



LONDON
COLLEGE OF
INTERNATIONAL
BUSINESS
STUDIES

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Health and Safety Policy

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Policy Statement

LCIBS are committed to ensuring the health and safety of our staff and students and to providing a safe environment for all those attending our premises through regular assessments of risks in the work and study place.

In particular we are committed to maintaining safe and healthy working and studying conditions through the control of the health and safety risks arising from our activities, plant and equipment; ensuring the safe handling and use of substances; consulting with our staff and providing appropriate information, instruction, training and supervision; and taking steps to prevent accidents and cases of work-related ill health.

All members of staff have a duty to look after their own and others' health and safety. In addition all college staff have a duty under common law to take care of students in the same way that a prudent parent would.



What is covered by this policy?

In accordance with our health and safety duties, we are responsible for:

- Assessing risks to health and safety and identifying ways to overcome them.
- Providing and maintaining a healthy and safe place to work and study and a safe means of entering and leaving our premises, including emergency procedures for use when needed.
- Providing information, instruction, training and supervision in safe working methods and procedures as well as working areas and equipment that are safe and without risks to health.
- Ensuring that equipment has all necessary safety devices installed, that equipment is properly maintained and that appropriate protective clothing is provided.
- Promoting co-operation between members of staff to ensure safe and healthy conditions and systems of work by discussion and effective joint consultation.
- Regularly monitoring and reviewing the management of health and safety, and thereafter making any necessary changes and bringing those to the attention of all staff and students, as appropriate.

Personnel responsible for implementation of this policy

LCIBS has overall responsibility for health and safety and the operation of this policy and have nominated the Operations Manager to have day-to-day responsibility for all health and safety matters.

The Operations Manager is responsible for:

- the implementation of this policy statement and keeping it under review;
- safety inspections;
- ensuring that legal requirements are met, for example notifying any accidents reportable under RIDDOR; and
- ensuring that any necessary health and safety risk assessments are undertaken regularly and any recommendations are recorded and implemented.

All members of staff have a duty to look after their own and others' health and safety. In addition all school staff have a duty under common law to take care of students in the same way that a prudent parent would.

As such it is the responsibility of members of staff (teaching and non-teaching), to ensure that the Operations Manager is informed of any hazards present in the College. In practice, this means 'if you see something which you consider to be a hazard' report it. Do NOT assume that someone else will. These reports should be confirmed in writing.



There are several Acts of Parliament covering safety in colleges including the Health and Safety at Work Act 1974 (HAS), and the regulations under that Act, in particular the Management of Health and Safety at Work Regulations 1999; the Control of Substances Hazardous to Health Act 2002 (COSHH); and the Childrens Act 2004; and all amendments to these Acts; as well as various Department for Education and Skills (DfES) regulations and Home Office regulations.

Health and Safety law requires an employer to assess the risks to health and safety. This does not mean that a separate written risk assessment is required for every activity as long the College has undertaken a common sense and proportionate approach. Where a risk assessment is carried out however, a written record must be kept of the significant findings of the assessment.

Code of Practice

A clean and orderly environment is essential for students and staff of the College.

Key guidelines:

- Make sure that all doors are unlocked daily, and that all doors including fire doors are easy to open and free from obstruction.
- Ensure that free-standing furniture is not placed in such a position that it can be pushed over
- Avoid storing heavy equipment, materials etc on top of tall cupboards and high shelves.
- Ensure that all floor areas are kept clear of obstructions other than furniture so that cleaning staff are able to work safely and efficiently.
- Make sure that all furniture is in a good state of repair. Take out of use, and report as necessary, any defective item of furniture or equipment.
- Keep all sinks and wash basins free from obstruction so that they can be kept clean and hygienic.
- As far as practicable, keep working surfaces clear so that cleaners can wipe down as necessary
- Report any insecure wall-mounted units.
- Make sure that light sockets are not left without a bulb, to avoid the possibility of electric shock
- Do not leave electric power cables, leads etc trailing across the floor.
- Switch off and un-plug electrical equipment after use.
- Edged or pointed tools (such as scissors, knives, compasses) should be regularly checked for damage and stored safely.
- Aerosol containers should be kept in a safe, cool place to which they should be returned after use. They should never be left in direct sunlight.
- Hazardous, toxic or flammable materials (bleaches, polishes, paint etc) should also be stored securely.



