



Middlesbrough College Group

# Health, Safety and Welfare Policy

15th July 2021

# Health, Safety and Welfare Policy

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# Health, Safety and Welfare Policy

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- Accident and incident reporting and investigation.
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- Training and Competency.
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- Vibration
- Lone working.
- Work Experience and Apprenticeship Placements including Vetting Employers and Subcontractors.
- Working at Height.

Documents referenced in the appendices 1-3 are held on the intranet under 'College Documents' under 'Policies and Procedures'.

**Appendix 1** Allied Arrangements.

**Appendix 2** Health, Safety and Welfare Committee Structure.

**Appendix 3** Legal Register.

## Section 1 - Scope of Health, Safety and Welfare Policy

The Policy encompasses all the Health, Safety and Welfare requirements for Middlesbrough College Group and includes Northern Skills Group, TTE and associated buildings/offices, external spaces owned or used by the College and is applicable to all staff, students and any other visitor including contractors and all activities across departments including sports on and off site.

This policy also applies to any other off site activities or trips and visits that the College organise where they have responsibilities.

Subcontractors/Workplace vetting for Apprenticeships and work placements are also covered within this policy.

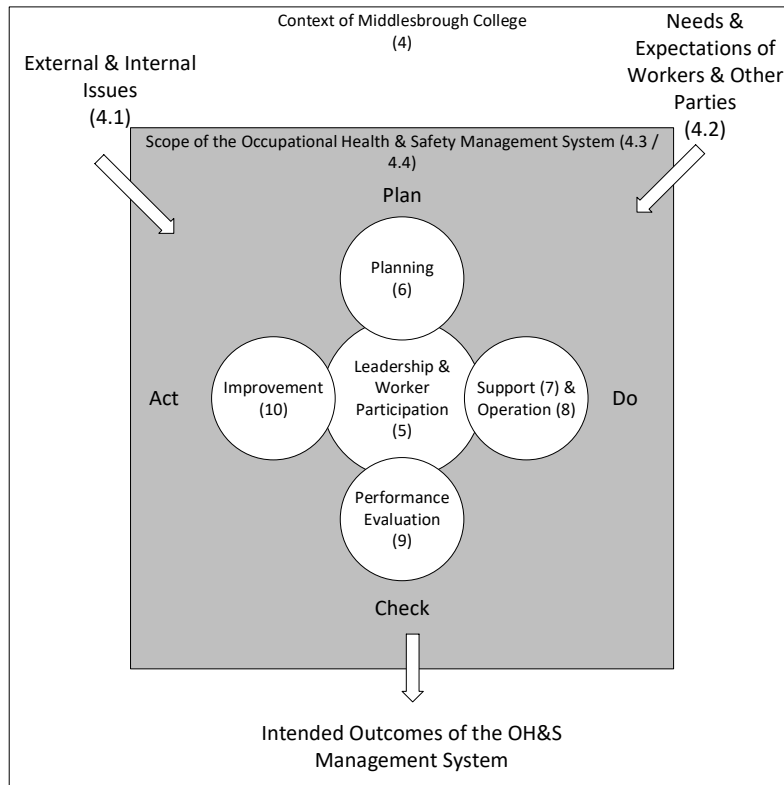
The policy uses the Plan-Do-Check-Act approach (PDCA) as required in ISO 45001 and to ensure consistency will use its terms and definitions. The PDCA concept is an iterative process to achieve continual improvement.

**Plan** Determine the occupational health and safety risks, opportunities and other risks including other risks and opportunities, objectives and processes to deliver results in accordance with the health and safety policy.

**Do** Implement as planned.

**Check** Monitor and measure activities and processes with regard to policy and objectives and report results.

**Act** Take action to continually improve health and safety performance to intended outcomes.



Note – The numbers in brackets refer to the clause numbers in ISO 45001

## Section 2 - Health, Safety and Welfare Policy

Middlesbrough College has an ongoing and determined intent to ensure the Health, Safety and Welfare of its employees, students, visitors and contractors and as a minimum compliance with applicable Health and Safety legislation. In order to achieve this the College will aim to ensure that there is an environment that is safe and without significant risks so far as is reasonably practicable. Within this College, we will ensure that we:

- Define and communicate roles and responsibilities in Job Descriptions and Allied Arrangements.
- Provide competent persons and sufficient funds and resources to enable implementation of this Policy and subsequent arrangements.
- Identify, assess, and control the risks to employees, students and visitors, including those with additional requirements including those risks introduced by contractors.
- Provide sufficient information, instruction, training and/or supervision to employees, students, visitors and contractors to ensure their safety.
- Expect all staff, students and contractors co-operate in complying with legal obligations and College standards. Take reasonable care of their own and others health and safety.
- Manage and monitor staff, students and contractors to ensure that they do not cause risks to themselves and others.
- Ensure foreseeable emergencies, including fire, have sufficient arrangements to prevent the risk of injury to employees, students, visitors and where affected contractors.
- Set objectives to develop, implement and maintain a health and safety management systems, which follow the principles of ISO 45001.
- Encourage open and two-way communication to staff and students, including with recognised unions and where necessary, consulting with relevant external stakeholders.
- Identify, set and monitor Health and Safety Objectives (including in Staff Performance Development Plans), Key and other safety measures whilst identifying and championing safe behavior.
- Aim to continuously improve the Health and Safety Policy and arrangements by reviewing its performance and effectiveness in line with agreed timescales.
- Investigate accidents, incidents and matters of concern with suitable corrective and preventive actions being carried out.
- Promote best practice and learn from other educational establishments and industry.
- Promote the opportunity of education to instill an understanding of Health, Safety and Welfare into students to benefit their present and future working lives.



