

NA College

Safety & Wellbeing Policy

Reviewed by:
Ian Bell

Last Review Date:
22nd September 2021

Next Review Date:
22nd September 2022

Contents

Safety & Wellbeing Policy Statement of NA College	3
Organisation.....	4
Responsibilities	4
Chairman.....	4
Company health and safety officer	4
Management	4
Site health and safety supervision	4
All employees and sub-contractors.....	5
Agency workers	5
Sub-contractors.....	5
Health and safety guidance	5
Use of substances	5
Reference information on health and safety	6
Training	6
Consultation with employees	6
Company policies and assessments	6
Asbestos	6
Dangerous substances and explosive atmospheres	7
Assessment of workplaces and activities	7
Display screen equipment.....	8
Personal protective equipment	8
Workplace health, safety and welfare	9
Manual handling.....	9
Getting to grips with manual handling.....	9
Work equipment.....	10
Fire and emergency procedures	11
Electricity at work	12
Noise and vibration	12
Smoking and vaping	13
Night work and shift work.....	13
Lone working/violence	13
New and expectant mothers	14
Safety and wellbeing – guidelines	14
General safety.....	15

Commencement of operations.....	15
Fire precautions	15
Safe means of access/egress.....	15
Machinery and plant.....	15
First aid and incident reporting	16
Riddor.....	16
Risk assessment.....	16
Young person’s risk assessment	17
General housekeeping.....	18
HAZARDOUS SUBSTANCES - Chemicals, etc.....	18
Young persons and children	18
Business driving.....	18
Provision and use of work equipment.....	21
Bomb threats and terrorism	22
Hazard reporting	22
Alcohol and drugs	22
Stress	22
Covid-19.....	23
External speakers	23

Safety & Wellbeing Policy Statement of NA College

NA College considers the safety and wellbeing of their employee's, associates and learners is of paramount importance to the organisation to help achieve high standards in all its activities. It is therefore the policy of NA College to develop a safety and wellbeing culture throughout the organisation which is committed to taking all reasonable precautions for the prevention of injuries and ill health to our employees, associates, learners, and others who may be affected by our acts and omissions. NA College are committed to maintaining a safe and healthy environment for everyone in the college and anyone who may work or learn in any of our training centres. Our aim is to achieve a no accident culture in the workplace and focus on employee wellbeing.

Every employee of NA College has a role to play in ensuring that these aims are achieved, by acting with due regard for their own and others' safety and wellbeing. All associates and subcontractors will be expected to perform in a similar manner to ensure NA College is not compromised in any way regarding the safety and wellbeing of personnel, learners, and others. NA College will provide the resources to achieve this aim, so far as is reasonably practicable.

Every employee has a responsibility to co-operate with the management of NA College to enable all statutory duties and obligations to be complied with. The successful implementation of this policy requires total commitment from all levels of employee throughout the business. Everyone has a legal obligation to take reasonable care for their own health and safety and the safety of others who may be affected by his or her acts or omissions.

Adequate facilities and arrangements will be maintained for employee consultation at all levels on safety and wellbeing issues, to encourage active participation and feedback. The organisation will always be committed to comply with health and safety legislation, adopt industry best practice and ensure that all aspects of the business take proper account of health and safety requirements.

Every effort will be made to set standards that are the highest achievable, consistent with efficiency and technical excellence. To achieve this aim, training, instruction, formal procedures and monitoring systems are provided.

This policy will be regularly monitored to ensure that these aims are achieved. It will be reviewed and, if necessary, revised in the light of legislative or organisational changes and communicated to all employees and those associated with NA College in accordance with our programme of continuous improvement.

NA College is committed to the success of this safety and wellbeing policy.

Signed: 

Paul Robson
Chairman

Date: 03.09.2021

Organisation

NA College is a productivity college operating where the chairman of the board is directly responsible for the activities of the college, they are also responsible for the management of Safety and wellbeing of those based at and working within the college.

Within each department, managers and lead tutors maintain the day-to-day standards of safety and wellbeing by the provision of such tools, equipment, and supervision as are necessary to ensure the health and safety of site employees, associates, contractors, and learners.

They will be assisted by site tutors who will maintain healthy and safe conditions on site. All levels of staff and management will have access to advice and the assistance of the Health and Safety officer. Lead tutors will in general terms maintain a health and Safety supervisory role of site work by advising site staff in working practices.

Further details of the organisation are given in Appendix 1 of this document.

Responsibilities

It must be recognised that safety and wellbeing is the responsibility of all employees, and the role of the Safety Officer is to act as the competent person providing the expertise and support necessary to enable each manager and lead tutor to carry out their responsibilities with regards to occupational safety and wellbeing, safety management and loss control.

Chairman

The chairman of the board of directors has overall responsibility for health and safety at NA College. All changes of policy or procedures will be notified to the chairman.

Company health and safety officer

The Company Health and Safety Officer will undertake the day-to-day arrangements for implementation of the NA College Safety and wellbeing policy, advising the chairman and Quality and Compliance Manager on matters requiring the attention of the college and advising management on all aspects of safety and wellbeing at work.

Management

The department Managers will ensure that all accepted contracts can be carried out without risks to the safety and wellbeing of NA College employees, associates and any other persons who may be associated with the working environment. They will in conjunction with the company Health and Safety Officer assess the training needs of persons under their control and ensure that health and safety protective equipment is available as necessary. In addition, they will ensure that the periodic inspection of tools and equipment, supervision of work and the monitoring of safety and wellbeing standards applicable to contract work within their control are in compliance with the college safety and wellbeing Policy.

Site health and safety supervision

Site health and safety supervision will be undertaken by lead tutors implementing the company Health and Safety Policy they will be given training in all aspects of health and safety to enable them to carry out their legal duties. Lead tutors will also be provided with health and safety training to enable them to undertake their work without risks to those working for them or others who may be affected by their acts and omissions

All employees and sub-contractors

All employees, associates and contractors will undertake their work with due regard for the safety and wellbeing of themselves and others and will conform to the college safety and wellbeing Policy. No work should be undertaken that endangers the safety and wellbeing of those doing the work or of anyone else that may be affected. In any case of doubt as to the safe procedure to be followed, the immediate lead tutor should be consulted.

Agency workers

Agency workers will only be sourced from suppliers who are on the Company's approved list. Such agencies will be regularly assessed to ensure that the operatives provided are adequately trained and provided with tools and equipment necessary for the work intended and in compliance with legal requirements.

