CONTENTS

INTRODUCTION .............................................................. 3
LAW .................................................................................. 3
HEALTH AND SAFETY POLICY ........................................ 4
TRAINING ......................................................................... 4
CONDUCT ..................................................................... 4-5
HOUSEKEEPING .............................................................. 6
FIRST AID ........................................................................ 6
ACCIDENT REPORTING AND INVESTIGATION .............. 6
SLIPS, TRIPS AND FALLS ................................................ 6
COLLEGE EQUIPMENT .................................................... 8
DISPLAY SCREEN EQUIPMENT ...................................... 8
MANUAL HANDLING ....................................................... 10
ELECTRICAL EQUIPMENT ........................................... 10
LADDERS ....................................................................... 10
PERSONAL PROTECTIVE EQUIPMENT ....................... 10
NOISE ............................................................................. 11
SUBSTANCES HAZARDOUS TO HEALTH ..................... 12
FIRE PRECAUTIONS ...................................................... 12
STUDENTS WITH DISABILITIES or
RECOVERING FROM ILLNESS/INJURY ..................... 13
NEW AND EXPECTANT MOTHERS ............................... 13
SMOKING ....................................................................... 13
VIOLENCE ...................................................................... 14
STAYING SAFE IN GLASGOW ....................................... 14
GOING HOME ................................................................ 14
INTRODUCTION

The City of Glasgow College recognises that it has responsibilities for the health, safety and welfare of its students. We aim to provide an environment which is stimulating and safe to study in, and which promises high standards of health and safety.

This booklet contains information and guidance that you should follow at the College. Its aim is to make you more aware of health and safety matters, and how to prevent accidents and injuries both to yourself and others.

Students staying in Halls of Residence will receive more detailed information in addition to the guidance in, “Staying Safe in Glasgow” on page 14.

LAW

The Health and Safety at Work etc Act 1974 is the main statute for safeguarding people at work, and sets general health and safety standards within the UK. A summary of these standards is displayed on the Health and Safety Law posters located in the reception areas within College buildings.

As individuals we all have a responsibility to contribute to a safe and healthy workplace and students can help us achieve this by:

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

The College Health and Safety Policy statement, which is available on the College website, outlines the College’s commitment to achieving and maintaining satisfactory health and safety standards.

If you have any health and safety concerns at College, raise them initially with your Lecturer. If you have any suggestions to improve health and safety standards and awareness please contact Student Engagement or the Health and Safety Team.

TRAINING

New students should receive health and safety information, instruction and training for tasks/activities they do and equipment they use, which is relevant to the course being taken at the College. This booklet provides basic information and awareness on a number of general health and safety topics including classroom/workshop hazards, manual handling, display screen equipment, first aid, fire emergency procedures etc.

CONDUCT

Whilst at College students are expected to conduct themselves in an appropriate and safe manner. Students can contribute to their own safety and that of other students and staff as follows:

- Walk - don’t run. Always look where you are going, particularly at blind spots such as doorways and stairs.
- Take particular care when using stairs. Hold the handrail.
- Don’t read or text while walking in or around the College.
- Don’t leave anything in passageways, corridors or stairways where people can trip over.
- Don’t indulge in horseplay or practical jokes which may cause injury to you or your fellow students or anyone else in the vicinity.
• Open doors carefully, someone may be behind them.
• Don’t interfere with electrical equipment.
• If you smoke, do so in designated smoking areas only and make sure you properly extinguish matches, cigarettes, cigars or pipes in the ashtrays provided.
• Do not sit in stairwells or corridors.
• Never wedge open fire doors - they are designed to stop the spread of fire and smoke to other parts of the building.
• Do not display any aggressive behaviour or acts of violence at College or when taking part in College organised activities outside the premises.
• Take care when using social media. Do not disrespect other students or staff online.

In addition you are now also a member of an educational community and we hope that you will become a valuable part of that community.

However, in order to function, every community needs rules and we therefore ask you to respect the rules contained in our policies and to avoid behaviour that might disrupt the enjoyment of the learning experience. Some examples of behaviour that would be considered disruptive whilst on the College’s premises or when taking part in College organised activities outside the premises are:

• Participating in activities involving alcohol, drugs and/or gambling.
• Disruptive behaviour including shouting and swearing.
• Misuse of the internet facilities.
• Use of personal audio equipment e.g. MP3, iPod etc in the classroom.
• Use of mobile phones in the classroom.
• Bullying and harassment.
• Racist or sectarian abuse.
HOUSEKEEPING

Every effort is made to keep the College as tidy, safe and presentable as possible. Students can help the College in maintaining these standards as follows:

• Keep the College tidy by putting rubbish/waste, cigarette ends in the bin provided.
• Report any spillages immediately especially in corridors and on stairs.
• Do not put posters, notices and flyers on stairwell walls.

