

YMCA George Williams College Health & Safety Policy

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Sections 1, 3 and 4 of this policy are made available to employees on joining and are written as employee-facing. The other sections outline our procedures in more detail, along with our responsibilities as a company and the specific responsibilities of those in co-ordination roles.

1. Specific H&S Responsibilities

Overall responsibility for Health & Safety

Health and Safety Co-ordinator (inc. RIDDOR)

Fire/Emergency Evacuation Co-ordinator

First Aid Co-ordinator

Display Screen Equipment Safety Co-ordinator

Stress and violence at work

Electrical Safety Co-ordinator

CEO

Head of Finance & Premises

Head of Finance & Premises

Programme Co-ordinator

Programme Co-ordinator

CEO

Head of Finance & Premises

2. General Statement of Intent

The Trustees of the College believe that the health and safety of persons working for the College is of paramount importance. It is our intent to prevent accidents and occupational ill health and, where possible, eliminate hazards in the workplace.

It is the intent of the Directors to ensure that a safe and healthy workplace is provided and maintained for all our employees. This will include the provision of safe systems of work, building and equipment (including display screen equipment) and a safe entrance and exit to the premises. We will ensure that adequate information, instruction, training and supervision are provided to ensure that staff can carry out their work safely.

The Directors will ensure that others who are affected by activities are not subjected to risks to their health and safety. This will include visitors, casual staff, volunteers and contractors.

These responsibilities are achieved by the establishment of an effective health and safety management system. This involves the implementation of arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures.

We believe that health and safety standards will be maintained only with the co-operation of staff and visitors to our premises. We expect all staff to co-operate fully with this policy. In addition we will ensure that all staff, visitors and contractors are provided with the information they require to enable them to comply with this policy.

The effectiveness of this policy will be regularly monitored to ensure that health and safety arrangements are being implemented and that the people named in the policy are carrying out their duties.

The policy will be reviewed annually and revised where necessary.

3. Communicating the Health & Safety Policy

The College has a comprehensive Health, Safety and Welfare Policy in compliance with current legislation. Of necessity, it is a large, working document and as such it is impractical and unnecessary for everyone to read it. The full version (this document) is available to all employees on the Cascade HR tool. However, all the relevant sections (sections 1, 3 and 4) for ensuring health and safety are communicated to employees in a briefing sheet on joining and, where applicable, written safe systems of work and assessments are provided, together with appropriate training and safety equipment.

To enable the College to fulfil its legal obligations, the co-operation, assistance and involvement of the employee is of the utmost importance. Employees have a legal duty to:

- Co-operate with the College on all health and safety related issues;
- Ensure personal health and safety and that of others, and be accountable for their actions;
- Not interfere with or misuse anything provided in the interest of health and safety;
- Report accidents, incidents or anything which might cause danger.

Employees **must** follow the code of conduct in section 4. Any deviation from it may lead to personal or Company prosecution by the enforcing authority and may necessitate appropriate disciplinary procedures against an individual.

To implement the Health and Safety Policy, the College is required to identify hazards and take effective measures to reduce and control the risks. Employee suggestions and experience are an important contribution in determining the actions necessary to achieve this and we welcome an ongoing dialogue about health and safety issues.

4. Employee Code of Conduct and emergency procedures

The information below is provided to all staff on joining the College. As an Employee, you should report:

Anything which may be hazardous to you or anyone else, including all damaged equipment, equipment malfunctions and electrical defects. **All** accidents and ensure they are recorded in the accident book.
All incidents (near-misses) regardless of any lack of damage or injury.

4.1 General

Please ensure that you:

Comply with safety signs and follow the warnings given.
Ensure your workplace is kept clean and tidy.
Pick up litter, mop up or report spills.
Lift correctly or where applicable use a mechanical means.

Please don't:

Leave equipment in a condition or position where it may later injure you or someone else.
Lift anything which may cause you injury to your health - ask for assistance.

4.2 Hygiene

Please ensure that you:

Wash your hands before and after using the toilet and always before handling food or drinks
Wipe your laptop with specialist anti-bacterial screen wipes available from reception.

