



Welcome to Bolton College



Learner Safety Starts Here

2017-2018

SAFE LEARNER

Presentation Content:

- Element 1. Induction
- Element 2. Accidents, Incidents and First Aid
- Element 3. Hygiene
- Element 4. Fire Safety-Lockdown
- Element 5. Safety Posters & Signs
- Element 6. It's Electrifying
- Element 7. Dangerous Substances
- Element 8. Risk
- Element 9. Supervision & Compliance
- Element 10. and Finally



Element 1. INDUCTION – Staying Safe at Bolton College

Health and Safety at Bolton College is important to YOU as well as us.

Safe Learning will:

- Prevent pain and suffering to individuals and their families
- Provide for the long term financial security of the individual and the College
- Promote good morale





IT'S YOUR RESPONSIBILITY

- To take care of yourself and others
- By acting sensibly, observing procedures and following instructions
- Make reference to the Health and Safety sections in your e-Student Handbook

Element 2. ACCIDENTS & INCIDENTS

Accidents **CAN** happen!

What is an accident ?

- an unplanned event with a negative outcome, in safety terms this results in an injury
- all accidents must be reported to your tutor
- certain types of accidents are more common than others – what are they ?



Accidents can shatter lives



Near Miss Incidents

DO happen!

What is a near miss incident ?

- the circumstances of a near miss are exactly the same as an accident, however by luck, injury is avoided
- all near miss incidents must be reported so that action is taken to prevent accidents happening



Other Incidents !

- Also - all incidents involving personal threat, damage to or theft of property etc. should be reported
- A staff member or a member of the security team will complete the online security incident form to record the details of these events

FIRST AID

- If injured inform your tutor or a member of staff and get FIRST AID treatment
- Be aware of the First Aid notice in your learning area and contact telephone numbers. First Aid assistance can also be requested by calling: 0 - Call Centre or 2045 - Reception Main Building 2404 - Construction 2531 - Attendance Officer – STEM
- Direct to Duty First Aider Mobile 07970 846757
- The injured person should not complete the accident form themselves. The First Aider, your tutor or a member of staff must complete the accident form to record information you provide.

WHO	WHERE	TELEPHONE	INDICATE PRIORITY
VCA RECEPTION	MAIN ENTRANCE	7348	
VCA CALL CENTRE		220	
DUTY CARETAKER		7300 Emergency Line	
VCA DUTY PRINCIPAL		0797 0846 757	
ELAINE ALLEN	GUIDANCE CENTRE	7353	
ASHLEY BATHA	BCT5	7381	
ADAM BILTON	CARETAKING	7457	
ANGELINA	H & B	7436	
BRADSHAW	HUMANITIES	7404	
PIYA BISHNOO	FACILITIES MGT	7345	
WARREN DAY	CARETAKING	7457	
TOMMY DONNEL	CONSTRUCTION	7377	
CHRISTINE EYLES	LEARNING SUPPORT	7484	
STEVEN FLOY	FACILITIES MGT	7457	
KATHY GARDIN	CONSTRUCTION	7395	
JAMES O'DONOGHUE	CONSTRUCTION	7377	
ADRIAN PASS	FACILITIES MGT	7457	
CHRISTINE PRINCE	VI UNIT	7344	
YVONNE PRINCE	WIRING/ELECTS	7339	
LINDA PRICE	BUSINESS/IT	7470	
DAVID REDWOOD	CARETAKING	7457	
ANGELA WARD	FACILITIES MGT	7418	
TOMMY WHITFIELD	CONSTRUCTION	7347	
SILVIA WATTS	CARETAKING	7457	

Element 3. HYGIENE



THE EFFECTS could lead to you missing College or even serious illness:

Catch it



Bin it



Kill it



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Recap Elements 1,2, and 3

Q Why is health and safety important to you and the college?

A Prevents pain and suffering, provides long term financial security and promotes good morale

Q What is an accident?

A An unplanned event with a negative outcome

Q Why is it important to report a near miss incident?

A To prevent repeat occurrences and potential accidents

Q What type of accidents are most common?

A Slips, trips & falls – (Falls from height most common cause of death)

Q Who do you contact if you have an accident?

A Your tutor, technician or a first aider

Q Where would you find details for contacting a First Aider?

A On the first aid notice in your learning area/department

Q What is the personal hygiene campaign to control the spread of Infections and germs? and how long can bacteria or virus live on hard surfaces?

