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Edinburgh College

For the future you want

Occupational Health, Safety and Welfare Policy

Health & Safety

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EDINBURGH COLLEGE

HEALTH, SAFETY AND WELFARE STATEMENT

1. As the Principal and Chief Executive of Edinburgh College, I am responsible for the health, safety and welfare impact of the College. This policy statement reflects the importance I attach to those issues to protect College employees, students and those who are affected by our activities, in order to create the framework for our staff to provide a high standard of education to our students.

2. The College Board is fully committed to compliance with all relevant health, safety and fire legislation. This policy will apply to all Edinburgh College employees and students alike. The measures outlined in this policy and subsequent guidance documents are the minimum standards and values expected and should be adhered to. The policy consists of 3 parts. The first, this policy statement is designed to provide all College employees and students with a general indication of my views and beliefs on health, safety and welfare. The second will outline the responsibilities that I place on individuals and the organisational structure implemented in order to achieve those duties. The third is in the form of procedural guidance documents that will act as an extension of this policy to provide greater detail on how those responsibilities will be implemented.

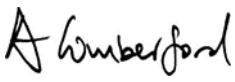
3. All foreseeable hazards and risks must be identified and assessed in order to reduce or eliminate the likelihood of accidents, incidents and cases of occupational ill health. Equipment, premises, people and systems of work will be, as far as is reasonably practical, safe and without risks to safety and health. Each Head of School or Department Manager holds responsibility for the safety, health and welfare of their staff and students. This should be achieved by creating and maintaining a positive health and safety culture where everyone can contribute by identifying and mitigating risk. Consultation with health and safety representatives, employees, unions and other interested parties must take place in order to achieve this.

4. All College staff must be made aware of their legislative duties and to be responsible for the safety of themselves and others through their acts and omissions. Our responsibilities also extend to others such as students, visitors and contractors, who must be provided a safe environment.

5. I am committed to the continual improvement of occupational health and safety standards. The Health and safety team are charged with monitoring and reviewing health, safety, and welfare performance. These objectives will be achieved through their operational plan.

6. This policy will be reviewed annually and will remain extant unless amended by changes in legislation or other times as deemed necessary by the College Board. Any amendments or alterations will be subject to full consultation with the recognised trade unions and communicated via the intranet and health and safety notice boards for all employees, students, visitors, contractors and service providers.

7. In summary, if we are to achieve our ambition of making Edinburgh College a leading College by providing excellent education through a quality curriculum, it is vital that we maintain a safe working and responsible learning community. To inspire people and transform lives, we must maintain a consistent safety culture with strong staff and student-centered values which will enable us to thrive and contribute to the performance of the College.



Audrey Cumberford
Principal and Chief Executive
27 September 2022

PART 2

MANAGEMENT, ORGANISATION AND RESPONSIBILITIES

IN HEALTH, SAFETY AND WELFARE

AIM

01. The aim of this policy is to communicate the standards expected to protect the health, safety and welfare of all staff, students, contractors and visitors at Edinburgh College (EC) in order to contribute in providing the operational framework for the College to achieve its strategic aims.

INTRODUCTION

02. Staff and students are recognised as our most valuable resources and therefore protecting their health, safety and Welfare is crucial. Edinburgh College not only recognises its legislative responsibilities to our people but also to society in general. In achieving high standards of health, safety and welfare within the College, we aim to encourage our students to carry those high standards into their future work places with Edinburgh College being the bedrock of those standards.

HEALTH AND SAFETY OBJECTIVES

03. The Safety Management System outlined within this policy has been compiled using the approach used in the ISO 45001 and HSG 65 Occupational Health and Safety Management Systems. These systems work on a Plan, Do, Check, Act (PDCA) principle to achieve the following;

a. To establish, resource and maintain a high standard framework to ensure, as far as is reasonably practicable, a safe and healthy working environment for all Edinburgh College employees, students and other persons who may be affected by our activities.
b. Identify and control hazards, to reduce risk to a level that is as low as is reasonably practicable through suitable and sufficient risk assessment using the hierarchy of control. Emergency plans will be prepared to minimise the impact of any incident.
c. To provide systems of work that are safe and without risk to health, where staff have the correct levels of competencies, instruction and supervision to carry out their duties safely.
d. To ensure that premises, equipment and substances and materials are controlled in a safe manner and are fit for purpose through design, procurement, engineering and other controls.
e. Performance measurement, audit and review systems are in place to monitor the success of the safety management system and provide continuous improvement.

