

Health and Safety

POLICY

ACCULEARN TRAINING Limited

T/A

Cranbrook College

ACCULEARN

Reviewed: 10th May 2018

To be reviewed: 11th May 2019

Our statement of general policy is:

- ✓ to provide adequate control of the health & safety risks arising from our work activities;
- ✓ to consult with our employees on matters affecting their health & safety;
- ✓ to provide and maintain machinery and equipment which is safe, has been manufactured to a British, European or International standard, is regularly inspected, tested and maintained as appropriate. This would include such items as heating and portable electrical appliances;
- ✓ to ensure safe handling, use, storage and transport of articles and substances;
- ✓ to provide adequate information, instruction and training to enable staff and students to carry out their work activities in a healthy and safe manner, and to enable them to contribute positively to their own health & safety and that of others;
- ✓ to ensure all employees are competent to do their tasks;
- ✓ to prevent accidents and cases of work-related ill health;
- ✓ to make arrangements within the Centre for the recording of all accidents/incidents and to make arrangements for the investigation of these accidents where required.
- ✓ to make arrangements for the reporting of serious accidents to the LSC and to the HSE where required.
- ✓ to make positive arrangements for fire evacuation , first-aid and other emergency situations;
- ✓ to provide and maintain safe & healthy Centre building with safe access and egress, paying particular attention to the structure of the buildings and security arrangements which would minimise the risk of acts of violence;
- ✓ to provide and maintain a safe & healthy working environment with effective management of illumination, temperature, ventilation, dust, smoke, fumes,

noise, cleanliness and food hygiene and adequate protection against occupational disease and infestation;

- ✓ to provide and maintain adequate welfare arrangements such as washing and toilet facilities;
- ✓ to ensure so far as is reasonably practicable, the health and safety of visitors to the Centre and any other persons who may be affected by the acts or omissions of members of staff or students whilst taking part in Centre activities; and
- ✓ to review and revise this policy as necessary at regular intervals.

Preamble

- ✓ This Safety Notice should be read and understood by all appropriate employees of Acculearn. It should also be read and understood by all members of the student body.
- ✓ The Health and Safety at Work Act 1974 in general, and the Centre's Statement of Policy specifically, lay down a personal responsibility for Health and Safety for all staff and students.

Health and Safety Policy

Introduction

This document is intended to help all those who will be concerned in maintaining a high profile in respect of health and safety. It clearly defines individual responsibilities; gives detailed action to take in the case of emergencies and highlights areas which are particularly hazardous. Some sections will not be applicable to all staff.

Centre Safety Policy

It is essential that everyone in the Centre is aware of, and becomes familiar with, procedures for dealing with matters concerning health and safety, such as emergencies and the treatment of injured persons.

This document will not itself produce a safe working environment; this will be achieved by the full co-operation of staff and students.

Organisation of Safe Working Conditions in Centre

Centre Manager

The Corporation has delegated responsibilities regarding Acculearn to the Centre Manager. The Centre Manager accepts these responsibilities for day to day management and insists that the following matters are dealt with on a continuing basis:-

- ⇒ ensure that the Centre's Health & Safety Policy is implemented and adhered to at all times;
- ⇒ ensure that all members of staff know, understand and accept their health & safety duties and responsibilities;
- ⇒ ensure that adequate resources are allocated to facilitate healthy & safe working and teaching practices;
- ⇒ ensure that all employees, students and visitors receive adequate information, instruction, training and supervision, both within Centre and on Centre trips as appropriate;
- ⇒ ensure that all machinery, appliances and equipment purchased by or used within Centre, conforms to a British, European or International Standard, is used in the manner that it was designed for and is periodically examined, tested and maintained as appropriate;
- ⇒ ensure the use of safe working practices and where necessary draw up and communicate written codes of practice for safe working and teaching;
- ⇒ ensure that only approved chemicals and substances are used at Centre and ensure that the appropriate safety information and risk assessment is available to the user;
- ⇒ ensure that suitable and appropriate protective clothing is provided for staff and pupils who require it, and ensure that it is worn when necessary;

- ⇒ ensure that adequate first aid treatment is available by the provision of a first-aider or appointed person and ensure that first aid boxes are kept adequately stocked;
- ⇒ ensure that accidents are recorded and where necessary, investigated and reported to the Health & Safety Executives as soon as possible
- ⇒ ensure that a record is kept of any contagious disease that is contracted, also all acts of violence and that they are reported to the Concerned person;
- ⇒ ensure that fire procedures are planned and are rehearsed at least once per term;
- ⇒ ensure that fire equipment, fixtures and exits are checked periodically and maintained to ensure that they are in working order;
- ⇒ ensure that adequate welfare facilities are provided and maintained for staff and students;
- ⇒ ensure that periodic safety inspections of the Centre are carried out;
- ⇒ ensure that there is consultation with the staff Safety Representative on matters of health, safety and welfare;
- ⇒ ensure that contractors working in the Centre, report to him/her before work commences in order to ascertain work details and agree safety procedures;
- ⇒ ensure that in his/her absence, health and safety duties are delegated as appropriate;
- ⇒ ensure that risk assessments are undertaken and reviewed as appropriate; and
- ⇒ review and up-date policy annually as appropriate.