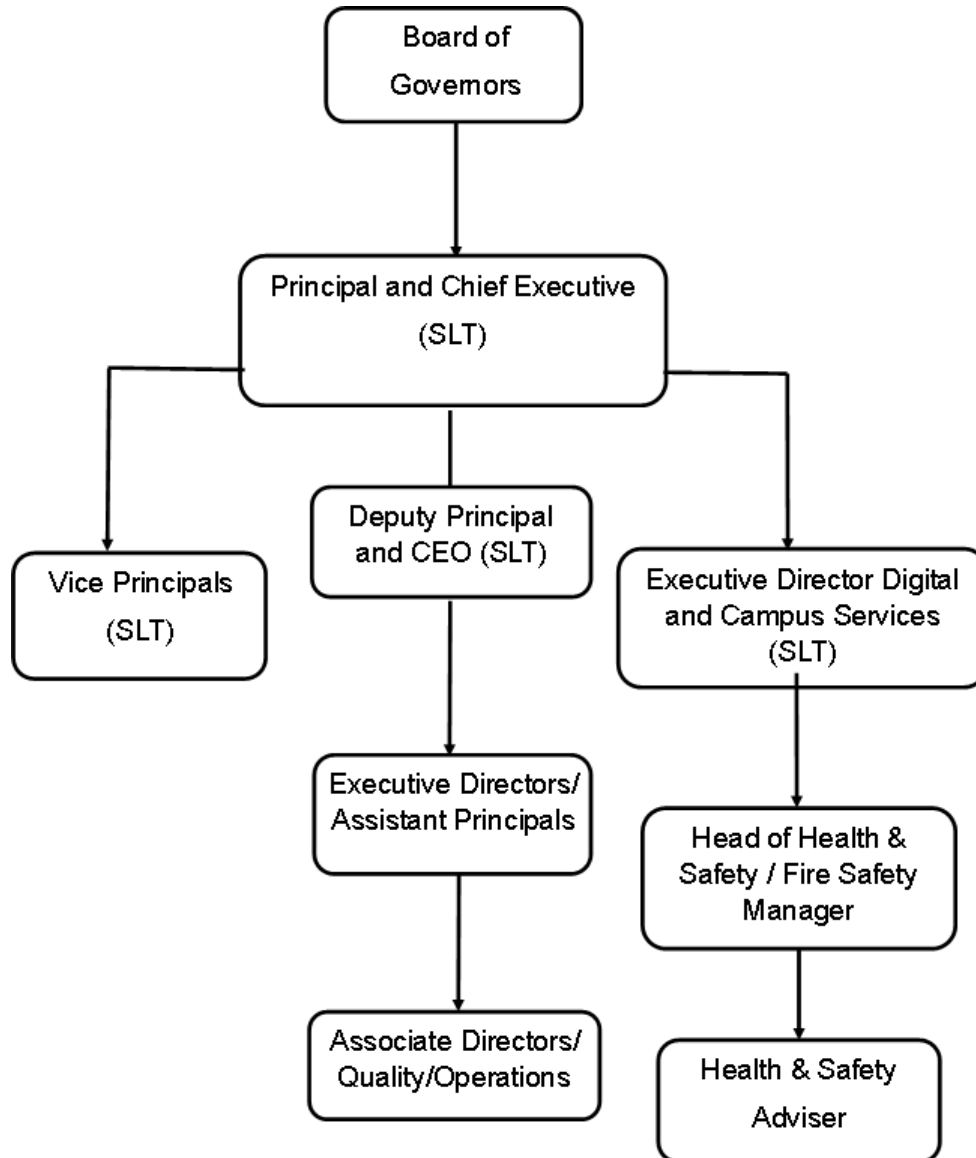
Signed by the Principal / Chief Executive  
(Zoe Lewis)



Signed by the Chairman of Governors  
(Rob Davies)



## Section 3 - Organisation Structure



Human Resources hold up to date organisation charts for all departments.

# Health, Safety and Welfare Policy

## Section 4 - Roles and Responsibilities

### 4.1 Governors

- Responsible for Health, Safety and Welfare in accordance with the scope of this Health, Safety and Welfare Policy.
- Approve and monitor the implementation and effectiveness of the Health, Safety and Welfare Policy.
- Appoint a dedicated Health and Safety Governor and to attend the Health, Safety & Welfare Committee.

### 4.2 Principal / Chief Executive

- To report to Governors matters of Health, Safety and Welfare and the effectiveness of the Health, Safety and Welfare Policy and allied arrangements ensuring that any necessary changes are made.
- To ensure that the relevant organisational arrangements, assignments and resources are made available to enable the Health, Safety and Welfare Policy and allied arrangements are implemented and monitored within College.
- To be available or ensure availability of designated staff to be responsible for decisions and co-ordination in times of emergency.
- To ensure due diligence and the integration of Health, Safety and Welfare matters into staff responsibilities.

### 4.3 Health, Safety & Welfare Committee

The Head of Health and Safety will provide competent health and safety advice to the Health, Safety and Welfare Committee and related sub groups. The Committee will:

- Review and consult on changes to legislation and College Policies that may substantially affect employees' health and safety at the College sites.
- Ensure business plans/projects or initiatives comply with the Health, Safety and Welfare Policy and are monitored.
- Review accident and incident trends and advise the Senior Leadership Team on improvement strategies.



# Health, Safety and Welfare Policy

- Consider recommendations for Health, Safety or Welfare improvement and advise the outcome to the Senior Leadership Team, Standards Committee and Governing Body.
- Ensure good communication by reporting minutes to members and the College via posting on the intranet.
- Promote co-operation between all College Departments.
- Department Directors will lead operational Safety Groups (OSG) with balanced representation from management and employees.

## 4.4 Head of Health & Safety

- Provide competent health and safety advice, communications, consultation and guidance service to College staff at all levels.
- To ensure the Health, Safety and Welfare Policy and allied standards and procedures are up to date by monitoring and revising as and when necessary.
- Report on the Health and Safety Management System performance, including Health and Safety Risks, and recommend areas for improvement/objectives to the Governing Body, Principalship, Vice Principal - Quality & Performance, Assistant Principals and Senior Leadership Team.
- Advise the College on safe systems of work and health and safety training and the Health & Safety Training Matrix is regularly reviewed and monitored to ensure key Health & Safety Training is completed in a timely manner.
- Manage the agenda of the Health, Safety and Welfare Committee Meetings.
- Attend department Operational Safety Group meetings to provide advice and guidance with initiatives to improve safety or significant issues reported to the Health and Safety Committee.
- To advise and approve health and safety vetting's in apprenticeships and work experience placements.
- Keep the Senior Leadership Team informed on incidents at the College and investigate with the assistance of relevant staff.
- Identify any changes to legislation and bring to the attention of the Senior Leadership Team.
- Undertake the role of Fire Safety Manager and any corresponding action plans.

# Health, Safety and Welfare Policy

- To provide and oversee an Unmanned Aircraft System (UAS) Accountable Manager with regard to college drone use in line with the Civil Aviation Authority requirements.
- Responsible for first aid procedures and where required health surveillance.
- Liaise with Trade Union Safety Representatives on matters of health and safety.
- To liaise with representatives of the Enforcement Authorities, be the central point of contact for Health & Safety Executive (HSE) and other enforcing agencies.
- Promote the College health and wellbeing policy/initiatives for staff.

## 4.5 All Senior Management (Vice / Assistant Principal, Director of Programme / Executive Director)

- Ensure that health, safety and welfare arrangements according to the Health, Safety and Welfare Policy and referred allied standards and procedures are incorporated into the planning and running of operations as an integral part of the business strategy.
- Ensure that staffing meets current operational needs and that staff are appropriately resourced with accommodation and equipment, are capable and competent to carry out their duties safely providing training (including refresher) and, through their line managers, are suitably informed regarding safety arrangements in place.
- Ensure that job descriptions adequately define the responsibilities, duties, and roles and person specifications for new employees the competence required.
- Ensure as Recruiting Manager that new employees are fit to work in a teaching environment, physically capable and competent with the necessary skills to carry out the work defined in the job description.
- Ensure that contracts with suppliers / providers are adequately managed regarding health and safety in line with the Health, Safety and Welfare Policy.
- Monitor the conformity to the health and safety arrangements in place applicable to their operational areas and conduct periodic inspections within with safety representatives and / or the Health and Safety Team.
- Liaise with the health and safety team to monitor accidents and incidents performance and identify areas for improvement and implement improvement plans.