Training

All staff (whether temporary or permanent) will receive adequate training in health and safety as part of the staff induction to ensure that all staff are competent to undertake their work safely and efficiently. The Operations Manager will ensure that all new staff receive this training.

2. Emergency Evacuation and Fire Precautions

If the fire alarm sounds the following guidelines will apply:

- All students and all staff will proceed at once to the assembly area in the rear carpark behind the building remaining calm and walking quickly
- Close windows and doors as you go, but do not waste time doing so – getting out is more important.
- Evacuate the building as quickly as possible at the nearest possible exit, including Fire Exits.
- Do not stop to collect personal possessions.
- Do not go back into the building until you are told it is safe to do so.

Outside normal hours, the front doors may be locked. These can be unlocked from the inside without the use of keys.

Roll Call

If the fire alarm sounds, students should assemble according to their class groups where the tutor/lecturer will call out the names of those students to ensure that everyone is present.

In the event of a real fire, the persons calling the roll should then go through the lists again and satisfy themselves that every student is indeed present. The student list should be checked with the signing-out book.

The senior person present should call the London Fire Brigade and Rescue Service as soon as possible, dial 999. This is to ensure the Fire Brigade are aware, as the fire alarms within LCIBS automatically notify the local services.

Afterwards

No-one may re-enter the building until given permission by the most senior member of staff in the event of a fire practice, or by the Senior Brigade Officer (in the event of a fire).

Other Notes

You should not be left on your own in a building.

There will be at least four fire drills per year and the results of all fire drills will be recorded. These fire drills are important and must be taken seriously.

A Fire Risk Assessment was carried out on 11th December 2015 and is kept under regular review. Where any significant changes in risk are identified these will be communicated with all staff and students to ensure that everyone knows what to do in case of a fire.

In accordance with the training statement above, all staff (and students) will be trained to ensure they know what to do when they hear the fire alarm. If necessary, additional and repetitive training will be available. This training will take place in the new student induction.

If you discover a fire, you should not attempt to tackle it unless you have been trained or feel competent to do so. **Never put yourself or anyone else in danger.** You should operate the nearest fire alarm and, if you have sufficient time, call the Operations Manager or a member of the Staff and report the location of the fire via 999.

All staff should familiarise themselves with the instructions about what to do in the event of fire which are displayed on notice boards or available from the Operations Manager. You should also know where the fire extinguishers are, and ensure that you are aware of your nearest fire exit and alternative ways of leaving the building in an emergency.

3. Other Specific Hazards

In the list below, contact names are given beside some of the areas of hazards identified. These names should not be regarded as implying any legal responsibility.

a. Machinery

Unauthorised persons should not use powered machinery. Students should not use powered machinery, except as part of a proper lesson. Do not use powered machinery if you are unsure of it. Do not use power machinery if you are alone in the work area.

All machinery **MUST AT ALL TIMES** be used with the appropriate safety guards. If you use machinery which rotates (drills, food mixers etc) loose clothing such as ties should be secured; long hair should be tied back; Personal Protective Equipment ('PPE') should be worn if appropriate. The last point is particularly important. If you have been issued with PPE and are not wearing it, your entitlement to injury benefit may be reduced.



b. Kitchens

General points as in (a) above. Otherwise as directed by the Operations Manager. The kitchen area should not be locked while work is in progress as the telephone may be needed in case of an accident.

c. Boiler Rooms

General points as in (a) above. Students must not enter the Boiler Room.

Contact: Reception or a member of the Management team.

d. Litter

Litter must not be allowed to accumulate in such a way as could lead to a fire hazard. Empty tins should not be discarded thoughtlessly, especially on the lawns and fields, where they will be mown and become dangerous.

e. Broken Glass

Broken windows should be reported immediately. Students should NOT be asked to pick up broken glass. If necessary, a temporary barrier could be erected using chairs etc.

Contact: Reception or a member of the Management team.

f. Electrical Installation Work

Electrical work should be undertaken by persons who are employed to do it. This normally means external electrical contractors. Faulty equipment, loose, worn or frayed wiring, damaged plugs etc should be reported immediately. Do not attempt to fix it yourself.

Contact: Reception or a member of the Management team.

g. Traffic

Students must be made aware, and reminded periodically by staff, of the dangers of traffic on the drive, front and rear roads.

h. Ladders, Building Work etc

When overhead work is being carried out, an area should be roped off to prevent danger to passers-by. Students must not climb ladders, scaffolding towers etc. They must not go on the roof.



