



Gower College Swansea
Coleg Gŵyr Abertawe

Student guide to Health, Safety and Environmental management in Gower College Swansea

Gower College Swansea is committed to the provision of a safe learning environment for its students, staff and visitors. These guidelines aim to protect you and others, prevent accidents and set good working practices. We all have a legal responsibility for our own health and safety and the health and safety of others

This booklet contains information and guidance that you should follow at Gower College. It provides basic information on general health and safety and environmental topics, including; first aid, fire and emergency evacuation, educational visits, hazards and risk assessment. The aim is to make you more aware of health and safety and environmental matters and how to prevent accidents and injuries to yourself and others.

Legislation

The Health and Safety at Work etc Act 1974 is the main statute for safeguarding people at work, and sets general health and safety standards within the UK. A

summary of these standards is displayed on the Health and Safety Law posters located in the reception areas within College campuses.

We all have a responsibility to contribute to a safe and healthy workplace and students can help achieve this by:

- Taking reasonable care of your own health and safety as well as those who may be affected by what you do or do not do.
- Co-operating with the College on all matters of health and safety.
- Not intentionally or recklessly interfering with or misusing anything provided for reasons of health, safety and welfare.

Health and safety and environmental policies

A copy of both the health and safety policy and the environmental policy is available on the college intranet and on notice boards around the College campuses. The policies outline the college's commitment to health and safety and environmental management. If you would like a copy of either policy, please contact the Health, safety and environment department or speak to a member of staff.





Risk Assessment

The college has a legal obligation to identify hazards and assess significant risks. Generic risk assessments are available for all college buildings, classrooms, workshops offices and facilities. Specific risk assessment is carried out for hazardous activities including but not limited to;

- Engineering,
- Catering and hospitality,
- Sport and leisure,
- Creative and visual arts
- Science and laboratories,
- Educational visits

If you identify any health and safety hazards or have any concerns, please report them to a member of staff.

New and expectant mothers

If you are pregnant or become pregnant during your time at college, please advise a member of teaching staff and or one of the Student Health Advisors (in confidence if required). An appropriate risk assessment will be carried out and appropriate control measures implemented as necessary.

Behavior / Conduct

Whilst at College students are expected to conduct themselves in an appropriate and safe manner. Students can contribute to their

own safety and that of other students and staff as follows:

- Walk - don't run. Always look where you are going, particularly at blind spots such as doorways and stairs. Open doors carefully, someone may be behind them.
- Take particular care when using stairs. Hold the handrail.
- Don't read or text while walking in or around the College.
- Don't leave anything in passageways, corridors or stairways where people can trip over.
- Don't indulge in horseplay or practical jokes which may cause injury to you or your fellow students or anyone else in the vicinity.
- If you smoke (including e-cigarettes) do so in designated smoking areas only and make sure you properly extinguish matches, cigarettes, etc. in the smoking bins provided.
- Do not sit in stairwells or corridors.
- It is a criminal offence to interfere with equipment designed for fire detection or suppression (Fire alarms, detectors and extinguishers). Never wedge open fire doors - they are designed to stop the spread of fire and smoke to other parts of the building.
- Do not display any aggressive behavior or acts of violence at College or when taking part in College organised activities outside the premises (if you are subject to violent or aggressive behavior, please

inform a member of teaching staff or student services)

Prohibited activities / substances

Prohibited items identified by the College are:

- Knives or weapons
- Illegal Drugs / Psychoactive drugs
- Alcohol
- Fireworks
- Pornographic images
- Stolen items
- Nitrous gas
- An offensive weapon (anything made, adapted or intended for use as a weapon).
- Any article that the member of staff reasonably suspects has been or is likely to be used to commit an offence or cause personal injury

There is absolutely no situation in which the possession of such articles will be considered safe and acceptable unless they are being used in the course of a supervised lesson or by other authorised personnel during the course of their work. The College adopts a 'zero tolerance' policy in relation to prohibited items listed. **Stop and Search Policy;** The College operates a stop and search Policy for students. A copy of the policy is available from student services.

First Aid Facilities

There are a number of trained first aiders and first aid boxes situated throughout the College. First aiders and box locations are identified on

signs at all College sites. If you are in class at the time you sustain an



injury, report to your lecturer in the first instance. In addition, there is a student health advisor available to students at the Gorseinon Campus (room F6) and the Tycoch Campus (room A23).

During your first few weeks of attending College, you will be required to complete medical declarations via MySid. The declarations are assessed in strict confidence by the Student Health Advisors (based at Tycoch and Gorseinon). The Student Health Advisor may contact you to discuss disclosed health conditions and complete a health risk assessment.

