safety and Welfare) Regulations

General Health and Safety Guidelines and Accident Prevention

The guidelines below are intended to provide guidance to staff on general health and safety with more detailed guidelines relating to specific subjects that follow. By following the Health and Safety Policy and these support guidelines, staff will gain an understanding of South Cheshire College’s approach to health and safety and of the need to comply with numerous statutory requirements in operating the College buildings. The required health and safety standards will also be achieved.

Application of the Regulations

Subject to some exemptions (see below) the Workplace Regulations apply to all non-domestic premises made available as a place of work.

The exemptions are:

* Inside a means of transport
* Buildings under construction
* Mineral resource exploration and exploitation
* Fishing boats

For temporary worksites other than construction sites (i.e. buildings visited infrequently, or parts of premises used infrequently and for short periods), the welfare provisions of the Regulations (e.g. sanitary conveniences and washing and changing facilities) shall have effect only as far as is reasonably practicable.

Responsibility for Compliance

Essentially, the responsibility for compliance with these Regulations falls on the person in control of the workplace. Depending on the circumstances this may or may not be the employer.

Any persons can only be deemed to be in control of a workplace to the extent to which s/he has control. For example, if a landlord has responsibility for shared areas, services or equipment in a workplace s/he only has responsibility for that over which they have control, thus individual tenants within the workplace will be responsible for those activities specified by the Regulations in the areas which they control.

Health & Safety Responsibilities (General)

Employer Responsibility

* Ensure that adequate resources are provided to allow proper provision for health and safety.
* An appropriate Health and Safety Policy document.
* Risk assessments are carried out and periodically reviewed.
* All identified hazards should be recorded and all risks evaluated with recommendations.
* Systems of work that are safe are provided and maintained and without risks to health.
* Arrangements for use, handling, storage, and transport of articles and substances for use at work are safe and without risks to health.
* All information relating to health and safety is brought to the attention of all employees.
* All employees are provided with such information, instruction, training and supervision as is necessary to secure their safety and health at work and the safety of others who may be affected by their actions.
* Where appropriate health surveillance will be provided for employees.
* The provision of all machines and equipment is safe and without risk to health.
* The working environment of all employees is safe and without risks to health.
* Adequate provision is made with regard to the facilities and arrangements for their welfare at work.
* The place of work is safe and there is safe access to and exit from the workplace.
* Monitoring activities are undertaken to maintain agreed standards.

Employee Responsibility

* To take reasonable care for the health of themselves and of other persons who may be affected by their acts or omissions at work.
* To co-operate with management in fulfilling statutory duties.
* Not to interfere with or misuse anything provided in the interests of health and safety.

General

* The Health and Safety Policy will be reviewed at least annually, amended and updated as and when necessary. Communication of any such changes will be made to all employees.
* There are established and maintained procedures for consultation and communication between all levels of management and employees on all matters relating to health, safety and welfare.

Policy Statement and Organisation Details Section 2

2.1 **HEALTH AND SAFETY POLICY STATEMENT**

South Cheshire College recognises and accepts the responsibility as an employer for providing a safe and healthy workplace and working environment for all its employees and has set up a Health and Safety Committee which comprises representatives from Management, representatives of Trade Unions and representatives of non-union staff.

2.1.2 The College will take all reasonable steps within its power to meet this responsibility, paying particular attention to:

(a) The provision and maintenance of plant, equipment and systems of work that are safe, as far as is reasonably practicable, and without risks to health

(b) Safe arrangements for the use, handling, storage and transport of articles and substances

(c) Sufficient information, instruction, training and supervision being available to enable all employees to avoid hazards and contribute positively to their own safety and health at work

(d) Safe access to and egress from properties of the College.

2.1.3 The College will provide or seek to provide competent technical advice on Health and Safety matters through the Health, Safety and Welfare Manager where this is necessary for the implementation­ of this policy.

The College has co-operated in the appoint­ment of Safety Representatives by recognised Trade Unions and Safety Representatives (Non-Trade Union) and will provide them where necessary with sufficient facilities and training to carry out this task. This will not detract from the primary responsibility of managers and supervisors for ensuring safe conditions of work.

