

## Heathrow Aviation Engineering UTC Health and Safety Policy

### Introduction

The day to day organisation and arrangements which support this Health and Safety Policy are the responsibility of the Principal and the Senior Leadership Team supported by the Board of Governors.

### Aim

To provide the highest standards of health and safety, commensurate with the operation of an educational establishment.

### Health and safety policy statement

The Board of Governors of the Heathrow Aviation Engineering University Technical College (UTC) recognises and accepts its responsibility for providing a safe and healthy work place and working environment for all of its staff, students, visitors and contractors.

The Board of Governors of the UTC will, so far as it is within its powers, take steps to meet this responsibility, paying particular attention to the provision and maintenance of:-

- a safe place of work, and safe access to, and egress from it;
- a healthy working environment;
- information, instruction, training and supervision to enable staff, students, visitors, and contractors to avoid hazards and contribute positively to their own safety and health at work;
- adequate welfare facilities;
- safe arrangements for the use, handling, storage and transport of articles and substances;
- plant, equipment and systems of work that are safe.

The UTC will also ensure, so far as is practicable, that its work activities do not endanger the health and safety of the general public and local community.

The UTC will seek to obtain and provide (so far as it is practicable) competent technical advice on health and safety matters where this is necessary.

All staff and students employed within the UTC have a legal obligation to co-operate in the operation of this policy by not interfering with or misusing equipment that has been provided in the interests of health and safety.

All staff within the UTC have a corresponding obligation to co-operate and comply with this policy so far as is reasonably practicable by:

- Complying with safety procedures, whether written or brought to their attention by other means for their own protection, protection of those under their supervision and others who may be affected by their actions;
- Reporting any incident to the Estates Team which has led, or could have led to damage or injury; and
- Assisting in any investigation with regards to accidents, dangerous occurrences or near misses

In line with the safety organisation set out in this policy, it is the responsibility of all line managers to ensure compliance with safety arrangements within their area of responsibility.

## **Safety Organisation**

### **Responsibilities**

Responsibilities of individuals within the UTC are as follows:

**Board of Governors.** The ultimate responsibility for all aspects of health and safety at work within the UTC rests with the Board of Governors.

**Principal.** The Principal is responsible for the implementation of the UTC's policy and encouraging staff, through regular monitoring, to improve health and safety arrangements

**Vice Principal and Directors.** Vice Principal and Directors are responsible for ensuring the implementation of the policy in their areas of responsibility.

**Estates Staff and First Aiders.** The Estates Staff and the first aiders are responsible for implementing the policy in their areas of activity and ensuring that work under their jurisdiction is undertaken with due regard to the health and safety of staff involved.



Staff. Staff have the following legal responsibilities to:

- o take reasonable care of their own and others' health and safety;
- o co-operate with their employers;
- o carry out activities in accordance with training and instructions;
- o inform the employer of any serious risk.

As such, all members of staff, teaching, non-teaching and voluntary helpers have a responsibility to apply safety procedures on a day to day basis. They will report all accidents in accordance with current procedures in order that investigations may be undertaken to determine the cause of any accident and remedial action taken as appropriate.

Students. Students have a responsibility to ensure that they act with all reasonable care with regard to the health and safety of themselves, other members of the UTC, contractors and members of the public.

Contractors. It is the responsibility of contractors and their employees to read and comply with the UTC health and safety policy.

Risk Assessments. The carrying out, and recording of, appropriate Risk Assessments, is key to the successful implementation of the UTC's Health and Safety policy. The detail of this is set out in a separate policy document 'Risk Assessment' but it is important to state here the Board of Governors' expectation is that all risks will be properly assessed and recorded, and appropriate safety measures taken.

#### Reporting procedures

Any practice or condition that is likely to have an adverse effect on health and safety of personnel, or damage to equipment or property, is to be reported to the member of staff responsible for the area. Such reports are to be recorded.

In emergencies, hazards and defects should immediately be reported directly to the Estates team. Less urgent matters should be dealt with by emailing the details to the Estates team.

## Safety Arrangements

### **Introduction**

Any accredited trade union safety representative will be provided with reasonable time off with pay to fulfil his/her statutory functions.

Audits.

A termly safety audit will be carried out. Findings will be reported to the Board of Governors.

Towards the end of each financial year a safety report will be compiled by the Principal and submitted to the relevant authorities, as appropriate.

### Specific Arrangements

#### Accident reporting

Any accident or injury is to be reported by the person or persons involved in the accident, and entered into the accident report book which is held in the UTC office.

The Principal will inform the Board of Governors of all incidents of a serious nature.

#### Accident Investigation

All significant accidents or incidents that are considered to be dangerous 'near miss' situations are to be reported to the appropriate line manager. They in turn are to report the incident to the Principal.

The Principal is to arrange for an immediate investigation into the incident in order that the cause can be identified and measures taken to prevent a recurrence.