HEALTH AND SAFETY MANAGEMENT SYSTEM

04. The safety management system for Edinburgh College has been compiled using a four-step approach that compliments the PDCA principle. This consists of; **Policy and Planning** (Plan), **Implementation and Operation** (Do), **Checking and Corrective Action** (Check) and **Management Review** (Act).

POLICY AND PLANNING

05. The implementation of any safety management system relies on the co-operation of all personnel at every level of the organisation. To assist in achieving this, clear plans and procedures are developed and consulted upon, objectives are set and monitored and guidance documents provided for reference. Effective planning is concerned with prevention through identifying, eliminating and controlling hazards and risks, the process for which will be outlined in this policy.

06. In the event of any emergency or incident, Edinburgh College also has processes in place that will assist in mitigating the effects upon staff, students, contractors, members of public, property and the environment. Examples of processes include those described in the critical incident management policy.

IMPLEMENTATION AND OPERATION

07. In order to put the safety management system into effect, 4 areas of compliance are to be considered. These are; safe **environment**, safe **people**, safe **equipment** and safe **procedures**. More detailed information is provided in the health and safety management procedural guidance document.

Safe Environment

08. All Edinburgh College employees, students and visitors must be provided with a safe environment. This is the space occupied by the College for the conduct of activities and includes any surrounding areas where anyone may be affected by our actions. A safe environment will form part of any specific risk assessment.

Safe People

09. Safe people are those who have the appropriate information, instruction, training and supervision to enable them to carry out a specific duty or activity as a competent person. This may include the appropriate current qualification, maturity and experience. Edinburgh College will ensure that all employees are competent to carry out their duties. This will take into account that those under training (students) who may not be deemed competent, will require additional supervision. The requirements of each position shall be identified and recorded and suitable assessment procedures implemented to ensure competence is maintained. The safety of members of the public, visitors and contractors will also be taken into consideration when carrying out risk assessment.

10. The Senior Management Team and middle managers shall have an in-depth understanding of the health and safety implications regarding their respective areas through specific training courses provided. Furthermore, they shall be competent in managing related health and safety issues, with specialist support provided by the health and safety team. Where appropriate, this competence will be developed through specific health and safety management training.

Safe Equipment

11. This is equipment currently in use or brought into the College together with the associated documentation, maintenance programe, activity risk assessment and disposal requirements. All equipment used by College staff and students shall be fit for purpose, appropriate, and subject to planned preventative maintenance. Facilities management shall also be engaged, whether internally or externally, in the provision of maintenance and repair to the fabric of buildings and sites controlled by College staff. This inspection is augmented by regular physical condition checks, conducted by the appropriate supervisory or management staff, at intervals prescribed by inspection plans. Any formal equipment inspections must be documented.

Safe Procedures

12. This covers the safe conduct of any event or activity carried out by Edinburgh College through thorough risk assessment and control implementation. The process of risk assessment is to identify any significant occupational health and safety hazards associated with the College's undertakings and control them to reduce any residual risk to a level as low as is reasonably practicable. Where hazards cannot be eliminated, the College shall ensure that appropriate and effective controls are provided to reduce risks to acceptable levels. Further information on assessing and controlling risk can be found in the relevant procedural guidance document.

13. Arrangements have been established to ensure a thorough investigation of all accidents and near misses. The results of investigations shall be analysed and reviewed to identify common features and trends that might reveal areas for improvement across College operations. It is College policy that all accidents and incidents are reported immediately and investigated as required. Everyone is encouraged to report near misses and other events that could have caused injury or damage. This will assist in improving the health and safety standards within the College. Further information can be found in the management of health and safety procedural guidance document.