FIRST AID

Please note that:
• All College buildings have qualified first aiders.
• If you or someone else needs first aid, speak first to the lecturer taking the class. If you are not in class, contact any member of staff, the reception desk, or janitors at any of the buildings. If you have any existing medical conditions that may require first aid assistance e.g. epilepsy, panic attacks etc, please advise Student Development, Learning Support section. Any disclosure will be treated sensitively and we will be able to put a support plan in place so that you get help if needed.

ACCIDENT REPORTING & INVESTIGATION

An accident is an unplanned event which causes injury, damage to property or both (including injury resulting from physical violence).

All accidents within College grounds must be reported. If you have an accident, report it to your lecturer or College point of contact.

If you have an accident outside the College e.g. on a college trip or excursion, or at another employers workplace whilst on work placement, then please report it to your College lecturer as soon as possible.

The member of staff should complete the relevant accident/incident reporting form.

If you witness an accident you may be asked to provide information or a signed statement in any subsequent accident investigation so that the cause can be established and appropriate action taken to try and prevent it happening again.

SLIPS, TRIPS AND FALLS

Slips can be caused by spillages, changes in floor surface, weather (ice, snow etc).
Trips can be caused by holes/cracks on the floor, loose coverings, cables, storage in pedestrian routes, uneven ground etc.
Falls can be caused by improper use of ladders, working at heights, using stairs etc.

Here are some tips to avoid this happening to you whilst at college:

• Always look where you are going and keep an eye open for hazards e.g. frayed carpets, loose tiles, and broken or slippery stairs.
• Take care when using stairs. Keep a firm hold of the handrail, especially when you are descending. Be extra careful using external stairs to enter/leave College buildings, especially when raining or icy outside.
• Be extra careful if walking over recently washed or waxed floors or stairs. Report any spillages immediately to your lecturer or the janitor.
• Do not put bags, bins, footstools, extension leads, portable fans/heaters or anything else in places where they are likely to create trip hazards.
• Check that there are no trailing cables, damaged carpets or flooring which could trip you or anyone else up.
• Report any potential slip or trip hazards immediately to lecturer or janitor, particularly, torn carpets, spillages/wet floors, trailing telephone/extension leads, computer cabling and faulty stairs.
COLLEGE EQUIPMENT

College equipment can range from a pair of scissors to an electric drill or machinery. You should receive proper training and instruction in the use of College equipment you are required to use as part of your coursework. Below is some general safety guidance which you should follow:

- Never operate machinery or use any equipment without proper training and instruction. If in doubt, ask your lecturer.
- Use all equipment for the purpose for which it was designed.
- It is important to follow training and instruction provided and to maintain total concentration when using machinery, electric tools, extremely sharp knives/scalpels etc. to avoid injury to yourself or others.
- Do not swing, lean back or lean to one side on chairs, particularly swivel chairs. Never stand on swivel chairs. Check the chair is not faulty before sitting down.
- Store equipment safely when not in use so that it does not become a potential hazard.
- Do not place sharp objects in general waste bins - remember someone has to empty these!
- Always follow the manufacturer’s safety instructions and any training provided for operating machinery (printing machines, guillotines, photocopiers etc.).
- Do not attempt to lift or move any heavy items of furniture or equipment by yourself.
- Never try to repair College equipment or machinery. Report any faults or damage to any equipment, machinery or tools you use, to your lecturer.

DISPLAY SCREEN EQUIPMENT (DSE)

When sitting at your workstation some key points to remember are:

- Check your chair before sitting down. To sit correctly, sit well back in your chair and make sure your lower back is supported. If it is a swivel chair adjust the seat height and back support to suit you.
- Make sure the screen is at the correct height and angle so that you look squarely at it. Check for glare and, if necessary, adjust the viewing angles, adjust/close window blinds etc. to eliminate glare or reflections.
- If necessary adjust the brightness, contrast or distance to make the image on the screen sharp and easy to read without leaning forward.
- Keep the desk and workspace tidy and leave space in front of the keyboard to support your hands and wrists during pauses in keying.
- When using the keyboard you should position yourself so that your lower arm, wrist and hand form a straight line and are at right angles to the upper arm. Adjust the height of your chair to achieve this. If you cannot place both feet flat on the floor once you have made this adjustment you may need a footrest.
- If you use a document holder, place it next to the screen in order to keep head and eye movements to a minimum.
- If you feel that working with DSE is causing eyestrain, headaches or other physical discomfort, please speak to your lecturer.
MANUAL HANDLING

Manual handling is described as any transporting, and supporting, of a load including lifting, lowering, pushing, pulling, carrying or moving by hand or bodily force.