# Health, Safety and Welfare Policy

- Ensuring that staff and student safety is adequately managed for staff activities off the College premises including travel to and from and work at the venues.
- Ensure means to inform, consult through the Health, Safety and Welfare Committee by engaging staff through Operational Safety Groups and other department meeting
- To nominate staff to carry out specific duties for equipment, facilities, risk assessments and list on the Staff Portal.
- Ensure that any persons placed within the department on work placement are suitably inducted to the health and safety arrangements as temporary employees and adequately supervised.
- Ensure that policies or arrangements they create are monitored for their effectiveness and reviewed accordingly.

## 4.6 Deputy Principal / Deputy Chief Executive

- To ensure due diligence in regards to the integration of the Health, Safety and Welfare Policy in the delegated responsibilities of Curriculum Managers and Directors of Programme.
- To oversee the implementation of the Health, Safety and Welfare Policy through the Vice Principal Quality & Performance and the promotion of all aspects of health, safety and welfare, in the student community.
- Deputise for the Principal / Chief Executive if appropriate in regarding the chairing of the Health and Safety Committee.

## 4.7 Vice Principal - Quality & Performance

- To provide disseminated information from quality surveys and monitoring which provide indications of the success of plans to improve health, safety and welfare awareness and learning across the organisation.

## 4.8 Vice Principal - Students

- To be the Designated Safeguarding Officer for the College as referred in Safeguarding Procedures for the purpose of investigating and reporting any suspected cases of abuse or matters of concerns reported.
- To form links with external bodies which advise on risk posed by individuals/groups to the College Community and the associated risk reducing arrangements.

# Health, Safety and Welfare Policy

- To assess the risk of students identified as 'at risk of a safeguarding issue' and arrange the appropriate measures to reduce the risk to an acceptable level and advise the College's Principal / Chief Executive where this cannot be achieved.
- To provide advice for the safeguarding of children and vulnerable adults in accordance with current legislation.
- To ensure appropriate policies and procedures are in place for the safeguarding of children and vulnerable adults and effectively instructed to staff.
- To ensure the development, implementation and review of student disciplinary procedures.
- To report on the effectiveness of the student safeguarding systems.
- To promote and provide guidance to students in regard to their health and wellbeing.

## 4.9 Director of Teaching and Learning

- To ensure health and safety is effectively monitored through teaching and learning observations, liaising effectively with the Head of Health & Safety to ensure good standards across all curriculum areas.

## 4.10 Vice Principal - Finance & Registry

- To ensure the provision of insurance arrangements and financial provision for remedial actions or compensating claims, in event of an accident.
- As Chair of the Risk Management Group to consider the Health and Safety Risk Register and advise accordingly.
- To prepare the Risk Management Plan for the College including risks associated with injury or harm to individuals.

## 4.11 Executive Director – Digital and Campus Services

- To ensure a safe environment as applicable to College buildings, grounds, building services, equipment, furniture, fittings, and the monitoring of any delegated responsibilities for the same.
- To support the Head of Health and Safety in implementing an effective Health, Safety and Welfare Policy.

## Health, Safety and Welfare Policy

- To ensure appropriate and competent advice for all designed operational features of new or refurbished facilities ensuring that before they are made available for use and it has been signed off by competent persons, including health and safety and is safe to use.
- To consult with the Health and Safety during the design and completion of any new buildings or refurbishments ensuring relevant health and safety sign off is provided.
- To ensure the direct and indirect control of all construction and maintenance work by employees and contractors to ensure the health and safety of themselves and others and the welfare of children and vulnerable adults. The monitoring of systems for the same.
- To undertake specific duties for equipment, its testing and inspection, according to the allied arrangements to this Policy.
- To ensure specified first aid equipment is purchased, maintained and inspected.
- To take on the role of Duty Holder and ensure that a responsible person is appointed for the management of Legionella.
- To provide a lead on the Incident Management Team on behalf of the Principal / Chief Executive.
- Develop and maintain College Security Systems according to a policy, which safeguards staff, students, contractors and visitors.
- Associated with the College premises, to ensure that an effective and efficient defect and hazard reporting system is made easily available to all staff and occupants and remedial actions are prioritised according to risk.
- To ensure that all elements of the fire safety systems and equipment are operative through inspections, testing, maintenance and repair according to the British Standards, liaising with and reporting to the College appointed Fire Safety Manager, and ensuring that all work on the building and building services is carried out to maintain or develop the standard of those systems.
- To oversee Information Technology Department and Commercial catering activities.
- To ensure that students are not exposed to unnecessary and uncontrolled risk by decisions taken by the College by placing students for work experience and the organisation of apprenticeships.
- To provide a lead on the Incident Management Team on behalf of the

# Health, Safety and Welfare Policy

Principal / Chief Executive.

- Waste management to ensure health and hygiene of College community.

## 4.12 Executive Director - Human Resources

- The development, implementation and review of College Policies and procedures to ensure staff conduct and capability continues to support high standards of safeguarding, health, safety and welfare.
- To ensure the recruitment of staff in accordance with current legislation and Independent Safeguarding Authority Guidelines.
- Adopt 'Safer Recruitment Practices' (Ofsted Guidance) to ensure all new appointments are fit, capable and competent to carry out their work.
- To ensure job descriptions define health and safety and safeguarding responsibilities.
- To promote staff welfare and respond to early onset reports of work related health issues.
- To undertake surveys to form a measure of staff wellbeing.
- To monitor and analyse absences from work resulting from work related health issues including work related stress.
- To provide staff induction, and the monitoring of its effectiveness.
- To ensure health surveillance is completed as identified, before and during employment, and record the results within Human Resources for the duration required by legislation.
- To ensure reasonable adjustments are made for those with temporary or permanent disabilities.

## 4.13 Assistant Principal – Executive Director/Director of Programme

- To be committed to the College's Gold Standard for Teaching and Learning in relation to health and safety ensuring students received an effective health and safety induction and develop good health and safety awareness and standards in all vocational areas in preparation for employment
- Ensure Risk Assessments and Safe Operating Procedures are developed, and referenced in schemes of work. Implement and monitor control measures including, tool box talks, risk cards and safety procedures to ensure their effectiveness.

# Health, Safety and Welfare Policy

- Ensure that no decisions are taken on the suitability of an organisation for apprenticeships or work placement without the organisation being suitably vetted according to the College's Health, Safety and Welfare Policy and any subsequent conditions attended to in a timely manner.
- Ensure student induction takes place at a time before students are exposed to risks to effectively inform students of the safety and welfare arrangements in place at the College and their contribution to them.
- To ensure effective consultation with staff (and when identified students), their Health, Safety and Wellbeing training/needs are adequately resourced and lead the Operational Safety Group to ensure it is effective.

## 4.14 Associate Director/Operations Manager

- To manage operations to ensure the implementation by staff of the Health, Safety and Welfare Policy, the allied arrangements and the specific arrangements within the Directorate.
- To identify health and safety training requirements and ensure resources are appropriately implemented in a timely manner.
- To ensure that operational risk assessments/safe operating procedures are documented, implemented, and that they are followed.
- To ensure effective consultation with staff (and when identified students) chair the Operational Safety Group.
- To ensure that any health, safety or wellbeing issues and deficiencies raised by staff or students are assessed and where necessary effective improvements are implemented in an effective and timely manner.