CHECKING AND CORRECTIVE ACTION

14. Performance measurement provides information on the progress and current status of the management system. The provision of this information assists in its operation and development by:

a. Providing information on how the system operates in practice.
b. Identifying areas where corrective action and continual improvement is necessary.
c. Providing feedback and motivation.

15. The Health and Safety team will analyse the outcomes of inspections, investigations and audits for trends, ensuring the systems in place meet legal requirements. The Health and Safety team will also monitor changes to health and safety legislation and feed this back into the management system to ensure that the College remains legally compliant.

16. Audits are the measuring component of the management system. Any audit regime compiled shall be based on the risk profile of the area / aspect being audited. The management responsible for this area must ensure that if a corrective action(s) is identified, that suitable controls are implemented without undue delay to eliminate detected non-compliances and their causes.

MANAGEMENT REVIEW

17. The management review is to assess compliance with the College's policies and procedures and review performance against objectives and targets over a specified period and assign actions to achieve continual improvement.

18. The management review shall include assessing opportunities for improvement and the need for changes in the occupational health and safety management system including the policy and objectives. The Edinburgh College Board shall be part of the management review process. The procedure covers review based on;

a. The results of internal and external audits.
b. The findings from accident reports and investigations.
c. Changes in legislation and guidance,
d. Feedback from consultation with stakeholders and recommendations for improvement.

19. The outputs from the management review mechanisms shall be documented and include any decisions and actions related to possible change to policy, objectives and other elements of the safety management system, consistent with the commitment to continual improvement. This provides visibility of issues raised and the identification of the required corrective and preventive action necessary to ensure their subsequent verification and closure. The management review is made up of a number of elements, which are as follows:

a. Annual occupational health and safety report to the Board of Management, or sooner should there be any significant change.
b. Quarterly review by the Health and Safety Committee regarding developments.
d. Quarterly operational plan update and end of year review.
e. Quarterly report the Board of Management on any RIDDOR incidents
e. The publication of a monthly report to the Executive Team, Heads of School / Departments, middle managers and Trade Union Safety Representatives.

Records

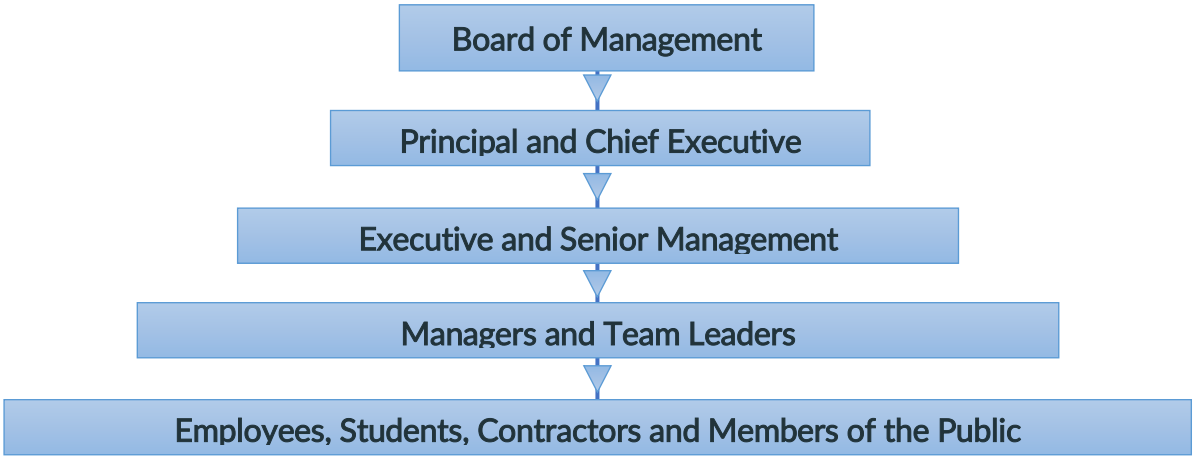
20. Edinburgh College will ensure the effective maintenance and storage of records in a manner that prevents their loss or deterioration until their final disposal. Records shall be maintained as necessary to demonstrate compliance with legal and other best practice requirements and to ensure retention of appropriate occupational health and safety knowledge. Arrangements shall be implemented to ensure that occupational health and safety documentation is up to date, applicable to the purpose for which it is intended, considers the requirements of data protection legislation and is available to all those who require it.