2.1.4 The Joint Safety Committee will provide the forum for this policy document and any items concerning Health, Safety and Welfare at work in so far as employees are concerned.

2.1.5 The College reminds its employees of their own duties under Section 7 of the Health and Safety At Work Act 1974 to take care for their own safety and that of other workers and visitors and to co-operate with the College so as to enable it to carry out its responsibili­ties successfully.

2.1.6 This general policy will be reviewed annually by the College Health and Safety Committee. Where considered appropriate, it will be updated. Changes to this policy will be made to comply with any new regulations and codes of practice which may be issued by The Health and Safety Commission or by E.U. Legislation.

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| Mr Peter Swift Principal & Chief Executive, South Cheshire College | Date  February 2013 |

Health and Safety Organisational Responsibilities

2.2 **DUTIES AND RESPONSIBILITIES OF MEMBERS OF THE CORPORATION**

2.2.1 Members of the Corporation recognise their individual and collective responsibility for health and safety matters in respect of the College and to seek to engage the active participation of staff in improving health and safety.

* + 1. The Corporation has appointed the Principal and Chief Executive (‘the Principal’) to be the Corporation’s health and safety director.
    2. The Corporation will ensure that health and safety performance is reviewed at each meeting of its Organisational Development Committee. The Organisational Development Committee will in turn report to the next scheduled meeting of the Corporation. The Organisational Development Committee and the Corporation will receive an annual report on health and safety at their first scheduled meeting of each academic year.
    3. The Corporation will, on the advice of the Organisational Development Committee:

1. approve adoption of this policy and of any amendments which may from time to time be made to it;
2. review and monitor implementation of this policy.

2.3 **DUTIES AND RESPONSIBILITIES OF THE HEALTH AND SAFETY**

**MANAGER**

* + 1. To ensure that the College Health and Safety policy is observed by employees, contractors and visitors, within the limitations of the financial and other resources of the College for those purposes.
    2. To advise the College on the preparation and implementation of accident prevention policies and pro­grammes.
    3. Together with the Line Manag­ers to identify safety training needs, to design safety training programmes, codes of practice and to assist with implementation wherever possible.
    4. To assist Line Managers in developing implementing and monitoring implement safe systems of work in all work areas.
    5. To make appropriate and regular inspections of the College property, equipment, methods of work and welfare facili­ties, and check that safe procedures and arrangements are in operation.

2.3.6 To ensure that certificates and registers required under relevant legislation are properly compiled and main­tained by the appropriate personnel.

2..3.7 To maintain records of all notifiable accidents and dangerous occurrences which take place within the College workplaces and to ensure that the necessary information is provided by the appropriate personnel.

2.3.8 To investigate accidents and dangerous occurrences and prepare reports as appropriate to the College Princi­pal, Joint Health and Safety Committee, and the Health and Safety Executive where required to prevent recurrence of such incidents.

2.3.9 To act as technical adviser to the Joint Health and Safety Committee on all Health and Safety matters.

2.3.10 To ensure that all College property is provided with adequate fire fighting equipment and that all relevant statutory provisions are complied with.

2.3.11 To advise the College on its financial commit­ment to ensure that all obligations in connection with the Health and Safety At Work Act 1974 and any other Health and Safety regulations are complied with.

2.4 **DUTIES AND RESPONSIBILITIES OF PRINCIPAL AND STRATEGIC MANAGEMENT TEAM**

It will be the duty of the Principal and the Strategic Management Team:

2.4.1 To ensure that all employees in their areas are conversant with and comply fully with the Health and Safety Policy of the College at all times.

2.4.2 To ensure that all responsibilities for Safety, Health and Welfare are properly assigned and accepted at all levels and that they are being fulfilled.

2.4.3 To plan for adequate funds and materials to meet the Health, Safety and Welfare Programme.

2.4.4 To be responsible for the Safety, Health and Welfare Programme within the areas and functions for which they are responsible.