## 4.15 Head of Quality

- Associate Director to manage vetting process to ensure compliance with the vetting standard.
- Highlight any training requirements to the Health and Safety Team with regards to the training of assessors in vetting processes and competencies.
- Must not allow any student to start a placement or apprenticeship without the vetting process being completed and verified.
- To highlight any deficiencies of resource to the Executive Director / Director of Programme and Health and Safety Team.

# Health, Safety and Welfare Policy

## 4.16 Executive Director of Student Recruitment, Marketing and Admissions

- To oversee adequate hire arrangements of College facilities to third parties and co-ordination with other College users, and departments with allocated responsibility for physical areas, ensuring College duties within the hire contract are carried out.
- To oversee and co-ordinate internal events within the College Main Building 'The Street', ensuring safety and liaison with other operational activities who would be affected.

## 4.17 Line Manager, Supervisor and Curriculum Team Leader

- Ensure that the operations under their control are conducted in line with the Health, Safety and Welfare Policy, allied arrangements, procedures and safe systems of work.
- Ensure that their area of responsibility is subject to effective risk assessment arrangement and report the outcomes and actions of regular inspections and ensure if appropriate actions are implemented to ensure robust health and safety arrangements.
- Ensure that their staff are capable and competent for their role, are provided with adequate information, equipment and are issued with necessary materials and personal protective equipment to undertake their work activities appropriate for the task.
- Ensure that all accidents, incidents and near misses, within their area of responsibility, are immediately reported their senior managers and the Health and Safety Team.
- Support and monitor the occupational health, safety and wellbeing of staff.

## 4.18 Health & Safety Representative

- To represent employees at Health, Safety and Welfare Committee Meetings, Operational Safety Groups and other consultative groups.
- Effective communication of health, safety and welfare matters to employees they represent.
- Champion and encourage all staff to be involved in matters of Health, Safety and Welfare.
- Be involved in periodic inspections to identify unsafe equipment, working conditions or practices.



# Health, Safety and Welfare Policy

- To consult with managers and the Health and Safety Team on issues of health, safety and welfare.

## 4.19 All Employees

- Be responsible for carrying out their work safely, according to this Policy, the allied arrangements, procedures, and safe systems of work and any instruction and training that they may have received, thereby ensuring the safety and wellbeing of themselves, other employees, students and other persons.
- Co-operate in implementing the requirements of Health, Safety and Welfare Policy, allied arrangements and arrangements specific to the department.
- Follow and engage with the risk assessment processes and defined control arrangements, reporting to the line management any failings or shortcomings identified.
- Practice good housekeeping and safe storage arrangements and follow the waste management procedures.
- Refrain from doing anything that puts themselves or others at risk of foreseeable injury. Report concerns over own or others wellbeing.
- Report accidents, near-misses, cause for concerns and incidents to their line manager.
- Must attend a Health, Safety and Welfare Induction and other relevant training including refreshers.

## 4.20 Student and Visitors

- Take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.
- Familiarise themselves with and observe the College Procedures.
- Work in accordance with any instruction and training they have received.
- Report any accidents, incidents and hazardous or dangerous situations to a member of staff without delay.

## 4.21 Contractors

Are expected to support the College's Health, Safety and Welfare Policy by:

# Health, Safety and Welfare Policy

- As agreed in contract the contractor must adhere to the College 'Contractor Standards/rules'. Where there are incompatibilities with standards or an incident work must stop and reported to Estates so any changes are fully assessed.
- All employees attending the College site must complete the Estates health induction.
- Provide the College with up-to-date health and safety information and any relevant risk assessments and method statements.
- Ensure that their employees comply to all health, safety and welfare instructions, risk assessments, permits, their own and College rules and safe working procedures.
- Provide sufficient information, instruction, and supervision to ensure their employees are able to carry out their work safely and without risk.
- Ensuring that their employees are suitably qualified, trained and competent in the activity, including in the use of the required personal protective equipment for which they are employed, providing evidence of such as requested.
- Ensuring that all their work equipment is suitable, maintained, in safe working order and staff are suitably trained in its use.
- Establish and enforce good house-keeping practices during and after works.
- Report accidents, incidents including near miss events to their designated contact immediately.
- Ensure that the same standards above are adopted by associated sub-contractors.

## Section 5 - Arrangements

This section provides information on the College arrangements for managing health, safety and welfare across all College.

### Accident and incident Reporting and Investigation

Accidents and incidents include all those occurrences resulting in injury or the potential to cause injury and/or damage or near-miss.

All accidents will be recorded on an Accident Form and other Incidents, Near Miss or Cause for Concerns can be reported verbally, electronically or on the reporting forms. Reports can also be emailed to: [hs-incidentreporting@mbro.ac.uk](mailto:hs-incidentreporting@mbro.ac.uk)

# Health, Safety and Welfare Policy

The College will comply with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) with such reports to the HSE (Health and Safety Executive) made by the Health and Safety Team.

All accident reports are reviewed and investigated, as appropriate, by the Health and Safety team with relevant reports provided to the Principalship, Vice Principal Quality & Performance, Senior Leadership Team and Health, Safety and Welfare Committees in a timely matter with recommendations for the implementation of corrective and preventative measures. Where required, Trade Union representatives will also be consulted. See also Corrective and Preventive Action.

## Alcohol and Drugs

Middlesbrough College is committed to providing a safe and healthy working environment. This can be put at risk by the consumption of alcohol and non-prescribed drugs to such an extent that it may affect health, performance, conduct and relationships in the workplace.

The College accepts that employees/students with an addiction to alcohol and/or drugs need support, and will support them to recognise when they have become or are becoming dependant and to seek appropriate help.

The College does not condone illegal acts and therefore anyone found dealing, trafficking, taking or selling drugs in the workplace will be subject to disciplinary action and the police will be informed.

**Allied Arrangements: (Student Services and Human Resources)  
Staff Code of Conduct - Appendix 1.3  
Substance Misuse Policy - Appendix 1.4**

## Asbestos

No asbestos containing materials were used in the construction of the Colleges Main, MC6 and STEM buildings.

Estates will ensure that where intrusive works are to take place, the landlord is consulted on any known asbestos (management plan) requirements and any associated risk assessments are conducted.

The Estates Manager will ensure that contractors are informed of any known asbestos in buildings and what safe systems are required.

The Construction Directorate must ensure that projects on buildings that may contain asbestos have been risk assessed by the building owners with up to date asbestos registers, management plans and surveys (refurbishment or demolition) to ensure no asbestos is disturbed. In addition, a risk assessment on the task is required with input from the Health and Safety Team.

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College staff likely to come into contact with asbestos will receive asbestos awareness. Where students may inadvertently disturb asbestos additional measures including full supervision at all times during the work.