A Catch it, Bin it, Kill it campaign and up to 24 hrs

es



BUILDING

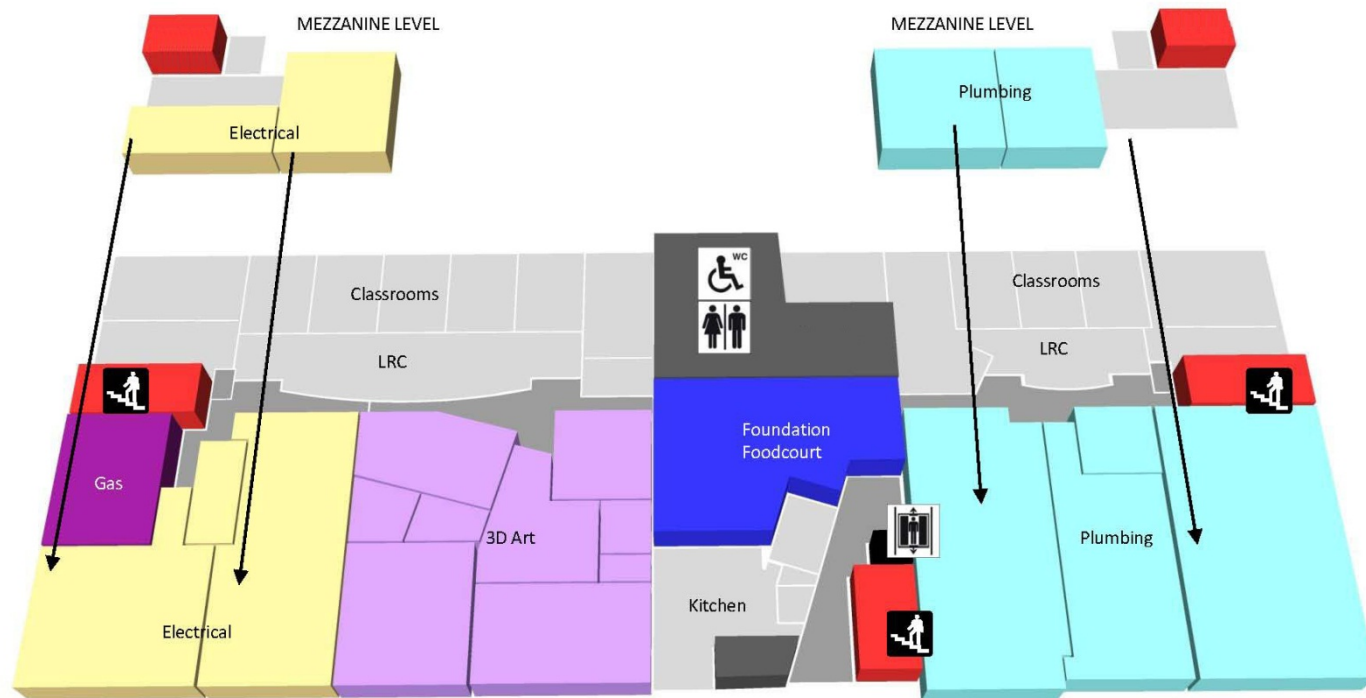


FIRE SAFETY cont'd

Construction Block – Building 'B'



