



New College Durham

Health & Safety Handbook

Useful health and safety information for all staff and students at the College

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Introduction

This booklet has been produced to provide useful health and safety information to all staff and students at the College. The areas covered in the handbook will have varying degrees of relevance depending upon where you are working or which course you are studying. The information contained within the handbook is not a replacement for the Corporation Health & Safety Manual which contains more detailed information on the health and safety policies within the College.

The College has a Health & Safety Committee which meets regularly. The Committee comprises of representatives from all Trade Unions, Student Union and managers from various departments within the College. The contact names for Trade Union safety representatives can be found on the Health & Safety Law posters displayed near the Reception area.

The handbook has been introduced to improve safety awareness throughout the College and to help develop a culture which provides a safe and healthy environment to support the provision of 'Lifelong learning for all the people we serve'.

If the information you require is not contained within this handbook or you require further clarification on any issues, then contact Graeme Nash, Health, Safety and Security Manager, on telephone extension 4019, Rob Green, Health & Safety Officer on telephone extension 4448 or Natasha Johnston, Health & Safety Officer on telephone extension 4529.

Contact information - (please complete)

Managed Services Helpdesk 4433

Emergency number 4242

Union Safety Representative

Student Union Representative

Nearest First Aider

Nearest Fire Extinguisher

Nearest Fire Assembly Points

Accidents

- The College will endeavour to operate to the principle that “ALL ACCIDENTS CAN BE PREVENTED”.
- ALL events, which result in injury or damage or could have reasonably been expected to cause injury or damage (near miss), MUST be reported to a member of College staff or your Line Manager and the H&S staff.
- A competent person must complete an accident form for all accidents.
- The accident report form should be completed within 24 hours of the incident.
The completed form should be submitted to the H&S staff within 5 working days.
- The prime reason for reporting and investigating accidents/incidents is not to apportion blame but to prevent any recurrence in the future.



First Aid

- ALL injuries should be treated - even minor injuries can become infected if left untreated.
- In an emergency, to contact a first aider Tel Ext 4433 or 4242 giving the exact location and nature of injury.
- Lists of first aid trained staff are available in each office and from Reception & Information.
- In addition all security guards are first aid trained.
- All staff and students should familiarise themselves with the location of the nearest first aiders to their workplace.
- The first aid boxes situated around the College are primarily for use by first aid trained staff.

Control of Fire Risk

- **Follow instructions** - perform your tasks as they should be done. Know and follow all safety procedures. Stay clear of prohibited areas. Don't cut corners.
- **Work safely** - always keep your work area tidy. Know what materials around you could ignite accidentally. Handle and store dangerous materials with extreme care.
- **Maintain equipment properly** - keep all equipment in good condition. Report all defects, particularly frayed wires, overloaded circuits, spills, unprotected flammable materials, and lack of fire fighting equipment to a member of staff or your Line Manager.

- **Use flammable substances with care** - handle with care. Follow procedures. Read container labels carefully and carry out all recommended precautions. Avoid spills and drips.
- **Maintain good housekeeping standards through ensuring:**

Floors are clear of rubbish and spills.

Fire exits, corridors and doorways are clear and free from obstruction.

Storage areas are clean and tidy.

Clothing is clean and free from contamination.

Rubbish is safely contained and disposed of regularly into the correct location.

Tools and equipment are clean and stored correctly.

Fire fighting equipment is nearby and accessible at all times.

Electrical equipment is protected and isolated and all electrical control cabinets are kept closed and locked.

Fire Procedure

Fire exits and assembly points are clearly signed. Familiarise yourself with the escape routes and assembly points for the areas of the College that you use.



If you discover a fire:

- Ensure the safety of yourself and others in immediate danger.
- Operate the nearest call point (break glass), these are situated at all fire exits.
- Alternatively call Emergency on Tel Ext 4433 or 4242.
- Evacuate the premises by the nearest available exit.
- Move away from the buildings and proceed to the nearest fire assembly point.
- Do not stand in the doorways or on the roads.
- Remain at the fire assembly point and do not re-enter the building until the all clear is given.
- Extinguishers are provided for tackling small fires only when it is safe to do so.
- The key safety point in fighting a fire with an extinguisher is the correct selection of equipment.