Any identification of substances suspected as containing asbestos not previously identified must be brought to the attention of the landlord or if construction department related to the Health and Safety Team and the Estates Manager. Work must not proceed until competent advice has been provided.

## Behaviour

The College's Code of Conduct states the expected behaviours and that staff have a responsibility to ensure the safe, effective and efficient running of the College, and should therefore comply with all reasonable requests in order to meet the needs of its service.

Unwanted student behaviour can lead to accidents and incidents and is especially important in higher risk areas. Types of unwanted behaviour that can lead to accidents are:

- Using mobile phones on the stairs or while using hazardous equipment
- Running
- Slamming doors
- Dropping food and liquid
- Not following safety instructions
- Not using Personal Protective Equipment or not wearing it correctly
- Horseplay

Unwanted Behavior should be challenged and as appropriate the Student Disciplinary Procedure.

## Allied Arrangements:

**(Human Resources) Staff Code of Conduct Appendix 1.1**

**(Student Services) – Student Disciplinary Procedure – Appendix 1.4**

## Consultation and Communication

Health and Safety Policies and Procedures are available on the College Staff Portal for all staff to reference.

Consultation and communication is formally achieved through a cross section of employees including Trade Union Safety Representatives on the Health, Safety and Welfare Committee and through Operational Safety Group Meetings which occur within each operating department. Students have an Operational Safety Group and are represented at the Health, Safety and Welfare Committee by the Student Ambassador

# Health, Safety and Welfare Policy

Line Managers are expected to consult employees on a day to day basis on any changes which affect the undertaking of their health and safety duties and where necessary raise with the Staff Council and/or the Health and Safety Team. Training activities for Health, Safety and Welfare also provide an opportunity for consultation.

**Allied Arrangements: (Health and Safety)  
Health, Safety and Welfare Committee Structure  
Appendix 1.1**

## Contractors

All contractors working on the premises owned or under the control of the College, that is to carry out construction, building or building services modification, repair, maintenance and cleaning, are and must be under the control of the Estates Management Department.

All contractors will be approved by Estates and adhere to the College Safeguarding requirements.

Contractors must have systems to comply with health and safety legislation and the College 'Contractor Standards/Rules'.

Contractors must provide suitable and sufficient risk assessments and method statements for the work to be undertaken including adequate supervision to their staff.

It is the responsibility of the Estates Department to monitor the contractor to ensure they are complying to the agreed permit and safe working procedures. Non-compliances must have robust action plans put in place with timely actions.

All contractors will receive a Health and Safety induction and rules including the requirement for, work clearance to be on site, work permits, risk assessments/method statements and evidence of competence and provide supervision levels required to ensure compliance to the preventive and protective measures agreed. Health and Safety inductions must be refreshed no more than bi-annually.

Where contractors are found to be creating an uncontrolled hazard/risk which puts themselves or members of the College community at risk the permit or work clearance must be revoked and the job reassessed.

**Allied Arrangements: (Facilities Management)  
Contractor Rules (H&S) - Appendix 1.2  
Security Policy - Appendix 1.2  
Safeguarding Policy – Appendix – 1.4**

# Health, Safety and Welfare Policy

## Contagious Diseases/Viruses

Communicable diseases, viruses or other harmful bacteria which may spread and cause ill health across the College community. All related ill health must be reported as soon as possible to Health and Safety who will advise SLT/CMT on any actions required.

**Allied Arrangements: (Incident Manager Policy)  
Critical Incident Management Guidelines**

## Control of Substances Hazardous to Health (COSHH)

The objective of COSHH is to prevent, or to adequately control, exposure to substances hazardous to health.

The College will carry out risk assessments for substances by using the manufacturers 'Material Safety Data Sheet'. The risk from substances (including radiation) will be assessed using the Health and Safety Executive '*Principles of good practice for the control of exposure to substances hazardous to health*' and other applicable legislation and guidance.

Principles of good practice include the design to minimise emissions, routes of exposure, proportional controls, effective controls, personal protective equipment, check and review controls, information and training and not introduction of controls do not increase risk.

Local Exhaust Ventilation will be designed to control substances at source and where necessary additional Personal Protective Equipment (PPE) will be provided.

All protective measures will be maintained according to manufacturers and statutory requirements including training in the use/maintenance of equipment and PPE/RPE.

Legionella is managed by the Estates Responsible Person and in their absence their Deputy. A risk assessment for each owned building and actions or recommendations will be assessed and where required timely actions carried out.

## Display Screen Equipment (DSE)

An employee who uses DSE for an hour or more at a time are a DSE user under health and safety Regulations.

To help identify issues and enable solutions or reasonable adjustments for staff DSE users will complete a DSE Risk Assessment form and report any issues to their line manager. Where health matters are identified, Human Resources may be able to offer additional support through an occupational health provider or assistance with DSE eyesight test costs or prescription DSE glasses.

See the College health and safety page for further information on DSE.

# Health, Safety and Welfare Policy

## **Allied Arrangements: (Human Resources) Application for Special Prescription Glasses - Appendix 1.3 DSE Assessment Form (Appendix 1.2) Driving on College Business**

Staff are required to drive College cars (including, on occasions where no other vehicles are available their own), minibuses or vans.

The College will provide suitable and maintained vehicles, including trailers used with vehicles.

No smoking in College vehicles or own vehicle if transporting others on College business.

In the event of a breakdown or accident the College will ensure staff and students can return to College.

Vehicles are maintained by Estates and monitor vehicle condition using the (Vehicle Check Form and are booked to staff using College booking form.

## **Unmanned Aircraft Systems (UAS) (Drones)**

Middlesbrough College is a registered operator of UAS with the Civil Aviation Authority. The Civil Aviation Authority (CAA) accountable Manager for UAS (drone) Operations is the College Health and Safety Advisor.

UAS are used in Marketing, Construction surveying and Facilities management inspection of our estate.

All College authorised staff will be 'Remote pilots' and are responsible for UAS in relation to safe flights and transport.

All remote pilots must have in date:

- Hold a CAA Flyer ID for open category flights
- Hold a CAA Flyer ID and GVC for specified category flights

All flights require a flight plan and Permit before flight is conducted.

The accountable manager or other authorised GVC pilot can issue a permit to fly.

Directorates and departments who own UAS are responsible for maintenance, training of Remote pilots. i.e Construction DJI Phantom 4 RDK and Teaching and learning DJI mini 2.

The Finance to department is to ensure drone insurance meets the requirements of EC 785/2004 and organise CAA authorisation costs.

## **Allied Arrangements: (Health and Safety)- Operations Manual in Development**

# Health, Safety and Welfare Policy

## Equipment - Testing, Inspection and Maintenance

Equipment includes any items that are purchased or leased for long or short-term use and includes fixed and portable equipment of all sizes including forklift trucks, mobile platforms, cars, vans, minibuses and trailers.