2.4.5 To participate and co-operate with the Health and Safety Manager in:

(a) Evaluating risks and hazards within the College areas and properties.

(b) Ensuring that all liabilities are adequately insured.

(c) Regularly reviewing the safety performance of the College

2.4.6 To participate with the Health and Safety Manager and Trade Union Health and Safety Representatives when discussing (a) (b) and (c) above.

2.4.7 To co-operate with the Health and Safety Manager in ensuring that all employees receive adequate training and equipment in order to carry out their employment safely.

2.4.8 To ensure that when contractors, sub-contractors are working in or on College premises that they are aware of their own duties and responsibilities to themselves, to employees of the College and to the general public.

2.5 **DUTIES AND RESPONSIBILITIES OF LINE MANAGERS INCLUDING LECTURERS**

It is the duty of Line Managers and Lecturers:

2.5.1 To be familiar and comply with the College's Health and Safety Policy and ensure that all employees in his/her section comply with the Health and Safety Policy at all times.

2.5.2 To investigate all accidents and dangerous occurrences promptly to discover their cause and report to the Health and Safety Manager with the minimum delay.

2.5.3 To complete accident reports involving injury, damage or lost time and submit such reports to the Health and Safety Manager.

2.5.4 To report and record any dangerous incidents or occurrences encountered within his/her sphere of operation in accordance with (Part 1 Schedule 1 Regulation 3 (2) of the Reporting of Accidents and Dangerous Occurrences Regulations 1980) (RIDDOR) and subsequent amendments.

2.5.5 To ensure that adequate and trained supervision is available, especially where young people and people susceptible to special risks are involved, e.g. students with learning difficulties and disabilities.

2.5.6 To ensure that all employees and students in their area or section know the location of the First Aid Box and facilities available for first aid treatment.

2.5.7 To liaise with Safety Representatives on all matters concerning Health, Safety and Welfare at Work.

2.5.8 To make arrangements for and to maintain good housekeeping in all work areas under their supervision and/or control.

2.5.9 To ensure that all new employees and students are made aware of the potential hazards of the job and are fully competent in the use of safe working methods.

* + 1. To liaise with Strategic Management to ensure that every employee is adequately equipped and trained.

2.5.11 To be constantly on the alert for dangerous conditions and practices, to issue appropriate instructions and to notify Strategic Management and the Health and Safety Manager as quickly as possible so that appropriate action can be taken to prevent accidents occurring.

2.5.12 To be aware of their responsibilities to students within the teaching environment.

2.6 **DUTIES AND RESPONSIBILITIES OF ALL EMPLOYEES**

2.6.1 To take reasonable care of themselves and of other persons who may be affected by their acts and omissions at work.

2.6.2 To co-operate fully with the Health and Safety at Work Policy of the College and perform any duty in a manner which will comply with any requirements imposed by relevant legislation.

2.6.3 Not to interfere with or misuse any equipment, plant, tools or machinery provided or installed by the College

2.6.4 To observe safety rules and working systems at all times, to wear the appropriate safety clothing and protec­tive equipment, and use safety devices where supplied.

2.6.5 To report any accidents, unsafe practices, dangerous occurrences, unsafe systems of work, damage to machinery, plant tools and equipment to their Line Managers and to the Health and Safety Manager.

2.7  **APPOINTED SAFETY REPRESENTATIVES**

2.7.1 Identified areas of responsibility for each Safety Representative will be clearly designated.

2.7.2 When an employee becomes aware of a dangerous situa­tion, practice or hazard he/she must bring this to the attention of the Line Manager.

2.7.3 Should the matter not be satisfactorily resolved then the employee must report the matter to his/her Safety Representative.

2.7.4 The Safety Representative shall record the matter and approach the Line Manager.

2.7.5 If the matter is not satisfactorily resolved the Safety Representative and Manager shall report to the Health and Safety Manager.

2.7.6 In the event of the matter still not being satisfac­torily resolved then it shall be placed before the Safety Committee.