To ensure health and safety standards are maintained / improved, the following people also have responsibility in the following areas.

Teaching and Non-Teaching Staff

All Teaching and Non-Teaching Staff shall, where appropriate and so far as is reasonably practicable:-

- ⇒ ensure that Centre's policies are implemented at all times;
- ⇒ be responsible for the health & safety of the students they supervise;
- ⇒ ensure that equipment used at Centre is safe and presents no risk to health and ensure that any defects are reported immediately to the Centre Manager so that the equipment can either be repaired or disposed of;
- ⇒ in the event of a fire, ensure that all students know the fire procedure and are evacuated safely;
- ⇒ in the case of an injury, arrange for suitable first aid treatment, investigate the accident that caused the injury and record the details in the accident book;
- ⇒ ensure that all classroom-based activities are carried out in a safe & healthy manner;
- ⇒ ensure that any violent behaviour is stopped;
- ⇒ ensure that students are adequately supervised whilst on midday dinner;
- ⇒ ensure that, whilst students are playing for a sports team, provision has been made for dealing with injuries and other emergencies;
- ⇒ ensure that whilst transporting students by car, safety seatbelts are worn and the Centre's guidelines are followed;
- ⇒ ensure that when undertaking Centre trips and holidays, sufficient research, planning, precautions and supervision are undertaken as laid down in the Centre's guidelines and Code of Practice. Where specialist instructors are engaged to lead pupils, the role of supervision must be discussed and agreed with the instructor;
- ⇒ ensure that they do not bring into Centre any potentially dangerous article or hazardous substance without the expressed permission of the Centre Manager

- ⇒ take appropriate action to make safe any dangerous condition caused by wet or icy weather;
- ⇒ ensure that any agreed security provisions are carried out;
- ⇒ co-operate with the Centre Manager on all aspects of health, safety and welfare; and
- ⇒ co-operate with the Centre Manager in undertaking risk assessments for all activities with significant risks, to identify hazards and control measures and to communicate this information to all people who need to know.

Students

All students must:-

- ⇒ co-operate with Centre staff on health and safety matters;
- ⇒ not interfere with anything provided to safeguard their own health & safety;
- ⇒ take reasonable care of their own health & safety; and
- ⇒ report all health & safety concerns to a member of staff.
- ⇒ In addition, union appointed safety representatives are entitled to investigate any accident / incident occurring, any potential hazard reported and to carry out safety inspections at a rate of one inspection per quarter.

➤ Safe Working Conditions in Centre

Safety Inspection

Action to ensure a safe and healthy working environment. This will be achieved by inspections of the working environment carried out regularly by the appropriate Head of Section or his/her delegate. A record of each inspection will be kept and remedial action taken.

Personal Protective Equipment (If applicable)

The wearing of Personal Protective Clothing is mandatory for all staff, students and visitors where the risk assessment has advised this to be the course of action to reduce risk of harm. Clear guidelines will be given by the staff to students at the beginning of their course. A Personal Protective Clothing Register will be maintained by the Health & Safety Coordinator.

Fire Notices

These notices will be displayed in all classrooms, offices and on notice boards throughout the Centre. All students will have their attention drawn to the fire notices during induction week. Fire drills will take place at regular intervals with a minimum of one per term. A record of these drills is maintained in the Fire Log, located in the Health & Safety Coordinator's office. All new staff and students will be informed of what to do in the case of fire by their respective Head of Section, their Course Manager or the Centre Health & Safety Coordinator. All staff must know how to use the fire equipment in their work area and must ensure that students know the fire procedures and can carry them out. At intervals, demonstrations in the use of fire fighting equipment will be arranged for staff and students by the Centre Health & Safety Coordinator.

First Aid

Details of the Centre's first aid facilities will be displayed on notice boards. Rooms containing first aid boxes will have the white cross on a green background sign. A list will be displayed of all those holding recognised First Aid Certificates. First aid can be administered only by those with appropriate qualifications

New Hazards

Any new plant, products, equipment or premises will be risk assessed by the Head of Department and the Centre Health & Safety Coordinator of the building and the risk assessment implemented before the plant, products, equipment or premises are used.