Sub-contractors

All sub-contractors will be competent and comply with the college Safety and Wellbeing Policy and are expected to know the standards of health and safety applicable to their work. At all times they should ensure that their work is conducted so that it complies with legal standards for safe methods of work, and which are without risks to health. Detailed guidance on working procedures is available on request to management or the Health and Safety Officer. Sub-contractors not undertaking their work in a safe and healthy manner may be removed from site. Further general guidelines applicable to all persons who work for NA College are given in Section 6. NA College will provide to the employer of externally sourced subcontractor health and safety information relevant to the works to be carried out. The employer is required by law to ensure that his/her employees are given this information before they commence work on site. All contractors employed by NA College will be checked and vetted by the company Health and Safety Officer before any work is allowed to commence. RAMs and insurance details from the contractor will be verified and checked by NA college Health and Safety Officer.

Health and safety guidance

NA College will maintain a Health and Safety file for the information of persons who organise work. The topics covered are listed in the index to the file. The latest version will always be maintained by the company Health & Safety Officer. In any case of doubt as to the proper procedure or legal requirements for situations the guidance file should be consulted. If further information is required, then the Company Health and Safety Officer must be consulted.

Use of substances

All reasonable steps will be taken to ensure that the exposure of employees, associates, and learners to substances hazardous to health is prevented or controlled; to within the published workplace exposure limits (WEL).

NA College will aim to ensure that all substances hazardous to health are adequately controlled by a hierarchy of control measures.

Where possible hazardous substances will be eliminated or substituted by less harmful ones, where this is not achievable further control measures will be adopted.

NA College will attempt to control exposure by engineering controls (i.e., physical barriers, design etc.) where reasonably practicable.

Where exposure cannot be adequately controlled by engineering means, appropriate personal protective equipment will be provided free of charge for employee's, associates and learners and a suitable and sufficient risk assessment will be conducted by a competent person.

All employees, associates and learners will be provided with comprehensive information and instruction on the nature and likelihood of their exposure to substances hazardous to health by e-learning or classroom tuition.

Where the COSHH assessments and related information requires health surveillance NA College will make suitable arrangements for the introduction of such surveillance.

For further guidance, see (safety guidance file).

Reference information on health and safety

A library of relevant publications will be kept electronically and physically to provide up to date reference documents on all aspects of safety and wellbeing appropriate to the college's activities. The library will be maintained by the college Health and Safety Officer and can be consulted on request.

Training

The training needs of college employees and associates is extremely important and will be identified by Management. Appropriate training will be provided as necessary. Safety and Wellbeing induction training will be provided within a reasonable time of starting work with NA College. The company employs a Health and Safety Officer who should be consulted on all health and safety training needs.

All employees will receive training using e learning or classroom-based instruction on the following:

1. Health and Safety Induction (job specific)
2. Manual Handling Awareness
3. Health and Safety Awareness (relevant to their work environment)
4. Fire Safety awareness
5. Risk assessment awareness
6. Fire warden training
7. First Aid training
8. COSHH training 9. DSE awareness

Other training needs may arise following workplace risk assessments etc. Records of all safety training will be held by the administrator to the quality department and on the college "M" drive system.

Consultation with employees

NA College has undertaken to consult with employees and safety and wellbeing representatives in compliance with health and safety legislation regarding health and safety issues. Quarterly safety meetings are to be conducted and attended by managers, lead tutors and employee representatives from all departments of the college. Safety and wellbeing digital notice boards are in place across the college.

The agenda of the safety and wellbeing meeting will consider:

1. near miss and accident/ incident reports
2. Employee and associate safety and wellbeing
3. Welfare and safety of NA College learners
4. Proactive health and safety measures
5. Training of employees, learners, and associates
6. Safety audits and inspections
7. Health and safety legislation - current and changes to

Company policies and assessments

NA College group will maintain independent policies and risk assessments relative to the hazards that exist within work environments and activities. This section sets out to define the policies adopted by the college in respect of health and safety legislation currently in existence.

Asbestos

The Control of Asbestos at Work Regulations requires that the college assess the exposure of its employees to asbestos and, where relevant, manage asbestos in non-domestic premises.

Policy

NA College does not permit its employees, associates, or sub-contractors to work with asbestos or asbestos products. No work will be permitted on low density asbestos materials to which the Asbestos

licensing requirements apply. The college will ensure that all non- domestic premises where NA College are the duty holders are subject to an asbestos survey and, if found to be present, an asbestos management plan is to be completed and an asbestos register made available specific to those premises.

1. All employees who are likely to work on or inspect asbestos containing materials will be trained in asbestos awareness.
2. The duty holder is responsible for ensuring that asbestos registers are maintained and inspections of known asbestos containing materials is carried out on all relevant sites within NA College
3. All department managers and lead tutors are responsible for ensuring information regarding asbestos is related to contractors working on the premises.
4. Anyone who comes into contact with anything they suspect to be asbestos, must contact NA College health and safety officer or department manager immediately and take any necessary measures to cordon off the area and prevent further access to anyone.

Application of Policy

All exposures are to be recorded and a copy kept by the Health and Safety Officer. All premises where NA College are duty holders will be subject to an asbestos management plan to identify materials in premises likely to contain asbestos and to check its condition. Any asbestos found will be entered into an asbestos register. This information will include the location and condition of the material and will be made available to those at risk.

Dangerous substances and explosive atmospheres

Policy

NA College will identify all dangerous substances used and created within its work or training activities. NA College will ensure that risk assessments are carried out on all dangerous substances and explosive atmospheres in order that they can be identified and controlled reducing the risk to as low as reasonably practicable.

Application of Policy

To meet the requirements of the stated policy on Dangerous Substances and Explosive Atmospheres, NA College will:

- a) Reduce the quantity of dangerous substances held, transported, and used.
- b) Ensure storage, transportation and use will be carried out in accordance with the relevant Approved Codes of Practice.
- c) Avoid or minimise releases; control any release at source and seek to prevent the formation of any explosive atmospheres.
- d) Avoid ignition sources, adverse conditions that could lead to danger and keep incompatible Substances apart.
- e) Provide all employees and learners with adequate information, instruction, and training.

Additional information and guidance are contained in the Health and Safety guidance file.

Assessment of workplaces and activities

Policy

In accordance with the requirements of the Management of Health and Safety at Work Regulations 1999, line managers with the help of the Health and Safety officer will ensure that risk assessments of the workplace and work activities are undertaken, and relevant persons identified in the assessment are made aware of the hazards and control measures implemented to protect their safety whilst at work. All work activities across the business must have safety in mind and planned in conjunction with a proactive risk assessment.

Application of Policy

Every work activity will be risk assessed by a competent qualified person and the result of the assessment recorded.