To manage safe use of equipment the College departments will:

- Adhere to the Testing Inspection and Maintenance Standard.
- Identify and record all equipment which requires testing, inspection and maintenance.
- Identify and carry out necessary staff training to enable the safe use, testing, inspection and maintenance.
- Ensure when new equipment is purchased it is suitable for the activity.
- Designate staff responsible for the use, maintenance, regular inspections, reporting of defects to ensure it is safe to use. Quality Key Performance Indicators (QKPI) will be used to ensure the checks are being carried out.
- Competent staff will supervise other staff and students to ensure the safe use of the equipment.
- Equipment that requires certificates of competence/specific training can only be used by staff who have these and have been authorised to use the equipment by their line manager.
- Adequate risk assessments are carried out for the use of equipment with staff/students trained in the safe operating procedures and manufacturer's instructions including procedures for isolating equipment if considered not safe or fit for use.

**Allied Arrangements: (Health and Safety)- Appendix 1.1  
Equipment, Testing, Inspection and Maintenance Standard**

## Facilities and External Venues

### Facilities

The Estates Management has a responsibility for the safe condition and maintenance of the College Premises and Building Services. Regular inspections, testing and servicing are carried out according to Facilities Management Procedures to ensure their safe condition.



# Health, Safety and Welfare Policy

Where buildings are leased Estates will ensure the agreed aspects affecting health and safety are managed and that any services statutory provisions affecting the operation are met by the landlord.

All rooms (teaching rooms, offices, workshops, kitchens etc.) of the College are allocated to operational departments for ensuring safe use e.g. housekeeping, with a duty to inspect and report hazards to Estates Management for remedial work using the Helpdesk and the systems created for such reporting.

## External Teaching Venues

Staff may be required to work within venues which are not maintained by the College. Estates Management will manage leased buildings and ensure they are suitable for teaching.

The Health and Safety Team will assess each site on a periodic basis to ensure compliance to College requirements.

## Fire

The Head of Health and Safety is the appointed Fire Safety Manager for the College to oversee fire safety arrangements and maintain a Fire Safety Manual and the fire risk assessments.

The Executive Director – Estates and Information Services maintains all fire safety related equipment.

The Executive Director – Estates and Information Services the Incident Manager Procedure and Critical Incident Plan.

The Incident Manager Group, formed from the procedure, manages all fire and emergency events affecting the College operations.

A Fire Action Notice is displayed around College buildings instructs the evacuation procedure for that building and the designated assembly point.

All staff and students are inducted into the Fire Safety Procedures and arrangements by a Fire Safety video available on the Staff Portal and through Canvas.

- Contractors are briefed on the fire safety arrangements during their induction.
- Visitors are briefed on the fire safety arrangements at reception.

Where applicable the College adheres to the original Fire Safety Strategy and using the document as a reference for the planning of building modifications. Where changes conflict with this strategy a risk assessment will be carried out to identify

# Health, Safety and Welfare Policy

any additional requirements to maintain the original strategy or the fire strategy is changed following advice from a competent fire engineer.

Fire drills and testing of emergency procedures will be carried out in all College owned buildings a minimum of once per year and in leased buildings, in line with local arrangements.

## Emergency/Critical Events

Events include accident, fatality, bomb threat, gas/power or contagious diseases/viruses or biological (including food) hazards. There may also be outside events that affect the College such as flood, or industrial incidents causing air pollution.

When there is potential or during a critical incident an emergency group will be formed with representatives from SLT, College Management and health and safety.

There are documented procedures for each eventuality in the Incident Manager 'Green File' folder held by all Incident Managers and Senior Managers.

## Allied Arrangements:

**(H&S)  
Fire Safety Manual  
Appendix 1.1**

**(Incident Manager and Duty Manager Procedure)  
Critical Incident Management Guidelines for Incident and  
Senior Managers  
Appendix 1.3**

## First Aid

First Aid will be available during College opening hours. Departments have a number of trained staff supported by the Security/Building Services Team who are first aid trained.

Signage is placed in all rooms with the contact details and location of the nearest first aid box. The College Main Building, STEM Centre and MC6 have first aid rooms available.

Additionally, defibrillators for life saving operations are readily available in each College Building and at strategic points within the building. Security are aware of all the locations.

Epi Pen and Aspirin are stored in the main buildings first aid room for emergencies. An authorised first aid person would administer with the agreement or guidance of the person concerned or medical professional.

First Aid equipment is stocked, purchased, maintained and inspected by Estates.

# Health, Safety and Welfare Policy

**Allied Arrangements: (Health and Safety)  
First Aid Operations and Procedures - Appendix 1.1**

## **Food Safety**

All commercial catering activities are managed using a food safety management system incorporating a Hazard Analysis and Critical Control Point (HACCP) system. The HACCP documents control measures to ensure food is stored and prepared safely and is safe for consumption by staff, students and visitors.

## **Lone Working**

There may be occurrences where staff may work alone either outside or in the College, this includes contractors. The risks from lone working will be assessed by department.

Estates Management control the building and associated work through work permits to ensure sufficient supervision and buddying up for work in remote locations.

Estates will include lone working in their own risk assessments identifying any additional hazards to a lone worker. Additional training/instruction maybe required. E.g. security guard working alone.

Staff transporting students College will complete a trip/visit form which details minimum staff numbers and any associated risk assessments.

Where staff travel on College business the line manager or a work Colleague must be informed of their location and check in when reaching destination and when moving locations.

Where staff have medical issues that may affect their work this will be taken into account in the risk assessment.

Emergency procedures for incidents will be in every vehicle and staff made aware of. See driving on College Business.

## **Management of Change**

This is a process by which all stakeholders are involved in significant changes affecting Health, Safety and Welfare of the College or a department to ensure any additional risks created are managed and compliant to health and safety legislation.

Compliance is achieved by consultation and sign off by relevant parties and must consider the requirements written in the Health, Safety and Welfare Policy and any legislation relating to this.

Those changes most likely to have impact are:

# Health, Safety and Welfare Policy

- Changes affecting fire compartmentation or fire related safety equipment
- Organisational changes.
- Accommodation changes.
- Changes to facilities.
- Installation of equipment (old/refurbished and new).

Any changes or modifications of the premises will be managed as per the building modification procedure.

## Manual Handling

Manual handling refers to the tasks carried out which require movement of items by physical effort and is one of the most common causes of injury within the workplace.

The general principles adopted by the College are to avoid manual handling operations if possible, if not assess those of significance and implement any changes which can be made to reduce the risk.

In conjunction with the Health and Safety Team the departments will identify manual handling activities and carry out the associated risk assessments. The department will also train its identified staff in manual handling techniques as required.

Where equipment is used to lift people/equipment/waste/other heavy items may be subject to additional statutory checks the college employs a tagging system which visually indicates that the statutory check has been completed on that specific piece of equipment.

## New and Expectant Mothers

There are specific risk factors which need to be considered for the work activities carried out by women of childbearing age affecting her unborn or newly born child.

Report pregnancy in writing to the appropriate Human Resources Staff member.

Risk assessments will be carried out by the College to consider those work activities deemed to be unsuitable for such persons to undertake.

It is important that women inform the College (staff inform Human Resources, students their Director of Programme) via a medical certificate of their pregnancy.