Please don't:

Leave toilets, washbasins or eating areas in an unclean, untidy or dirty condition.

4.3 Safe Access

Please ensure that you:

Use an appropriate ladder to get down any items stored on top of cupboards or in high places

Please don't:

Work above 2 metres unless you have safe access equipment, are authorised to do so, and the work is undertaken in a safe, pre-planned manner.
Climb racking or any structure or stand on chairs or other unsuitable equipment or surfaces.

4.4 Fire

Please ensure that you:

Know who the fire/emergency escape co-ordinator is (see section 1), and report any suspected fire hazards to him/her.
Know escape routes and the relevant evacuation procedures.
Sound the alarm on discovering a fire or shout 'FIRE', 'FIRE', 'FIRE'.
Report to the assembly point on hearing the fire alarm or any person shouting 'FIRE'
Keep fire exits clear of all obstructions.

Please don't:

Smoke (including e-cigarettes) anywhere in the building.
Tackle a fire **before** sounding the alarm and only then if you are confident that you can put it out without endangering yourself or others.
Re-enter a building after a fire until authorised to do so.

4.5 First Aid

Please ensure that you:

Know who the qualified first aiders are, and report anything that you suspect may cause an injury (see section 1).
Know where the first aid boxes are located (kitchen and on each floor).
Report any accident to a first aider who should record it in the accident book.
Check with a first aider before using anything from the first aid kits, if this is reasonably practicable. Otherwise, let the first aid co-ordinator know
asap if you use any of the contents of the first aid box.

Please don't:

Use the first aid boxes to store any personal medicines, ointments, tablets etc.
Use the pins, bandages, plasters etc. for any other purpose.

4.6 Workstations and Display Screen Equipment (DSE)

Please ensure that you:

Know who the DSE co-ordinator is (see section 1) and any report any issues to him/her.
Undergo a DSE assessment shortly after joining to enable you to make any necessary modifications to your workstation.
Report any health and safety issues in relation to Display Screen Equipment (e.g. laptops, monitors etc) that you use, including eye strain or any physical discomfort experienced when using workstations.

4.7 Stress and Violence at work

Please ensure that you:

Raise any concerns you may have if you are feeling particularly stressed at work; speak to your line manager or any other senior member of staff with whom you feel comfortable.
Escalate the issue to your line manager or any other senior member of staff with whom you feel comfortable if you feel harassed or bullied in any way, even if this is just 'horseplay'.
Consider your safety if working alone in the office

4.8 Electrical

Please ensure that you:

Know who the electrical safety co-ordinator is (see section 1) and report any hazards to him/her.

Arrange to get your personal laptop visually inspected by the electrical co-ordinator before using it at the office. The office organises PAT testing on an annual basis and all equipment – including personal laptops – must be tested during this process. Laptops less than a year old are exempt.

Know the location of your equipment's electrical switches.

Inspect the cable, plug and equipment for signs of misuse, damage or wear prior to using it.

Where appropriate, unplug/switch off electrical equipment when not in use.

Be diligent about the safety risk from electrical equipment wherever you are using it (in the office; working at home; working away from home); inspect the cables visually before each use and do not overload sockets.

Read the instruction manual before using the laminator. Please ask one of the IT support team if you are in any doubt.

Please don't:

Bring any personal electrical equipment onto College premises unless authorisation has been given by the electrical co-ordinator.

Leave trailing cables which you or others may trip over.

Attempt to repair, modify or maintain any equipment for which you are not authorised (by the IT Manager) and trained to do so.

Remember: **You must accept responsibility for your own health and safety whilst at work by co-operating with the College.** If you do not understand any of the health and safety codes of conduct, please contact the Health and Safety Co-ordinator.

5. General Welfare and Workplace Safety Arrangements

The College is tasked to provide a safe place of work by ensuring:

Proper maintenance of equipment and devices: the workplace and all equipment and devices used on our premises must be properly maintained. This includes:

- o monitoring and maintenance of all work equipment on College premises (from kettles to laptops)
- o annual inspection of electrical items
- o regular inspection of fire extinguishers
- o regular inspection of anchor devices to enable safe window cleaning at a height

Adequate assessment of risks: undertake a risk assessment to identify potential day to day risk and take any mitigating actions as necessary. Undertake specific risk assessments in relation to certain events and circumstances e.g. for pregnant employees; when working with young people etc.

