



# STAFF AND STUDENT HEALTH AND SAFETY HANDBOOK

## CONTENTS

### HEALTH & SAFETY POLICY STATEMENT 1

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

## 16. WORK AT HEIGHT 6

### Health and Safety Policy Statement

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”.

The Ridge (Scotland) CIC recognises these legal obligations and other statutory legislation as may be applicable to its undertaking. With this in mind, The Ridge (Scotland) CIC 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 studying with the Ridge.
- 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, The Ridge (Scotland) CIC 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. The Ridge (Scotland) CIC has appointed a Director, whose duties are to co-ordinate the activity of all departments within the Ridge 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 responsible Director.

1. RESPONSIBILITIES All individuals within The Ridge (Scotland) CIC have a responsibility to ensure their own safety and that of others.

As a student at the Ridge, 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 Ridge 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.

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

### FIRST AIDERS:

#### **Ridge Café and Bleachingfield Centre:**

Anne Grindlay (Library), Customer Services Staff,  
Marcin (Janitor), Sue Mitchell

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

3. **DISPLAY OF NOTICES** There are a number of notice boards around the main Ridge sites, 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.
4. **CONTRACTORS** There are contractors present on our various sites, 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.
5. **DISABLED PERSONS** The Ridge (Scotland) CIC 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 Ridge's arrangements, 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 tutor or an available member of staff. Able-bodied students must not abuse facilities in place for disabled persons, e.g. parking spaces, toilet facilities.
6. **ELECTRICAL SAFETY** All electrical equipment owned by the Ridge (both fixed and portable) is subject to a formal documented inspection and maintenance regime by a competent person. No privately owned or hired electrical equipment may be used without prior checking by this person.

Should you come across any Ridge-owned electrical equipment

which is faulty, you must inform either your tutor or an available member of staff immediately.

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.

8. EXTERNAL SITES If you are working on external sites on behalf of the Ridge, you are required to adhere to the safety requirements of the site owner or main contractor at all times.
9. FIRE EVACUATION, PREVENTION AND MANAGEMENT Clear notices are exhibited in prominent positions around the Hospital and Bleachingfield Community Centre 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.
  - 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 hospital Fire Wardens/Community Centre Manager, who will supervise the evacuation of the building.
- You should clear the building in an orderly fashion and go to the designated Assembly Point.

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 Bleachingfield Community Centre buildings take place at intervals throughout the year. You must take part in all fire drills. During a fire evacuation, you must follow the instructions of the Centre Manager.

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

10. **FOOD HYGIENE** Ridge staff are involved with the preparing of food for consumption by staff, students and paying public. You should contact the Catering Manager (Sue Mitchell) for all issues relating to food hygiene, including (where relevant) reporting any specific dietary requirements.



11. **HEALTH AND SAFETY COMMITTEE** The Ridge 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 Ridge's activities. The Committee consists of the Board of Directors and subject tutors. 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. Dates of upcoming meetings will be posted on our website [www.the-ridge.org.uk](http://www.the-ridge.org.uk)
12. **EXPECTANT MOTHERS** All female students should report becoming pregnant 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 Ridge.
13. **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 Ridge. 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.
14. **SKIN CARE AND SUNBURN** The Ridge 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.

15. **WORK AT HEIGHT** You are not permitted to carry out any work at height, e.g. on ladders, without the permission of a Ridge 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 Tutor or an available member of staff.

**Review Interval: Annually**

**Last Review Date: 28/07/17**