4. Equipment

All staff and students must use equipment in accordance with operating instructions, any instructions given by relevant teaching staff and any relevant training. Any fault with, damage to, or concern about any equipment or its use must immediately be report to the Operations Manager.

No person should attempt to repair equipment unless trained and designated to do so.

5. First Aid

There are first-aid boxes held by reception as well as strategically placed in high visibility locations around the college. If you use items from these boxes, please inform Reception so that they can be re-stocked immediately.

6. Accident or Injury

In the event of an accident or medical emergency contact a member of the Reception or a member of the Management team.

IF NEITHER IS AVAILABLE then the member of staff on duty should continue to deal with problem as follows:

1. Seek medical advice directly, either

- By ringing the NHS non emergency line on 111.
in extreme cases, by dialling 999 to call an ambulance. See also notes 2 – 6 below.
- At this stage inform the Operations Manager of the incident. Out of hours there is a telephone list in reception.
- If a student is taken to hospital by ambulance a member of staff **MUST** accompany them, either in the ambulance or following in their own car. Before leaving college, collect the student's emergency contact sheet via their student file.
- If treatment is given in casualty and the student is discharged, ensure that full instructions are obtained about follow-up treatment (eg further appointment, whether the student must be in sick-bay on return to College, medicines etc).
- The Operations Manager or Member of the Senior Leadership team will telephone the parents when the treatment is complete and the student is either discharged or admitted to hospital, to let them know what has happened – give as much information as you can and be reassuring!



- Write a full account of the incident and all subsequent treatment and place in the students file.
- Any member of staff sustaining injury or involved in an accident at work MUST enter the details in the Accident Book kept in the College reception.

7. RIDDOR

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) apply to schools. Most incidents that happen within the College or on College trips will not need to be reported. The Operations Manager will be responsible for reporting any incident under RIDDOR.

What needs to be reported?

Accidents resulting in injury to employees

1. Accidents which result in death or major injury must be reported immediately. Major injury includes:-
 - a fracture other than to fingers, thumbs and toes;
 - amputation;
 - dislocation of shoulder, hip, knee or spine;
 - loss of sight (temporary or permanent);
 - chemical or hot metal burn to the eye or any penetrating injury to the eye;
 - injury resulting from an electric shock or electrical burn leading to unconsciousness;
 - loss of consciousness caused by asphyxia or exposure to a harmful substance or biological agent;
 - either of the following conditions which result from the absorption of any substance by inhalation, indigestion, or through the skin:
 - an acute illness requiring medical treatment; or
 - loss of consciousness; and
 - acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agents, its toxins or infected material.



- Any injuries that lead to a worker or a student being incapacitated for over 7 consecutive days (including weekends) needs to be reported. The report must be made within 15 days of the accident.
- Any reported cases of a work-related disease, specified under RIDDOR, that affects an employee or a student and that a doctor confirms in writing.

Accidents resulting in injury to students

Injuries to students and visitors who are involved in an accident at the College are only reportable under RIDDOR if:

- The accident results in the death of the person and arose out of or in connection with a work activity; or
- The accident results in an injury that arose out of or in connection with a work activity **and** the person is taken from the scene of the accident to hospital.

Any injury to a student whereby the student is taken from the scene of the accident to hospital will need to be considered by the Operations Manager and reported if necessary under RIDDOR.

8. National health alerts

In the event of an epidemic or pandemic alert we will organise our operations and provide advice on steps to be taken by staff, students and parents/guardians in accordance with official guidance, to reduce the risk of infection at the College as far as possible. Any questions should be referred to the Operations Manager.

9. Insurance

The College has a wide and comprehensive range of insurance. Employees wishing to know any particular details should contact the Operations Manager.

Notes/Other Information

In accordance with Section 2(7) of the Health and Safety at Work Act 1974, the role of the Health & Safety Committee is to keep under review the measures taken to ensure the health and safety at work of employees. A prime objective of the Committee is the promotion of co-operation between the University and its employees and students in instigating, developing and carrying out measures to ensure the health and safety at work of the employees.



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Review of policy

Safety is an on-going concern. Additions to this policy can be made at any time in the future, for example if new machinery is acquired.

Recommendations for any amendment to this policy should be reported to the Operations Manager or the Senior Leadership Team.

This policy will be continually reviewed to ensure that it is achieving its stated objectives.

Review: December 2016

Next review: December 2017