First Floor Plan

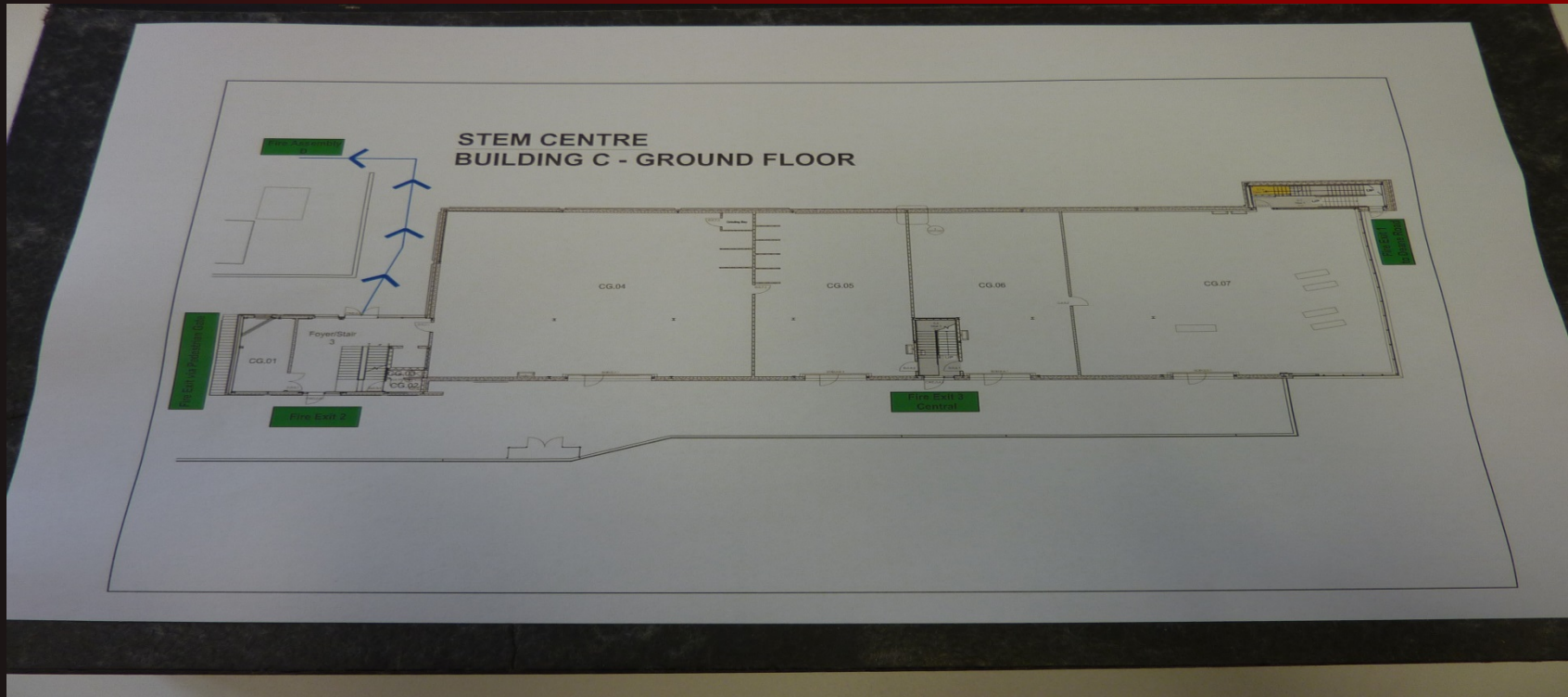


FIRE SAFETY cont'd



STEM

(Science Technology Engineering and Mathematics) Centre - Building 'C'



FIRE SAFETY Cont'd



What to do if you discover a fire

- Sound the alarm by operating the nearest 'Break Glass'
- If you can't find one let people know by any other means !
- Get yourself and anyone with you out of the building
- Don't try and fight the fire, use an extinguisher only when fire prevents you getting out of the building



What to do if you hear the Fire Alarm

- The Fire Alarm warns of a fire or other emergency in College
- DONT PANIC!
- Leave by the nearest exit
- **DO NOT USE THE LIFTS !**



- Go to your designated assembly point
- Do not re-enter the building in any circumstances until..... the “all clear” is given



Other Emergency Arrangements

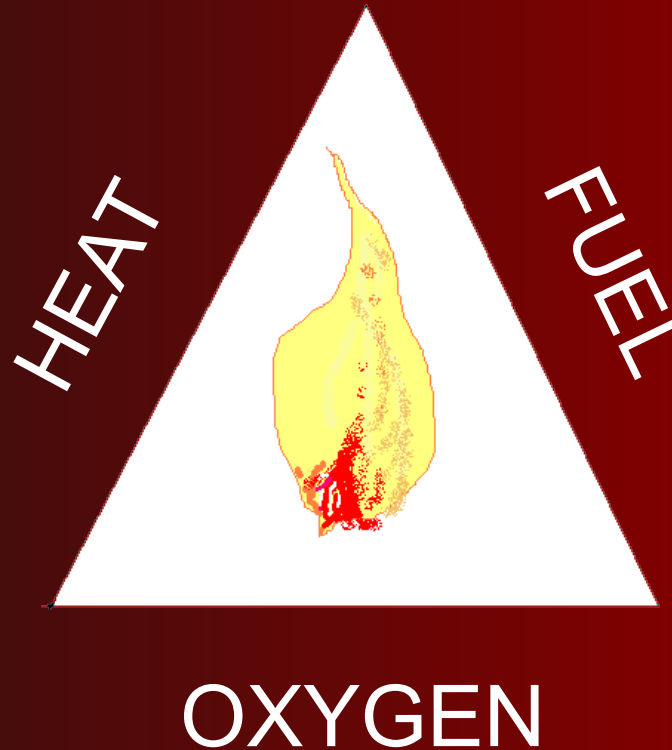


- Additionally e.g. in toilets, some smoke detectors have an additional central flashing beacon which flashes to alert those with a hearing impairment



- Wheelchair users or those with a disability, who are on upper floors, should be escorted to a pre-identified refuge point on an internal staircase and wait in readiness to be evacuated .