Further guidance can be found in the Health and Safety guidance file.

Display screen equipment

Policy

All reasonable steps will be taken by NA College to ensure the health and safety of employees who work with display screen equipment (DSE) as required under the Display Screen Equipment Regulations 1992. NA College acknowledges that health and safety hazards may arise from the use of this equipment and that principally the risks associated with the use of DSE relate to physical (musculoskeletal) problems, visual, fatigue and mental stress.

It is the intention of NA College to ensure that risks are reduced to a minimum. Where it is identified that a member of staff is a prescribed user, as identified within the Display Screen Equipment regulations, a suitable and sufficient assessment of their workstation will be carried out by a competent person.

There may be times when employees must work from home and in this instance the college health and safety officer will be informed and a working from home risk assessment will be carried out identifying the measures needed to enable this to happen safely. Any equipment required for the employee to conduct their duties safely will be supplied by the college via the facilities department.

NACOLLEGE will:

1. Give information and training to employees and associates on safe use of DSE
2. Inform employees of free eye tests.
3. Take all reasonable steps to reduce any risks found because of the assessment as far as is reasonably practicable.

Personal protective equipment

Policy

NA College will comply with the requirements of the Personal Protective Equipment at Work Regulations 1992 for employees of the college and ensure that employees, associates, and learners working for NA College are properly equipped before they commence work.

NA College will carry out suitable and sufficient risk assessments for significant hazards within the workplace.

Where PPE is the only effective means of controlling the risk of injury or ill health, the employee, associate, or learner must ensure that the correct PPE is always worn.

NA College will provide adequate storage of PPE. The employee, associate or learner must ensure that all PPE is kept in a clean state and any defects identified on the PPE are reported immediately to their line manager/supervisor or lead tutor to ensure the PPE is replaced or repaired.

NA College will ensure that the PPE provided is suitable for its purpose, carries the CE standard, of correct size and compatible with other PPE. NA College will provide PPE free of charge and give adequate information, instruction, and training on its safe use. Employees engaged in a training/teaching role where PPE has been identified, must lead by example, and enforce the use of identified PPE. This includes the use of suitable work wear, safety boots in designated areas and activity specific PPE as identified by a suitable and sufficient risk assessment.

For further guidance, see NAC GROUP safety guidance file.

Application of Policy

Details of the requirements for personal protective equipment, its selection and use, are given in the Safety guidance file. Where possible systems of work will be selected which avoid the use of personal protective equipment as this should only be used as a last resort when all other measures have been exhausted.

Workplace health, safety, and welfare

Policy

NA College will make reasonable arrangements for the provision of adequate welfare facilities (Health, Safety and Welfare) Regulations 1992. The college will make provision for the health, safety and welfare of employees at all workplaces appropriate to the activity, number of employees and type of premises.

Application of Policy

All workplaces will be provided with adequate health, safety, and welfare facilities appropriate to staff numbers and the type of premise.

Adequate toilet facilities, drinking water, heat, and light etc.

Employees are asked to make every effort to keep these areas clean and tidy as housekeeping can be an important tool to keeping the work environment safe.

Manual handling

Policy

NA College will comply with the Manual Handling Operations Regulations 1992, having regard for the variable nature of the college sites. Manual handling will be avoided, if at all possible, by the use of mechanical aids or alternative methods. Information is provided in the Health and Safety guidance file on lifting techniques. Managers and supervisors in charge of sites and activities will ensure that work is planned and organised to prevent unnecessary manual handling activities.

NA College acknowledges that manual handling is one of the most common causes of injury within the workplace. NA College aims to reduce the risks of manual handling operations through manual handling risk assessments, and the provision of training. Before any manual handling activity commences all employees must ensure that a suitable and sufficient assessment has been carried out by a competent person.

NA College will ensure that operations which involve manual handling are assessed by a competent person and the risks are reduced as low as reasonably practicable.

Measures to achieve this include ergonomics, design of the workplace and activity and the provision of automated or mechanical aid. All employees will participate in manual handling training throughout their employment.

Getting to grips with manual handling

Employees, associates, and learners must consider these steps when handling objects:

1. Think before lifting/handling. Plan the lift. Can manual handling aids be used? Where is the load going to be placed? Will help be needed with the load?
2. Remove obstructions such as discarded wrapping materials. For long lifts, consider resting the load midway on a table or bench to change grip.
3. Keep the load close to the waist. Keep the load close to the body for as long as possible while lifting. Keep the heaviest side of the load next to the body. If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.
4. Adopt a stable position. The feet should be apart with one leg slightly forward to maintain balance (alongside the load if it is on the ground). The worker should be prepared to move their feet during the lift to maintain their stability. Avoid tight clothing or unsuitable footwear, which may make this difficult.
5. Get a good grip. Where possible, the load should be hugged as close as possible to the body. This may be better than gripping it tightly with hands only.
6. Start in a good posture. At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).
7. Keep the head up when handling. Look ahead, not down at the load once it has been held securely.
8. Move smoothly. The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury.

9. Don't lift or handle more than you can easily manage. There is a difference between what people can lift and what people can safely lift. If in doubt, seek advice or get help.

*Source getting to grips with manual handling, HSE INDG 143.

Application of Policy

Information is provided in the Health and Safety guidance file. Line managers, supervisors and lead tutors must ensure that work is organised to avoid unnecessary manual handling so far as is reasonably practicable.

Assessment

NA College will ensure that a manual handling risk assessment is conducted, and work is organised to avoid unnecessary manual handling, but where manual handling is necessary, that it can be undertaken without risk of injury with sufficient information, instruction and training given.

It is the duty of all employees to notify their line manager of any medical reason which may prevent them from carrying out manual handling tasks.

Work equipment

Policy

All work equipment used by the college will meet the requirements of the Provision and Use of Work Equipment Regulations 1998.

To safeguard employees and learners using certain types of equipment in the course of their duties/learning, NA College will arrange for regular examinations and tests to be carried out on such equipment at least as frequently as stipulated in the relevant statutory provisions and requirements. Work equipment such as hand tools and portable equipment in training centres used by learners should be checked before and after use to identify any equipment hazards at an early stage. The Company will also ensure that these inspections are carried out by a competent person who is experienced in the use and examination of such equipment.

Application of Policy

New work equipment will be selected to comply with the requirements of the PUWER Regulations 1998. All work equipment will be maintained in a safe working condition.

Ladders and stepladders will be entered on a ladder register and checked before and after every use for signs of damage. Any member of staff seeing such signs should report them immediately to their line manager and safety and wellbeing representative.