2.8 **TRADE UNION APPOINTED HEALTH AND SAFETY REPRE­SENTATIVES**

2.8.1 Recognised Trade Unions should provide the College with the names of Health and Safety Representatives.

2.8.2 Trade Unions will have the right to be represented on the Joint College Health and Safety Committee, with the constitution agreed at the first Joint Committee meeting.

* + 1. The College recognises the rights of Trade Union appointed Health and Safety Representatives as laid down under the regulations of Safety Representatives and Safety Committees Regulations 1977 and will endeavour to work within these requirements.

2.9 **NON-TRADE UNION APPOINTED HEALTH AND SAFETY**

**REPRE­SENTATIVES**

2.9.1 The College recognises the requirements of the Health and Safety (Consultation with Employees) Regulations 1996 to appoint non-trade union representatives.

2.9.2 Those appointed will represent non-union employees on the joint Health and Safety Committee and participate fully in the activities of the committee as outlined in the constitution.

2.10 **LEGAL IMPLICATIONS**

* + 1. The Health and Safety at Work Act, 1974 places a general duty and responsibility on all employees of the College
    2. Any employee who behaves in a way which endangers his or her health and/or safety at work may be prosecuted, irrespective of whether his/her conduct is in violation of specific rules. If it would place at risk the health or safety of other employees, the employee may be found guilty of a criminal offence.

2.10.3 Fines may be imposed on a summary conviction for any offence under the Act. In addition, imprisonment or an unlimited fine, or both may be imposed in certain cases.

2.10.4 An Improvement Notice and Prohibition Notice can be issued in respect of a person by an Inspector of the Health and Safety Executive.

2.11 **VISITORS** **AND** **STUDENTS and CONTRACTORS**

The College recognises its responsibilities to all visitors, students and contractors and will endeavour to:-

a) Inform visitors and students of particular hazards which they might expect to encounter and the appropriate precautions that must be taken.

b) Comply with a common duty of care under the Occupi­ers’ Liability Act, 1984.

c) Provide adequate insurance cover as required by the Occupiers’ Liability Act.

d) Issue all contractors ( existing and new ) a copy of the college Contractors pack, which includes all information on what they should expect from the college, and what the college will expect of them whilst they are working in or around the campus.

2.12 **STAFF, VISITORS AND** **STUDENTS WITH LEARNING DIFFICULTIES**  **AND DISABILITIES**

2.12.1 The College recognises its general duties and provi­sions under Health and Safety regulations will also apply to people with learning difficulties and disabilities.

2.12.2 However, in some cases there may be additional fac­tors to be taken into account.

Some of these might include:-

a) Making sure that staff, visitors and students with learning difficulties and disabilities are fully aware of safety procedures.

b) Assigning one or two colleagues to assist people with mobility difficulties, or to alert visually or hearing impaired persons in an emergency.

c) Arranging for any specific first aid training and awareness beyond that generally required e.g. a person with epilepsy. If so, ensure that a colleague or fellow student knows where to obtain assistance if required.

2.12.3 Where appropriate, supervisors of disabled staff and/or students should be informed if any special assistance or advice is required.

This may also be discussed with the College Health and Safety Manager if required.

2.12.4 Where required, special Codes of Practice are incorporated within this document.

2.12.5 Guidance shall be provided to those able-bodied persons working with the physically disabled to ensure that the possibility of risk of injury by lifting or otherwise assisting the physically disabled will be minimised.

2.12.6 Parking areas reserved for the disabled should not at any time be used for any other reason, for however short a period.

2.12.7 In the event of an emergency evacuation the Health and Safety Manager and a member of the Strategic Management must be notified of any person with a physical disability remaining within the building.

* + 1. People with disabilities should be moved to a fire-protected area of greater safety and on the same level until they can be rescued. If the movement of a disabled person from a protected area cannot be achieved through the fire service a further 999 call should be placed for paramedic assistance.

2.13 **STAFF USING PREMISES NOT OWNED BY SOUTH CHESHIRE COLLEGE**

2.13.1 Staff should have an awareness and understanding of the procedures and practicesrequired to evacuate the part/parts of the building they are using.