The triangle of fire

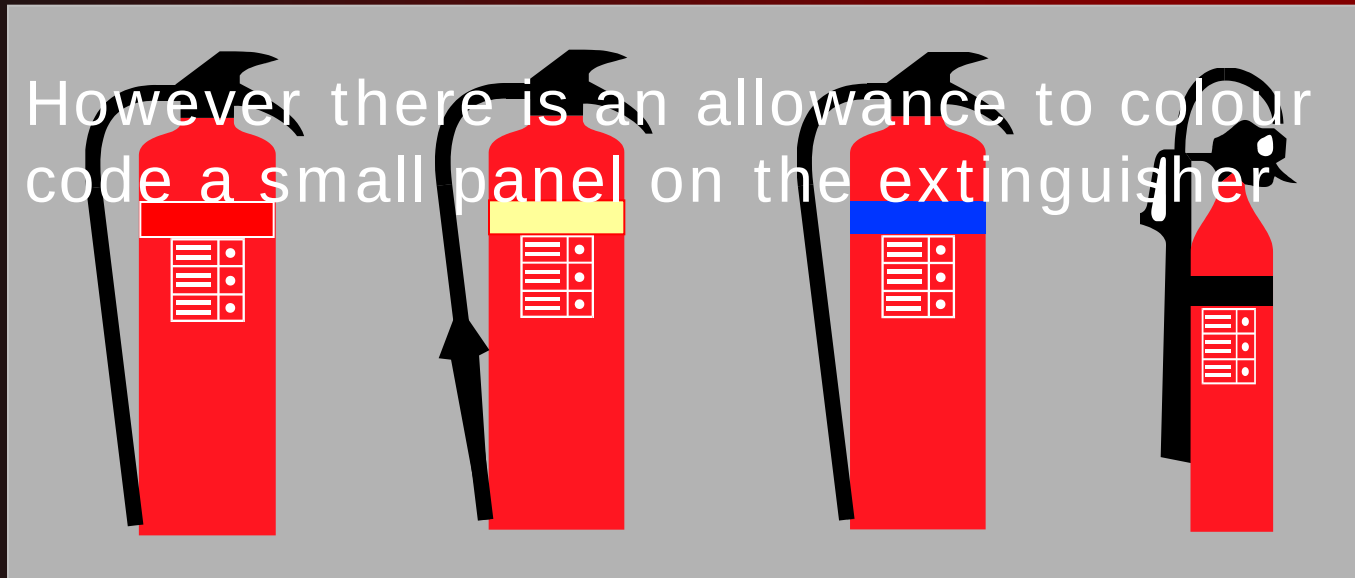


Fire extinguishers



- Extinguishers since 1997 are all **RED** and need an EU sign to mark location

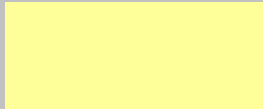
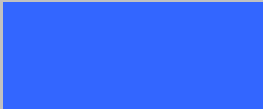
- However there is an allowance to colour code a small panel on the extinguisher



- Know each fire extinguisher – Label colour code, Contents, Type of fire, How the contents extinguish the fire, Disadvantages and/or dangers in use

What you should know about Fire Extinguishers



Label Colour Code	Contents	Type of Fire	How does the contents extinguish the fire	Disadvantages or dangers
	WATER	WOOD, PAPER, CARDBOARD	REMOVES THE HEAT	DANGEROUS ON LIVE ELECTRICAL FIRES AND FLAMMABLE LIQUIDS
	FOAM	FLAMMABLE LIQUIDS	LAYER OF FOAM SMOTHERS AND REMOVES OXYGEN	DANGEROUS ON LIVE ELECTRICAL FIRES
	POWDER	ANY TYPE OF FIRE	LIMITS THE AMOUNT OF OXYGEN IN AREA OF COMBUSTION	VERY MESSY CAN CLOG AT BASE
	Co2 CARBON DIOXIDE	ELECTRICAL FIRES AND FIRES IN ENCLOSED EQUIPMENT	DISPLACES THE AIR AND SMOTHERS	NOT EFFECTIVE IN OPEN SPACES, HIGH PRESSURE, VERY COLD, CAN ASPHYXATE

Do not Interfere with Fire Safety Equipment

It is a criminal offence to tamper with any device provided for health and safety purposes

College Fire Extinguishers, have colour coded seals in place to?

- show the extinguisher has not been tampered with and that it is full and ready for use and
- identifies the current year of inspection – “**BLUE**” for **2017-2018** at Deane Road and following servicing at all other sites



Fire Prevention and Protection

- Always keep sources of ignition separate from combustible materials and flammable substances
- Always extinguish any naked flame and isolate the source immediately following completion of any work
- Self closing fire doors are in place to protect fire exit routes from smoke in the event of fire and ultimately save lives.
- Do not obstruct or interfere with the self closing mechanisms



EMERGENCY LOCKDOWN PROCEDURES

- As part of the Health and Safety Policy and procedures, the College has a Lockdown Policy and Procedures. The Lockdown Policy and Procedures may apply to all College sites.
- Lockdown procedures are seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a serious threat to the safety of learners, staff and visitors in the College.
- Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:
- A reported incident / civil disturbance in the local community with the potential to pose a risk to staff and learners at College.
- An intruder on the College site with the potential to pose a significant risk (use of weapons) or a terror related attack.
- A warning received of a local risk e.g. air pollution or gas cloud.
- A major fire in the vicinity of the College.

EMERGENCY LOCKDOWN PROCEDURES

- Staff will be notified that lockdown procedures are to immediately take place and they will direct students to ensure they are safeguarded.
- The basic message from the Police is that in the event of lockdown, all staff and students should:

Run, Hide and Tell.

- **RUN** to a place of safety rather than surrender or negotiate e.g. to a classroom or office in College which can be locked and the windows will be locked down too. No-one should move from the room unless told to do so. If there is nowhere to run to...

EMERGENCY LOCKDOWN PROCEDURES

- **HIDE.** It's better to hide than confront. Turn mobile phones to silent and turn off vibrate and turn all lights, computer screens and equipment off. Classrooms and offices will be barricaded if possible and all those inside should hide under desks and away from doors and windows wherever possible. Stay hidden until you are told it is safe to move.
- **TELL.** If you are in College when the Lockdown procedures are enforced, College staff will tell the emergency services on 999. If you are outside the premises – contact emergency services but only when you are sure it is completely safe to do so.

Recap Element 4

Q What do you do if you discover a fire?

A Operate the nearest break glass call point to raise the alarm

Q If you hear the alarm sound - What do you do?

A Evacuate to your designated fire assembly point (Q – Which is)

Q What is the triangle of fire?

A All three elements (Oxygen, Heat, Fuel) that are required to maintain combustion – remove any one element and the fire will extinguish

Q How many different types of fire extinguisher do we have at the College? – which extinguisher is RED with a BLACK label – and what type of fire is it used on?