Adequate ventilation: 'effective and suitable provision' is made to ventilate every enclosed workplace and that an effective audible or visual device is fitted to warn of failures in ventilation.

A 'reasonable' temperature in indoor workplace. The temperature should exceed 16°C unless much of the work involves severe physical effort, in which case the temperature should be at least 13°C.

Suitable lighting - our premises and workplace have suitable and sufficient lighting. As far as is reasonably practicable, this should be by natural light. Emergency lighting has been provided if people are exposed to danger in the event of failure of the artificial lighting.

Adequate room dimensions and space: every workroom area, height and unoccupied space where people work must not risk their health, safety or welfare.

Suitable sanitary conveniences - suitable and sufficient sanitary conveniences are provided in readily accessible places for all people working on our premises. These shall be in rooms which are adequately lit and ventilated, kept clean, in an orderly condition and properly maintained. Separate rooms for men and women are provided except where each convenience is in a room intended for use by one person, and it has a door which can be secured from the inside.

Adequate drinking water: an adequate supply of wholesome drinking water must be provided and maintained for all persons at the workplace. Where the water is not supplied through a jet, cups must be provided.

Suitable seating: where people can do their work effectively sitting down, suitable and sufficient seating must be provided. The seat must be suitable for the person and the job and where necessary a footrest must be provided.

Facilities for rest: where necessary for reasons of health or safety, suitable and sufficient furnished restrooms are provided for employees, where practicable. Suitable facilities are also to be provided for pregnant women and nursing mothers to rest, including somewhere for the woman to lie down if necessary.

6. Fire

The College recognises the continual risk of fire to our premises/site, and also in other areas where you may work from time to time (e.g. at home). The College will assess the fire risks in the workplace and ensure that a fire can be detected in a reasonable time and that procedures are in place to warn people of such an occurrence. The College will ensure that people who may be in the building can exit in a safe manner and will provide reasonable fire fighting equipment and ensure that such equipment is checked and maintained. To control this risk, all staff must remain vigilant, ensure fire exits are unlocked and are not obstructed. Waste is to be removed frequently and flammable liquids are to be used with the utmost care. Sources of ignition are not to be used in any risk area, where notices prohibit such use or where stated by the College. Fire evacuation drills are to be in accordance with the notices posted.

6.1 Fire/Emergency Evacuation Officer responsibilities

The College Fire/Emergency Evacuation Co-ordinator will:

Ensure an appropriate number of trained fire marshals within the College

Ensure that all employees are trained and instructed on:

- o action to be taken upon discovering a fire
- o action to take on hearing the alarm
- o location and use of fire equipment
- o means of escape
- o assembly points and roll call procedures
- o the need for clear unobstructed entrances and exits

Convey information to the College about fire evacuation drills organised by the management company and record these in the fire register.

Organise and arrange for the examination and testing of all fire fighting equipment annually by a competent person.

Ensure that regular visual inspections are undertaken of fire extinguishers.

Maintain all appropriate records.

Ensure fire doors are fitted with crash bars and fire exit signs, and that any battery powered emergency lighting is working.

Ensure that fire extinguishers have clear access.

Ensure sufficient numbers of staff are trained in which type of extinguisher to use for specific types of fire and how to operate them.

Ensure all fire exit routes, stairs, passageways and routes through the premises are kept clear and that signs are not obstructed.

Ensure we have a visitors' book or way of keeping track of any visitors that may be in the building at the time of a fire drill/fire.

Keep a pre-printed list of all employees on reception and take this to the assembly point during any fire drill/fire.

6.2 Procedure for fire drills and fire incidents

During a planned fire drill, a fire marshal should:

- o Put on a high visibility jacket and usher employees downstairs via the main stair route and to the meeting point (in Whitechapel Road).
- o 'Sweep' the floor to ensure all employees have left and windows and doors are shut.
- o Check the washrooms on your floor.
- o Work with the Fire/Evacuation officer to check the list of employees and visitor book and ensure that everyone is accounted for.