Periodic inspections carried out in accordance with Manufacturer information and instructions by supervisory staff will ensure that faulty equipment is identified (red tagged) and taken out of service or repaired.

Training will be given in the use of equipment subject to a risk assessment carried out by a competent person.

Hired equipment will be obtained only from suppliers who maintain high safety standards for their equipment in compliance with these Regulations. Initial supply of such equipment will be subject to inspection and rejected if found to be faulty.

NA College will:-

1. Ensure that tests and examinations of all listed equipment are undertaken before the equipment is taken into use,
2. List all items of equipment requiring a statutory inspection with details of inspection intervals, line managers will be responsible for arranging the inspection and the health and safety officer will keep relevant documentation of inspections,
3. Ensure that all listed equipment is inspected at the required intervals by a competent person; take steps to ensure that the equipment is in a safe condition to be inspected
4. Liaise with the contractor or competent person.
5. Deal with all defects listed in the report, attending immediately to all significant defects

WORKING AT HEIGHT

All reasonable measures will be taken to ensure the safety and wellbeing of employees who work at height with mobile towers, mobile elevated working platforms ladders and/or step ladders. Where appropriate every effort will be made to minimise or eliminate the need to work at height so far as is reasonably practicable.

NA College will ensure:

1. All working at height equipment and ladders supplied are of sound construction and suitable for the task to be performed.
2. No employee is allowed to work at height without proper training information and supervision.
3. Adequate training will be provided for all employees using ladders at work.
4. A record system of all ladder inspections will be maintained by the college Health and Safety officer.
5. All employees must report any defects with ladders or working at height equipment to their line manager/supervisor immediately to prevent further use and any concerns or problems encountered.

Ladders must always be:

1. Used on a firm level base
2. Securely fixed near their upper resting place
3. Extended at least 1.05m above the landing place
4. Set at the correct angle 1:4
5. Only used for work of short duration

A full working at height risk assessment of the activity must be carried out by a competent person before any work at height commences.

No employee, associate or learner will use any ladder and / or step ladder, or any form of equipment used for working at height, without suitable training, risk assessment and their line manager and Health and Safety officer has been informed of the activity.

Fire and emergency procedures

Policy

Fire and Emergency procedures appropriate to all sites and premises where persons employed by NA College are at work will be provided in accordance with statutory requirements.

If a fire is discovered, however small, the alarm must be raised immediately.

All employees, associates, visitors, and learners should leave the building by the nearest designated safe traffic routes.

Fire wardens are in all training areas to ensure all areas are cleared and persons are accounted for.

All employees must sign in and out of the building and any visitors must be supervised by the visitors host on site and signed in and out of the premises at all times.

NA College conducts a thorough fire maintenance programme and maintains all firefighting and detection equipment throughout the college.

NA College will carry out fire risk assessments across the college at regular intervals and these will be conducted by the college Health and Safety officer.

All employees and associates must make themselves aware of the contents of the emergency evacuation procedure and communicate the relevant points to learners and visitors during visits or the induction process.

For further guidance, see NAC GROUP (safety guidance file). **Application of Policy**

Firefighting equipment will be provided and maintained for all premises operated by NA College in accordance with Fire Regulations and fire risk assessments. In addition, all hot working will be completed under the conditions of a permit to work system and accompanied by firefighting equipment.

Emergency exits on site must not be locked or blocked in any way to impede safe egress. All internal fire doors must not be wedged open as these doors are designed to stop the spread of fire through the

building and help preserve life and property. All fire exits and internal fire doors are inspected at regular intervals by the college health and safety officer.

Electricity at work

Policy

All electrical systems used by NA College will be maintained in a safe working condition in compliance with the Electricity at Work Regulations.

All reasonable steps will be taken to secure the safety of employees, associates and learners who use and operate, electrical equipment. NA College acknowledges that working with electrical equipment can be hazardous and it is therefore the college's intention to reduce the risks as far as is reasonably practicable. All employees, associates and learners will be instructed to carry out visual checks of electrical equipment before each use. Any faults must be reported to their line manager/lead tutor or supervisor immediately and the equipment must be isolated and taken out of process with suitable do not use labels attached. Any electrical equipment that is damaged and cannot be repaired by a competent person must be disposed of in the correct manner following current environmental disposal regulations.

NA College will ensure that:

1. Electrical installations and equipment are installed in accordance with the electricity at work regulations and other relevant standards.
2. Fixed installations are maintained in a safe condition.
3. Portable electrical equipment is inspected and tested by the facilities supervisor or external contractor with the frequency of test as recommended by HSE guidance.
4. Before work is carried out on electrical systems a competent person must firstly carry out a suitable and sufficient risk assessment.
5. Safety information for contractors and contractor vetting is carried out by NA College health and safety officer.
6. No live work is carried out unless necessary by a competent and suitably qualified person.

Application of Policy

All portable appliances will be listed and tested periodically by facilities department and a PAT test ID sticker will be attached and dated dependent on their use and conditions of service. All fixed installations will be checked and tested at set intervals by suitably qualified persons.

Noise and vibration

Policy

NA College will comply with the Noise at Work Regulations and the Control of Vibration at Work Regulations in order to ensure that employees, associates and learners are not exposed to levels of noise or vibration likely to adversely affect their health and wellbeing so far as is reasonably practicable.

Application of Policy

Environments in which NA College employees, associates and learners work will be assessed for noise hazards by a competent person if it is evident that a noise problem exists. Where there is static or portable machinery which exceed 80db(A) this will be clearly indicated by appropriate mandatory signage on the equipment and around the environment and hearing protection of an appropriate type must be worn and enforced in these areas by all tutors.

All line managers and supervisors must lead by example when PPE is mandatory in working environments.

Further guidance is available in the Company Safety guidance file.

Exposure to excessive vibration will be avoided, so far as is reasonably practicable, by the appropriate selection of tools and processes with low vibration characteristics. Where there is a residual risk, PPE or work rotation will be used.

Assessment

Company employees, associates and learners should not be exposed to harmful levels of noise or vibration if this policy is followed. There is a need for individuals to recognise the potential harm that exposures to high levels of noise and vibration cause and take steps to avoid such exposures. Any employees noticing high noise levels in their working environment must inform their line manager/Lead tutor immediately.

Smoking and vaping

Policy

All Company offices/sites operate a no smoking policy.

Application of Policy

All employees, associates and learners working on NA College sites or premises of a client are required to comply with the local requirements about smoking. Anyone infringing such a requirement is liable to be removed from the site/premises.