A 4 - Co2 (Carbon dioxide) - used on electrical fires

Q What is the function of the extinguisher coloured seal tag This seal, when intact shows that the extinguisher has not been tampered with, is full and ready for use, it also identifies the current year of inspection

Q What is the procedure for Lockdown

A RUN-HIDE-TELL

Element 5. SAFETY POSTERS & SIGNS

- Know the location of the **Health and Safety Law** - *What you need to know* - posters

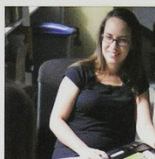


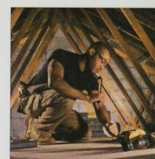


Health and Safety Law

What you need to know

All workers have a right to work in places where risks to their health and safety are properly controlled. Health and safety is about stopping you getting hurt at work or ill through work. Your employer is responsible for health and safety, but you must help.



What employers must do for you

- 1 Decide what could harm you in your job and the precautions to stop it. This is part of risk assessment.
- 2 In a way you can understand, explain how risks will be controlled and tell you who is responsible for this.
- 3 Consult and work with you and your health and safety representatives in protecting everyone from harm in the workplace.
- 4 Free of charge, give you the health and safety training you need to do your job.
- 5 Free of charge, provide you with any equipment and protective clothing you need, and ensure it is properly looked after.
- 6 Provide toilets, washing facilities and drinking water.
- 7 Provide adequate first-aid facilities.
- 8 Report injuries, diseases and dangerous incidents at work to our Incident Contact Centre: **0845 300 9923**
- 9 Have insurance that covers you in case you get hurt at work or ill through work. Display a hard copy or electronic copy of the current insurance certificate where you can easily read it.
- 10 Work with any other employers or contractors sharing the workplace or providing employees (such as agency workers), so that everyone's health and safety is protected.

What you must do

- 1 Follow the training you have received when using any work items your employer has given you.
- 2 Take reasonable care of your own and other people's health and safety.
- 3 Co-operate with your employer on health and safety.
- 4 Tell someone (your employer, supervisor, or health and safety representative) if you think the work or inadequate precautions are putting anyone's health and safety at serious risk.

If there's a problem

- 1 If you are worried about health and safety in your workplace, talk to your employer, supervisor, or health and safety representative.
- 2 You can also look at our website for general information about health and safety at work.
- 3 If, after talking with your employer, you are still worried, phone our Infoline. We can put you in touch with the local enforcing authority for health and safety and the Employment Medical Advisory Service. You don't have to give your name.

HSE Infoline:
0845 345 0055
HSE website:
www.hse.gov.uk

Your health and safety representatives:

UNISON	UCU	PAT	GMB
John Aspinall Ext 7314 Mary Carter Ext 7325 Liz Orr Ext 7346	Derek Phipps Ext 7396 Sarah Blacklock Ext 7035	Not currently represented by a member staff	Not currently represented by a member staff contact Regional Rep. Phil Roberts on: 0161-485-811

Other health and safety contacts:

Health and Safety Officer
Jeff Thomas Ext 7073

FM Help Desk Reporting
Peta Benbridge Ext 7245

Fire safety

You can get advice on fire safety from the Fire and Rescue Services or your workplace fire officer.

Employment rights

Find out more about your employment rights at:

www.direct.gov.uk



Health and Safety Executive

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Sign Categories

- European Regulations standardise the design of signs to reduce the risk of misunderstanding !
- Understand the main categories

