



EMPLOYEE HEALTH AND SAFETY HANDBOOK

2011-2012

This document forms part of the Newbattle Abbey College Health & Safety Management System and should be read in accordance with the College's Health & Safety Control Manual, which sets out policy and procedures in full. An electronic version of the Control Manual is available on the College intranet

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Health and Safety Policy Statement

(signed Policy Statement in Health and Safety Control Manual)

Section 2(3) of the *Health and Safety at Work etc. Act 1974* places a legal duty on employers “to have in place a written statement of general policy”.

Newbattle Abbey College recognises these legal obligations and other statutory legislation as may be applicable to its undertaking. With this in mind, Newbattle Abbey College will prepare, adopt and enforce policies and procedures, which, as far as is reasonably practicable, provide for:

- The health, safety and welfare of their employees at work.
- The health, safety and welfare of students attending the College.
- The health, safety and welfare of visitors and/or contractors whilst on site.
- The health and safety of anyone who may be affected by their work operations.

Section 2(2a) of the Act requires that we have “plant and systems of work that are, in so far as is reasonably practicable, safe and without risks to health”. Section 2(2b) of the Act requires that we provide “such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of our employees”.

To achieve this, Newbattle Abbey College will, as far as is reasonably practicable, provide:

- Well maintained equipment and safe systems of work.
- Suitable arrangements for the safe use, handling, storage and transport of materials and substances.
- Adequate information, instruction, training and supervision to enable works to be carried out.
- Safe premises and work places, including access to and egress from them.
- Safe working environs and adequate welfare facilities.
- Communication and advisory facilities as required.

Newbattle Abbey College has appointed a senior member of staff, the Principal, whose duties are to co-ordinate the activity of all departments within the College in relation to health and safety matters.

Each Senior Manager will be responsible for health and safety matters and will assist in the preparation and implementation of policies and procedures which meet the requirements of this statement. Health and safety Policies and Procedures will be reviewed annually and a report presented to the Principal.

1. RESPONSIBILITIES (Sections 1.3 - 1.8 of Control Manual)

All individuals within the College have a responsibility to ensure their own safety and that of others. Consequently, all employees will have the potential to be held liable if their negligent acts or omissions result in harm being caused to any other persons. Indeed, the Health and Safety at Work etc. Act 1974 states:

*“It shall be the duty of every employee while at work -
(a) to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and
(b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.”*

Employees will also be responsible for reporting to a Senior Manager / the Principal any identified breaches of Health & Safety procedures, any accidents or safety related incidents and any aspect which appears to them to give rise to a significant risk to the Health & Safety of employees or other persons. Such reports will be made without undue delay. Employees will not participate in horseplay, practical jokes or other acts which may result in harm being caused to themselves or to other individuals.

Those in positions of responsibility have additional obligations, by virtue of their ‘managerial’ functions. Thus, the Principal and Senior Managers have the responsibility to control and advise their own staff and where required advise other staff members, students and visitors/contractor. They will ensure that each staff members’ safety policy is updated as necessary and advise as to it’s application and administration with a view towards maximum prevention of injury and occupational ill health; will ensure that facilities for all level of employees and students to receive adequate and proper safety training are provided and available; and will insist that safe working practices are implemented and adhered to, and will regularly monitor these situations.

The H&S Administrator is responsible for administration of the H&S arrangements and is available to deal with general H&S related queries.

The responsibilities of all College personnel are fully detailed in the Health and Safety Control Manual.

2. ABRASIVE WHEELS, USE OF HAND TOOLS and WORKPLACE EQUIPMENT (Sections 2.1, 2.16 and 2.39 of Control Manual)

Risk assessments will be carried out relating to the use of equipment by employees.

Should you require to use abrasive wheels, hand tools or any other machinery as part of your work, you will be provided with appropriate training and instruction, along with information including the findings of the risk assessments carried out, how to maintain the equipment and how to deal with any health and safety issues, such as an accident.

3. ACCIDENTS AND FIRST AID (Sections 2.2 and 2.14 of Control Manual)

An accident is defined as ‘an unplanned event that causes injury to persons, damage to property or a combination of both’.