The employee's manager will carry out a risk assessment of the work that a woman undertakes once that information is declared. This assessment will then be updated

# Health, Safety and Welfare Policy

and reviewed regularly. Where a student is pregnant, their Personal tutor must inform the Director of Programme who will ensure a risk assessment is carried out with advice from the Health and Safety Team.

New mothers see breast feeding policy.

**Allied Arrangements: (Health and Safety)  
Maternity Policy - Appendix 1.3  
Breast Feeding Policy – Appendix 1.5**

## Noise Exposure

Regulations require the College to control noise exposure to staff, students and visitors to specific levels as prevention against hearing loss.

Noise can be defined as unwanted sound - 'sound' and 'noise' having the same effect on the ear so they are treated the same.

When identified the Health and Safety Team and will measure noise / sound levels, and where necessary monitor exposure to limit exposure to excessive noise which may damage hearing.

Hearing protection is made freely available by the College where there is no reasonably practicable alternative through reduction of the noise emissions, engineering controls or isolation of the noise source.

Staff or students who work or are being taught in areas defined as noise control zones will receive information on hearing conservation and be instructed on how to use and maintain their personal protective equipment.

Where hearing protection is required staff may require ongoing health surveillance through audiometric tests. These are arranged through the Human Resources and the Health and Safety Team.

## Occupational Health, Staff Wellbeing and Work Related Stress

The College recognises that Occupational health, wellbeing and stress can affect staff and have a number of measures to prevent or minimise the effects and includes the 'Wellbeing Policy' aims to address these factors. Health and Safety and Human Resources will give advice and guidance to staff and line managers on managing wellbeing and stress.

A Wellbeing dashboard will take into account the Health and Safety Executive stress management standards, staff sickness and turnover.

HSE Stress Standards are aimed at work related stress:

# Health, Safety and Welfare Policy

- **Demands** – this includes issues such as workload, work patterns and the work environment
- **Control** – how much say the person has in the way they do their work
- **Support** – this includes the encouragement, sponsorship and resources provided by the organisation, line management and colleagues
- **Relationships** – this includes promoting positive working to avoid conflict and dealing with unacceptable behaviour
- **Role** – whether people understand their role within the organisation and whether the organisation ensures that they do not have conflicting roles
- **Change** – how organisational change (large or small) is managed and communicated in the organisation

The College interventions includes, when necessary, carrying out a stress risk assessment:

**Primary Intervention;** employee and line manager will have responsibility for this stage. This is considered the preventative or proactive stages, by reducing potential risk factors.

**Secondary Intervention;** HR Department will have responsibility for this stage. This is considered to be the ameliorative stage, by equipping workers with the knowledge, skills and resources to address stressors.

**Tertiary Intervention;** employee, line manager, HR Manager and/or HR Advisor will have responsibility for this stage. This is the reactive stage, to treat or rehabilitate workers who are experiencing work related stress symptoms

## Allied Arrangements:

(Human Resources)

Stress Management Policy and Guidelines

Wellbeing Policy

Staff Appraisal Policy

Appendix 1.3

## Policy Monitoring (Audit and Inspection) and Review

The Health, Safety and Welfare Policy arrangements are an essential part of keeping staff, students, contractors and visitors safe. This will apply to all departments, activities, premises, plant, machinery, equipment and facilities. Department/Curriculum Managers and their staff responsibilities defined in this policy are subject to monitoring.

Monitoring activities (normally planned)

- Walkthrough – Passing by (Don't walk by').
- Inspection – Usually planned and look at the teaching environment and associated safety controls.

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- Audit – More in depth system/process inspection.
- Safety Tours – Carried out with SLT/CMT.
- Hazard reports – Visit following safety issue report, specific reason.
- Near Miss Reports –injury/damage nearly occurred and requires checking.
- Accident Reports – Primary aim to prevent re-occurrence
- Third Party Reports – e.g. Equipment Safety Reports
- Positive Interventions – Proactive safety monitoring by safety conscious people. This type of intervention is where a person **see's** a potential safety issue, **sorts** it quickly as possible and **reports** what they have done.

The aim of monitoring activities is to verify policy arrangements/controls are effective, including good practice, identify weaknesses, correct and where reasonably practicable to improve safety controls.

## Policy and Other related arrangements

- Fire Precautions and Emergency Arrangements
- Other Emergencies and affecting Health, Safety, Welfare or the Environment.
- Supervision, training, information and instruction
- Work Equipment and Machinery
- Contractor Management and Permits to Work
- Risk Assessments and Safe Operating/Working Procedures
- Personal Protective equipment (PPE)
- Footprints (Helpdesk – H&S Related)
- In house CMMS and Snapshot maintenance System
- PAT Guard Software
- Statutory Reports from insurer
- Legionella Reports
- Other Health, Safety or Welfare Arrangements
- Results from third party audits
- Enforcing Authority Queries
- Waste Management

## Frequency of Monitoring Activities

Although the health and safety service will carry out monitoring the departments should be carrying out regular checks themselves. The frequency of checks will be based on the department and health and safety risk register score. i.e. areas of concern would receive increased advice, assistance and monitoring.

## Monitoring Visits

Where possible visits are carried out with department heads, management, Trade Union and local Safety Representatives and staff.

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## Non-Conformance

Non-conformances are any event that is a breach of the of health and safety legislation, College HSW Policy or associated Procedures. These include unsafe behavior, accidents, incidents, near miss, lack of maintenance or remedial actions and cause for concerns from staff, students, contractors or visitors.

Industry and British Standards will also be used as a source for assessing non-conformances.

Where health and safety improvements are identified they will be logged with helpdesk and/or the H&S log and tracked until closure. Timely closure of actions are an element of the department health and safety risk rating criteria.

## Corrective Actions

When nonconformance / operational issues are identified, they are investigated, and suitable action taken in a timely manner to prevent reoccurrence. Applicable risk assessments, safe operating procedures, health and Safety Legislation, approved codes of practice (ACOPS) and guidance will be followed. These changes will be verified in subsequent monitoring activities.

## Forms (Electronic or paper based)

Health and Safety Inspection Form  
Health and Safety Corrective Action Form

## Policy and Associated Documents Review

This Health, Safety and Welfare Policy is reviewed annually with the review process involving consultation through the Health, Safety and Welfare Committee and Senior Leadership Team before being presented to the Governing Body for approval.

Minor changes required between the annual reviews are approved as appropriate. The Health, Safety and Welfare Committee members and College Management Team are informed of these changes and cascaded as required.

Appendices within this Policy, and allied arrangements would be amended as and when necessary, approved as appropriate, and do not form the body of the text approved by the Governing Body.

## Personal Protective Equipment (PPE)

The hierarchy of control places PPE at the lower end of safety protection as it only provides protection for those wearing it and can be subject to incorrect selection, maintenance and use.



## **Health, Safety and Welfare Policy**

Where PPE is required for staff or students, the health and safety team will advise on the correct selection, maintenance and use including training and supervision requirements.

Staff must ensure students follow any PPE rules and that it's worn correctly and when necessary.

Damaged or defective PPE must be replaced or repaired and if there are concerns over its suitability or protection contact the health and safety team.