If a fire marshal discovers a real fire s/he should:

- **Shout 'FIRE, FIRE, FIRE'** and raise the alarm by breaking the glass and calling, or ensuring someone else is calling, the fire brigade.
- **Begin the emergency evacuation procedure:**

If practicable in the circumstances, put on a high visibility jacket.

If you are the only fire marshal in the vicinity:

usher everyone on your floor down the main stairs or, if blocked, down the back fire escape, towards the assembly point.

when you think the last employee is out, quickly 'sweep the floor' for stray employees and shut doors and windows if there is time.

check washrooms on your floor.

If there are two or more fire marshals on the floor, one should lead employees and the other should 'sweep the floor' simultaneously.

If practicable, ensure that you or someone else has a copy of the pre-printed list of employee names and the visitor book down to the assembly point to check names.

- **At this point – and only at this point – should you even consider tackling any fire yourself.** There is no requirement for

anybody (including fire marshals) to tackle a fire. You should only consider doing so if:

You feel able and confident to do so (i.e. it is a small blaze; you have been trained on how to use a fire extinguisher; you know which type of fire extinguisher to use in the circumstances)

The alarm has been raised

Evacuation has already begun

Someone else knows what you are doing

7. Report of injuries, disease and dangerous occurrences (RIDDOR)

The legal requirements of the RIDDOR Act (2013) require the responsible person to notify the relevant enforcing authority and subsequently send a report of fatal and certain non-fatal accidents arising out of or in connection with work, of certain specified diseases contracted by persons at work and of certain specified dangerous occurrences. Guidance on these can be found in [RIDDOR requirements.pdf](#)

7.1 Definitions

Accidents: an undesired event that may result in an injury to a person or damage to property.

Occurrences: an event which may or may not result in injury or property damage, but has a high potential for doing so and has to be reported.

Incidents: a near-miss situation; an event which does not necessarily result in injury or property damage but requires investigation to prevent recurrence.

Injuries: these include major injuries, but also: cuts, abrasions, bruising, strains to joints and muscles, particles in the eye or any impairment of physical or mental well-being. However trivial including Near Misses, these should be reported and recorded in the Accident Book which is located on Cascade.

7.2 Health and Safety Co-ordinator responsibilities

To comply with this requirement the Health and Safety Co-ordinator will:

Establish the causes of accidents, injuries, ill health and dangerous occurrences so that corrective action may be taken to prevent recurrence.
Maintain a record of all accident injuries, ill health and dangerous occurrences (these records to be kept for a minimum period of 3 years).
Provide to management, statistical data on all accident injuries, ill health and dangerous occurrences to highlight danger areas.
Provide information to the Health and Safety Executive concerning notifiable accidents and dangerous occurrences (see contact details below).

7.3 Recording reportable events

If an event takes place at work, we will check whether it is reportable in accordance with current HSE guidelines. We will report major injuries and fatalities at work to the HSE Incident Contact Centre on 0845 300 9923 and all other injuries, diseases and dangerous incidents online at www.hse.gov.uk

If an incident is reportable, we will record:

- the date and time of the accident or dangerous occurrence
- the person's full name, occupation and nature of injury
- the place where the accident or dangerous occurrence happened;
- a brief description of the circumstances in which the accident or dangerous occurrence happened
- the date on which the event was first reported to the relevant enforcing authority and the method by which it was reported.

If a person is incapacitated from work for more than 3 consecutive days

due to an event at work, we will report it to the enforcing authority. This is not just confined to cases of incapacity which keep injured people away

from work; it includes, for example, an injured employee who, as a result of the injury, needs to be put on light duties which are not part of their normal work for more than 3 days.

If as a result of an accident an employee dies within one year of the date of the accident, we will inform the HSE in writing of the death as soon as it comes to our knowledge, whether or not the accident has been reported previously.