All accidents, incidents, near misses and dangerous occurrences must be recorded in the College Accident Book, which is held at Reception.

In addition to an entry in the Accident Book, any accident, incident, near miss or dangerous occurrence must be reported to your Line Manager. Injuries which occur whilst carrying out work duties off-campus must be reported in the same way and the occupier of the site should be advised accordingly. If an injury renders you unable to make an entry in the Accident Book, a witness or someone who is able to enter an account of the incident should complete this. All accidents, incidents, near misses and dangerous occurrences must be recorded, however minor - unless the College is informed of these incidents, it will be unable to take remedial action.

If an accident, incident, near miss or dangerous occurrence is reported to you as a Line Manager, you must ensure that the Accident Book is completed and the completed record is passed to the Facilities Manager. If applicable, you must keep records of any developments to the injured person’s health.

The First-Aiders at the College are:

FIRST AIDERS:		
Attendant	Location	Extension
Jackie Kane	Administration Office	231
Dave Carson	Contactable through Reception	201
Tom Notman	Kitchen	214

For dealing with any injuries, contact a qualified First Aider. The First Aider will decide if the casualty can be moved and the most suitable source of treatment for the nature of the injury.

If you are a first-aider, ensure you are aware of the locations of the first-aid boxes and the arrangements in place for additional supplies being ordered.

First-aid procedures during the period from 5pm to 9am are contained in the Health and Safety Control Manual. You should familiarise yourself with these procedures if you are likely to be working within these times.

4. ASBESTOS (Section 2.3 of Control Manual)

You must not handle or attempt to move any materials identified as containing, or suspected to contain, asbestos. All queries, concerns etc. regarding asbestos should be made to the Facilities Manager, who will arrange for the appropriate measures to be taken, where applicable.

5. BOMB THREAT (Section 2.4 of Control Manual)

If there is a bomb threat, there will be two occasions on which you will be required to act:

a. Limited Inspection

There may be an incident in which it has been identified that a bomb is in a specific area and does not require the full evacuation of the building. The Incident Officer (the Principal) will clear this area. All other employees should remain in situ.

b. Inspection and Evacuation

If the bomb threat alarm signal is heard (i.e. the fire alarm is sounded and an announcement is made over the speaker system), you should evacuate the building after briefly looking around your immediate area for any suspicious packages. If a package is suspect, you should evacuate by the nearest exit and report to the Evacuation Assembly Point Officer (Jackie Kane) who will be at the assembly position.

You will be provided with appropriate training for dealing with a bomb threat and must adhere to the procedures in place at all times.

6. CASUAL AND TEMPORARY STAFF (Section 2.5 of Control Manual)

Casual/temporary staff are normally employed during the summer period when overseas students are present, and are involved with kitchen and housekeeping duties.

If you are a casual/temporary member of staff, you will be provided with induction training commensurate with the time you are employed and the nature of the work to be carried out. This will include procedures for dealing with emergencies, how to report an incident etc. You are expected to adhere to instructions etc. given at all times.

7. COMPULSORY DISPLAY OF NOTICES (Section 2.6 of Control Manual)

There are a number of staff notice boards around the main College building on which various signs are displayed, including those relating to health and safety issues. You should familiarise yourself with the notice board closest to your main place of work. In particular, you should observe the poster entitled "Health and Safety Law – what you should know".

8. CONTRACTORS (Section 2.7 of Control Manual)

Procedures are in place to ensure that only qualified and experienced Contractors with proven safety records will be appointed to carry out work for the College.

You should contact the Facilities Manager should you have any concerns, queries etc. regarding existing contractors, the appointing of new contractors etc.

9. DISABLED PERSONS (Section 2.8 of Control Manual)

The College aims to provide a full and fair opportunity for employment for disabled applicants and to ensure, through training and practical assistance where required, their continued employment and promotion. Employees who become disabled will be accorded every possible opportunity of maintaining their position or for retraining if appropriate.

Arrangements are in place within the College to ensure the safety of disabled staff by means of risk assessing job roles and implementing safe systems of work and to ensure compliance with relevant legislation.