* + 1. First Aid procedures including contacts with the emergency services should be clearly explained during induction of all student groups.
    2. Staff should satisfy themselves prior to the commencement of a course that adequate means of access and egress to and from the premises are available for all students including those with disabilities.
    3. The use of equipment not owned by SCC may require a risk assessment in collaboration with the owner. Advice on this should be sought from the Health and Safety Manager at the College.

Organisational Responsibility Chart

*Fire Wardens*

*First Aiders*

*Heads of Faculty*

*Senior Management Team*

*Mr Peter Swift*

*Chief Executive/Principal*

***Vice Principal Finance and Resources***

***Heads of Curriculum Areas***

***Heads of Departments***

***Lecturers***

***All employees***

***Health Safety and Welfare Manager***

Details/Contacts/Representatives Section 3

|  |  |  |
| --- | --- | --- |
| Trading Name/Partners Names | South Cheshire College/  South Cheshire Enterprises Limited (SCEL) | |
| Address | Dane Bank Avenue | |
| Crewe | |
| Cheshire | |
| CW2 8AB | |
| Telephone No. | 01270 654680 | |
| Facsimile No. | 01270 652498 | |
| Health & Safety Contact | Mrs. Michele Walker | |
| E-mail address | [m-walker@s-cheshire.ac.uk](mailto:m-walker@s-cheshire.ac.uk) | |
|  |  | |
| Occupation | No of Locations Covered | No of Employees |
| Further Education | 3 sites, with 3 buildings  South Cheshire College campus  1 Kingsway  Starting Point Childcare Centre | Approx 350 wte plus associate lecturers |

Safety Contacts

Health and Safety Contacts

The College has a Health, Safety and Welfare Manager who is responsible for day-to-day matters, and co-ordinating H&S across the site.

Each Head of Department /Faculty is responsible for H&S in their individual areas.

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| --- | --- | --- | --- |
| **Position** | **Name** | **Telephone No/Extn** | **E-Mail** |
| Health & Safety | Michele Walker | 01270 654680 | [m-walker@s-cheshire.ac.uk](mailto:m-walker@s-cheshire.ac.uk) |
| VP Finance and Resources | Andrew Hubert | 01270 654603 | [andrew.hubert@scc.ac.uk](mailto:andrew.hubert@scc.ac.uk@s-cheshire.ac.uk) |

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| --- | --- | --- | --- |
| Other Health and Safety contacts are: | | | |
| **Area** | **Name** | **Telephone No/Extn** | **E-Mail** |
| Chief Executive/Principal | Mr Peter Swift | 01270 654601 | [p-swift @s-cheshire.ac.uk](mailto:d-collins@s-cheshire.ac.uk) |
| Vice Principals | Andrew Hubert  Suzanne Wainright  Alex Fau-Goodwin | 01270 654603  01270 654679  01270 654614 | [andrew.hubert@scc.ac.uk](mailto:andrew.hubert@scc.ac.uk)    [s-wainwright@s-cheshire.ac.uk](mailto:s-wainwright@s-cheshire.ac.uk)  [a-fau-goodwin@s-cheshire.ac.uk](mailto:a-fau-goodwin@s-cheshire.ac.uk) |
| Human Resources | Sara Duncalf | 01270 654683 | [sara-duncalf@s-cheshire.ac.uk](mailto:sara-duncalf@s-cheshire.ac.uk) |
| Administration | Lesley Hambrook  Laura Holland | 01270 654604  01270 654616 | [l-hambrook@s-cheshire.ac.uk](mailto:l-hambrook@s-cheshire.ac.uk)  [l-holland@s-cheshire.ac.uk](mailto:l-holland@s-cheshire.ac.uk) |
| First Aid | See attached list |  |  |
| Estates Management | John Norman | 01270 654667 | [j-norman@s.cheshire.ac.uk](mailto:j-norman@s.cheshire.ac.uk) |
| Catering | Mandy Malam | 01270 654661 | [m-malam@s-cheshire.ac.uk](mailto:m-malam@s-cheshire.ac.uk) |

