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HEALTH AND SAFETY POLICY

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POLICY NUMBER : QA-8

HEALTH & SAFETY POLICY OF THE TRAINING PROVIDER

The training provider is prepared to meet the requirements of the Health and Safety at Work etc Act 1974 for the Health and Safety of the Staff, students, visitors and members of the public.

The Health and Safety Administrator is responsible to the training provider for the implementation of its health and safety policy, but the ultimate responsibility rest with the employer, that is, Course 4 U Limited. It is maintained that each individual (staff, students and lecturers) has a personal responsibility for his/her own health and safety, and for the health and safety of those who may be affected by his/her activities.

The Health and Safety booklet is distributed to all staff and lecturers. During the Induction week, the students are informed of their duty to maintain health and safety on the training provider's premises at all times.

The Act refers to what is reasonable in given working situations. The Course 4 U Limited will:

- **Assess** the risks in the workplace.
- **Ensure** that the workplace satisfies health, safety and welfare requirements for **Ventilation**, temperature, lighting and staff facilities.
- **Ensure** safe and clear access to and egress from the building, including fire exits.
- **Regularly check** the premises room by room for structural defects, worn fixture and fittings or electrical equipment, and take the necessary remedial action.
- **Ensure** that all equipment is suitable for its intended use and is properly maintained and used.
- **Ensure** that all staff are aware of the fire procedure and regular fire drills are carried out.
- **Ensure** that all members of staff are aware of the procedure in case of accidents.
- **Ensure** that all members of staff are aware of and carry out their health and safety responsibilities as set out in their job descriptions.
- **Prohibit** smoking on the premises.
- **Prohibit** any contractor working on the premises without prior discussion with the officer in charge to negate any risks to the staff or users.

The Management considers this matter of such importance, that breach of health and safety procedures by staff constitutes misconduct and will be dealt with as a disciplinary matter. Employees will also be made aware of their responsibilities under the Health and Safety at Work Act and will:

- **Take reasonable** care of their own health and safety and that of others around them.
- **Co-operate with the employer** on matters of health and safety
- **Use work equipment** correctly

- **Provide guidance** to users and students and act responsibly to ensure their health and safety.

Users of equipment and computers will also be made aware of their responsibilities and will:

- **Agree** to use the equipment in a safe manner with regard to the health and safety of those around them.

It is not possible to detail here all the health and safety matters that come up on a day-to-day basis, so staff and management must constantly be mindful of their responsibilities individually and collectively for the safety of themselves and their colleagues.

Signed

Position**date**.....

The Premises

The premises has been hired by the training provider; it is therefore essential to point out that Course 4 U Limited cannot entirely alter certain aspect of the structure to suit the requirements of the 1974 Act in their entirety. However, the basic criteria of health and safety namely, clean and safe premises, identifiable fire exits, and non-consumption of alcohol or drugs and related substances are maintained. There also exists fire alarm systems and fire fighting equipment, which are checked and maintained regularly. Fire evacuation drills take place every 3 months. The premises have an assembly point.

Accidents

Accidents, if they occur, must be immediately reported to the H&S administrator, and in his absence to the Registrar. Initially the report should be made verbally and afterwards in writing, and the written report must be forwarded to the H&S administrator whose duty it is to investigate the cause of the accident and take appropriate action to ensure that similar accidents do not occur in the future. Records of accidents must be maintained by the H&S administrator. The premises are fully insured against risks under an Employers' Liability Insurance Policy and the policy is automatically renewed on an annual basis by direct debit.

The H&S administrator is a qualified first aid provider, and a first aid box is available on the premises. Staff, lecturers and students are advised to ensure that dangerous events do not take place unnecessarily owing to carelessness.

Where an employee or student uses an appliance or instrument of any kind, including computers on the training provider premises, the employee or the student, as the case may be, is responsible for abiding by the legal requirements of any statute or by law. The computers are allowed to be operated by students and staff under the supervision of the IT Administrator.

Emergency Services

It is the duty of all staff, lecturers and students to familiarise themselves with the location of emergency equipment including fire extinguishers, fire escapes and first aid boxes as well as emergency evacuation procedures in addition to providing assistance to visitors, who during

an emergency happen to be on the premises but are not familiar with the location and procedures.

Health and Safety training

The training provider plans to train a sufficient number of staff in Health and Safety to provide service in the event of emergencies.

However, it is the duty of the H&S administrator, to disseminate information about the safety policy as and when necessary and hold seminars to familiarise staff and lecturers with Health and Safety policy and the way(s) they might be able to contribute to the maintenance of the standards of Health and Safety.

The IT Administrator has a special responsibility for enriching his knowledge as to how risks and hazards may be avoided in using equipment on the training provider premises.

If an accident actually takes place

Fire

If fire is discovered in the training provider, the person discovering it should set off the nearest fire alarm, notify the H&S administrator immediately, in order to ensure that people inside the premises leave the building as quickly as possible via the nearest fire escape and go to the nearest assembly point.