If your coursework requires you to carry out significant manual handling tasks/activities your lecturer should provide you with appropriate training.

Bad lifting techniques can result in back strain and other injuries. It is important that you adopt good lifting techniques to avoid injury, particularly back injuries. You should follow these general guidelines:
• Avoid manual handling whenever possible - make use of mechanical aids e.g. trolleys etc.
• Always assess the load (size, weight, shape etc) before attempting to lift.
• Don’t lift any object that is beyond your capability. Seek assistance.
• Adopt a good posture e.g. slightly bending of back, hips and knees.
• Wear appropriate clothing and footwear for the task.

ELECTRICAL EQUIPMENT

This guidance is not aimed at qualified electricians or those given specific training to carry out electrical work. Electric shock can kill, so all electrical equipment should be treated with respect.

How to avoid accidents
• Observe any electrical warning notices posted in the College.
• Visually check cables and equipment for obvious damage, loose connections, cuts/nicks, overheating, exposed wiring etc. If you discover a fault – switch off the appliance if safe to do so and tell your lecturer immediately.
• Make sure trailing cables for equipment and extension leads are neatly secured to prevent people from tripping over them.
• Never overload extension leads by attaching too many appliances.
• Take care of extension leads.
• Do not carry out repairs or tamper with electrical equipment. Report any faults or concerns to your lecturer.

LADDERS

As a rule no student should be using a ladder at the College unless authorised to do so, and only then, if they have received appropriate training from a College member of staff who can perform the task competently e.g. students in painting and decorating may receive training in use of ladders as part of their course.

PERSONAL PROTECTIVE EQUIPMENT

Personal Protective Equipment (PPE) is necessary to protect the individual from hazards associated with the tasks/activities being undertaken e.g. eye protection, hearing protection, gloves etc. Your lecturer must give you appropriate training, information and instruction regarding any PPE provided. You should be made aware of the purpose of the PPE, the risks it will protect you against, how to use it and how to maintain it efficiently. Advise your lecturer immediately if you lose it or if it is defective in any way so that replacement or repair can be arranged.

Remember if PPE has been provided then it must be worn - it is a legal requirement to do so.
NOISE

The College is required to identify areas or tasks/activities that present a risk to hearing and put in place measures to take action if exposure action levels are exceeded.

If you are exposed to high noise levels, which cannot otherwise be reduced, you will be provided with (disposable) hearing protection. Appropriate information, instruction and training will be given on how to use the protection and the tasks/activities when you must wear it.

Where an area is designated a Hearing Protection Zone (HPZ) it will be clearly marked by a HPZ sign and anyone entering the HPZ must wear hearing protection.

SUBSTANCES HAZARDOUS TO HEALTH

Substances used in the workplace, which may be harmful to health, should be assessed by the College and suitable precautions put in place to minimise the risk, if necessary.

Your lecturer should explain how to use any substances, the hazards and precautions for their safe use. If you handle or use substances or cleaning agents e.g. cleaning fluids, ammonia, glues etc following these simple instructions will reduce the risk of injury or exposure:

- Read and follow the instructions/advice on the container before use.
- Take care when opening containers or tubes to avoid splashes especially on face/eyes.
- Check that you have taken all the necessary precautions before using the substances.
- Before using the substance, ensure the area is adequately ventilated.
- Use personal protective equipment provided or listed on the container label.
- Replace caps or lids immediately after use to stop spillages or release of vapour, and return the container to its proper storage area when you have finished with it.
- Report any spillages to your lecturer so that appropriate precautions/action is taken for the spillage to be removed and area made safe, as necessary.
FIRE EVACUATION

Fire Evacuation Procedures

• Your lecturer should advise you at Induction of the fire evacuation procedures.
• Check the Fire Action Notices displayed throughout the College and know what to do and where to go in the event of a fire alarm.
• Know the evacuation routes and fire exits.

On Discovering a Fire

• Break the glass in the nearest fire alarm call point.

On Hearing the Fire Alarm

• Switch off any equipment/machinery provided this does not cause delay.
• Leave the building by the nearest, safest exit; close all doors behind you and go to the assembly area.
• Follow instructions from fire marshals.
• Do not take risks.
• Do not delay by taking personal belongings.
• Do not use the lifts.
• Do not re-enter the building until instructed to do so.