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| --- | --- | --- | --- |
| Health & Safety Committee Members | | | |
| **Name** | **Department** | **Telephone No/Extn** | **E-Mail** |
| Michele Walker | Finance and Resources | 01270 654680 | [m-walker@s-cheshire.ac.uk](mailto:m-walker@s-cheshire.ac.uk) |
| Andrew Hubert | Vice Principal Finance and Resources | 01270 654603 | [a-hubert@s-cheshire.ac.uk](mailto:a-hubert@s-cheshire.ac.uk) |
| Mark Jones | Non-union | 01270 654654 ext 306 | [m-jones@s-cheshire.ac.uk](mailto:m-jones@s-cheshire.ac.uk) |
| Lyndsay Nicholson | Union – UCU | 01270 654654 ext 239 | [l-nicholson@s-cheshire.ac.uk](mailto:l-nicholson@s-cheshire.ac.uk) |
| Vacancy | UNISON | 01279 654654 |  |
| Rosie Mcginley | Faculty Management | 01270 654654 ext 274 | [r-mcginley@s-cheshire.ac.uk](mailto:r-mcginley@s-cheshire.ac.uk) |
| Sean Drysdale | Estates | 01270 654666 | [sdrysdale@s-cheshire.ac.uk](mailto:sdrysdale@s-cheshire.ac.uk) |
| Jane McCarter | Learner Services | 01270 654654 ext 317 | [j-mccarter@s-cheshire.ac.uk](mailto:j-mccarter@s-cheshire.ac.uk) |

**HEALTH AND SAFETY ARRANGEMENTS**

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| Health and Safety Representatives | | | |
| Location | **Safety Representative** | **First Aider** | **Fire Warden** |
| Library  Ground floor | Alex Fau Goodwin | Claire Fowles | Nancy Bennett  Scott Chesworth |
| Library  First floor | Alex Fau Goodwin | Claire Fowles | Debbie Leake  Dulcie Knifton |
| Library  Second Floor | Alex Fau Goodwin | Claire Fowles | Kevin Taylor  Jilly Green |
| Library  HE Lounge | Suzanne Wainwright | Claire Fowles | Timetabled Staff Present |
| West “E”  Ground | Lee Smith | Jacqui Young | Moyra Throssell |
| West”E”  Floor 1 | Lee Smith | Jacqui Young | Lee Smith / Neil Greenhalgh |
| West “E”  Floor 2 | Lee Smith | Jacqui Young | Sue Brownbill |
| West “E”  Floor 3 | Lee Smith | Jacqui Young | Yvette Robinson |
| West “D”  Ground Floor | Rosie McGinley | Norma Roberts | Phil Hurrell  Chris Williams |
| West “D”  Floor 1 | Lee Smith | Norma Roberts | Mary Vickery |
| West “D”  Floor 2 | Rosie McGinley | Norma Roberts | Geoff Baines |
| West”D”  Floor 3 | Rosie McGinley | Norma Roberts | Rosie McGinley  Steve Jones |
| North  Ground Floor  Sports Hall | Phil Farrington | Julie Taylor | Jon Venables  Jane Holding |
| North  Motor Vehicle | Rosie McGinley | Martin Apps | Martyn Johnson  Craig Conroy |
| North  Total People | Total People | Total People | Total People |
| North  Construction (Including Compound) | Rosie McGinley | Student Liaison/David Llewellyn | David Llewellyn |
| North  P&D | Rosie McGinley | Student Liaison/David Llewellyn | Sean Sumner |
| North  C&J | Rosie McGinley | Student Liaison/David Llewellyn | Technician |
| Estates/ Op Services | John Norman | Malcolm Oliver  Mike Cooper  Mark Butroid  Richard Stack  David Hassall  Paul Turton  Sean Drysdale | Malcolm Oliver - North Car Park  Mike Cooper- Computer  Mark Butroid- Estates  Richard Stack- Delivery bay  David Hassall-Evening cover  Keith Attwood- Evening cover  Paul Turton- Reception  Sean Drysdale- North Car-park  Richard Stubbs- Estates  Michele Walker- Reception/Refuge Point Panel |
| North Floor 1 | Rosie McGinley | Julie Taylor | Pete Oliver  Robert Kerr  Total People |
| North Floor  2 | Phil Farrington | Sandy Hebberd | Dave Ballantyne  Katie Barratt  Kim Minshull  &  Deputies |
| East  Ground Floor Restaurant | Phil Farrington | Moira Owen | Wai Ng |
| East  Ground Floor Kitchens | Phil Farrington | Moira Owen | Shane Guildford |
| East  Floor 1 | Phil Farrington | Tracy Dony | Tracy Dony  Sue Ball |
| East  Floor 2 | Phil Farrington | Julie Taylor | Graham Coffey  Keith Arnold |
| Theatre | Mandy Malam | Matt Crummack | Matt Crummack |
| Theatre  Floor 1 | Mandy Malam | Matt Crummack | Matt Crummack |
| Theatre  Floor 2 | Mandy Malam | Matt Crummack | Matt Crummack |
| Theatre Floor 2  Human Resources | Alex Fau Goodwin | Joanna Hughes | Lesley Hambrook  Sara Duncalf |
| The Crescent  Ground Floor | Mandy Malam | Clive Armitage | Sharon Duncalf (café-Recepton)  Andrew Charlton (Cafe- West) |
| The Crescent  Kitchens | Mandy Malam | Linda Vickers | Linda Vickers |
| The Crescent  Floor 1  Business Centre | Julia Dowell/Mark Whittaker | Lesley Clark  Sheila Vickerman | Chris Bentley |
| The Crescent  Floor 1 (to the Left) | Julia Dowell/ Mark Whittaker | Linda Vickers  Lesley Clarke | Sue Rose  Sam Koring |
| The Crescent Floor 2 (Corp Support to Stairs) | Alex Fau Goodwim | Joanna Hughes | Sara Duncalf  Lesley Hambrook |
| Starting Point Childcare Centre | Julie Titley | Julie Titley | Julie Titley  Emma Jeffs |
| Kingsway Electrical | Rosie McGinley | Student Liaison/Caretakers | Richard Lunt |