Upon hearing the alarm the users of rooms must close the windows immediately and go straight to the fire exit and assembly point without spending time on gathering belongings.

Nobody shall return to the premises unless the fire marshal has authorised them to do so. Everybody must obey the fire marshal's direction and keep calm. It is for the fire marshal to contact the fire brigade if necessary.

Instructions to all

1. Please ensure that you are familiar with the emergency fire exits in all parts of the building, and the location of fire extinguishers.
2. Be safety conscious
3. Switch off all power points and pull out the plugs of electrical appliances after use.
4. Do not interfere with any fire appliances.
5. Do not remove fire signs from doors, walls etc
6. Do not block fire exits.
7. Do not bring in explosive or hazardous substances.

If an individual deliberately causes fire he/she will be reported to the police.

Accident to the person

If an accident results in some form of bodily injury, the individual concerned should see the H&S administrator immediately, and in his/her absence, the Registrar for seeking help. He/she may have to be sent to a Medical Practitioner or hospital.

Damage to the property of the training provider

If anybody on the premises should cause any damage to any property belonging to the training provider, will be reported to the H&S administrator in the first instance who shall after investigation report the matter to the police if necessary.

SMOKING IS TOTALLY PROHIBITED ON ANY PART OF THE PREMISES. ALCOHOL CONSUMPTION ON THE PREMISES IS ALSO PROHIBITED.

HEALTH AND SAFETY PROCEDURES

Health and Safety Responsibilities

The Health and Safety Employment Act requires all staff, students and visitors to take all reasonable steps to ensure their own safety and that of others. Staff members in positions of responsibility have an additional role in fulfilling health and safety requirements as detailed

Managers

1. Take all practical steps to ensure staff have a safe and healthy working environment.
2. Put into operation systems that ensure staff members' actions do not cause harm to anyone on campus.
3. Put in place systems for hazard identification, assessment and control covering all areas of responsibility.
4. Ensure that staff are qualified and competent to undertake their duties and to set up health and safety programmes to ensure staff are aware of their responsibilities
5. Ensure that staff are aware of workplace hazards, and are provided with the results of any hazard monitoring undertaken.
6. Encourage staff to be involved with the development of health and safety procedures.
7. Notify, investigate and record the investigation of accidents as required.
8. Evaluate departmental health and safety systems in conjunction with office premises facilities Management.

Staff, visitors and students

1. Work safely and effectively, and with due regard to the effects and impact of any action on others. In particular, no action (or inaction) should be allowed to cause harm to another person or persons.
2. Comply with all statutory regulations, training provider rules and standard operating procedures.
3. Use and maintain all equipment and facilities provided in the correct manner, and immediately report any unsafe conditions or defects found.
4. Participate, where required, in health and safety programmes through health and safety audit team membership, courses of instruction, or safety investigations.
5. Report all accidents as instructed by the accident reporting procedure.
6. Maintain and foster an attitude of awareness, involvement, and commitment to excellence in health and safety.

Risk Management Accountability Statements for Management

Health and safety risk management requires the co-ordination of employment risk, teaching, research risk and property risk. Course 4 U Limited accepts its responsibility for individuals on the training provider premises.

Improvement and continuity of teaching and research is a paramount concern and regular practise of the training provider.

Protection of the assets used by the training provider is congruent with a safe and healthy place of work.

The Director is responsible for health and safety at Course 4 U Limited.

All managers have the responsibility for shouldering the employment risk so as to ensure safe work practices and processes. The policy and audit will be provided by the Office of the Director Administration.

In conjunction with Finance, the physical infrastructure and human resources, the strategic employment risk is to be co-ordinated as a support service by the Director Administration and Registrar as a shared service.

Infrastructural safety issues include compliance with building legislation, continuance planning, fire evacuation, site approval / licences required by legislation including environmental requirements and contracting safety. Local planning authority requirements are also dealt with at a regional level.

Strategic plans, policy setting and the audit of the environmental, building safety issues, as well as broad relationships across territorial authorities, will also be provided by the Director Administration.

Director has responsibility for teaching and researching risk management. The post-holder is responsible for teaching and researching risk management including, but not limited to, bio security, health and safety of people in the environment and legislation including approvals and licences.

Strategic policy and the audit role are to be provided by the office of the Registrar.

Minimal statutory requirements for managers

As an employer / as a Rector / as "a person" who controls a place of work

- Hazard management
- Information to employees
- Training and supervision
- Accidents and Incidents
- Emergency procedures
- Employee participation

REQUIRED STATUTORY MINIMUMS – THE EMPLOYER

Hazard Management

1. Effective method implemented to identify hazards - all foreseeable hazards to be identified through planned processes including inspections and accident investigations, recorded in a register. (The register needs to be up-to-date, including new items and accident information).
2. All identified hazards are to be assessed for danger / harm significance.
3. Significant hazards are to be controlled through a three step hierarchy of *elimination*, *isolation*, and *minimisation*.
4. The provision of personal protective equipment and ensure it is used correctly.
5. Monitor exposure to hazards. (Systems to report discomfort, concerns, incident accidents, staff opinions / feedback).

