



## Health and Safety Policy

Ada, National College for Digital Skills

Manchester Campus

Version	Date Released	Approved by
1.0	08.09.21	Mark Smith
1.1	28.09.22 draft to be signed off	Sophie Clifton

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# 1. Vision, Roles and Responsibilities

Our vision is to educate and empower the next generation of diverse digital talent.

The responsibility for the implementation of this policy and provision has been delegated by the Governing Body to the Director of Operations of the College who in turn has appointed the Delivery Manager as the day-to-day individual responsible for Health and Safety compliance for the Manchester campus.

This statement is issued in accordance with the Health and Safety at Work Act (1974) and the Management of Health and Safety at Work Regulations 1999. Other regulations also exist to cover work activities that carry specific risks, for example lifting and carrying, computer work and electricity. The key pieces of legislation are listed below:

- The Health and Safety at Work Act 1974
- The Health and Safety (First Aid) Regulations 2013
- The Electricity at Work Regulations 1989
- The Workplace (Health Safety and Welfare) Regulations 1992
- The Manual Handling Operations Regulations 2002
- The Health and Safety (Display Screen Equipment) Regulations amended 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Provision and Use of Work Equipment Regulations 1998
- The Management of Health and Safety at Work Regulations 2006
- The Education (School Premises) Regulations 2012
- The Control of Asbestos at Work Regulations (amended) 2002
- The Construction (Design and Management) Regulations 2015

The College will comply with all legal requirements as a minimum and will strive towards continual improvement.

The College is dedicated to providing a safe and healthy working environment for the health, safety and welfare of students, staff, visitors and other persons using the buildings, grounds, equipment and any other facilities provided by or associated with the College.

The College will strive to reduce the possible risk of accidents and injury to all users. In supporting this, the arrangements outlined in this document and other safety precautions put in place by the management and governing body cannot prevent accidents but will instil the adoption of safe methods of work and good practice.

The CEO, Governors, leaders at all levels and designated health and safety staff will take all reasonable steps to identify and reduce hazards to a minimum. To assist in this, all staff and students must be aware of their own and others' personal safety in all of the College's activities, both on and off site.

## 2. Scope

This policy pertains specifically to the Manchester campus for Ada, the National College for Digital Skills, as located in floor 1 suite B in Manchester Technology Centre, Oxford Road.

## 3. General Guidelines

It is the duty and policy of the Governing body and CEO so far as reasonable and practicable to:

- Make themselves familiar with the requirements of the Health and Safety at Work Act (1974) and any other health and safety legislation and codes of practice which are relevant to the College, in particular the Management of Health and Safety at work regulations 1999.
- Establish and maintain a safe and healthy environment throughout the College.
- Establish and maintain safe working procedures among staff, students and other users.
- Ensure that arrangements are in place regarding the safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the College.
- Ensure that any organisation or individual using the facilities for community use, can demonstrate that they have appropriate levels of Personal Injury Insurance in place before they are allowed to book.
- Ensure that any outside agency working on maintenance or adaptation of the building or grounds within the College site provides a detailed health and safety plan relating to the protocols outlined within this policy and where appropriate discharge their responsibilities with regards the Construction Design and Management regulations (CDM) 2007.
- Ensure that all staff and students receive information, instruction and supervision to enable them to recognise and avoid hazards minimizing potential personal risk and that of others.
- Make sure that any health and safety training requirements are met.
- Ensure that all staff and students have a safe place to work including means of safe entry and exit.
- Ensure all necessary safety and protective equipment and clothing together with appropriate instruction and guidance is available to all appropriate personnel.
- Ensure effective procedures are in place in case of fire and for evacuating the premises.
- Ensure accident and emergency procedures are in place.
- Practice safe emergency evacuation procedures are carried out at least once per term, the results recorded and any remedial action to improve procedures are quickly and efficiently carried out.
- Ensure that an effective health and safety monitoring structure is in place and to periodically assess the effectiveness of these arrangements and to ensure that any necessary changes are implemented.
- Ensure that any health and safety working conditions take account of the appropriate statutory requirements and local authority guidelines codes of practice and guidance (statutory and advisory). • Ensure that there is an effective accident reporting procedure in place, and that staff and other users are aware that this reporting facility is in place and how to access it.
- Ensure that regular health and safety inspections are undertaken and done on a regular basis and that any recommendations made are acted upon as soon as is practicable.
- Ensure that any identified item of equipment, fittings and furniture which has been identified as being unsafe is safely removed and repaired or replaced.
- The Governing Body through the CEO will ensure all staff, including temporary and voluntary staff, and helpers receive comprehensive information on this policy and all other relevant health and safety matters including any instruction and training required to ensure that they are able to carry out their duties in a safe manner without putting themselves or others at risk.