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| Location of Working Documents and Certificates S*ection 1* | | |
| **Area** | **Location** | **Title of Person Responsible** |
| Accident reports | Wellbeing Centre (West building) | Health, Safety & Welfare Manager |
| Catering registration details | Restaurant & Café on the Crescent | Head of Hospitality Tourism and Leisure  Catering Manager (SCEL ) |
| DSE workstation assessments | Personnel Files / Copies in Dept Files | Human Resource Administrators /HoCAs |
| Electrical equipment  Inspections, certificates and testing | Each faculty /department head keep records and certificates  PAT is done within the departments | Estates Manager/ Electrical Technician |
| Employer’s Liability Insurance Certificate | Main Reception and 1 Kingsway (electrical installation workshop) | Vice Principal-Finance and Resources |
| Fire Risk Assessment | Estates Manager  Nursery Reception | Health, Safety and Welfare Manager |
| Gas safety | Estates Department | Estates Manager |
| RIDDOR | Wellbeing Centre | Health, Safety and Welfare Manager |
| Risk assessment records | Per department and on SIS | Heads of Departments |
| Water Inspection File | Estates Department | Health, Safety and Welfare Manager |

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| HSE Office Addresses and Telephone Numbers *Section 4* |

All telephone calls should be directed through HSE Infoline in the first instance. Infoline is open between 8.00am – 6.00pm.

Tel 0845 3450055

Fax 0845 4089566

Minicom 0845 4089577

Email: www.hse.gov.uk

**Regional Office**

HSE

Grove House

Skerton Road

Manchester

M16 0RB

Tel 0161 952 8200

Fax 0161 952 8222

**RIDDOR REPORTING**

**Incident Contact Centre – for Major Accidents and Fatalities only**

Caerphilly Business Park

Caerphilly

CF83 3GG

Tel 0845 3009923

Fax 0845 3009924

All Others Online

www.**hse.gov.uk**/**riddor**