Information for employees

1. Hazards and emergency procedures. *e.g.*, control procedures, MSDS, emergency responses.
2. The results of monitoring.
3. Where protective equipment is stored.
4. Reporting an accident.

Training and supervision

1. The competence of employees to work safely must be assessed. (Training / competency records to be kept).
2. The supervision of employees who lack knowledge and experience to carry out assigned tasks without risk to health or safety must be guaranteed.
3. All employees must be given minimum safety and health training. (Includes students, visitors and contractors, record of such training must be kept in the Training Book).

Accidents and incidents

1. All accidents must be accurately recorded in the Incident register.
2. Serious harm issues must be notified to COSH and the accident scenes secured until official clearance has been obtained.
3. Investigations must be carried out to determine causes – and the process and results recorded in the register.

Emergency procedures

1. Procedures for dealing with emergencies developed and implemented.

Employee participation

1. Employee participation system established and in effective operation.
2. Employee H&S representatives appointed - response developed to hazard notices. (Written response required if recommendation is not followed.)

REQUIRED STATUTORY MINIMUMS – THE PRINCIPAL

1. Procedures for managing the health and safety of contractors are established and must be implemented.
2. Report accidents to contractors.

REQUIRED STATUTORY MINIMUMS - FOR A "PERSON" IN CONTROL OF PLACE OF WORK / EQUIPMENT

1. Procedures to ensure actions or inactions of employees do not cause harm must be published and on file.
2. Procedures to manage the training provider premises to protect visitors from harm must be published and on file.

SAFETY REGULATION:

You have a legal duty to comply with our regulations relating to Safety, Health and the Environment (it is in detail in Administration department).

You must ensure that you:

- Take reasonable care when working and do not endanger yourself or anyone else.
- Co-operate with me (Principal) to comply with our Safety, Health and Environmental policies.
- Do not interfere with or misuse anything provided in the interests of your health, safety or welfare, or that of others.
- Use all work items and personal protective equipment provided.
- Obey instructions shown on health and safety signs displayed in the Training provider.
- Health and Safety Regulations relating to new or expectant mothers and protection of young persons may also affect training provider students.

If you are not sure what is expected of you, then check with your Lecturer. Remember that you are responsible for your own safety and the health and safety of those around you.

FIRE DRILL PROCEDURE:

Within the training provider buildings please take note of fire exit signs. Evacuate the premises quickly and calmly, follow the green 'running man' signs, walk quickly but do not run and proceed to the appropriate assembly point Do not delay your departure by collecting coats or other personal belongings. Where possible, close all doors through which you pass on leaving the building. Do not re-enter the building until advised that it is safe to do so.

IN THE EVENT OF A FIRE

1. When the alarm sounds, the all staff and students should proceed to the assembly point by the shortest safest route.

2. The initial assembly point is in front of office building, either the senior member of staff at the car park or the fire officer will instruct staff.
3. The students will line up and walk smartly to the assembly point lead by the nominated staff member. The students are expected to follow any instructions given to them by the staff.
4. The fire marshal will check that all rooms within are clear, shutting windows and doors as they go.
5. At the assembly point the nominated person will check the students against the register and report to the senior member of staff that the students and staff are ALL ac-counted for.
6. Staff and students will wait at the assembly point until told by the fire officer that it is safe to re-enter the building and the all clear is given.
7. THE SAFETY OF THE STUDENTS IS PARAMOUNT AND ANY INSTRUCTIONS GIVEN BY THE FIRE SERVICE SHOULD BE ACTED UPON IMMEDIATELY.
8. FIRE DRILL
 - Fire drill should be carried out at least once throughout the running of any particular term.
 - A member of staff will activate the fire alarm.
 - On completion, the Drill must be recorded and signed by the member of staff who activated the alarm.

.....**FIRE DRILL PROCEDURES**

All actions during the Fire Drill must conform to the above procedure.

ON DISCOVERING A FIRE

1. Raise the alarm.
2. Evacuate the building using the nearest safe exit, following the above procedure.
3. Telephone the emergency services: Dial 999 and ask for Fire Service, giving your name and address.
4. ONLY IF IT IS SAFE TO DO SO, should an attempt be made to put out the fire, using the available and appropriate Fire Fighting equipment.

REMEMBER:

The aim of all staff is to prevent any harm to the students whilst maintaining their own safety, and also not to give any hint of undue anxiety, which could result in panic. Take the evacuation in a calm orderly manner, leaving personal belongings behind.

POLICY REVIEW: Policy will be reviewed annually