7.4 Taking measures to prevent recurrence

If an event occurs, we will undertake an investigation, isolating all contributing factors and taking any corrective action as necessary. The investigation will seek out facts, not opinions, and its focus is to prevent recurrence – not to attribute blame. We will consider factors such as: lack of control; personal failures; mechanical and physical conditions.

Lack of Control: the failure of persons to control situations where people are at risk. These may include: no safety rules; safety rules not enforced; hazards not detected; lack of information and training etc.

Personal Failure: where a person does or fails to do something which contributes to the accident. These may include: hazardous methods of handling; use of improper or damaged tools and equipment; attempts at improvisation; unnecessary haste; dangerous movement; horseplay

Mechanical and Physical Conditions: the job or physical surroundings that might contribute to the accident. These may include: no safety devices or ineffective safety devices; poor housekeeping; defective machines, tools, materials or equipment; poor illumination, heating, ventilation etc.; lack of warning systems and signs; lack of maintenance.

8. First Aid Policy and Procedures

The College recognises its duty to provide adequate first aid arrangements for its employees. To ensure the provision of trained persons, equipment and facilities, the College has appointed a First Aid Co-ordinator.

First Aid Co-ordinator responsibilities

The First Aid co-ordinator will:

- ensure that there are sufficient numbers of suitably qualified first aiders to provide the necessary cover and monitor when they need to undertake refresher courses
- ensure that any first aid boxes are easy to access
- ensure that the first aid boxes contain a sufficient quantity of suitable first aid materials and nothing else. No tablets or medicines will be stored in the kits. HSE guidelines suggest:

A leaflet giving general guidance on first aid	1
Individually wrapped sterile plasters (assorted sizes)	20
Sterile eye pads	2
Individually wrapped triangular bandages, preferably sterile	4
Safety pins	6
Large individually wrapped, sterile, unmedicated wound dressings	2
Medium-sized, individually wrapped, sterile, unmedicated wound dressings	6
Disposable gloves	1 pair

replenish the contents of the first aid kits as soon as possible after use in order to ensure that there is always an adequate supply of all materials. record accidents in the accident book, regardless of severity, and report these to management.

9. Display Screen Equipment (DSE) Policy

To enable the College to comply with its statutory duty we have appointed a DSE co-ordinator to undertake the duties listed within this policy in accordance with the Display Screen Equipment Regulations.

The College is responsible for ensuring that our employees are not subjected to adverse health effects from the use of display screen equipment and for compliance with the arrangements stated within the policy.

9.1 Information and training

Each employee who uses display screen equipment will be given training in all areas necessary to enable them to work without risk to health. Training will also cover the provision of this policy, and the entitlements which arise.

9.2 DSE Co-ordinator responsibilities

The DSE appointed person will:

- work with the Directors to provide adequate information, instruction and training on all aspects of DSE work.
- circulate assessment forms that enable each employee to undertake a self-assessment of their workstation, and collate these responses.
- instigate any modifications and take appropriate action to correct any risks highlighted as a result of the assessment
- evaluate and, where appropriate, discuss any modification of work routines with management
- ensure awareness of the right for DSE users to undertake an eye test at the College's expense
- if the test shows the user needs special corrective appliances (normally glasses) that are prescribed for the distance the screen is viewed at, the co-ordinator should arrange for the College to pay for the glasses. NB: if an ordinary prescription is suitable for the DSE work, the College does not have to pay for the spectacles.
- where a user raises a matter related to health and safety in the use of display screen equipment, make a comprehensive investigation of the circumstances and take any corrective action as appropriate
- encourage users to make suggestions to improve their comfort and working environment, collate these and discuss them with management

10. Violence at Work

The Health and Safety at Work Act requires us to ensure the safety of all our employees from all forms of violence at work, whether physical or psychological/emotional. To achieve this we have appointed a person to ensure that the College has measures to prevent, so far as is reasonably practicable, any physical or mental ill treatment by or from our employees.

Occasionally it may be necessary to discipline employees for acts or omissions in contravention of their conditions of employment. This is not to be confused with the issues raised in this Policy.