10. DISPLAY SCREEN EQUIPMENT (Section 2.9 of Control Manual)

Display screen equipment (DSE) includes any graphic or alphanumeric display screen (regardless of the technology of the display) and includes computers, i.e. the screen, keyboard and software which the user interacts with on screen. A DSE 'user' is someone who uses DSE continuously for at least an hour a day, on each or most days.

If classed as a user, a DSE Assessment will be carried out for you (either as soon as practicable for current employees or as part of the health and safety induction for new members of staff) and appropriate measures taken to address any highlighted issues. The risk assessment will be reviewed at least annually. As a DSE user, you are also entitled to an eye and eyesight test, taken at the frequency specified by the optician, for which the College will pay. Where it is found that you require spectacles specifically for DSE use, the College will contribute towards the frame and lenses.

11. ELECTRICITY AT WORK (Section 2.10 of Control Manual)

All electrical equipment (both fixed and portable) is subject to a formal documented inspection and maintenance regime by a competent person.

You must inform the Facilities Manager before bringing any new or used electrical equipment on to the College premises. The equipment will then be tagged, logged, visually checked and, if necessary tested by a competent person, prior to being used.

You must not use damaged or defective items or attempt electrical repairs of any nature irrespective of how trivial the repair may seem. You should inspect electrical equipment prior to use for signs of cable damage, loose plugs, cracked casings and overlong trailing cables and, if no defects are obvious, maintain vigilance during use for sparks etc. Equipment must only be used for its correct purpose and sockets / adaptors, etc. must not be overloaded.

Should any faulty equipment be observed, it must be reported immediately to the Facilities Manager, who will take the item out of service until it is replaced or repaired by a competent person. Items which can not be moved will be isolated and labelled, e.g. 'DO NOT USE'.

12. EXTERNAL SITES (Section 2.11 of Control Manual)

All College employees working on external sites are required to adhere to the safety requirements of the site owner or main contractor.

If you are required to carry out work on behalf of the College at an external location, the work to be carried out will be risk assessed and suitable health and safety information provided.

13. FIRE EVACUATION, PREVENTION AND MANAGEMENT (Sections 2.12 and 2.13 of Control Manual)

An assessment of the fire risks will be carried out for the College buildings. The assessment will identify possible ignition sources, combustible materials (such as piles of paper, storage of flammable materials etc.), working practices which give rise to fire risk (such as electric heaters being left on overnight), suitability of escape routes and fire detection / control system, personnel who may be affected by fire and training needs of staff.

Clear notices are exhibited in prominent positions around the College buildings to tell occupants what to do in the event of an emergency. These notices include the nearest Assembly Point.

Making reference to the College's Health and Safety Control Manual, you must familiarise yourself with the fire procedures in place, i.e. what to do if you discover a fire and what to do if the fire alarm is sounded.

During a fire evacuation, you must follow the instructions of the Fire Marshall (Facilities Manager) and Fire Wardens. You must familiarise yourself with which staff are Fire Wardens as these vary depending upon the time of day. If you are a Fire Warden, ensure you are fully aware of your roles and responsibilities.

There are two Assembly Points at the College:

Assembly Point A: Grass area adjacent the car park at the front of the main building.

Assembly Point B: Grassed area adjacent the rear staff entrance

All students, academic and administration staff, visitors and contractors to go to Assembly Point A. All housekeeping and estates staff to go to Assembly Point B. You must ensure you are aware of the exact location of the Assembly Point relevant to you.

Fire drills involving the complete evacuation from College buildings take place at intervals of at least twice per year. You must take part in all fire drills.

Procedures are in place for the periodic inspection and testing of the fire detection and control systems and equipment in place. This includes the fire alarm being tested once a week, where the alarm will sound but no action is required to be taken.

14. FOOD HYGIENE (Section 2.14 of Control Manual)

College staff are involved with the preparing of food for consumption by staff, students and visitors.

You should contact the Chef Manager for all issues relating to food hygiene, including reporting any specific dietary requirements.