IF IN DOUBT, DO NOT ATTEMPT TO FIGHT THE FIRE. LEAVE THE BUILDING.

- If fighting a fire with an extinguisher then always ensure there is a safe means of exit behind you.

People with a disability

Hearing impaired people will be issued with 'Vibrating Pagers' from Reception & Information which will activate in the event of a fire.

People with a disability who need assistance to vacate the building will be accompanied to the nearest assembly point or refuge point by a member of staff.

Fire Extinguishers

WATER EXTINGUISHERS

Water **must not** be used on:

- fires involving electrical equipment - unless the power supply is isolated first. Short circuits caused by water in electrical apparatus could expose the operator to the risk of electric shock;
- fires involving flammable liquids - many flammable liquids are lighter than water and the only effect would be to spread the fire over a wide area.

Method of Use

Aim jet at the base of the flames and keep moving it from side to side across the area of the fire. If the fire is spreading vertically, follow the fire using the same procedure.

CARBON DIOXIDE EXTINGUISHERS

A cloud of carbon dioxide blankets the fire and extinguishes it. This type is effective on all types of fire including those involving electrical equipment and flammable liquids. The great advantage of carbon dioxide is that it is completely clean, leaving no residue or mess. The disadvantage of carbon dioxide is that it does not cool the fire. This could itself be hazardous and re-ignition could occur.

A loud roar is heard when a carbon dioxide cylinder is discharged. The loud noise is no cause for alarm. The low operating temperature of carbon dioxide extinguishers also presents a risk of freeze burns if the nozzle comes in contact with skin during use.

Method of Use

Aim jet at the base of the flames and keep moving from side to side across the area of the fire. If re-ignition occurs repeat the procedure. **Do not touch the nozzle when using this type of extinguisher.**



DRY POWDER EXTINGUISHERS

Dry powder blankets the fire and smothers it. Such extinguishers are very effective and can be used on any type of fire. This type is particularly suitable for fires involving flammable liquids.

Method of Use

Aim jet at the base of the flames and with a rapid side to side sweeping motion drive flames towards the far edge until extinguished. If re-ignition occurs, repeat the above procedure.

FOAM EXTINGUISHERS

The extinguisher produces a foam, which blankets the fire. This is suitable for most types of fire, including flammable liquids. Due to the presence of water these extinguishers are **not** suitable for fires involving electrical equipment.

Method of Use

Aim jet at base of fire moving it from side to side. If fire is spreading vertically, follow fire using same procedure. For fires involving liquids aim jet at inside surface of container so that foam flows gently over surface of burning liquid.

FIRE BLANKETS (Red canister)

Fire blankets are the most convenient way of extinguishing very small fires by smothering them. Modern fire blankets are made of glass fibre.

Method of Use

The blanket should be placed carefully over the fire shielding the face and hands from the fire. In the case of fat fryers turn off the heat source, where possible. A fire blanket is the best way to tackle a chip pan fire. No attempt should be made to move the pan for at least thirty minutes to give it sufficient time to cool well below the ignition temperature.



Smoking

Smoking is not allowed anywhere on the College campus other than the allocated area adjacent to the eastern car park barrier. The College buildings are fitted with smoke detectors that could be activated by cigarette smoke.



Anyone found smoking outside of the allocated area will be reported and may be taken through the disciplinary procedure.

Safety Signs

Prohibition Sign - 'Do not' or 'No'

Round shape with red border, white background and a black picture.



Mandatory Sign - 'Must'

Round shape with a blue background and a white picture.



Warning Sign - 'Danger'

Triangular shape with black border and picture on a yellow background.



Safe Condition - 'Safety'

Green background with a white picture.



Educational Visits

- Heads of School MUST give permission for all visits.
- A Risk Assessment MUST be completed and sent to Health & Safety for every visit and MUST clearly show start and finish times.
- Emergency contact details for all staff and students on the trip MUST be sent to the Security Office.
- Parental Consent for visits MUST be obtained for students under 18 years of age.
- Students under 18 years of age MUST be dropped off at the pre-arranged locations.