10.1 Violence at Work

The most common potential forms of violence at work concern the following:

Bullying

It must be clearly understood that any form of bullying, verbal or physical, will not be tolerated in any form and the College will take all such relevant measures against the individual(s) as is necessary for its eradication.

Practical Jokes and Horseplay

Whilst the College appreciates that light-hearted banter and practical jokes may enhance morale, derogatory remarks/ obscene language/physically demeaning acts which humiliate a person lower general morale, provide resentment and belittle those persons participating, viewing and subject to such treatment. The College has a legal obligation to prevent this. We are particularly conscious of our obligation to do so in relation to the protected characteristics identified in the

Equality Act 2010 – although this policy does not confine itself to those characteristics.

10.2 Reporting procedures

All complaints regarding violence at work will be thoroughly investigated and wherever possible confidentially maintained.

Any employee may contact their immediate Manager or the appointed person to alert them to confrontational situations. All management and supervision are to be vigilant to such behaviour.

10.3 Handling violent situations at work

Although it is unlikely that violence will arise out of work undertakings, there are risk areas. These are:

- at reception, when letting people in to the building
- working alone, when first or last in the office
- leaving the building
- driving and visiting other premises or persons
- carrying money, valuable or attractive items (e.g. laptops)

Be alert to these hazards, follow guidance from all sources and use common-sense precautions *e.g. consider locking the door from the inside if you are working alone early or late.*

Threats to your safety may be signalled either directly, indirectly or by a recognisable change in behaviour which may become actively or positively hostile.

In any such situation:

- try and remain calm: the priority remains to prevent injury to yourself or others. If you can secure yourself away from the aggressor, do so.
- attempt to diffuse the situation by offering to talk it through.
- avoid reacting to abusive or provocative remarks.
- if the situation worsens, call the police.

Where physical contact by the aggressor has occurred, staff are to minimise physical force to restrain the person until the police arrive. Using physical restraint is a last resort and should be carried out without hurting the person or the situation deteriorating into an affray. Other methods such as using physical barriers should be used in preference.

10.4 Action following a violent or aggressive situation

Any shocked or injured person(s) should be seen by a doctor as soon as possible after the event together with appropriate counselling.

As with accidents and incidents, management should investigate the circumstances and take remedial action should it be necessary.

10.5 College Privacy Guidance

For full guidance see College Data Protection Policy and GDPR guidelines (2018)

The College offers the following privacy guidance regarding employees partly to ensure that we don't fall victim to common workplace scams and partly to avoid the kind of difficult or violent situations and unwanted attentions that occasionally arise in all organisations, but which can be distressing and potentially serious to those involved.

We would formally remind all employees – whether in London or any other College Practice – that it is our policy never to give out personal information about anyone at College, including personal phone numbers and addresses, without that person's explicit consent. This policy applies equally to providing personal information about employees to clients who may ask.

So, for instance, if someone asks you for a colleague's contact details, it is fine for you to provide them with the switchboard number, or the relevant office address. But if that someone asks for their mobile number, personal email, or home address – whatever the reason and however innocuous it seems – you must always seek permission in advance of providing personal information.

For similar reasons, you must also seek permission before discussing or disclosing colleagues' whereabouts – another area in which apparently innocuous information can have damaging consequences.

So, for instance, if someone calls and asks to speak to a College colleague, and that colleague is out of the office, the caller should only be told that they are not in right now. Again, unless you have explicit permission, you shouldn't say where the person is, or even when we expect them back. This may seem inconvenient – but it is easy to imagine situations where this information could prove dangerous. Far better to tell the caller you are unsure, and to offer to pass on a message; this will allow you to contact your colleague to explain who is asking, and what is being asked.

Finally, if you realise that you have inadvertently given away personal details about a colleague, or are concerned that you may have done so, it is vital

that you report this potential security breach (to the Directors or Chief Executive, as well as to the colleague concerned) as soon as possible after it has occurred.

11. Stress

It is College policy to address all work related illnesses and in particular stress, to control, reduce or eliminate so far as is reasonably practicable.