- Report to the appropriate authority/department any defect in the state of repair of the buildings or their surroundings which is identified as being unsafe or likely to cause harm and make any interim repairs or arrangements to limit the risk of harm.
- Collate accident and incident information, and when necessary, carry out accident and incident investigations.
- Monitor first aid and welfare provision.

While the CEO has full responsibility for the day to day health and safety conditions for all staff, students, visitors and anyone else using the premises or grounds whilst engaged on College business, the operational management, leadership and monitoring of this will be undertaken by the Director of Operations in conjunction with the Delivery Manager for the Manchester Campus.

## 4. Staff responsibility

All College staff will support the CEO, Director of Operations and Delivery Manager to responsibly ensure implementation and operation of the College's health and safety policy and in helping other members of staff, students and visitors to comply with its regulations. As part of their day to day duties they will:

- Assist the CEO with the implementation, monitoring and development of the procedures and codes relating to the Health and Safety Policy within the College.
- Carry out risk assessments on all learning and teaching practices and activities including equipment and substances. All general advice on safety matters given by the national bodies such as the DfE and DBIS and other relevant bodies in relation to the College are implemented, that this will be translated into written safe methods of working practice and every department is informed.
- Inform students, staff and visitors as to their own personal safety and make sure they are aware of the Health and Safety procedures in place.
- Investigate any specific Health and Safety issue which has been identified in regard to any College provision and implement any recommended or remedial action reasonably required.
- Perform regular Health and Safety inspections within their area of responsibility as required by the CEO or as necessary by law.
- Ensure that any failure to meet Health and Safety requirements is recorded and that appropriate action will be taken to cease the provision until the issue is resolved according to Health and Safety requirements.
- Ensure appropriate protective clothing and equipment including fire appliances and first aid are provided and readily available in all areas of the College where required.
- Ensure hazardous, flammable and toxic materials and substances are correctly assessed, used, stored and labeled and clear records are kept of these regarding quantities stored and used.
- Ensure any signage in relation to Health and Safety is clear, up to date and that everyone is able to understand the label and instructions, irrespective of ability or need.
- Staff will attend regular training to ensure that they are as up to date and informed of existing and any new requirements in regard to Health and Safety.

All staff are responsible for the Health and Safety arrangements in relation to the site, staff, students and visitors under their supervision. They should make themselves familiar with the requirements of the Health and Safety at work act 1974 and any other safety legislation and

codes of practice which are relevant to the work of the department in which they work.

They should:

- Exercise effective supervision over all those they are responsible for. Take any appropriate action to ensure their own safety and that of any other persons that may be affected by their acts or omissions at work.
- Ensure any equipment, tools or materials used are appropriately used and that it complies with any Health and Safety directives required.
- Familiarise themselves with the College's Health and Safety policy and any relevant safety regulations.
- Ensure all equipment, tools and materials and or any protective equipment and safety devices are in good order and used appropriately.
- Report any defects and faults with any tools and materials and or any protective equipment and safety devices to the appropriate Health and Safety person.
- Report accidents irrespective of any injuries to the Director of Operations or designated Health and Safety person and that the report is logged.
- Attend training and awareness courses in regard to Health and Safety.
- Make sure that if they find themselves in an unfamiliar environment they perform an initial Health and Safety check and seek further advice to clarify any issues arising.
- Ensure all emergency fire fighting equipment is regularly checked and clearly signed; this will include the fire alarm system and evacuation procedures.