Work Placements

- A Learner/College Work Placement Agreement form MUST be completed for each student attending Work Placement.
- The forms MUST be submitted to the Health & Safety Officer one month prior to Placement.
- Placements that have not been authorised by the Health & Safety Officer MUST NOT be allowed to proceed.
- Students attending Work Placement MUST be briefed on their health and safety responsibilities prior to attending their Placement.
- Lecturers/Tutors should discuss any support required on Work Placement where a Student discloses a disability.

Risk Assessments

- Activity based assessments MUST be completed for all curriculum activities, supervision ratios must be included for all practical activities.
- Key Stage 4 risk assessments MUST consider the potential additional risks from the relative inexperience and immaturity of the Students - supervision ratios MUST be revised accordingly.
- Safe systems of work (methods) MUST be documented where there are significant risks. Essential in practical areas.
- Work equipment assessments MUST be completed where specific machinery/equipment is in use.
- COSHH assessments MUST be completed where chemicals, substances or dusts are present. Essential in practical areas.



Manual Handling

Your back is one of the most injury prone parts of your body. In the UK 4 out of 5 people will suffer back pain at some time in their lives. Your back is a complex system which allows you to walk, sit, stand, lift, bend, work, play and sleep.

There are many things that can go wrong with your back but poor physical condition makes you prone to injury.

- **Lack of exercise** - up to 80% of back pain is due to lack of exercise. Weak abdominal and back muscles can't support the spine correctly.
- **Excess weight** - a 'pot belly' exerts constant forward pull on the back muscles. This stretches and weakens the muscles in the abdomen, contributing to back problems.
- **Poor posture** - slouching and rounded shoulders can result in excess forward curve in the lower back.
- It is important to keep in shape with some form of exercise, watch your weight (eat a balanced diet) and improve your posture (keep your head up and back straight even when sitting).

Improper lifting leads to almost half of all back injuries.

The following are general rules, which should be applied for all situations:

- **Don't lift any object unless you have to** - get a mechanical aid.
- **Stand close to the object** - have a firm footing with feet spread on either side of the load.
- **Squat down** - keep your back straight. Bend your knees.
- **Grasp the object firmly** - Be sure your grip won't slip.
- **Lift with your legs** - Slowly straighten your legs.
- Keep the object close to your body throughout the operation.
- Avoid twisting your body, if you must change direction, move your feet.

Think things through before you lift.

Remember to always:

- **Examine the object** - check the size, shape and weight. Decide where and how you are going to hold it. Check for grease, oil and sharp edges. Extra care should be taken with awkward shapes as these often present more risk than smaller heavy objects.
- **Clear the route** - ensure the path you will take is free from obstructions and tripping hazards.
- **Get help** - if you have any doubts about lifting an object obtain assistance.
- **Store heavier items at waist height** - this reduces the need for excessive bending or stretching.



Slips, Trips and Falls

THOUSANDS OF PEOPLE ARE INJURED IN WORKPLACE FALLS EACH YEAR.

MOST FALLS ARE SLIPS OR TRIPS AT FLOOR LEVEL - not falls from high places.

AVOID SLIPS - look for hazardous walking conditions.

- **Hidden steps** - when turning corners or stepping outside, look out for steps that may not be obvious.
- **Loose carpets** - watch for carpets or tiles that are not secured, use caution when walking over loose tiles, pavements or floorboards. Report these problems to a member of staff or your Line Manager.
- **Smooth surfaces** - watch for waxed or highly polished floors.
- **Wet surfaces** - take care on wet surfaces, whether it is while stepping from a shower, or from patches of water, ice, oil or grease on the floor.



AVOID TRIPS - make good housekeeping a habit.

- **Furniture** - arrange furniture in a safe manner to avoid an obstacle course of potential falls. Always close drawers and cupboards after use.
- **Electrical Leads** - if electrical cables are in use route them along walls or overhead where they cannot be walked on or tripped over.
- **Personal belongings** - store personal belongings in desks or lockers so they do not create a trip hazard.
- **Materials** - do not store items in corridors or stairways, put items away in their correct location. Do not leave even the smallest of items on the floor as this can lead to a big fall.