15. HAZARDOUS SUBSTANCES (Section 2.17 of Control Manual)

To comply with the *Control of Substances Hazardous to Health Regulations 2002, as amended (COSHH)*, the College undertakes to control exposure to such substances by engineering means where reasonably practicable. Where exposure cannot be adequately controlled by engineering means, appropriate personal protective equipment (PPE) shall be provided.

COSHH Assessments will be carried out of all hazardous substances used by employees. If you are likely to be exposed to hazardous substances, you will be informed of the hazards and risks to health, the findings of the COSHH Assessment and the correct use of any control measures or good working practices.

Where special training may be required, the issue and use of chemical substances will be limited to those who have had such training.

Should you have to use, or come across, non routine chemicals during your work, you should contact the Facilities Manager who will arrange for an assessment to be carried out.

16. HEALTH AND SAFETY COMMITTEE (Section 2.18 of Control Manual)

The College has a Health and Safety Committee which has the remit for advising upon and keeping under review the general safety policy, organisation and arrangements to secure the health and safety of staff, students, visitors and others who may be affected by the Colleges activities.

The Committee consists of the Principal, Facilities Manager, staff representing other departments within the College, student representatives and an externally appointed Health and Safety Consultancy firm.

Employees who are not part of the Committee should forward any health and safety concerns either to their Line Manager or directly to a committee member for discussion at the next meeting. The Health and Safety Committee meets some four times per year.

17. HOUSEKEEPING, KITCHEN / DINING ROOM SAFETY, WASTE DISPOSAL and WELFARE (Sections 2.19, 2.21, 2.34 and 2.35 of Control Manual)

Poor standards of housekeeping are a common cause of injury and damage at work and can create unnecessary fire hazards. Low standards often result from poor working practices and / or organisational deficiencies within the workplace. The College recognises the need to ensure that adequate standards of housekeeping are achieved. As such, policies and procedures have been developed to ensure that the highest standards possible are attained.

The Facilities Manager and Housekeeping staff carry out inspections around the College at regular intervals. You are required to ensure that your work area is kept clean and orderly and must make use of waste bins provided etc. Where a spillage or other potential hazard, e.g. burst rubbish bag, occurs or is discovered, you should contact Housekeeping staff as soon as possible.

You should ensure that all waste materials are deposited in the appropriate receptacles, or contact the Caretaker to arrange for the uplifting of the material(s) for disposal.

You should report any problems with / damage to welfare facilities to the Facilities Manager or Housekeeping staff.

18. INDUCTION (Section 2.20 of Control Manual)

The College recognises the need for induction as the first step in building a two-way relationship between the organisation and the employee. It aims to:

- tell the individual what the organisation is all about
- identify the role the individual will play in the organisation

- explain what the organisation can and will do to help the individual to make an effective contribution
- make the individual aware of regulations relevant to the workplace, such as health and safety legislation

All new employees will be provided with an induction commensurate with the time of employment and the nature of the work to be carried out. All relevant aspects of health and safety will be covered as part of the induction.

19. LONE WORKING (Section 2.22 of Control Manual)

Lone workers are those who work by themselves without close or direct supervision.

Should you be required to lone work, a risk assessment will be carried out, which will include the determination of whether you are medically fit and are suited to lone working. Where lone working has been approved, you will be made aware of the findings of the risk assessment and provided with instruction and training on how to ensure your safety during such work.

20. MANUAL HANDLING and WORK-RELATED UPPER LIMB DISORDERS (Sections 2.23 and 2.38 of Control Manual)

The College's aim is to reduce the risk of manual handling injuries and work-related upper limb disorders, and offer guidance on the measures that should be taken to ensure safe lifting, carrying and use of equipment in the workplace.

Risk assessments will be carried out relating to all such tasks undertaken by employees, to identify operations which may pose a risk of physical injury. Should you be required to carry out manual handling tasks and / or activities of a repetitive nature, you will be trained in the hazards and risks associated with manual handling, general ergonomic awareness and the use of safe working practices and procedures. You must ensure that the training provided is complied with at all times.

Should you be accepting delivered goods, you should ensure that all goods are placed as close to the point of use / storage as reasonably practicable by the delivery personnel. This will reduce the amount of manual handling required to be carried out.