The Health and Safety Executive has defined health and safety as both the physical and mental well-being of all persons employed by the College. We recognise that our personnel are College's most valuable asset and that any problem associated with work related stress is a management duty. Should you wish to speak to someone in relation to this, please raise it with your line manager or any other senior member of staff with whom you feel comfortable talking.

11.1 Contributors to stress

A certain amount of stress can provide high motivation, a positive outlook and good performance. However, excessive levels can have detrimental health effects. Whilst stress related problems of short duration often resolve themselves, it is the long term stresses that the College aim to redress.

The main problem with stress can often be the self-realisation that we are actively suffering from it. Others affected by our stress symptoms tend to shy away from broaching the subject as it may be construed as interference or just being nosey.

Stress is often brought about by an accumulation of minor irritations which cannot be resolved in the time scale we wish and/or with the desired outcome. But there may be a single event or set of circumstances that combine to provide the additional stress overload. Some examples of stressors are:

Environmental: noise, temperature, over-crowding, humidity.

Work-related: deadlines; too much work; feeling under challenge; too much change; lack of promotion prospects; derogatory remarks; poor personal relationships with superiors and other members of staff; too much travel; lack of job satisfaction; harassment; confrontation.

11.2 Symptoms of stress

It is the duty of all management to be alert to symptoms of stress in employees, seek guidance and instigate pro-active measures to reduce work related stress. Examples might include: inability to cope; anger; frustration; general feeling of being unwell; over indulgence in drinking/smoking/eating; withdrawal behaviour; nausea; sleeplessness; anxiety; palpitation; loss of energy; reluctance to get up and go to work; lack of confidence; excessive mistakes; poor concentration.

11.3 Coping with stress

Stress counselling can have a stigma that it is only for the 'weak' or 'mentally ill'. However, the reverse is actually true, we could all benefit from coping with 'life' therapy. Please talk to your line manager, where this feels appropriate.

We understand that it may be difficult to talk to your manager about the problem face to face, indeed it might be this relationship that is the cause. In this instance, please talk to another senior member of staff with whom you feel comfortable. Stress is not necessarily a work related issue. An employee may feel the need to talk about stress created by personal circumstances.

12. Electrical Policy and Arrangements

To enable the College to comply with its statutory duty we have appointed a person to co-ordinate and undertake the electrical duties listed within this policy.

The appointed person will ensure that the College is complying with the Electricity at Work Regulations 1989 and the IEE Wiring Regulations, 16th edition. All personnel must co-operate with the Electrical Safety Co-ordinator.

It is the intention of the College to secure the health and safety of all persons, so far as is reasonably practicable, from the hazards of coming into contact with dangerous or lethal voltages, by assessing the risks and thereby preventing exposures or accidents arising from the use, maintenance, inspection, repair, installation, modification or accidental contact with any electrical equipment, installation or system, whilst at work.

Electrical safety co-ordinator responsibilities

The electrical safety co-ordinator will:

- Instigate and plan meetings to further progress electrical matters and co-ordinate the efforts of other management members within the College
- Provide reports to the Board on progress, costings, requirements and problems associated with the electrical installation and equipment
- Review the electrical policy and procedures on a regular basis to ensure they are modified in compliance with current legislation and College practices
- Ensure that the relevant staff receive adequate training in the recognition of electrical hazards and assessing the risks derived therefrom
- Every 5 years, arrange for the electrical installation to be inspected for compliance with the regulations and where required repaired or modified accordingly.
- Additionally, identify/mark all main circuit breakers/isolators and understand the process for isolating the equipment or building services in the event of an emergency e.g. gas, stopcock, electric.
- Arrange for small, common items of electrical equipment to be inspected at regular intervals. Portable electrical tools and extension leads should have more frequent inspections where they receive harsh treatment or are used in a severe environment. Items such as telephones and extra low voltage equipment (less than 50 Volts AC) when not used in an explosive atmosphere need not be formally inspected save for normal operation. This includes all small battery driven equipment.
 - For example, earthed equipment (class 1) such as electric kettles require a 6 month to 1 year formal visual inspection and a combined inspection and testing programme at intervals of 1 to 2 years.

End of policy.