➤ **Safety Reporting**

Health and Safety Representatives

The functions of the Safety Representative are:

- ⇒ To communicate to the Committee any complaints by any employee/student he/she represents relating to that employee/student's health, safety or welfare at work.
- ⇒ To promote health and safety in the workplace.
- ⇒ To attend meetings of the Health & Safety Committee to which he/she has been appointed and to produce written reports to that committee as requested.

Hazard Reporting

Any suspected hazard will be reported to the Head of Department who, after investigation, will bring the matter to the notice of the Health and Safety Coordinator or, in his absence, the Senior Manager responsible for health and safety without delay. Any employee whose work involves a hazard is authorized to cease the activity concerned until the hazard has been reported and the Head of Section confirms or rejects the action taken.

Accidents

It is the policy of the Centre to take all reasonably practicable steps to avoid accidents occurring. In the event of an accident, the first concern will be the care of

the person or persons who have suffered injury. The accident will be reported to the persons detailed on the incident report form. The reporter shall ensure that adequate arrangements are made for the care of any injured persons. It will be policy to investigate all accidents, including those not involving injury, and arrangements for the investigation will be made by the Health & Safety Coordinator who will report the result of the investigation to the Centre Health & Safety Committee.

Hazard Identification

All activities, processes, substances and work places must be risk assessed under the direction of the Managers identified within this policy.

COSHH Assessment

Attention is brought to the Centre-wide COSHH Assessment. Steps must be taken to conform to these Assessments. The central COSHH Assessment register is held by the Centre Health & Safety Coordinator. All activities involved with substances must be risk assessed.

House-keeping

The Building Management attaches importance to the need for good house-keeping practices. It is policy to ensure that floors are kept free of anything that may cause slipping or tripping and that no waste materials which could cause injury if trodden on are allowed to remain where they fall. Rubbish will not be allowed to accumulate in any working area and passageways will be kept clear at all times.

Special Hazards

Portable electric mains operated equipment will be used only where this does not entail trailing power leads across walkways. Inflammable liquids will not be permitted in any room in the Centre in quantities that are in excess of that required to meet immediate needs and no radiant heat source will be used in any circumstances in which such use could incur a risk of fire or explosion.

Maintenance and Inspection of Machinery

It will be the policy of the Building Management to ensure that all equipment and machinery used by the Centre should be maintained in accordance with the instructions issued by the manufacturer. Where manufacturers' instructions are not available, the Management of the building will seek advice from the Health & Safety Governing Body of the building to obtain such advice as may be needed for preparing those instructions. No maintenance will be carried out on any equipment or machinery while it is in use and it will be the responsibility of the operator to ensure that all power operated equipment is isolated from the source of power before maintenance work begins and that power is not restored until after the person who carries out the maintenance gives formal notification that the maintenance work has been completed. Appropriate records will be kept by the person appointed by the Governing Body.

Joint Consultation

It is Centre Policy to ensure that there is full consultation with representatives of the employees on all matters concerning health and safety at work. The Centre encourage every employee to seek to identify hazards within the work situation and to bring any hazards that are identified to the notice of the Centre Manager without delay. To achieve this, he/she should report the hazard to his/her Head of Section, and to his/her Safety Representative.

Health and Safety Coordinator

The Health & Safety Coordinator will be the focal point for day to day references on safety, and give advice or indicate sources of advice. He will act as a source for the retention and dissemination of safety information. The Health & Safety Coordinator will consult with the Senior Manager responsible for health and safety in organizing safety lectures to students and staff. He will organize and assess effectiveness of fire drills and liaise, in consultation with the Fire Authority, on all matters relating to fire precautions. The Health & Safety Coordinator will accompany the departmental heads on some of their inspections.

The following are expressly forbidden and are offences against the law:

- ⇒ any interference with the fire alarm installation or fire-fighting equipment
- ⇒ any alteration or interference with the electrical wiring of the Centre buildings without permission of the Centre Manager, the Centre Health & Safety Coordinator or the Campus Director.



Individual Responsibility

The Centre Manager is responsible for:

- ⇒ devising any amendments to the Centre Health & Safety Policy as may be necessary, and enforcing the requirements of this policy
- ⇒ allocating staff, funds and materials within the approved Centre budget or from central funds to meet the needs of the health and safety requirements of the Centre.
- ⇒ appointing a Senior Manager to be responsible for establishing and maintaining an effective policy for health and safety within the Centre.