Where any unusual manual handling tasks are required, you should contact the Facilities Manager or any other member of the Health and Safety Committee. A specific Risk Assessment will be carried out prior to the task being started.

21. NEW AND EXPECTANT MOTHERS (Section 2.24 of Control Manual)

All female employees should report becoming pregnant to their Line Manger as soon as possible.

On notification, a risk assessment will be carried out and measures taken, where appropriate, to ensure your health, safety and welfare and that of your unborn child. The risk assessment will be reviewed during the course of your pregnancy and should you return to work as a “new mother”.

22. NOISE (Section 2.25 of Control Manual)

An assessment of exposure to noise will be carried out where employees are, or are likely to be, exposed to noise levels above 80 dB over the course of the working day.

Where you are subjected to an assessment, you will be made aware of the findings and appropriate measures will be taken, e.g. the issue of hearing protection, provision of hearing tests.

23. OCCUPATIONAL HEALTH (Section 2.26 of Control Manual)

The College has provision to make use of competent contractors to carry out tasks on its behalf. These include matters such as:

- medical examinations;
- health surveillance;
- monitoring of individuals or areas;
- relevant sampling of air, dust, noise, vibration etc.

Should you feel that you would benefit from such a service, you should contact a member of the Health and Safety Committee.

24. PERSONAL PROTECTIVE EQUIPMENT (Section 2.27 of Control Manual)

Personal Protective Equipment (PPE) includes a range of clothing and protective devices to protect the wearer from certain hazards. PPE includes such items as hard hats, respirators, safety boots, protective gloves, coveralls, etc.

Tasks which require the use PPE are identified by risk assessment. It is, however, recognised that PPE should be used as a last line of defence, acceptable only where engineering controls would not be reasonably practicable.

All PPE provided to you will be fit for purpose and CE marked, where available. Appropriate information, instruction and training will also given on how to properly clean, service, maintain and correctly store the issued PPE required to be worn. To ensure that PPE is hygienic and otherwise free

of risk to health, all such equipment will only be used by the individual to whom it is issued. You must report any damage / defect to the PPE issued as soon as possible to your Line Manager.

25. RISK ASSESSMENT (Section 2.28 of Control Manual)

A programme of Risk Assessment is in place, which includes a General Risk Assessment for the principal activities carried out at the College.

You will be made aware of the findings of risk assessments relevant to your work and/or provided with training to enable you to carry out suitable risk assessments.

When projects are being planned, you must report details to the Health and Safety Committee to enable a risk assessment to be carried out prior to the project commencing.

26. SKIN CARE AND SUNBURN (Section 2.29 of Control Manual)

The College requires staff and students to stay in the shade, whenever possible, whilst engaged in official duties to avoid risk of sunburn.

You should stay in the shade whenever possible. Also:

- wear a long sleeved shirt;
- wear a hat;
- apply a sun cream with a SPF factor of 20 or above to exposed parts and re-apply every two hours.

You should check your skin regularly for changes - this is best done after bathing. If any discolouration appears, areas of itching, moles that become darker or start bleeding on touch, you should contact your general practitioner.

27. SMOKING (Section 2.30 of Control Manual)

The College aims to guarantee the rights of non-smokers to breathe smoke-free air when within its premises, whilst taking into account the requirements of smokers.

You are not permitted to smoke inside any of the College buildings or in vehicles owned or hired by the College. Smoking on site is only allowed in designated areas and cigarette butts must be disposed of in a safe and socially acceptable manner.

The College may offer you assistance should you wish to stop smoking.

Where you are exposed to passive smoke outwith College's premises/ vehicles while on company business, you are entitled to request a smoke-

free environment in which to continue your business. Where no such environment is available, you are entitled to cease work within the area. In such circumstances, you should report the situation to your Line Manager without delay, who will take the appropriate action.

28. TRANSPORT (Section 2.31 of Control Manual)

Currently, the only College vehicle is a grass cutting tractor, which is used by the Facilities staff. Hence, staff may use their own vehicle for College business.