AVOID FALLS - follow some basic guidelines.

- **Check stairways** - ensure that stairs are well lit and handrails are secure.
- **Check lighting** - make sure that lighting is clean and un-obscured. This is especially important on stairs.
- **Equipment** - do not use makeshift ladders or access equipment, always use stepladders or a step stool.
- **Handling** - obtain help when carrying or moving heavy or awkward loads.
- **Dress sensibly** - avoid clothing that may become entangled in moving machinery or equipment. Wear sensible shoes.



Electrical Safety

THOUSANDS OF PEOPLE ARE KILLED OR INJURED AS A RESULT OF ELECTRICAL FIRES EVERY YEAR.

Many fires in the home are reported each year as being caused by electrical faults.

YOU COULD BE A VICTIM if you:

- are careless around electricity.
- use equipment carelessly.
- use equipment for a job it's not intended to be used for.
- use faulty equipment.

ELECTRICAL INJURIES - it is the flow of electrical current that causes shock injuries.

The effects on the body include:

- Breathing stops and muscles can become temporarily paralysed.
- Heartbeat is interrupted so blood stops circulating.
- Heat causes internal bleeding and destruction of nerves and muscles.

There are other injuries that may occur from electrical power eg

- Burns resulting from electrical flash or arcing.
- Mechanical injuries from machinery starting unexpectedly.
- Falls from losing balance when accidentally touching live equipment.

SAFETY MEASURES

- **Use insulated tools and equipment** - or double insulated tools.
- **Cut off the supply** - switch off or isolate all equipment before adjusting or maintaining equipment or machinery.
- **Don't touch water** - or damp surfaces while you are touching unearthed metal or bare wires. Keep electrical equipment dry.
- **Check cables** - to ensure that the insulation is not broken or damaged. Ensure that the insulation sheath enters into both the plug and equipment.
- **Maintain equipment** - keep equipment in good condition and free from damage.
- **Damaged equipment** - all electrical equipment must be repaired by authorised staff. Damaged equipment should be passed to a member of staff or your Line Manager.
- **Housekeeping** - keep equipment clean and free from dust, oil and moisture. Always cover or tape down trailing cables.
- **Fire** - never use water on an electrical fire. Use a CO2 or dry powder extinguisher.
- **Training** - if unsure how to operate electrical equipment, stop and inform a member of staff or your Line Manager.

**NEVER CARRY OUT REPAIRS OR ALTERATIONS TO ELECTRICAL EQUIPMENT.
REPORT ALL DEFECTS TO A MEMBER OF STAFF OR YOUR LINE MANAGER.
FOLLOW SAFETY RULES AND DON'T TAKE CHANCES.**



Machine/Equipment Safety

Many serious accidents involve machinery. There are a wide range of hazards associated with machinery/equipment. ALL users of machinery MUST recognise these hazards in order that they can take the appropriate precautions.

The main hazards are as follows:

- Hair or clothing can become entangled in rotating parts.
- Shearing can occur between two moving parts.
- Crushing can occur between two parts.
- People can be struck by moving parts.
- Cuts can result from contact with sharp edges.
- Material can be ejected from machinery.
- Parts of the body can be drawn in or trapped between moving parts.
- Sharp pointed parts can puncture skin.
- Friction or abrasion is possible from contact with rough surfaces.

One hazard not normally associated with machinery is the risk of people falling into machinery as a result of poor housekeeping in the area around the machines. It is vital that all floors around machines are kept clean and tidy and free from spillage.

The following checklists provide guidance on the do's and don'ts, which should be applied when working on or around any machinery.

DO'S...

- Always know how to stop the machine/equipment before you start it.
- Always ensure **ALL** guards are in position and all protective devices are working.
- Always ensure the area around the machine/equipment is clean, tidy and free from obstruction.
- Always inform a member of staff or your Line Manager immediately if you think a machine is not working properly or any safeguards are faulty.
- Always ensure you are wearing the appropriate protective clothing and equipment.