Heads of Major Risk Assessment Areas

- ⇒ will be designated, along with the areas they control for health and safety purposes, by the Centre Manager and names and areas will be attached to the Health and Safety Policy and displayed on Notice Boards.
- ⇒ will assist the Centre Manager in establishing and maintaining an effective policy for health and safety at work within their designated areas.
- ⇒ will be responsible for the risk assessment of all activities, processes, substances and work places within their designated area.
- ⇒ complying with all relevant legislation particularly that contained in "Management of Health and Safety at Work Regulations 1999".
- ⇒ implementing the Centre's safety policies and procedures within their departments and work areas
- ⇒ alerting the Health & Safety Committee of any item of safety equipment that may be required
- ⇒ assisting in the investigation of accidents
- ⇒ consulting regularly with the Health & Safety Coordinator, ensuring defects are rectified, and machinery and equipment adequately maintained

Centre Health & Safety Coordinator is responsible to the Centre Manager for:

- ⇒ monitoring Centre compliance with all relevant legislation particularly that contained in "Management of Health and Safety at Work Regulations 1999".
- ⇒ monitoring the general safety program, the Centre health and safety performance and for preparing reports on the health and safety standards within the Centre
- ⇒ communicating between the Health & Safety Committee, the Heads of Department.
- ⇒ liaising with the local Health and Safety Executive Officers

- ⇒ inspecting the Centre a minimum of once in three months and at more regular intervals at his discretion where inspection reveals items requiring attention
- ⇒ organizing the checking of fire drill procedures and keeping a record, checking all fire warning, fire fighting and emergency lighting equipment
- ⇒ initiate first aid if appropriate

Teaching staff are responsible through their Head of Department for:

- ⇒ ensuring that the work of the Centre is carried out in accordance with the Centre Health & Safety Policy and its Codes of Practice
- ⇒ the safety of students whilst they are in their charge, whether in or outside the Centre
- ⇒ ensuring that clear safety instructions and warnings are given.
- ⇒ personally following safe working procedures and observing general safety regulations
- ⇒ ensuring that the Management of Health and Safety at Work Regulations are adhered to.
- ⇒ reporting accidents immediately using the Centre report form and completing the necessary and appropriate accident forms
- ⇒ ensuring that, in the event of a serious accident, nothing is disturbed at the scene of the accident, except as might be necessary for the removal of a casualty
- ⇒ initiate first aid as appropriate

Technicians, Ancillary, Administrative, Manual Staff and all other staff not specifically identified in this policy statement are responsible for:

- ⇒ ensuring that the work of the Centre is carried out in accordance with the Centre Health & Safety Policy and its Codes of Practice
- ⇒ personally following safe working procedures and observing Centre and other safety regulations
- ⇒ ensuring that they take the necessary safety precautions in the use of all equipment, premises and materials
- ⇒ recording accidents immediately in the Centre Accident Book and completing the necessary and appropriate accident forms
- ⇒ ensuring that in the event of a serious accident nothing is disturbed at the scene of the accident, except as might be necessary for the removal of a casualty.
- ⇒ reporting defects to an immediate supervisor

Students are responsible for:

- ⇒ co-operating in keeping a tidy and safe working environment
- ⇒ observing Centre Health & Safety regulations
- ⇒ being appropriately dressed for the activity undertaken
- ⇒ ensuring that they take the necessary safety precautions in the use of all equipment, premises and materials
- ⇒ reporting any accidents immediately to the Tutor in charge of their class or to any appropriate member of the Centre Staff.

➤ **Accidents to Students and Staff**

- ⇒ If the accident is relatively minor and the casualty is moveable, the person in charge should arrange for the casualty to be taken to first aid person to attend.
- ⇒ If the injury is more serious:
 - ✓ Assess nature of injury and treat injury if appropriate, either

- ✓ Arrange for casualty to be conveyed either to St. George Hospital ,
or
 - ✓ Call an ambulance
- ⇒ First aid boxes are available in all work places on the Campus
- ⇒ First Aiders list will be posted on Notice Boards and amended as necessary.
- ⇒ First aid should only be administered by a qualified first aid person and or appointed person.
- ⇒ All accidents must be reported to the Health and Safety Coordinator as soon as possible with information of action taken and treatment given.
- ⇒ Inform the Centre Manager. The Centre Manager will notify the parents or family if necessary.
- ⇒ It is the responsibility of the person in charge when an accident occurs to fill in the Accident Report Book and Forms as soon as possible after the accident.

➤ **Health and Safety Training**

Steps will be taken to ensure the staff and students are up to date regarding health and safety. Training will be managed by the Centre Manager and the Staff Development Manager.