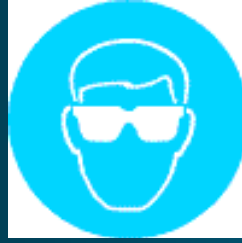
Safe
Condition



Fire
Fighting



Mandatory
Requirement



Prohibition



Hazard
Warning and
Identification



- Know what signs apply to you and your course

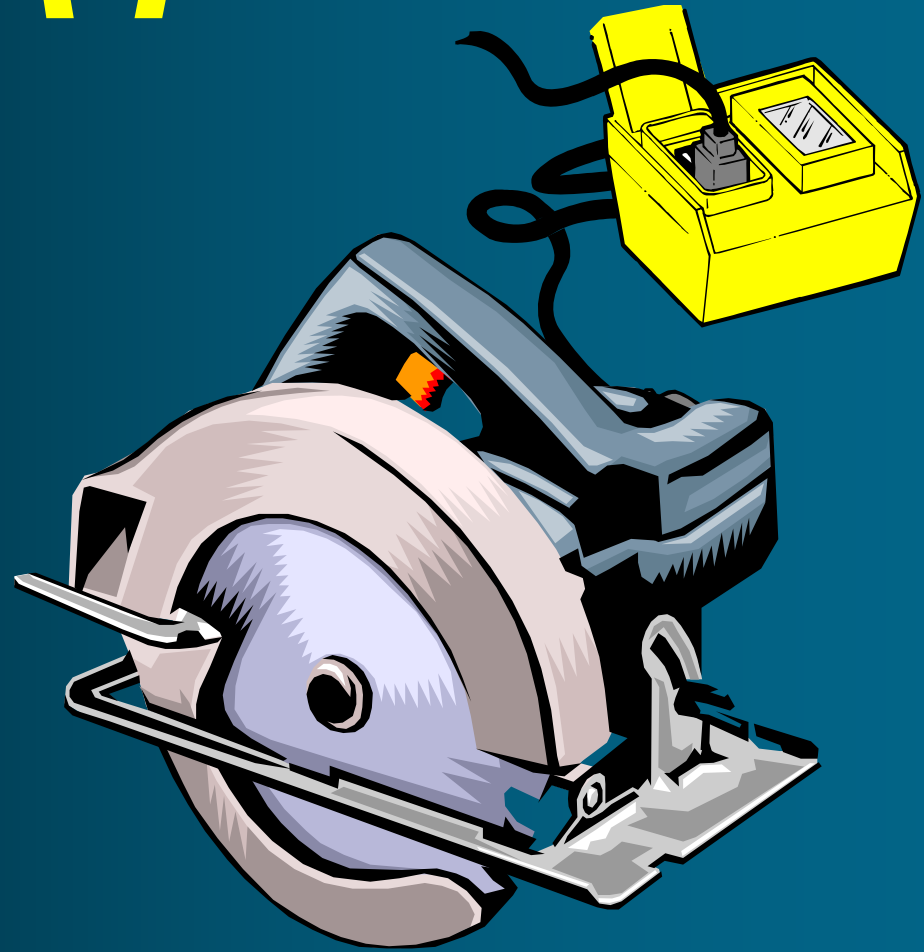
Element 6. IT'S - ELECTRIFYING



- Electricity is responsible for more fires at work than anything other than ARSON
- Electricity KILLS, causes shock and other severe injuries
- We can all check for obvious problems and report them, including: damage to casings, signs of overheating, frayed or exposed inner cables, and strange odours.
- Personal electrical items ! Do not use items from home unless authorisation has been given and they have been tested and approved.

PAT

Portable
Appliance
Testing



Element 7. DANGEROUS SUBSTANCES

We all come in contact with everyday substances!

- Know where to find Health and Safety Sheets for all substances

what it says on the outside is on the inside

- Follow procedures for safe handling, use and storage

- Make sure all substances are held in sealed, leak-proof and sealable containers

- Ensure containers have appropriate labels

It does exactly what it says on the tin

C.o.S.H.H.

Control of
Substances

Hazardous *to*

Health (Regulations)



C.O.S.H.H.

New universal and internationally harmonised hazardous substances labels have started to replace the current/outgoing orange and black labels.

By 2015, manufacturers will only be able to use the new white, red and black label signs on hazardous substance products.



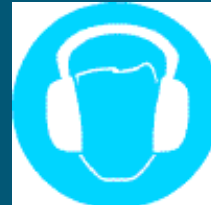
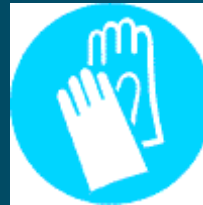
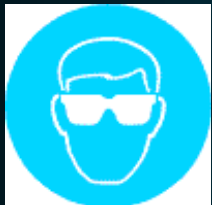
Element 8. RISK



Controlling Risk



- a **RISK ASSESSMENT** is carried out to evaluate the hazards and risk when carrying out a task or activity - therefore consider the following:
- **the HAZARD** – something with the potential to cause harm, in other words the **SEVERITY** of the consequences
- and **the RISK** – the chances that a specific hazard will cause harm, in other words the **LIKELIHOOD**
- a **CONTROL MEASURE** – is a device, procedure, piece of equipment or PPE (Personal Protective Equipment) etc. that will reduce the likelihood that the hazard will cause harm and therefore reduce the overall level of risk e.g.



Controlling Risk cont'd



- For the course you are taking, ensure you follow all safety procedures and instructions.

- Ens

- areas you must not enter;
 - equipment you must not use;
 - and PPE you must:

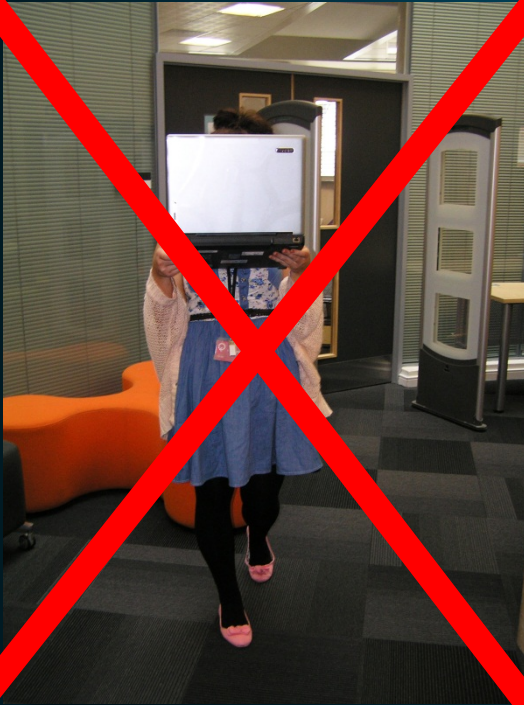
- * wear

- * or use



Controlling Risk cont'd

- Ensure that you do not operate your laptop or view your lap top screen when moving around College.



Obscured vision could result in contact with obstacles and/or other persons causing injury.



Whilst using a laptop on a stairway obscured vision, misplaced footing or collision can cause falls which are likely to result in serious or permanent injury and could even be fatal.