Communication, Participation and Consultation

21. It is imperative for all parties to work collaboratively in the pursuit of a successful health and safety culture. Edinburgh College complies with the Safety Representatives and Safety Committees Regulations 1977, whereby the trade union nominated safety representatives are consulted on safety matters. The College encourages and values input from all its employees in the process of continuous improvement of its working procedures and in development of policy and management systems. Any changes to the management system are consulted and communicated as required to employees who may be affected by the change.

ORGANISATION AND RESPONSIBILITY

22. The organisational chart below demonstrates the managerial levels in which health and safety responsibilities are laid out in all four of Edinburgh College's campuses.



RESPONSIBILITIES

Lines of Responsibility

23. The Principal and Chief Executive, Chief Operating Officer (COO), Vice Principals (VP) and Heads of Department who form the Executive and Senior Management Team on behalf of the EC Board will, so far as is reasonably practicable, in all areas in which its employees, students and visitors operate, maintain a safe working environment and working practices in accordance with the requirements of the Health and Safety at Work etc. Act 1974.

24. The Principal and Chief Executive is appointed by the EC Board and is delegated to act on its behalf in matters relating to the organisation and management of the College. In this context, therefore, whilst maintaining the overall accountability for the occupational health, safety and Welfare governance of College staff, students and those affected by the College's undertakings, the EC Board delegates the operational management performance to the Principal and Chief Executive.

25. Operationally, the responsibility for ensuring occupational health and safety lies with Edinburgh College's Executive and Senior Management Team (SMT). This team shall ensure that adequate resources are available to undertake activities safely. Individual responsibilities for the implementation of the Health and Safety Policy and those additional responsibilities delegated within the related procedural guidance documents, shall be clearly defined, allocated and communicated to those involved e.g. through job descriptions. The SMT should also ensure that any material organisational change does not introduce additional risk into the operational activities of the College and that any potential effect upon the College is assessed prior to change.

26. The responsibilities for health, safety and welfare are mirrored to the general management structure of the College with each level of management being responsible for those below, to the extent that those who have control of the risk, hold the responsibility for it. This is so that the responsibility for ensuring high standards of health, safety and Welfare performance remains with those who design, arrange or direct the operational activities of the College.

27. To satisfy the EC Board's commitment to continuous improvement, prevention of accidents, elimination of work-related ill health and the promotion of a healthy learning and working environment, Edinburgh College will commit to:

a. Creating, maintaining and developing a positive, fair and accountable health and safety culture that secures the commitment and participation of all employees and students.
b. Meeting its responsibilities to employees and students in a way which recognises that legal requirements are the minimum acceptable standard.
c. Ensuring articles and substances are used, handled, stored and transported safely (so as far as is reasonably practicable) and consider risks to health.
d. Adopting a planned and systematic approach to the implementation and operation of the EC Board's Health and Safety Policy to ensure, so as far as is reasonably practicable:
    i. The provision and maintenance of plant, machinery and systems of work that are safe and without risks to health.
    ii. The provision of information, instruction, training and supervision as is necessary to ensure the health and safety at work of its employees and the learning of its students.
    iii. As regards any place of work under the EC Board's control, the maintenance of it in a condition that is safe and without risks to health and the provision and maintenance of a safe means of access and egress.
    iv. The provision and maintenance of a working environment for all that is safe, without risks to health, and adequate as regards facilities and arrangements for welfare at work.
    v. The suitable and sufficient identification, assessment, monitoring and review of risks associated with all activities of EC with the aim of eliminating or controlling these risks according to the hierarchy of control.
    vi. The allocation of resources to meet the requirements of the Health, Safety and Welfare Policy.
    vii. Planning for health, safety and welfare - including the setting of realistic short, medium and long-term objectives - deciding priorities and establishing adequate performance standards.
    viii. Measuring and evaluating health and safety performance through monitoring and audit review on a regular basis to ensure standards are maintained and developed in accordance with the management system.
    ix. A coherent and robust system of consultation with trade union health and safety representatives and representatives of employee and student safety and to provide them with facilities and assistance to enable them to carry out their functions effectively.