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## Risk Register

The College operates a risk register to identify potential and actual health and safety risks to the College using a traffic light system. All risk registers and ratings are updated termly and reported to Governors, SLT and College Management.

### College Risk Register (Health and Safety risk column)

This gives an overall Health and Safety score for the College from a compilation of the Curriculum and Health and Safety Risk Register.

### Curriculum Risk Register

Curriculum departments are rated using the criteria below:

1. T&L Observation
2. Risk Assessments (incl Dynamic) and SOP's, Risk Cards
3. Vetting
4. Student/staff Induction/H&S Training
5. Operational Safety Group's (OSG)
6. Management of H&S Issues (Inspections, Audits etc.) Policy adherence
7. Accident/Incident/NM – Management of

Department ratings also depend on the level of hazards and risks. i.e similar failings in a lower hazard area will not affect the score as failings in a higher hazard area.

### Health and Safety Risk Register

This register is reported and significant issues discussed at the termly Health, Safety and Welfare Committee. Risks include potential or actual injuries or adherence to legislation and includes the College Estate and equipment.

## Risk Assessment

Many of the College operations unless they are adequately controlled create a higher risk of injury or ill health to staff, students, contractors, and on occasion visitors.

The arrangements required to ensure suitable and sufficient risk assessments are:

The Health and Safety Team will provide training to staff required to undertake risk assessments and will provide proformas, guidance, competent advice and support.

Heads of Operations will identify competent persons to carry out risk assessments and, after consultation with all those affected will approve their clarity and suitability before adding to the risk assessment database the database is open to all staff. The Heads of Operations will inform all those affected of the outcome of the risk assessments and ensure all staff are following risk assessments and reporting any areas of weakness that require improving.

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Once risk assessments are approved, the Health and Safety Team will aid their management and improvement by auditing and inspecting their quality and use in controlling health and safety hazards and risks to staff, students, contractors and visitors.

The Health and Safety Team will administer the Risk Assessment Database and will assist departments with their reviews. Risk assessments will initially be reviewed annually and then no more than three years or when there are any accidents, changes or cause for concern.

## Safeguarding and Security

The College has a Safeguarding Team headed by the designated College Safeguarding Officer who leads and provides, together with Student Services, on a number of safeguarding initiatives and arrangements for the College Community.

There are associated responsibilities on all staff within the College defined in the policies and procedures referred to below supported by Human Resources Arrangements and Procedures, one of which is mandatory refresher safeguarding training.

Security is managed by the Estates department and has the relevant procedures to ensure staff, students and other visitors are safe from unwanted behavior, these are detailed in its Security Policy.

**Allied Arrangements: (Student Services)**  
**Safeguarding Students Policy and Procedure -**  
**Appendix 1.3**

**(Facilities Management)**  
**Security Policy**  
**Incident Manager and Duty Manager Procedure**  
**Critical Incident Plan**  
**Appendix 1.2**

## Smoking and Electronic Cigarettes (Vapes)

### Interior of College Buildings and College vehicles

All Middlesbrough College buildings and vehicles are smoke-free and smoking or the use of electronic cigarettes or devices is prohibited.

### Exterior of College Buildings

There are designated smoking shelters for each College owned building, this includes electronic cigarettes with nicotine. For leased buildings where the College has not designated a smoking area the landlord or local rules must be followed.

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Electronic cigarettes or devices must be used a minimum of 5 metres from buildings.

## Contravening Rules

To protect those who do not smoke persons found to be contravening the smoking rules will be subject to disciplinary action.

Signage will identify designated smoking areas and signs are placed near to doorways to remind people not to smoke in these areas.

**Allied Arrangements:** (Human Resources)  
Code of Conduct  
Disciplinary Procedure  
Appendix 1.3

## Training and Competency

To ensure the safe operation and training on plant, machinery and equipment staff may require certificated/in house training and be made aware of equipment rules and safe operating procedures relevant to their area.

All staff undergo College health and safety induction including into their work area and where any necessary training will be carried out or logged for future updates.

Annual training plans will then pick up any necessary health and safety training. If a staff member has concerns over their health and safety training or competency they must report this to their line managers.

Human Resource/Workforce development (WFD) administer all training requests, qualification, training and records for staff including refresher dates. The health and safety assist departments with training needs analysis.

## Trips and Visits

The curriculum delivery team are responsible for providing the Trips and Visits Activity Risk Assessment and sending to a student services authorised person for approval as per the Learner Policy and Procedure. This is to ensure that the health, safety and welfare of its students and staff are protected as far as reasonably practicable, whilst not compromising the enjoyment and challenges that the selected activities try to achieve.

**Allied Arrangements:** (Students Services)  
Learner Policy and Procedure - Appendix 1.4

## Vibration

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Regulations require the College to control vibration exposure to staff, students and visitors to specific levels as prevention against Hand Arm Vibration Syndrome (HAVS)

Each Department / Directorate will identify and risk assess vibration levels, monitor individual exposure and create strategies and carry out actions to limit exposure to the regulatory levels.

The risk assessment process includes the use of the HSE vibration calculator to ascertain if further controls are required.

## **Work Experience and Apprenticeship Placements including Vetting Employers and Subcontractors.**

The Health & Safety Team ensures a standard of competence for those carrying out the vetting in accordance with the vocational risk profile of the organisation, monitors conformity to the procedures within the Workplace Vetting Standard and Procedures as below and provides the necessary advice required to staff.

**Allied Arrangements:**    **(Health and Safety)**  
                                  **Workplace Vetting Standard & Procedures -**  
                                  **Appendix 1.1**  
                                  **(Miscellaneous)**  
                                  **Subcontractor Procedures**

## **Working at Height**

Work at height is carried out by staff, students and contractors in a number of College departments. In some incidents this activity can be brief access to a shelf, noticeboard etc. 'Working at Height' includes any height from which a fall can occur liable to cause injury. Statistics demonstrate that accidents and significant injuries occur regularly from falls from heights below one metre if a safe system of work is not used.

The arrangements of the College departments carry out a risk assessment for work at height considering the following hierarchy:

- 1        To eliminate the need to work at height if possible.
  
- 2        If work at height remains necessary then to plan the work to prevent falls by selection and correct use of equipment which, by a hierarchy of selection and if reasonably practicable, is fitted with guard rails.
  
- 3        To use personal protection such as fall restraint or fall arrest equipment or other collective arrangements to mitigate the effects of a fall if all other options to use equipment with guard rails have been eliminated.

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The use of step ladders will be used in accordance with Health and Safety Executive guidance which includes three points of contact and short duration work.

Ladders should be used for access purposes only and only must only be used for working on when a risk assessment has identified sufficient controls to comply with the guidance referred to above.

Other access equipment provided for aiding height must have a suitable risk assessment completed.

Sufficient information and training covering the hazards and controls including maintenance and will be provided to all persons who are required to use and maintain the equipment. Contractors will provide their own training.

## Further Information

Information and guidance on the Health, Safety and Welfare Policy will be in the Appendices 1 to 3.

Additional health and safety procedures and guidance is also available on the College's Staff Portal under public documents or by contacting the health and safety team directly.