Staff Training and Support:

The following opportunities will be made available to staff during induction and on an annual basis. The oversight of staff training and support will be provided by the Operations Manager of the College.

- Induction briefing for all new members of staff on how the College operates, its health and safety policy (this document) and how that is practically applied on a day-to-day basis at the College.
- Annual Health and Safety training for staff.
- The nomination of at least 2 members of staff, in addition to the Delivery Manager, to undertake certified Health and Safety training to ensure a broad base of knowledge across the college and to share the burden of responsibility.

# 5. Health & Safety Arrangements

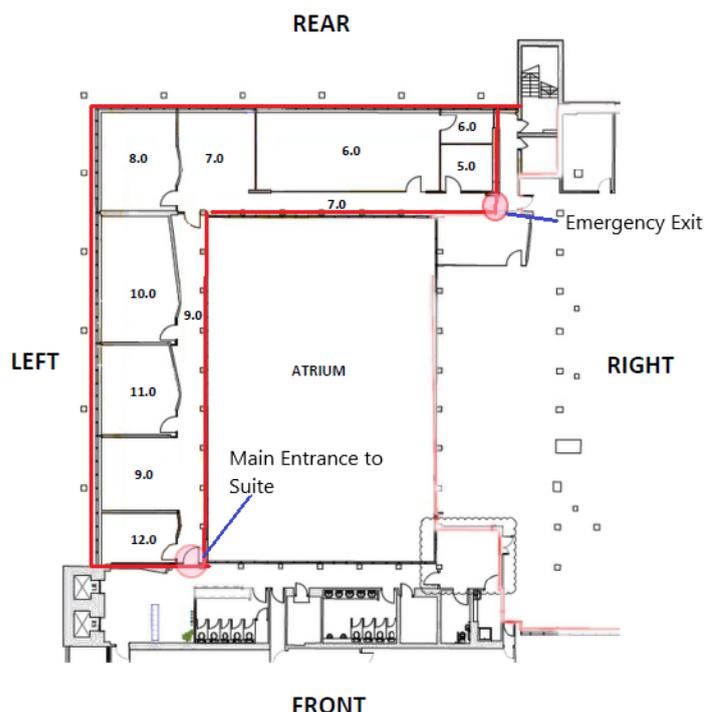
## 5.1. Key Contacts

Manchester Technology Centre - Reception	- 0161 237 3331
Manchester Technology Centre - After Hours Security Out of hours support & emergency, contact 24/7 Monitoring Station	- 0808 1471992 (quote site ref 53).
Emergency Services	- 999
NHS Advice	-111
Ada Manchester office	- 0161 552 7676
Ada Head Office	- 0203 1050 125

### Contacting Emergency Services

The relevant person should contact emergency services directly when necessary, then immediately contact the MTC Reception to inform them of the incident. They will then be able to support and direct the Emergency Services on arrival.

## 5.2. Site Floor Plan



### 5.3. Fire Safety

The Manchester Campus is located on the first floor of the Manchester Technology Centre, Oxford Road (MTC), in space leased from Bruntwood Limited. Ada's fire safety arrangements are set in the context of:

- Bruntwood's Fire Evacuation Procedure for the Manchester Technology Centre
- Bruntwood's Fire Strategy for the Manchester Technology Centre

Responsibility for and designation of the Fire Warden sits with Bruntwood Limited. The College will have a designated and suitably trained Fire Marshal. In accordance with the Evacuation Procedure, the Fire Marshall will:

- Assist with the evacuation process by checking their specific suites, if safe to do so, and to report to an MSP Fire Warden (who will be wearing an orange high visibility vest) after taking their roll call.
- No Fire Marshal is expected to place themselves in danger, they should check their allocated suites swiftly.
- Evacuate to the nearest Fire Assembly Point which is located across Oxford Road under the Mancunian Way next to the bike shelter.
- Take their Roll Call and report all staff and visitors present and/or missing to the Bruntwood Fire Warden who will be located at the Fire Assembly Point.