The Board of Edinburgh College

28. The Board recognises that it has responsibility for health, safety and welfare matters. It will authorise and approve the Health and Safety Policy document and support the effort of the Principal and Chief Executive, the Senior Management Team and all levels of management in achieving policy objectives.

Principal and Chief Executive

29. The Principal and Chief Executive is accountable for health, safety and welfare within Edinburgh College. This will include providing and maintaining adequate workplace health, safety and welfare provisions and standards to safeguard all employees, students and others, such as visitors and contractors. The Principal and Chief Executive, in conjunction with the Board, is responsible for approving the Health and Safety Policy document and will:

a. Monitor the overall effectiveness of the Health and Safety Policy, ensuring the policy is reviewed at least annually and is revised where necessary.
b. Ensure adequate resources are made available to comply with health and safety requirements.
c. Delegate responsibilities both general and specific to appropriate staff as identified in the following sections.
d. Ensure the implementation of this policy by active management and review of health and safety within the organisation.
e. The Principal and Chief Executive will actively promote high health and safety standards and set a good personal example.

Executive and Senior Managers

30. This group includes the Chief Operating Officer, Vice Principals, Assistant Principals and Directors of Departments. They are responsible to the Principal and Chief Executive of Edinburgh College for health and safety issues in terms of implementation, monitoring, and review of the policy. This line of management will:

a. Be responsible for the health and safety management of all staff, contractors and students within their areas of control and actively promote and encourage the development of a culture of health and safety awareness.
b. Make arrangements for the investigation, analysis and reporting of all notifiable accidents and incidents with a view to preventing similar occurrences in the future.
c. Ensure regular health and safety inspections and that any necessary remedial works are identified are carried out where applicable.
d. Ensure managers and nominated employees carry out risk assessments and implement safe systems of work where necessary. They must ensure that risk assessments are monitored and regularly reviewed when necessary.
e. Consult with their employees and students on health and safety matters.
f. Consider the health and safety implications of any materials, plant or equipment purchased on behalf of the College, consulting with the Estates or the Health and Safety team where necessary.
g. Ensure that any premises and equipment under their area of control are suitable, safe and without risks to health.
h. Appoint a nominee(s) who will be responsible for the day-to-day management of their areas of control in their absence.
i. Ensure that regular fire and emergency practice drills are carried out and are recorded.

Middle Managers

31. This group includes: Curriculum Team Managers, middle managers and Team Leaders. This level of management has responsibility for the day-to-day management of the health, safety and welfare of all staff, students, contractors and visitors within their areas of responsibility. They are responsible for the effective implementation and achievement of this policy in their specific areas of control. Managers will:

a. Nominate competent personnel to assist in identifying safe systems of work.
b. Carry out suitable and sufficient risk assessments, which take account of all significant hazards inherent in the activities within their area of responsibility and to annually review those assessments as detailed by the health and safety management system.
c. Ensure that the organisation of health and safety duties within their area of responsibility is clearly defined, documented and communicated.
d. Ensure that all employees, students, visitors and contractors are made aware of any significant hazards (identified through risk assessment), safety rules or procedures that may be encountered within their areas of control, including the precautions to be taken against these hazards. This will include procedures to be followed in the event of a fire or emergency situation.
e. Empower members within their area of responsibility to suspend or stop any activity that is not being carried out correctly and which could cause harm to others or damage to property.
f. Enforce the use of identified protective measures including engineering controls and the wearing of personal protective equipment or clothing in designated areas.
g. Ensure all equipment, plant and substances used are assessed, suitable for the task, handled, stored and distributed correctly. Equipment is to be kept in good working condition through regular inspection, maintenance and servicing where required, with appropriate records maintained.
h. Assess the health and safety training needs of employees under their control and provide all necessary instruction, training, information and supervision as appropriate to enable employee duties to be conducted safely. This includes ensuring that procedures are in place for the induction of new employees and students and that mandatory training packages are completed.
i. Ensure all accidents and incidents are properly recorded via the online portal, and that they are effectively investigated where applicable to ensure that suitable preventative measures are put in place to prevent reoccurrence.
j. Enforce disciplinary procedures where appropriate when non-compliance with health and safety procedures have been identified.
k. Ensure the requirements of high-risk and additional support need workers and students (e.g. disabled, pregnant, lone workers, young/vulnerable persons, home workers) are assessed and that adequate measures are taken to ensure their health, safety and welfare.
l. Ensure regular safety inspections are carried out and recorded within their area of responsibility where applicable.
m. Consult with employees and students under their control on health and safety matters and ensure that health and safety is a regular agenda item at team meetings.
n. Nominate competent personnel within their area of control to train and act as emergency staff i.e. fire wardens, first aiders and evacuation chair operators. These staff members can also attend the local campus health and safety meetings.
o. Actively participate in fire drills, ensuring that they report to the incident control point and make themselves known to the incident controller.
p. Safely identify and control all external contractors brought into Edinburgh College for any work purposes.
q. Safely organize, approve and execute any planned event whether on or off the College estate.
r. Promote a culture of health and safety awareness and set a good personal example on health and safety.

Employees

32. Every College employee is expected to comply with the health and safety arrangements that are in place. Staff are under a legal obligation to take reasonable care for the health and safety of themselves and others through their acts or omissions. Edinburgh College has disciplinary policies to deal with contravention of the arrangements. All employees, regardless of the position held, must familiarise themselves with and conform to the College's Health and Safety Policy and will:

a. Assist the College in fulfilling its health and safety obligations by taking reasonable care for the health and safety of themselves and others, who may be affected by their acts or omissions.
b. Observe the safety rules, codes of practice, safe systems of work or instructions devised for their health and safety and cooperate fully with managers in the investigation of accidents, incidents and near misses.
c. Work safely and not remove or interfere with any safety device or guard provided for the purpose of safety.
d. Report all significant hazards, potential dangers, accidents, incidents, near misses and damage that may occur in the course of their work to their line manager and to the Health and Safety Team via the reporting portal, without delay.
e. Ensure that all required safety equipment is used or worn in the designated areas and that it is stored and maintained in line with the manufacturer's recommendations. In addition, report any defects in safety equipment to their line manager.
f. Employees are encouraged to voice their opinion and provide recommendations on safety, welfare or health issues and to participate in the risk assessment process.
g. When bringing vehicles onto College property, adhere to and obey all speed limits, directional and warning signs, other safety and traffic signs, at all times ensuring that vehicles are parked safely in designated parking spaces.
h. Use designated walkways, avoiding traffic areas where possible.
i. Ensure that their own areas of work are at all times kept clean, tidy and free from significant hazards.
j. Upon hearing the fire alarm, evacuate the area encouraging those in the area to do likewise. Public areas on-route to the assembly point should be checked with students and other visitors made aware of the actions to be carried out.
k. Work strictly within their personal level of competence and in a manner that should not give rise to danger. Where necessary, seek expert advice for issues outside of personal competency. Every employee is encouraged to continually assess and evaluate the risk within their working environment.

Students

33. It is for the College and College staff to ensure the health, safety and welfare of students. Students do, however, have a part to play. In particular, they will:

a. Follow any health and safety rules, policies and signs that apply in their course areas and the College campuses. Furthermore, individuals must conduct themselves in a way that does not endanger themselves or others.
b. Ensure that where they are instructed to wear or use safety equipment it is done so in the designated areas in line with manufacturer's recommendation, with any defects being reported to staff.
c. Not to misuse any equipment provided in the interest of health and safety, e.g. fire alarms, fire extinguishers, guards, personal protective equipment, etc.
d. Report all accidents, incidents or anything they consider may be a risk to health and safety to a member of staff or via the student online reporting portal.
e. Use designated walkways, avoiding traffic areas where possible.