BE COMPLIANT WITH THIS INSTRUCTION

Controlling Risk cont'd

Access to, or Work at height

Never carry out any undertakings at height!

- Unless it is a formal part of your training

part of your

bed in law?

at height

ought to use as

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equipment or the

if it is at or

a person
ways or upper
throw objects

ing.

Q. What if

- Only use special equipment

a formal part

A. A place

be injured

below ground

could fall

over balustrade



Recap Elements 5, 6, 7 & 8

Q Which safety sign has a blue circle with white symbols?

A Mandatory instruction (explains what you must do)

Q The letters 'PAT' stand for what?

A Portable Appliance Testing (carried out on all portable appliances in use at the college)

Q The letters 'CoSHH' stand for what?

A Control of Substances Hazardous to Health

Q When Risk is assessed, what 2 factors are considered?

A Severity of the hazard and Likelihood (chances of it happening and the hazard will cause harm)

Q What is put in place to reduce risk?

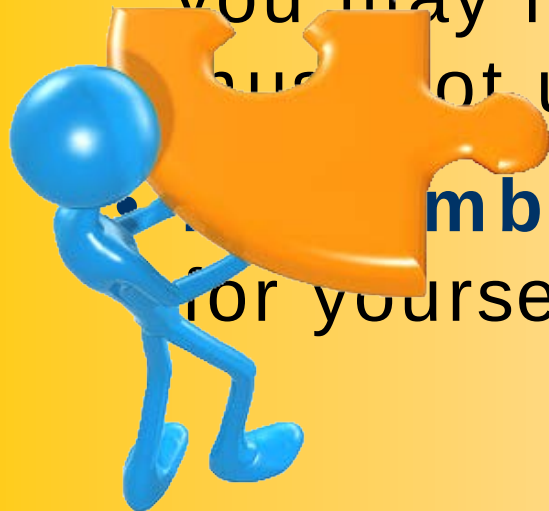
A A control measure (this could be a machine guard, an extractor, an instruction or an item of personal protective equipment etc.)

Q When can you access a place at height or work at height

A NEVER – unless it is a specific part of your learning activity

Element 9 SUPERVISION & COMPLIANCE

- **Know your tutors** and who else will provide supervision on your course
- **Know** the location of restricted areas that you may not enter and equipment you may not use



Remember – you have a responsibility for yourself and others by your actions

Getting Around College

- **When using stairways** -
when ever possible, keep to the **LEFT** take your time and consider others.
- **When using the main entrance revolving door** -
consider other users who are about to enter or leave the door compartments.
- **Do Not spin the door** -
the safety of others is dependant on your actions or omissions!



Use College Walkways

- **When walking between buildings A, B & C**, use the walkway provided. Observe the signs and stay off the car parking/delivery areas.
- **Understand** the walkway bollards are in place to protect pedestrians and children in pushchairs from vehicular movement.
- **Please** Keep off the Car Park unless you are accessing a vehicle and have a valid reason for this!

2017-2018



Use College Walkways

- **When walking between buildings A, B & C**, be aware of reversing vehicles, deliveries and passenger pick up!
- **Use** the pedestrian crossing and be aware of approaching vehicles!
- **For the year 2014 / 15** be extra vigilant whilst the use of the new STEM (Science Technology Engineering & Maths) building commences!

2017-2018





SMOKE FREE COLLEGE



In compliance with policy and recent legislation Bolton College premises are smoke free

This means that you MUST NOT SMOKE within the property perimeter boundaries of any College site or building

THIS INCLUDES



**ANY ENTRANCE
and approaches including landscaped
areas, courtyards, pathways and
steps within the perimeter of the site**



SMOKE FREE COLLEGE cont'd



**Please use the
smoking shelters
provided on:**

Stanley Street

and

Wellington Street



Remember – Please do not smoke at College entrances and approaches including landscaped areas, courtyards, pathways and steps within the perimeter of the site



SMOKE FREE COLLEGE cont'd



**The same applies to
all e-cigarettes and
vapour inhaling
alternative devices**

**These must not be
used inside any College
building or within any
perimeter boundary**

**They can however
be used in smoking
shelters provided**



**Remember – Please do not smoke at College entrances and
approaches including landscaped areas, courtyards, pathways
and steps within the perimeter of the site**

Housekeeping & Consideration for Others

- **Food and Drink** – please use the facilities provided for their consumption, clean up after yourself, use waste bins provided and report all spillages.
- **Litter** – please discard all your litter appropriately using the bins provided throughout the College.
- **Contaminated clothing and work boots** – to avoid contamination and/or damage to the fabric of the premises, please remove any dirty garments and boots etc. before leaving workshops. You are not permitted to enter any other area wearing soiled clothing or footwear
- **Sitting on corridors and stairways** – please do not obstruct other College user's movements by sitting on floors and stairways etc. the building is used by a range of learners and staff who find this a particular hazard
- **Horseplay and Football** – please refrain from disruptive behaviour and actions that may result in injury to yourself or others, do not bring footballs into College or play football in the vicinity of the College or our residential or business neighbours
- **Spitting** – this action is totally unacceptable it is unhygienic, can spread infection and cause slips and falls
- **Conduct yourself accordingly** - before and after learning activities and at break times

HEALTH and SAFETY LAW ! CRIMINAL OFFENCE !