Bruntwood has responsibility for the fire alarm system, alarm tests and fire drills, and emergency lighting, and signage on evacuation routes. The College, via the Marshal, will monitor the maintenance and testing of the sensors, weekly alarm tests, and fire drills to ensure these are taking place, and that the signage is in place and suitable.

The College will ensure a Fire Risk Assessment for the suite is completed and kept up to date and that all recommendations are satisfied.

The College will install and maintain its own fire fighting equipment, checked annually by an approved contractor and records will be maintained. Current equipment is 1 x foam and 1 x CO2 extinguishers at each exit, and a fire blanket appropriately located in the kitchen area.

All staff will be trained in procedures for fire safety including use of the emergency equipment via induction.

Each new cohort of apprentices will be given an induction on fire safety precautions and procedures including what to do in the event of discovering a fire, evacuation, and roles and responsibilities, on their first use of the building.

Visiting groups will similarly be informed of the evacuation procedures, and any scheduled tests of the alarm due to take place during the visit.

### 5.4. Reporting Accidents

All accidents to staff, students and visitors occurring at the Manchester Campus must be reported, in writing, using the accident report book stored in the staff office in the suite. This will be done by the Appointed Person (Delivery Manager). Certain accidents must be reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

(RIDDOR). The Delivery Manager will ensure that the Health and Safety Executive (The Director of Operations) is informed of reportable incidents.

Incidents that occur in a common area in the building must be reported to the MTC Reception Team who will add a note to their own accident book.

## **5.5. Bomb Threat**

Arrangements follow the MTC management guidance on receiving a bomb threat. If a threat is received (phone call, package or something else), the alarm must be raised with the reception team immediately. They will work with the local police to take appropriate action and keep everyone safe. If they are notified of a threat in the local area, they will need to comply with any instructions given. This might mean having to stay in the building if the threat is outside, or evacuating to a safe place provided by the police.

## **5.6. First Aid**

First-aid arrangements are informed by the College's Risk Assessment for general use of the site by staff and learners (apprentices).

The College will keep a suitably equipped and 'in date' first aid kit on site at all times, located in the kitchen area attached to the wall (removable for use).

For the maximum capacity of the suite on day to day use (66 apprentices and 10 staff members), the site will have at least 2 first aid trained staff members, who will also be the Appointed Person.

The name and contact details of the first-aid trained staff member must be prominently displayed in the central area of the suite, along with Bruntwood's emergency contact details for the Manchester Technology Centre.

First aid information will be provided during staff and new apprentice induction sessions, including the location of equipment, facilities and first-aid personnel.

First aid notices will be displayed in the central communal area of the site.

## **5.7. Equipment**

Protective clothing (e.g. gloves, goggles, helmets) are not required for the Manchester Campus.

Portable electrical appliances more than three years old must be tested annually (PAT) by a certified contractor.

When new equipment is purchased, it is the responsibility of the delivery manager to ensure that it meets appropriate educational standards and that its installation and use conforms to health and safety requirements.

## **5.8. Housekeeping**

The Delivery Manager will monitor the cleaning standards of the cleaners including waste disposal. The standard required is laid down in the cleaning specification. Special

consideration will be given to the kitchen area.

## 5.9. Facilities external to the Ada suite

The Ada campus in Manchester is a suite located in the Manchester Technology Centre and has shared facilities (toilets, including disabled toilets, showers, lifts, corridors and staircases) with other tenants in the building.

The College will complete and keep under review a risk assessment that acknowledges the additional risks to apprentices of shared facilities, particularly of sexual and physical assault.