Visitors, Contractors and Members of the Public

34. All visitors, contractors and others arriving on site are required to report to reception where they will be required to sign in on arrival and out upon departure. If brought on site by a member of staff, that person will be the responsible person and must ensure that they are aware of the following:

a. All visitors, contractors and others invited to or expected to work or learn on College property are required to comply fully with this College policy and any other specific rules and conditions applicable to them throughout their visit.
b. On no account should any work be conducted by a contractor until they have received clear instruction regarding the College's rules for contractors and have provided documented risk assessments, safe systems of work and insurance.
c. They must comply with all relevant health and safety instructions, guidance and safe working practices appropriate to their area of work.

Health and Safety Team

35. The Health and Safety Team have key responsibilities for supporting the development of a safe and healthy working environment and shall act as the competent persons for advising on health and safety matters to the College by:

a. Assisting with the coordination of health and safety support services whilst giving advice and guidance to all. In addition, assist management with the monitoring and review of health and safety performance and documentation.
b. Assisting with the investigation of accidents, incidents and near misses, in addition to the preparation and maintenance of formal reports and records.
c. Assisting with the coordination, organisation and monitoring of fire drills and emergency evacuation procedures, and ensuring records of these activities are kept.
d. Providing advice and assistance to all levels of management, staff and students on health and safety issues on aspects such as working practices, equipment, protective clothing, plant, risk assessments and inspections.
e. Representing the College in dealings with any enforcing authority.
f. Ensuring fire risk assessments and safety audits are carried out when required.

PART 3

DETAILED ARRANGEMENTS FOR HEALTH, SAFETY AND WELFARE

The detailed arrangements for implementing the health and safety management system is done so in a series of detailed procedural guidance documents. These live documents will act as an extension of this policy and the contents treated in the same manner as the contents of this document. All procedural guidance and administrative documents can be found on SHE

Number	Document	Topics covered
G001	Management of Health and Safety	The health and safety management system, safety committee, violence at work and safety checklists
G002	Risk Assessments	The risk assessment procedure, hierarchy of controls and recording risk assessments
G003	Display Screen Equipment (DSE)	DSE assessments, effects of improper DSE use and potential control measures
G004	Manual Handling	Manual handling assessments, musculoskeletal issues and potential control measures
G005	Workplace Stress	Workplace stress risk assessment and management standards
G006	CoSHH and DSEAR	The storage, transport, control, handling, use and disposal of hazardous and flammable, substances
G007	Fire	Fire awareness and preventative measures
G008	Offsite Visits and Other Activities	The risk assessment procedures and considerations for organised offsite activities and visits
G009	Working at Height	The risk assessment procedures, considerations and legal requirements for working at height
G010	Work Equipment	Safe procurement, installation, use, maintenance and inspection of all working equipment
G011	Contractors	Controlling the safe activities of all contractors
G012	Events	Safely organising and executing events including event risk assessment procedures
G013	CDM	The legal obligations under the Construction Design and Management (CDM) regulations
G014	Asbestos	Asbestos management plan, types and dangers of asbestos and control measures
G015	Noise	The legal requirements of controlling noise hazards and noise assessment procedures
G016	Vibration	The legal requirements of controlling vibration hazards and vibration assessment procedures
G017	First Aid	The requirements and procedures for first aiders
G018	Legionella	The legal requirements for water management and the Legionella management plan
G019	Electrical	The requirements for safe procurement, use, maintenance and testing of electrical equipment
G020	Evacuation and Emergency	The procedures for emergency evacuation and emergency staff i.e. first aiders and fire wardens
G021	Work Placement - Student	Procedures for Edinburgh College students taking up work placements
G022	Driving / Transport	Safe procedures for the selection of drivers and operating motor vehicles
G023	Communicable Diseases	The requirements for assisting Local Authorities in the control of identified communicable diseases
G024	Clean air	The requirement for controlling smoking activities and prevention of smoking
G025	Ionising Radiation	Safety procedures for safely controlling ionising radiation