DON'TS...

- Never use a machine unless you are authorised and trained to do so.
- Never try to clean a machine in motion - switch it off and unplug it or lock it off.
- Never use a machine or appliance that has a danger sign or tag attached to it. Danger signs should only be removed by an authorised person who is satisfied that the machine is safe.
- Never wear dangling chains, loose clothing, gloves, rings or have long hair hanging loosely.
- Never distract people who are using machines.

**NEVER WORK ON ANY MACHINERY UNLESS YOU ARE AUTHORISED TO DO SO!
ITEMS SUCH AS ELECTRIC DRILLS WHICH YOU MAY USE IN YOUR OWN HOME MUST NOT
BE USED IN THE COLLEGE UNLESS YOU ARE AUTHORISED.**



Hazardous Substances

It is essential that you are aware of all hazardous substances in the areas of the College you will be using.

All substances **MUST** be clearly identified.

- Where substances are de-canted from one container to another, both containers must carry identification of the contents and any hazard warning markings.
- Each department should have a complete inventory of all substances used.
- Manufacturers Safety Data Sheets must be held for all substances in use. This file must be easily accessible at all times.
- In the event that someone needs to be taken to hospital as a result of using a substance, the Manufacturers Safety Data Sheet provides vital information which medical staff will require in order to ensure prompt treatment.



The following symbols are the main warnings used to identify substances hazardous to health:



Oxidising



Very Toxic
or Toxic



Harmful
or Irritant



Extremely Flammable
Highly Flammable or
Flammable



Explosive



Corrosive

Information

Labels and data sheets provide vital information that you need to know before using substances.

| | |
|--------------------------------------|---|
| First aid instructions | What to do if someone is injured - eg "Irrigate the eyes for 15 minutes". |
| Precautions | How to avoid injury or ill health - eg "Avoid contact with eyes" or "Wash hands thoroughly after handling". |
| Emergency procedures | What to do with fires, leaks or spills - eg 'How to clean up'. |
| Handling and storage | Type of container, how to dispose of containers - eg 'Store away from heat sources'. |
| Routes of exposure | How chemicals may enter your body - eg inhalation, absorption through the skin, swallowing. |
| Personal protective equipment | Type of equipment that should be worn - eg respirators, gloves, aprons, goggles etc. |

Personal Safety

On foot

- If you have a personal alarm, carry it with you at all times.
- Think ahead. Stay alert. Be aware of what is going on around you.
- Walk with confidence and purpose.
- Avoid short-cuts through dimly lit alleys or across waste ground. Keep to busy well lit roads.
- Walk facing the traffic so that a car cannot pull up behind you unnoticed.
- Walk in the middle of the pavement so you have a good view of doorways and alleys.
- Keep your hands out of your pockets so that you are always free to defend yourself.
- If you regularly work late, try to vary your route home.
- Keep your wallet in a secure place and if you are carrying a handbag keep it close to your body.
- If someone does grab your bag, let it go rather than risk injury by fighting.
- If a motorist in a car threatens you run away in the opposite direction to the way the car is facing.
- If you believe someone is following you on foot move quickly to a place where there will be other people - a pub, shops or a house with plenty of lights on.

On public transport

- Avoid using isolated bus stops, particularly after dark.
- On a train sit in a compartment where there are several other people - ideally in a compartment which will be near an exit.
- Sit in a position which allows a good view of your surroundings.

In a car

- Plan your route and ensure you have enough petrol to get there and back.
- Keep your car in good working order.
- Inform friends or colleagues where you are going and approximate arrival times. If you are unduly late the alarm can be raised.
- When driving in areas where you feel concerned for your personal safety, for any reason keep the windows closed and doors locked.
- Keep your handbag/briefcase out of site.
- If your car breaks down and you are waiting for assistance, sit in the passenger seat as this suggests to others you are waiting for someone to return.
- At night park in a well lit place preferably in a busy area. Try not to park in poorly lit streets. Always park as close to your destination as possible.
- In a multi-storey car park, find a space close to the exit, near to the ground level. When returning, have your keys ready so that you can get in quickly.
- Lock up, putting valuables in the boot. When you return, remember to check the back seat before getting in.