All designated smoking areas must be kept clean and tidy and smoking receptacles used to reduce the risk of fire hazards on site. Smoking bins will be emptied periodically by the facilities department to

Night work and shift work

Policy

NA College recognises its obligations under statutory instruments in respect of hours of work and will take steps as it considers necessary to meet those obligations.

Application of Policy

NA College will maintain similar standards of health, safety and welfare for people who are required to work shifts as those who work days. Care will be taken to monitor the effect of shift work on the individual and in the event of any problems becoming manifest, action will be taken to address these problems through Line managers and the Human resources department.

As required by the Working Time Regulations, no young persons employed by the Company will undertake shift work outside of the hours stated in the Regulations.

Lone working/violence

Policy

NA College is committed to ensuring that its employees, associates and learners are able to carry out their work at locations and in all circumstances, with the minimum risk of encountering violent or aggressive behaviour from third parties.

The aim of NA College is to provide a policy which will:

1. Help minimise the likelihood of employees having to face physical, mental, or verbal abuse.
2. Advice on how to cope with any situations that , despite precautions, may arise, and;
3. Indicate the support available in such cases (safe guarding team)

All employees have a part to play in ensuring that this policy is effective. Guidance is produced for all employees by the Human resources department to allow them to work in a manner that should reduce the risks to themselves and others.

Where an employee feels they require training with regard to any of the mentioned policies, they should contact their supervisor or line manager.

The college will ensure that employees and associates who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety. Measures will also be adopted to protect anyone else affected by lone working.

Lone working exposes employees and others to certain hazards in the working environment so NA College are committed to employee safety and will reduce those risks to the lowest possible level so far as is reasonably practicable.

Lone working risk assessments have been formulated for all work activities that may indicate periods of lone working.

Application of Policy

Assessments of the risks of working alone will be carried out and will confirm whether the work can actually be done safely by one unaccompanied person. Particular consideration will be given to the remoteness or isolation of workplaces, any problems of communication, the possibility of interference such as violence or criminal activity from other persons and the nature of injury or damage to health and anticipated "worst case" scenario. Those personnel identified as lone workers will be given the information, instruction and training necessary to carry out their duties.

All lone working operations will be adequately organised, controlled and monitored.

New and expectant mothers

Policy

NA College is aware of the statutory requirements imposed on and relating to work undertaken by new and expectant mothers and will comply with these requirements. New and expectant mothers will be given all the information, instruction and training necessary to enable them to work safely and without risks to their health or the health of the unborn child.

The Management of Health and Safety at work (amendment) regulations 1999, specifically address the risks to:

1. Women of child bearing age; 2.
Her unborn or newly born child.

Application of Policy

NA College will take all reasonable steps to safeguard the health, safety and welfare of new and expectant mothers and of their unborn children. NA College undertakes to assess all risks to new or expectant mothers arising from their work activities and to take appropriate preventative or control measures. The Health and Safety Officer with the help of the pregnant employee and their line manager will identify hazards and implement controls to reduce the risk and impact of work activities and environment on the pregnant employee. NA College undertakes to regularly monitor the work undertaken by new or expectant mothers especially during the development of their pregnancy in order to continually assess the individual's ability to work safely without risk.

The regulations require NA College to take into account risk factors when carrying out general risk assessments that affect the work done by women of child bearing age. This allows the Health and Safety Officer to inform any employees of any work activities deemed to be unsuitable for such persons to undertake, and also the need for them to inform the employer via a medical certificate of their pregnancy. NA College acknowledges that women and their newly born or unborn child are at increased risk from various physical, chemical and biological hazards in the workplace.

NA College Health and Safety Officer will carry out a risk assessment of the work that a woman undertakes once she alerts her line manager/lead tutor of being pregnant or to having a newly born child. This assessment will be updated when changes occur.

Safety and wellbeing – guidelines

All employees, associates, learners and sub-contractors who work for NA College are required to comply with the Company Safety and Wellbeing Policy.

For the purposes of Health and Safety, the primary requirement is compliance with the Health and Safety at Work etc Act 1974. Where more specific legislation is applicable then work must be organised and planned so as to comply with such legislation.

The following guidelines are not a substitute for compliance with statutory requirements. They are applicable to all places of work under the control of NA College and to all persons at work whether they are employees, associates, learners, sub-contractors or other non-employees. .

CONDITIONS OF WORK

All persons and sub-contractors will be provided with information of the college Health and Safety Policy. All sub-contractors will provide on request when tendering a copy of their own Health and Safety Policy a copy of a 'Method Statement' specifying in detail the work and systems of work to be followed for a particular job. All work must be assessed in accordance with the Management of Health and Safety at Work Regulations 1999 regulation (3).

Sub-contractors must supervise their own employees adequately to ensure that their health and safety is not at risk and that their work does not put anyone else at risk. Their work methods will be assessed against relevant legislation and approved codes of practice .Sub- contractors who work in an unsafe manner will be asked to leave site and their contract will be terminated.

General safety

All persons and sub-contractors must be familiar with and comply with any site safety rules. All contractors will be given a specific site induction covering:

1. Fire procedures
2. First aid procedures
3. Welfare facilities
4. Site specific hazards and general safety rules

Commencement of operations

Unless otherwise advised, all persons and sub-contractors must report firstly to the site manager/supervisor or lead tutor. A site induction should take place for all persons new to a site before commencing work. All persons and sub-contractors employed by NA College must be inducted using the company induction procedures.

Fire precautions

All employees, associates, learners and sub-contractors should make themselves aware of emergency procedures. Special attention being given to the location of fire extinguishers, emergency means of escape and fire alarm locations and fire assembly points. All highly flammable substances should be stored correctly. No burning of rubbish and waste materials will take place on any NA College controlled site.

No hot work is allowed on site without a permit to work document and authorisation from the company Health and Safety Officer

Safe means of access/egress

All walkways and work access/egress routes must be kept clear at all times on the shop floor and within the training areas and class rooms so far as is reasonably practicable. In cases where work necessarily obstructs safe access/egress, the provision of alternative routes must be made.

Materials and waste must be kept tidy and not obstruct access routes. Good housekeeping practices must be adopted at all times to maintain a safe working and learning environment.

Machinery and plant

All machinery and plant must be safeguarded and maintained in accordance with statutory Requirements.

Any equipment hired by sub-contractors is the responsibility of that sub-contractor, who will be expected to ensure that guards and other safety devices are fully operational. Additional information is to be found in the Company Safety guidance File.