You must ensure that you meet the College's criterion for using your own vehicle, including having a valid driving licence and insurance which includes cover for business use. If hiring a vehicle or using a taxi, coach or min-bus on behalf of the College, you must ensure that an approved firm is used and that seat belts are worn, where present.

You may only use a mobile phone whilst driving on College business if you are using a hands-free kit.

29. VIOLENCE AT WORK (Section 2.32 of Control Manual)

It is important to note that violence in the context of Health & Safety management is not confined simply to physical attack. It also includes verbal abuse, ostracism, discrimination, and racial or sexual harassment.

Risk Areas

The risk assessment procedure identifies violence and aggression related risks and it is recognised that employees may be at risk under three principal scenarios, thus:

- Incidents which arise within the College internal work environment, i.e. interaction between employees
- Incidents which arise between employees and students, visitors, clients, the public or contractors
- Violent or potentially violent situations which employees may encounter while working on their own

Dealing with Incidences

Only by recording and investigating a complaint can the College reduce the risk of reoccurrence and you are, therefore, encouraged to report all incidences of violent or aggressive behaviour to your Line Manager. All such reports will then be fully investigated. Suitable consideration will be given to the confidentiality of the individuals involved.

Where incidents arise, the most senior member (or most suitably trained member) of staff present will assume control of the situation. If this person considers it necessary the appropriate emergency services will be contacted.

If during any work related journey, meeting or business outside the offices there is an incident that raises cause for concern in terms of safety, then you should report the incident to your Line Manager. By considering such reports, it will be possible to adopt measures to try to prevent a reoccurrence.

Post Incident Support

The particular nature of support offered to individuals involved in incidents will depend upon the situation, the type of incident and the individual involved. Support will, however, include the following:

- an outline of incident reporting procedures
- a report on the progress of any investigation or action taken by the Company or the authorities, including what is likely to happen next
- details of further support that is available, i.e. independent counselling, and how this would be arranged
- legal advice and help in taking proceedings against the assailant.

30. VISITORS / TENANTS (Section 2.33 of Control Manual)

You must ensure that any visitors enter through the front door of the main building and sign in and out at Reception. You must also remain with your visitor(s) at all times and escort them out of the building in the event of an evacuation.

Should you be responsible for the hiring of College space to tenants or visitors for meetings, public functions etc., you must ensure that information such as fire procedures and first-aid arrangements have been adequately communicated to the relevant persons in writing.

31. WORK AT HEIGHT (Section 2.36 of Control Manual)

A risk assessment will be carried out for all work at height required to be undertaken by employees.

You will only be permitted to carry out such works where it is necessary, and on having been provided with an appropriate level of training as well as suitable equipment being available.

Only ladders which are being subjected to regular documented inspections should be used and two persons must always be present during the use of ladders, i.e. a second to foot the ladder.

32. WORK-RELATED STRESS (Section 2.37 of Control Manual)

The Health and Safety Executive (HSE) defines stress as an “adverse reaction people have to excessive pressures or other types of demand placed upon them”. Typical symptoms include:

- sleep disturbance resulting in tiredness
- tenseness
- nausea and dizziness
- headaches
- weight loss/gain
- raised blood pressure

An assessment of the risks associated with stress will be undertaken as part of the General Risk Assessment procedure where deemed required, and all reasonable steps taken to control such risks

Should you feel that you are having an adverse reaction due to stress at work, you should contact your Line Manager or other member of senior staff as soon as possible. Each reported case will be dealt with on its own merits, with the College enlisting professional support where required.

You are also encouraged to inform a senior member of staff where there are clear signs that a colleague appears to be suffering from the effects of stress. Again, each situation will be dealt with on its own merits and in a confidential manner.

General Note: You should always report any concerns, queries etc. regarding health and safety to your Line Manager.

Newbattle Abbey College	POLICY/PROCEDURE
Title: employee Health and Safety Handbook	File ref: Policy and Procedure/Health and Safety
Prepared by: ACS/Competent Adviser	No of pages: 16
Approved by: H & S Committee	Revision date: June 2012
Date approved: August 2007	Date last modified: June 2011 by H&S Committee