Students Requiring Assistance to Evacuate

• Advise Student Development, Learning Support section or your lecturer as soon as possible if you require help to evacuate.
• Once you have informed the College of your requirements in the event of an evacuation, you will be offered a Personal Emergency Evacuation Plan (PEEP) based on your needs.

STUDENTS WITH IMPAIRMENTS OR RECOVERING FROM ILLNESS/INJURY

If you believe you have a disability or require additional support you should advise Student Development, Learning Support section, so that they can assess your specific needs, and arrange to provide appropriate aids or equipment. They may also need to make arrangements, in consultation with you to assist you to safety in the event of a fire emergency.
There may also be instances e.g. recovering from illness or from an injury when special short term arrangements may be needed. Please discuss this with your lecturer.

**NEW AND EXPECTANT MOTHERS**

If you are pregnant, or become pregnant during your time at College, you are encouraged to advise your lecturer or Student Development, Learning Support section (in confidence if requested). This will enable an assessment of any health and safety risks to be considered and appropriate measures taken, if necessary.

**SMOKING**

Smoking is prohibited inside college buildings. Smoking is only allowed in designated smoking areas on the college grounds. The designated smoking areas, which are signposted, are as follows;

**Designated Smoking Areas within Grounds at City of Glasgow College**

- North Hanover St – at the rear of the main entrance to the building, on both sides.
- Charles Oakley – at the rear of the building, access via North Frederick St.
- Townhead - in yard at old janitor’s house in East car park.
- Townhead/Allan Glen’s Suite – at wall on left hand side in West car park (as you face Allan Glen suite).
- Riverside – under main building, accessible from Thistle St.
- Florence St, Dornoch St and Rogart St – Estates will put up signs shortly to indicate designated smoking areas at these buildings – but no smoking at the main entrance.

**E-cigarettes**

Smoking E-cigarettes is not permitted inside the College buildings. E-cigarette users can smoke anywhere on campus grounds but not at entrances.
VIOLENCE

Violence is not confined simply to physical attack. It also includes verbal abuse or threatening behaviour. Students, staff and visitors have the right to be treated fairly, with dignity and respect. Please do not display any aggressive behaviour or acts of violence at College or when taking part in College organised activities outside the premises. If you are subject to any of the above behaviours at College please inform your lecturer immediately.

GOING HOME

Finally take care when leaving the College to reach home safely and take care when you get there. Remember, most of the advice given here is just as relevant at home.

STAYING SAFE IN GLASGOW

Glasgow is a vibrant, cosmopolitan city, however, as with all cities you have to be careful. Below are some tips to enable you to stay safe:

1. The Buddy System: avoid isolating yourself when you are out by walking in groups or in pairs and staying on well-lit streets. Avoid being alone and make sure that you have your mobile phone with you.

2. Areas to avoid after dark: students based at Riverside campus should avoid the Clyde Walkway if walking alone, especially at night.

3. Stay alert: listen to your instincts: pay attention to what is going on around you and avoid blocking sounds or using audio equipment with earphones such as ipods. Your eyes and ears are your best defence. If you think you are being followed, either on foot or by someone in a car do not ignore the thought. Try to go to a busy populated area but if you feel you are in immediate danger run, scream and make a scene!

4. Let people know where you are and where you are going: if you’re going out, let your friends and flatmates know where you’re going and when you expect to return.

5. Cash Machines: be aware of others around you at cash machines and try not to use them at night or in poorly lit areas. It is much safer to use a cash machine inside a bank or to get cash-back at a supermarket.

6. Do not open your door to strangers: make sure you check who the visitor is by checking their identification before you open the door. If you are concerned do not open the door! If you live in Halls of Residence and are concerned about a stranger within the accommodation telephone security immediately.

7. Using taxis: if you are travelling at night you should use a taxi. Glasgow Taxis are a distinctive black London-style cab and are licensed to be hailed from the street or official taxi rank. You can also book by telephoning 0141 429 7070. If you are out do not accept taxi offers from private taxi companies. This is illegal and can also be dangerous.

8. If someone attempts to steal something from you, do not resist; your safety comes first. It is important that you report any theft to a member of staff and the police. If you are feeling worried or vulnerable, speak to a Student Adviser.

9. Stay safe online. Do not give out personal information relating to you or another person online if you are not sure who you might be sharing this information with.

For more safety tips, visit Police Scotland website: www.scotland.police.uk

THINK SAFE........BE SAFE!!

For more information, please call 0141 566 1527/1575, or contact health&safety@cityofglasgowcollege.ac.uk