First aid and incident reporting

NA College will ensure that a suitable level of first aid provision is available at all training and workplaces under the control of the college. At all sites and offices, an emergency first aider and first aid kit will be available with a body fluid spill kit as a minimum from the findings of the first aid needs assessment. At larger sites, fully trained first aiders will be provided. An assessment must be carried out by the Health and Safety officer to decide the level of first aid cover required. All incidents and accidents must be reported to the Company Health and Safety Officer and relevant Operations Managers/lead tutors promptly. NA College Accident form must be completed by trained personnel for all incidents, however minor, and sent to the Health and Safety officer via email immediately. In the case of serious injury or death of an employee, associate, learner or a sub-contractor working for the Company, the facts must be reported to the Company Health and Safety Officer, Chief Operating Officer and Quality and Compliance Manager within the hour. Anyone taken to hospital must be accompanied by a competent person and regular reports on the condition of the injured person must be telephoned to the Quality and Compliance manager.

Riddor

All persons at work must be aware of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). Unless otherwise advised, incidents reportable to the Health and Safety Executive or Local Authority are the responsibility of the person's employer, or in the case of a self-employed person, the person in control of the premises. All reportable incidents must be notified to the Health and Safety Executive Incident Report Centre on telephone 0845 300 9923 by the college Health & Safety Officer. A Copy of the HSE report should be obtained and retained by the college. Copies of all reports must be forwarded as quickly as possible to the Health and Safety Officer. The Health and Safety Officer will investigate all fatal and serious injuries and will liaise with the enforcing authorities. Measures must be taken to prevent any repetition of the incident.

Further information can be obtained from the company ACOP guidance file.

Risk assessment

NA College accepts that some of its operations may, unless properly controlled create hazards and risks to employees, associates, learners, and others. NA College will, under the Management of Health and Safety at work regulations 1999 regulation (3) ensure that a suitable and sufficient risk assessment of all work activities and environments takes place conducted by a competent person and all reasonable steps will be taken to reduce those risks to an acceptable level so far as is reasonably practicable.

No activity internal or external should commence, without firstly ensuring a suitable and sufficient risk assessment has been conducted and as appropriate a venue safety vetting form has been completed by a competent person to ensure all internal and external environments are safe and do not pose a risk to the health and safety to employees, students and associates or anyone affected by the colleges acts or omissions. New venue vetting must be conducted at least two weeks before any training or delivery takes place so any required safety measures can be implemented before training or learning takes place.

The assessment will include effective planning and reviewing of the protective measures, health surveillance, emergency procedures, information, and training.

All employees, associates and learners will be made aware of the risk assessments conducted in their working environment and of the significant hazards identified and the protective measures implemented.

All employees and associates must ensure they have read, understood, and implemented the assessment and control measures. The risk assessment must be communicated to the learner or other persons involved in the activity.

For further guidance, see NA College ACOP guidance file.

Young person's risk assessment

NA College Health and Safety Officer will conduct a young person's risk assessment when it is identified that NA College are about to engage a young person on work experience (not yet reached minimum school leaving age MSLA under 16 years of age).

The significant findings of the risk assessment will be documented electronically and a copy of the risk assessment will be sent to their parents/guardians to be signed and returned to NA College Health and Safety officer. All young persons affected will be briefed on the risk assessment and all of the hazards and control measures identified will be highlighted to the young person.

General housekeeping

All employees, associates, learners, and sub-contractors must carry out work in a clean and orderly manner and ensure the welfare facilities are used properly. All waste materials must be cleared at least daily. All training areas, classrooms and offices must be kept clean and tidy and be always free of slip and trip hazards.

Any hazards identified by employees, associates or learners must be reported to their line manager or supervisor immediately for corrective action to be taken straight away. Unsafe conditions and environments must be communicated to the college health and safety officer

HAZARDOUS SUBSTANCES - Chemicals, etc.

Use of any hazardous substance (flammable, toxic, irritant, corrosive, explosive etc.) must be notified to the Company Health and Safety Officer.

The Control of Substances Hazardous to Health Regulations require employers, and the self-employed, to have assessed the hazards of any substance used or formed during the work. All sub-contractors should have sufficient information available to justify any written or verbal assessment made. In general, this will be by supplier's MSDS data sheets and such other information as is necessary. All containers must be clearly labelled as to their contents and personnel trained in safe use and storage.

Young persons and children

No one under compulsory school leaving age will be permitted on an NA College controlled site without the permission of the Chief Operating Officer and the Quality and Compliance manager. Any children seen on such a site must be reported to the person in control immediately. Young person's working on site (16- to 18-year-olds) should not operate plant or equipment unless directly supervised or specifically trained. Certain items of plant must not under any circumstances be operated by anyone under 18 years of age. Detailed guidance is given in the guidance file.

Business driving

NA College personnel may be required to travel between sites on NA College business. The safety of college personnel while conducting these activities is of paramount importance.

All employees and associates, who use their own form of transport to commute between places of work, will ensure that:

1. The vehicle is road worthy
2. The vehicle is covered by a current MOT certificate (for vehicles over 3 years old)
3. The driver is in possession of a valid and current driving license
4. The vehicle is covered by valid and current motor insurance which extends to business use.
5. Employees wear seat belts at all times whilst travelling as a driver or passenger.
6. Employees must not use their personal or work mobile phones whilst driving.
7. Employees are not permitted to carry any learner in a private means of transport.

All employees will comply with the use of mobile phone procedure and the business driving procedure.

Winter Driving

Driving in winter is very different than in other times of the year. Adverse weather and longer periods of darkness make driving more hazardous.

In very bad conditions, avoid driving completely, unless you absolutely have to make the journey and driving is the only option.

All employees will check NA College website on a regular basis for updates on adverse weather condition safety and any instances when NA College may deem it necessary to close the college to protect employee and learner safety and wellbeing.

Line managers will make contact with their staff during adverse weather warnings to ensure all staff can safely travel into work.

Prepare your vehicle

Employees will ensure that their vehicle is in good safe working order and their vehicle is checked for the following:

- Lights are clean and working
- Battery is fully charged
- Windscreen wiper blades and other windows are clean, and the washer bottle filled with screen wash
- Tyre condition, tread depth and pressure (of all tyres including the spare)
- Brakes are working well
- Fluids are kept topped up, especially windscreen wash (to the correct concentration to prevent it freezing), anti-freeze and oil

Emergency Kit

When extreme weather is possible, employees should keep an emergency kit in their car, especially if a long journey is likely.

The following items are recommended for long journeys when poor weather conditions are imminent.