All contractors must ensure that accidents involving their personnel are reported to the Principal as well as their own reporting chain.

#### Safe working procedures

Line managers must ensure that safe working procedures are developed through;

- Assessing the tasks
- Identifying the hazards
- Defining a safe method

- Implementing the system
- Monitoring the system

Once developed, safe-working procedures must be communicated to protect all personnel working within their area(s) of responsibility from dangers to their health and safety.

### **Defective tools and equipment.**

All defects found in hand tools, power tools or other equipment must be reported immediately to the relevant line manager.

The equipment concerned is to be withdrawn from service, clearly marked and isolated in an area where it cannot be re-issued for further use until repair has been effected.

### **Means of access**

When using access equipment such as ladders, crawling boards etc. the correct equipment is to be used for the job to be undertaken and a risk assessment undertaken and adhered to.

An assistant should always be used to support ladders and stepladders. Standing on chairs to reach items is dangerous, and steps or ladders should always be used.

### **Good housekeeping**

Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety. Accidents can be prevented by following the guidelines listed below.

- Keep corridors and passageways unobstructed.
- Ensure shelves in storerooms are stacked neatly and not overloaded.
- Keep floors clean and clear of obstruction.
- Do not obstruct emergency exits.

### **Electrical equipment**

Only authorised and fully qualified personnel are to install, repair or attempt to repair electrical equipment.

Electrical equipment that is known to be, or suspected of being faulty, must not be used.

If electrical equipment becomes faulty whilst in use it is to be isolated from the source of supply and secured so that it cannot be used until repair has been effected.

### **Use of harmful substances**

When using harmful substances, whether they are material or chemical substances, all personnel must ensure that adequate precautions are taken to prevent injury or harm to health.



No new materials or chemical substances are to be brought into use unless an appropriate COSHH, DSEAR or other assessment has been carried out, and clearance for their use given by a suitably qualified member of staff. Please also see separate policy on Risk Assessment.

Work involving lead or asbestos is not to be carried out under any circumstances without reference in the first instance to the Principal

#### Skin infections and hand care

To reduce the risk of dermatitis, oil acne or skin cancer, always avoid unnecessary skin contact with oils and chemicals. Always wear gloves and protective clothing where necessary.

Use barrier creams before commencing work. It provides a barrier between the skin and harmful chemicals, oils and dirt.

Do not put oily or chemical soiled rags in pockets.

Always change clothing if it has become contaminated with chemicals, flammable liquids or oils.

#### **Smoking**

Smoking is not permitted anywhere on the UTC site.

#### **Noise**

Where noise cannot be controlled at source, all personnel are to wear ear protectors in areas where high noise factors exist.

#### **Fire prevention**

See also the 'Fire Safety and Evacuation procedures' policy.

A 'Fire and emergency procedure' notice is displayed in each classroom.

All staff are responsible for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of a fire.

The most important part of fire control is prevention. All staff are to be conversant with the fire potential of materials and substances that they use, and should exercise maximum care in their use, especially those marked flammable.

Fire evacuation procedures, fire prevention training and fire alarm testing is to be carried out in accordance with current legislation.

### **Visitors**

It is the duty of all staff within the UTC to ensure the health and safety of all visitors to the UTC.

Visitors should not be allowed to enter work areas unaccompanied and, where protective clothing is issued for a specific area or task, the same level of protection is to be afforded to any visitor proceeding to that area.

All visitors must sign in and out and be given visitor badges to wear on site.

### **Contractors**

Contractors working within the UTC are required to comply with the working rules as issued by the UTC. Any breach of these rules is to be advised to the person responsible for the area and/or the Principal.

### **Use of vehicles**

Only those persons authorised, and in possession of the appropriate licence, insurance and a vehicle in a roadworthy condition are to drive vehicles (Their own, or others) on UTC business.

Vehicles on-site are the responsibility of the owner/driver. The UTC accepts no liability for theft from or damage to such vehicles.

Drivers of vehicles on-site are expected to obey the on-site safety, speed and parking restrictions.

### **Manual handling of loads**

Staff are not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and risk assessments carried out.

### **Out of UTC visits and activities**

All staff that arrange or actively participate in UTC visits or out of UTC activities must follow the procedures outlined in the Educational Trips and Visits Policy.

### **Other important documents**

This policy should be read in conjunction with the following documents:

- Critical Incident Policy/Plan
- Risk Assessment
- Educational Trips and Visits Policy
- Lone Working Guidelines
- Security Guidelines
- First Aid Policy

- Fire Safety and Evacuation Procedures
- Use of Computers and Display Screens
- Accident and Incident Reporting Policy and Procedures

### **Monitoring and Evaluation**

The Board of Governors will review the effectiveness of this Health and Safety policy and amend, where necessary, the policy as required, but at least once a year.

Date created: June 2014

Date agreed: 9<sup>th</sup> June 2014

Date of Review: November 2017

Date of next Review: November 2018