Security

- The College accepts no responsibility for items which are lost or stolen.
- Secure all valuables in lockers, desks or cupboards.
- Always lock offices, even if you are to return within minutes.
- Always lock your vehicle. Keep valuables out of sight.

Display Screen Equipment

With the increase in the use of computer technology in all walks of life people are spending more and more time in front of a display screen. It is therefore very important that users of this equipment maintain good posture. It is important to vary the way you sit during the day to help reduce aches and pains.

ESTABLISH A COMFORTABLE WORKSTATION.

Sitting

- Retain the spinal “S” curve by sitting correctly.
- Adjust your back rest to support the lumbar curve.
- Adjust your seat height so your elbows are at 90.
- Keep your wrists and forearms in line with your elbows.
- Move your keyboard so you can rest your wrists.



Screen

- Adjust the screen height so your head is in an upright position.
- Set the document holder to the same height and distance as the screen.
- Vary the contrast controls during the day to give your eyes a change.
- Use screen cleaner regularly to avoid the build up of dust.

Work environment

- Use window blinds or adjust lighting levels to eliminate glare.
- Keep your desk clean and tidy.

ESTABLISH A VARIED WORK ROUTINE WHERE POSSIBLE

- Take regular short breaks away from the display screen.
- Move your body position.
- Have a system of work which includes natural breaks away from the display screen.
- During breaks try to do other activities which do not involve close reading or using your hands and wrists.

TRY THESE EXERCISES

- **Let your eyes rest** - spend time refocusing your eyes on a distant object eg the view from a window - roll your eyes by looking up, to the right, down and then left - cover your eyes for a while to rest from any glare.
- **Neck relaxation** - put your shoulders back, look up at the ceiling and relax your neck.
- **Roll your shoulders** - let your arms hang loose and roll your shoulders in a circular motion.
- **Relax your fingers** - alternate between making a fist and spreading your fingers.
- **Hand/wrist relaxation** - use one hand to bend the other hand back to flex your wrist, repeat with the other hand.



Know Your College - Questionnaire

Your College, Your Safety, Your Responsibility - Help us by helping yourself.

You should attempt to answer or find the answers to all of the following questions. When you have completed this you will have greatly increased your safety awareness and reduced the likelihood of having an accident at the College.

FIRE

- Where are the nearest fire exits?
- Is there clear access to fire exits, fire extinguishers and hose reels?
- Where is the nearest fire fighting equipment?
- Where is the nearest fire assembly point?

HOUSEKEEPING

- Are the corridors and work areas clear and free from spillage?
- Is all equipment stored/located in a designated area?
- Is all material stored in a safe manner?

HAZARDOUS SUBSTANCES

- What substances are used or stored in the area?
- Have you been trained in the use of the substances?
- Are there 'Safety Data Sheets' available for all substances in use?
- Have you been informed as to the risks of substances in use?
- What are the procedures in the event of serious and imminent danger?

ELECTRICAL

- Have all items of electrical equipment been portable appliance tested?
- Is all electrical equipment inspected before use?
- Are there any trailing cables?
- Is all electrical equipment switched off when leaving site?

PERSONAL PROTECTIVE EQUIPMENT

- Are glasses, ear protection, gloves etc available and worn?
- Is all protective equipment suitable and does it provide adequate protection?
- Have you been trained in the use of protective equipment?

MACHINERY & EQUIPMENT

- Are all necessary guards fitted and used?
- Have you had adequate training in the use of machinery/equipment?
- Do you know how to stop all machinery/equipment in use?
- Are you confident about using the machinery/equipment?

MANUAL HANDLING

- What manual lifting and carrying is being carried out?
- What weight are the objects you need to carry?
- Have you tested the weight of the items you need to carry?

FIRST AID

- Where is the nearest first aid box?
- How do you contact a first aider?
- Who are the first aiders?



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The information given in this document is to the best of our ability and correct at the time of printing (September 2009).
The College accepts no liability for any errors contained within and reserves the right to cancel or amend as appropriate without prior notice.