- Tow rope
- A shovel
- Wellington Boots
- A hazard warning triangle
- De-icing equipment
- First aid kit (in good order)
- A working torch
- A car blanket
- Warm Clothes
- Emergency rations (including hot drink in a flask – non-alcoholic)
- Mobile Phone (fully charged)

Prepare your journey

Employees should listen to local/national weather broadcasts and travel bulletins – especially for the areas they will be driving through. As conditions can change rapidly employees should check them regularly and be prepared to change plans if conditions on route worsen.

Employees will keep their line manager informed of any changes.

If conditions are very bad, and the emergency services are recommending that people don't travel, then employees should avoid making their journey unless it is absolutely necessary. Can the trip be postponed? Can the trip be made by other forms of transport, or avoid the need for the journey completely by using the phone or email?

Driving in snow or ice

- Employees must follow the following precautions when driving in snow and ice:
- Reduce your speed – The chances of skidding are much greater and stopping distances will increase massively.
- Only travel at a speed at which you can stop within the distance you can see to be clear. Speed limits are the maximum in ideal conditions; in difficult conditions, they can often be too fast.

- Avoid harsh braking and acceleration, or sharp steering.
- Always reduce speed smoothly and in plenty of time on slippery surfaces.
- Slowdown in plenty of time before bends and corners.
- Braking on an icy or snow-covered bend is extremely dangerous. The centrifugal force will continue to pull you outwards and the wheels will not grip very well. This could cause the vehicle to spin.
- To slow down on ice and snow, lift your foot off the accelerator early to allow the speed to drop sufficiently to select a lower gear. If you need to use the breaks, use very gentle pressure depressing the clutch early to avoid stalling the engine.
- Increase the gap between you and the vehicle in front. You may need up to ten times the normal distance for braking.
- Keep your vehicle well ventilated. The car heater turned up full can quickly make you drowsy.
- In snow, stop frequently to clean the windows, wheel arches, lights and number plates.
- Visibility will probably be reduced, so use dipped headlights.
- During wintry weather, road surfaces are often wet and/or covered in frost and ice or snow. But this does not occur uniformly. A road will often have isolated patches of frost or ice after most of the road has thawed – this commonly occurs under bridges.

If you get stuck in snow

- If you get stuck in snow, revving your engine to try to power out of the rut will just make the rut worse. Instead, move your vehicle slowly backwards and forwards out of the rut using the highest gear you can.
- If this doesn't work, you may have to ask a friendly passer-by for a push or get your shovel out.

If you get caught in a snow drift

1. Don't leave your vehicle.
2. Call your breakdown service or the emergency services and let help come to you.
3. Don't run the engine to keep warm.

Rain

Rain reduces your ability to see and greatly increases the distance required to slow down and stop. Remember that you will need about twice your normal braking distance. Use windscreen wipers, washers, and dipped headlights; drive smoothly and plan your manoeuvres in plenty of time.

Aquaplaning

Aquaplaning is caused by driving too fast into surface water. When the tyre tread cannot channel away enough water, the tyre(s) lose contact with the road and your car will float on a wedge of water. Aquaplaning can be avoided by reducing speed in wet conditions. Having the correct tyre pressure and tyre tread depth will maximize your tyres ability to maintain their road grip. If it happens, ease

off the accelerator and breaks until your speed drops sufficiently for the car tyres to make contact with the road again.

Flooded Roads

- Avoid the deepest water – which is usually near the kerb.
- Don't attempt to cross if the water seems too deep.
- If you are not sure of the depth look for an alternative route.
- Be aware of the bow wave from approaching vehicles – operate an informal give way with approaching vehicles. • Remember to test your breaks when you are through the flood.

Fog

Avoid driving in fog unless your journey is absolutely necessary.

Fog is one of the most dangerous weather conditions. An accident involving one vehicle can quickly involve many others, especially if they are driving too close to one another.

If you must drive:

- Follow weather forecasts and general advice to drivers in the local and national media.
- Allow plenty of extra time for your journey.
- Check your car before you set off. Make sure everything is in good working order, especially the lights.
- Reduce your speed and keep it down.
- Switch on fog lights and head lights if visibility is reduced.
- If you can see the vehicles to your rear, the drivers behind can see you – switch off rear fog lights to avoid dazzling them.
- Use the demister and windscreen wipers.
- Do not hang on to the rear lights of the car in front as you will be too close to be able to brake safely.
- Switch off distracting noises and open the window slightly so that you can listen for other traffic, especially at crossroads and junctions.
- Beware of speeding up immediately when visibility improves slightly. In patchy fog you could find yourself “driving blind” again only moments later.
- If you break down, inform the police and get the vehicle off the road as soon as possible. Never park on the road in fog and never leave it without lights of some kind if it is on the wrong side of the road.

Strong Winds

- Hold on tight
- Avoid bridges
- Don't drive high sided vehicles

Low Sunshine

Ironically, having talked about all of these poor winter weather conditions, winter suns can also cause difficulties. In the winter, the angle of the sun in the sky will frequently be too low for your visor to help. If blinded by glare:

- Reduce speed
- Reduce the effect of glare by keeping both the inside and outside of your windscreen clean and grease free.
- If you wear sunglasses (with prescription lenses if necessary) take them off whenever the sun goes in. They should not be worn in duller weather or at night as they seriously reduce the ability to see.

Provision and use of work equipment

NA College accepts its responsibility under the provision and use of work equipment regulations 1998

All managers and supervisors of NA College are required to ensure that equipment is suitable for the purpose for which it is to be used, or provided and maintained in an efficient state, good working order and in good repair.

Defects are to be reported to a senior line manager immediately after being identified and all equipment must be made safe until adequate repairs or replacements have been carried out.

All managers must ensure that specialist inspection contracts are maintained, and the relevant certification is appropriately filed.

This includes portable appliance testing and fixed electrical systems in accordance with the electricity at work regulations and certificates of thorough examination for all lifting equipment.

All NA College managers/ supervisors and lead tutors must ensure:

1. That equipment is maintained in an efficient state, efficient working order and good repair.
2. Employees, associates, and learners are adequately trained in the safe operation of the equipment, through training instruction and supervision.
3. That all control measures identified in the risk assessments are adopted and monitored.
4. That all guards and emergency stop switches are operable and serviceable and are
5. checked on a regular basis.

Bomb threats and terrorism

Bomb threats and terrorism are rare but can occur at any time. In the event of such a threat either in the form of a suspect letter, parcel or telephone call the member of staff making the discovery will:

1. Warn all others present
2. Instruct others to vacate the building immediately and follow shortly thereafter
3. Ask someone to contact the emergency services 999/112
4. Isolate the area and keep people away from any suspect item
5. Gain as much information as possible (bomb threat via phone call using crib sheet)
6. Do not touch or try to look inside suspect package
7. Do not use any electronic equipment near a suspect device.