The College will provide discussion and information on safe use of shared facilities during the induction of new apprentices to the site, including what to do and who to contact if apprentices feel threatened or at risk of any harm, and how to mitigate risk.

Site security contact information shall be displayed prominently in the suite though apprentices will be advised to use emergency services in addition to this if they face immediate risk.

## 5.10. Visitors to the College Site

All legitimate visitors will be given a warm welcome to the College by the member of staff hosting the visitors and signed in by the same person. All visitors will receive a badge that must be clearly visible while they are in the College building. These badges may be differently coloured from staff badges and students made aware of their significance. Visitors will be collected from reception by the member of staff concerned or escorted to the appropriate area of the suite.

Whilst on site, all contractors must wear a College visitor's badge, which may be differently coloured to denote their status. Cleaning contractor's employees must wear an identity badge at all times.

If a member of staff meets someone on site who they do not recognise and is not wearing a visitors badge, they should, if they do not feel threatened, enquire if the person needs assistance and direct them off the site, as appropriate.

If an intruder is uncooperative in leaving the site, or a member of staff feels threatened, or is threatened with violence or a violent attack takes place, immediate help from the Police should be sought by telephone.

## 5.11. Security

The site occupies one-third of the first floor for the MTC, which is a multi-tenanted building owned by Bruntwood. The building management provides 24-hour security and control access to the building. The site occupied by Ada is L-shaped with an entrance at one end and fire exit at the other.

Staff and apprentices will be issued with key cards to access the building and the suite. The magnetic lock on the door to suite will be kept on at all times with the exception of events involving visitors when the entrance will be monitored by reception staff. The door is not to be propped open at any other time.

The fire exit at the other end of the suite can be pushed open from the inside but is secure at all

times on the outside. It must not be propped open e.g. for ventilation but may be held open when a member of staff is present e.g. for the delivery of goods.

Visitors and volunteers will sign in and be identified by wearing badges during college training hours (when apprentices are on site).

Apprentices will be allocated and asked to wear identifying lanyards.

All staff should be aware of every aspect regarding the security of people and property.

## **5.12. Critical Incidents**

As part of its commitment for the wellbeing of staff, students and visitors, the College has set out a procedure which is to be adopted in the event of a critical incident occurring on the College premises:

This procedure mirrors the fire and safety evacuation procedure for the College. The Delivery Manager in conjunction with the leadership team should do a complete sweep of the College premises and ensure that all students and staff are immediately evacuated from the premises and assemble at the designated Fire evacuation meeting points outside of the building as outlined to all students and staff during their induction to the College.

## **5.13. Construction and Maintenance Work**

Where construction or maintenance work is being carried out on site the Governors and CEO will ensure with contractors or service providers that appropriate health and safety plans are in place.

Contractors or Service Providers will be made aware of the Health and Safety Policy in place at the College and will be required to integrate the requirements of the policy into their safety plans. A pre-start meeting will be held between representatives of the College and Contractor/Service Provider before any works commence to confirm specific health, safety and welfare issues applying to the works to be carried out.

Where works fall within the scope of the Construction Design and Management (CDM) regulations 2014, the Governors and CEO will cooperate fully with the Contractor/Service Provider and their appointed safety coordinator and will ensure that the College's safety manual is made available at the start of the Project. The Governors and CEO will also ensure that the Contractor/Service Provider updates the safety file on completion of the works and conducts an appropriate handover.

## **5.14. Monitoring and review of this guidance**

The Director of Operations will monitor the implementation of these guidelines and will make a written report to the Governing Body on an annual basis, detailing any changes and summarising requests for information received over the last year.

The Governing body and CEO will implement all Health and Safety precautions required by law and those advised procedures required by other national and advisory bodies.

This policy has been reviewed by the College's Director of Operations 5th October 2022

Signed: .....  .....

Sophie Clifton  
Director of Operations