Your health declaration can be updated at any time during the year should your health status change. Any concerns can be reported and discussed with the Student Health Advisors.

Accident and Incident Reporting

All accidents and injuries, no matter how trivial, must be reported to a member of staff who will ensure that you receive appropriate first aid or medical treatment and ensure your accident is recorded. Your accident report will be held confidentially by the College Health, Safety and Environment Department. This is a requirement imposed on the

College by the Health and Safety Executive and Welsh Government.

It is also important to report 'near-miss' incidents. A near miss is an incident that had the potential to cause an injury but on this occasion did not. For example, an object falling from height, narrowly missing someone and not resulting in injury. Near misses are reported in the same way as reporting accidents.

All damage to college property or equipment must be reported immediately to technicians or lecturing staff so that repairs can be organised.

Fire and Emergency Arrangements

Trained fire marshals and evac chair operators are situated in all college buildings, please follow their instructions during a fire evacuation.

It is important that you inform the college if you have a temporary or permanent disability that could prevent or hinder your evacuation, so that an appropriate Personal Emergency Evacuation Plan (PEEP) can be implemented.

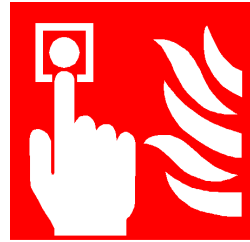
Fire Alarm testing; the fire alarm system is tested weekly on all sites. There is no need to evacuate the building during the weekly sounder tests.



Fire Evacuation Drills;

Fire evacuation drills are carried out twice per term in all buildings.

Everyone **MUST** evacuate the building during the drill, or on hearing the sounders at any time (other than the weekly test) by following the procedures outlined below.



On discovering a fire;

- Operate the nearest fire alarm call point to evacuate the building
- Observe any local rules in place i.e. Kitchen areas, Engineering workshops, Motor vehicle and laboratories as specified to you by teaching and supervisory staff,
- Leave the building in an orderly fashion by the nearest available exit, and go to the Assembly Point and await instruction. Do not move cars or leave the site
- Do not tackle the fire and Never put yourself at risk
- Do not stop to collect personal belongings
- Do not use the Lifts
- Fire extinguishers are provided for escape purposes only.
- Do not re-enter the building until you are told to by the fire service or incident controller

On hearing a fire alarm;

Observe any local rules in place i.e. Kitchen areas, Engineering workshops, Motor vehicle and

laboratories as specified to you by teaching and supervisory staff

- Leave the building in an orderly fashion by the nearest available exit
- Do not stop to collect personal belongings
- Go to the nearest Assembly Point and remain there until further instruction. Do not move cars or leave the site
- Do not re-enter the building until told its safe to do so by the fire service or incident controller)

In the Classroom / workshop

During activities organised by the College, you must adopt appropriate behaviour and safe working practices in accordance with instructions from lecturing staff and technicians. These 'safe systems of work' are tried and tested and have been developed through risk assessment, with you in mind. Some areas within the College environment have been identified as higher risk. Additional controls and local rules are in place in these areas and must be complied with at all times. Higher risk areas Include:

- Science Laboratories
- Engineering Workshops
- Catering Kitchens
- Performing Arts Areas
- Sports and Public Services
- Educational Visits away from the College

During your induction and lessons, you will be made aware of the local rules and you will receive specific instruction, such as; the use of

appropriate personal protective equipment, existing control

measures, emergency procedures and any prohibitions and restricted areas.



You may be subject to the student disciplinary procedures for repeat offenses to health and safety requirements.

Housekeeping

Good housekeeping is essential in keeping the college as safe, tidy and presentable as possible. Please maintain a clean and tidy college by ensuring that;

- Rubbish is removed from classrooms and workshops at the end of each lesson
- All rubbish is placed in appropriate bins, note that there is a recycling scheme in place and the college is working to reduce the waste going to landfill every year.
- All spillages are reported immediately to a member of staff (particularly when on walkways and stairways)
- Smoke only in designated smoking shelters and place cigarette ends in smoking bins
- Dispose of chewing gum in bins
- Do not place posters, notices and flyers on walls and doors (use designated notice boards)

- Ensure that walkways remain clear and free from obstructions
- Report hazards to a member of staff.