Hazard reporting

NA College encourages all employees, associates and learners to report any workplace hazards and near misses through their line manager, lead tutor and supervisor no matter how insignificant they may seem.

NA College also encourages employees to come forward with suggestions on safety and wellbeing improvement ideas to help make the workplace a safer and healthier environment to work.

Completed near miss /incident/ hazard and improvement forms should be emailed to NAC Health and Safety officer once completed or put in the suggestion box situated near the first aid room on the wall.

Alcohol and drugs

NA College will provide safe places of work and training for all employees, associates, and learners. The safety of everyone on site is put at risk by the consumption of alcohol and non-prescribed drugs as it affects a person's ability to make sound judgements on work practices.

NA College accepts that employees with an addiction to alcohol and drugs will need support from their employer. NA College will endeavour to help any employee, associate, or learner to recognise they may have a problem with alcohol or non-prescriptive drugs and help them to seek help from an appropriate source through the wellbeing champions (learner/employee support).

Stress

Workplace stress is a major safety and wellbeing issue in the workplace and NA College recognises the importance of identifying and reducing workplace stress.

Stress can manifest itself in any area of a person's work or personal life. Stress can be defined as an adverse reaction people have to excessive pressure or other types of demand put on themselves. NA

College will encourage all employees to discuss any work-related stress with their line manager and or Human resources department.

NA College will take all reasonable steps to ensure that suitable and sufficient assessments are carried out which will identify any work activity or environment that may cause occupational stress hazards.

COVID-19

COVID – 19 is a highly infectious viral disease. It is spread directly through inhaling droplets from the breath (or coughs and sneezes) from infected people. It is also spread indirectly through touching infected surfaces. NACOLLEGE has initiated infection control measures using government guidelines and expert advice to mitigate the likelihood of the infection being transferred through the workplace and to comply with the Health and Safety at work act 1974. The following measures have been introduced to keep students, visitors, and employees safe:

- 2-meter distancing in and around the college between individuals
- Face masks must be worn in classrooms and by all when walking around the building including communal areas following government guidelines
- Hand sanitizer stations strategic located across the college
- Employees and students must phone in if they are experiencing COVID-19 symptoms or any of their household and follow college and NHS advice
- All employees and students will wash their hands thoroughly and frequently throughout the day
- Stringent cleaning routines are conducted throughout the day across the college by the facilities cleaning team
- A keep left system is in place and enforced around the college and staff and students are encouraged to politely challenge those who break the rules
- All classrooms have maximum occupancy levels indicated on the door of the classroom
- LFD home testing is in place for employees and students and is administered by the COVID coordinator and the LFD administrator on site

External speakers

Introduction

The purpose of this policy is to set in place a governing framework for events with external speakers to ensure that debate and free speech is encouraged. Holding open, challenging debates among students and staff members helps to build tolerance and address prejudice and discrimination.

Freedom of speech in higher education should be upheld at every opportunity and should be only limited where there are genuine safety concerns, or it constitutes as unlawful behaviour.

Scope

This policy applies to all staff including internal and external delivery of projects or courses managed by NA College if applicable.

Definition

An external speaker is deemed to be anybody who is neither a registered student nor a paid/unpaid employee of the college who will be addressing a group at an event. An event is any gathering that is hosted on college premises, an external venue or online in the name of the college, that includes a speaker addressing a group, including in a teaching, learning or research setting or in the context of cocurricular or extra-curricular activity.

Organising an event

The colleges aim is for events to take place and to mitigate risks where appropriate to enable this.

Therefore, notice is required to allow sufficient time to put in place any risk mitigation measures required.

Assessment of risk will include consideration of the safety of the speaker, attendees, and college reputation. A potentially high-risk event may include where the speaker or the topic of the event is political, religious, or controversial in any way. Assessment of the risk is holistic and includes consideration of potential risks to speaker, attendees, organiser, and the college; risks could be physical or reputational.

Anyone organising an event that involves a speaker or speakers to be hosted by the college must ensure that:

- This policy and associated processes are followed

- The member of staff responsible for booking the speaker must notify their line manager of the external speaker's name, company and date of attendance and fill in an external speaker booking form submitted to the safety department health and safety officer for approval at least 14 days in advance of the event taking place
- Any requested modifications are implemented before the event takes place
- Where there are changes to speakers at previously agreed events, the 14-day notice may not be required but organisers should submit the external speaker booking form for the new speaker for re-approval as soon as possible.

External speaker process

- External speaker should be met at reception and must sign into the college
- External speaker ID must be checked
- A copy of the external speaker booking form should be available at reception and checked by the member of staff responsible for the visit
- A staff member must remain with the visitor for the duration of their visit on the premises
- During the talk/presentation at least one member of staff should always be present
- After the presentation, the speaker must be accompanied to reception to sign out
- If any concerns arise during the presentation, these should be reported immediately to the hosting member of staff and then immediately to the designated safeguarding lead

First aid and emergencies

The member of staff who is hosting the guest speaker must induct their guest in the following procedures:

- Fire evacuation and the location of the fire assembly point
- Lock down procedure
- First aid provision and first aid personnel identification

External speaker responsibility

- Speaker will send a copy of the presentation and notes to the appropriate member of staff at least 48 hours before the presentation takes place
- The speaker must present identification to reception and sign in and out of the college
- If the speaker does not have a current DBS approval, they must notify their host staff member immediately
- The speaker must follow all college safety rules and procedures and must take reasonable care of their own health and safety and the safety of others while on the premises
- Any portable or electronic equipment brought onto site must be in a safe condition and comply with college PAT regime
- The speaker will report any safety or environmental issues and will report accidents, incidents, unsafe conditions or near misses to their host immediately
- The speaker will not promote religious hatred, racism, extremism, sexism, or homophobic views.
- The speaker will follow NA College Prevent and Safeguarding policies during their visit
- The speaker will not incite the opposition of British values or encourage the breaking of the law

Staff member responsibility

The staff member responsible for booking the speaker:

- Must follow the external speaker process
- Must notify their line manager of the external speaker's name, company and date attending
- Must notify safeguarding lead 14 days before speaking takes place to ensure due diligence checks can be conducted through external speaker booking form

Designated Safeguarding Lead responsibility

- Must send speaker copies of current safeguarding policy and Prevent policy
- Ensure 14-day deadline has been complied with and speaker booking form has been completed and returned
- Safeguarding lead must assess whether speaker should be approved and review content of notes and presentation
- If noncompliance occurs safeguarding lead must implement cancellation process with hosting staff member and inform hosting staff members line manager