- No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare
- The HSC (Health and Safety Commission) - states breaches of this kind can result in fines of up to £5,000 in court
- Where we have evidence we will prosecute





It's all common sense really!

***But sense isn't always
common!***

help us to maintain our high
standards of safety

while enjoying and benefitting from
your time at
Bolton College

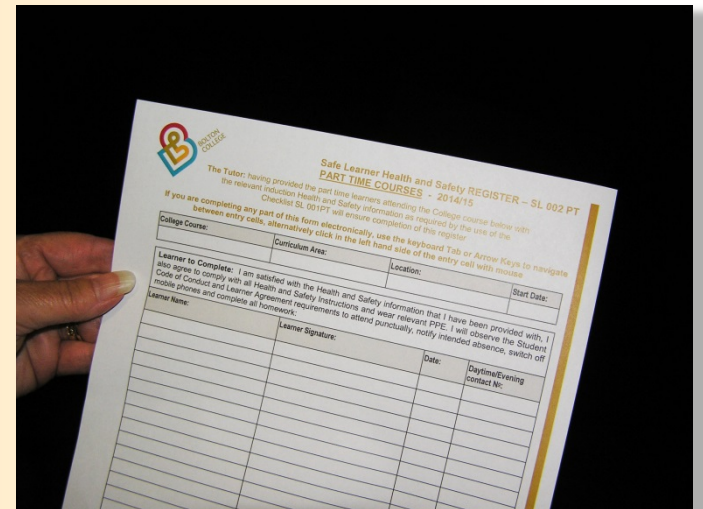
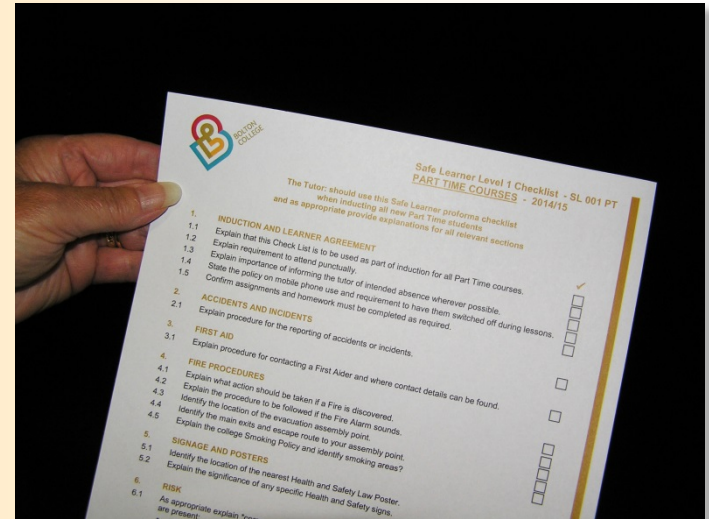
Full time students

-
- Safe Learner Health and Safety Unit SL 001 - 2014/15**
- To complete this unit electronically in "Microsoft Office Word 2010" and/or via the College Intranet, you may need to click the "Enable Editing" tab first.
- Please use the keyboard Tab or Arrow keys to navigate between entry cells, alternatively click in the top left hand side of the entry cell with mouse. Where you are asked for a Yes or No answer, click in the relevant box to insert a cross.
- Learner Information**
- Learner Name: I.D Ref:
- College Address:
- Curriculum Area: Location:
- Course Title: Start Date:
- All Learners must demonstrate an awareness of College Health and Safety in the place of learning.
- Further to completion of this unit there will be additional safety requirements related to the course competences that will be outlined to you.
- Element 1. SAFE LEARNER INDUCTION**
- Have you received your Health and Safety Induction presentation? ☐ Yes ☐ No
 - How was the Safe Learner Induction presentation delivered? (e.g. via moodle, from disc or other etc)
 - On what date was the presentation delivered?
 - How long did the presentation last?
 - Have you received your student handbook or software? ☐ Yes ☐ No
 - How gave the induction presentation? ☐ Yes ☐ No
 - Have you noted where you will find welfare facilities? (toilets, washing facilities and drinking water) ☐ Yes ☐ No
 - List three main reasons why...

[illegible]

Part time students

- Induction for all new **Part Time** students will include a presentation and reference to the Safe Learner - Health and Safety check list
- Following completion of your Health and Safety induction and reference to the above check sheet- Part Time students are required to sign the **Part Time Safe Learner Register**



Recap Element 9 & 10

Q Who will provide supervision for you at Bolton College?

A Your Tutor, Department Technician or Support Worker

Q If you were to intentionally misuse, damage or interfere with any equipment provided for Health & Safety reasons – it will be regarded as a ?

A Criminal Offence, where there is evidence the College will prosecute, seek compensation and/or exclude students

Q The College is Smoke Free - What does this mean?

A You must not smoke within the perimeter of any College site

Q When can you access the College car parking area?

A You should not access this area unless you are being collected by a third party vehicle and have a valid reason for this.

Q Following this Safe Learner Induction you are now required to complete?

A The Full Time Safe Learner Unit and Register or if you are a part time learner, the Part Time Register

Thank you for your attention