Slips, trips and falls

Slips, trips and falls are the biggest cause of accidents in UK workplaces. Falls can be on the same level (such as a slip or trip) or from height (on a stairway or off a ladder)

Slips are caused when there is not enough friction between footwear and the floor. Common causes are;

- Spillages, such as water, oils, foodstuff and drinks;
- Changes in floor surface (carpet to tiles or outside to inside etc.)
- Weather conditions such as snow or ice
- Contaminated or wet footwear

A trip results when your foot strikes against something, usually causing a stumble. Common causes are;

- Damaged flooring
- Loose coverings i.e. damaged, frayed, torn carpet, loose tiles
- Trailing cables,
- Obstructions and poor housekeeping
- Handbags and personal belongings



Please be vigilant and report any slip, trip or fall hazards to a

member of staff immediately. Remember to stick to walkways and walk, don't run!!

No students will be required or permitted to work from height as part of their course, unless appropriately trained and supervised by a competent member of staff. All access equipment i.e. ladders and working platforms must be well maintained and in good working order.

Substances Hazardous to Health

Substances used in college that may be hazardous to health are assessed and appropriate control measures are put in place. Teaching staff will explain how to use the substances, the hazards and the precautions to take. When handling hazardous substances, please follow the guidelines;



- Read and follow the instructions on the container
- Ask to see the COSHH assessment and safe operating instructions
- Make sure that you have taken all necessary precautions before use i.e. personal protective equipment

- Do not use substances that are stored in inappropriate containers
- Take care when opening containers to avoid splashes
- Ensure that your work area is appropriate and ventilated
- Do not decant substances into inappropriate containers and do not mix incompatible substances
- Ensure that substances are stored appropriately and all lids / caps are replaced to avoid spillages
- Report spillages immediately

Personal protective Equipment

Depending on your course, you may be provided with personal protective equipment (PPE). Examples of PPE



include; Gloves, overalls, protective footwear, goggles / eyewear, helmets or hats and hairnets.

PPE is provided for your protection or hygiene reasons and should always be worn – you will not be permitted to take part in the activity without it. Defective or poorly fitting PPE should be reported to teaching staff immediately.

Work experience and voluntary work

Whilst at College, many of you will complete work placements as part

of your course. Gower College follows Welsh Government guidelines on the completion of work placements, carrying out risk assessments at the employer's premises in advance of your placement. If you require a specific placement as part of your course, please inform your tutor as soon as possible and we will do our best to accommodate you.

If you are completing voluntary work (not as part of your course) to boost your CV or UCAS application, please inform your tutor. The H&S department will be available to assist and provide advice on your placement.

Environmental management

Achieving a level 5 Green Dragon Award in 2014, Gower College has a proactive

approach to managing its environmental aspects and impacts. The college strives to maintain this award and further improve our environmental performance every year.

Waste and recycling; the college has a comprehensive recycling scheme in place and is actively working to reduce the amount of waste going to landfill. Please use the bins provided to recycle waste and make every effort not to mix waste streams.



Energy usage;

Gower College uses a significant amount of energy each year which has high costs as well as a negative impact on the environment.

The college produces enough Co₂ each year to fill an 200,000m³ airship.



Scaled against a 747

Please help us to reduce energy usage and waste by:

- Switching off lights when you leave a room.
- Shut down your computer when finished.
- Use resources sparingly
- Dispose of waste appropriately
- Please talk to the estates department if you have any ideas on environmental management.

Other initiatives at the College;

there are a number of initiatives going on at the college that you can get involved in. The student environmental society meets with the College ESDGC committee on a termly basis, identifying environmental impacts relevant to the college and bringing new initiatives for improvement.

Recent initiatives include; **River of flowers;** you will notice during the summer months, across all campuses, areas of wild flowers.

These areas have been developed as part of a national initiative to enhance biodiversity and encourage the growth of wild plants and attract bees, butterflies and other wildlife.



Bring your own mug (BYOM);

this initiative is aimed at reducing the use of disposable cups



across college sites. Bring your own mug (**clean and with a lid!!**) to college and receive a discount at the till.

Fair-trade; Fair-trade is about better prices, decent working conditions and fair terms of trade for farmers



and workers. It's about supporting the development of thriving farming and worker communities that have more control over their futures and protecting the environment in which they live and work. Fair-trade is a global movement with a strong and active presence in the UK, represented by the Fair-trade Foundation. Gower College is striving to become a fair trade college, with many products across all college areas already carrying the fair trade logo.

Community engagement - Litter picking;

this is a local community initiative completed twice per year - a team of voluntary staff and students complete a litter picking

activity in the local vicinity and enhance our neighborhood!

If you would like to know more about college health and safety and environmental initiatives or if you have any concerns please contact the HS&E team or a member of staff who will be able to assist you.

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Useful websites:

<http://www.hse.gov.uk/>

<https://www.gov.uk/government/organisations/environment-agency>