



London College of Business Studies

HEALTH & SAFETY POLICY

Final Review Date: September 2023

Next Review Due: September 2024

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Introduction

The College recognises its duties under the Management of Health and Safety at Work Regulations and the Health and Safety at Work Act to provide appropriate Health and Safety induction to new employees. As a responsible employer it will make every endeavour to meet its legal obligations under The Health and Safety at Work Act and any other relevant legislation, and ensure insofar as is reasonably practicable, that all of its responsibilities are met by paying continuous attention to all aspects of health and safety at work. The information contained in this pack is intended to give essential information on Health and Safety within the College to new (and existing) employees, and should be issued on or prior to the first day of employment.

1. Organisation

Overall Responsibility

Ultimate responsibility for Health and Safety rests with the College's Board of Trustees which is responsible, as the employer of the College Staff, for ensuring their Health and Safety, and conducting its undertakings in such a way as to ensure the safety of staff, students and visitors to the College so far as is reasonably practicable.

Management Responsibility

In practice the corporation's responsibilities on Health and Safety are discharged through the Principal who may direct the Head of Administration (HoA) to formulate and update College Safety Policy. The HoA will therefore take day to day responsibility for the safe operation of the College and will report to the Principal on health and safety matters.

College Managers

College Managers are responsible for ensuring that Safety Policy is implemented within their own areas and as such for ensuring that staff, students, visitors and contractors under their control are not exposed to unnecessary risks to their health and safety. They must monitor the work place to ensure that safe conditions are maintained. Where risks are identified they must ensure that these are controlled, so far as reasonably practicable.

2. Employee Responsibility

All employees have a duty under the Health and Safety at Work Act 1974 to co-operate with their employer to ensure compliance with the act. As such they will:

- Fully co-operate with the College in carrying out risk assessments;
- Take reasonable care for their own Health and Safety;
- Consider the Health and Safety of other persons who may be affected by their acts or omissions;
- Work in accordance with information and training provided, including wearing personal protective equipment where appropriate;
- Refrain from intentionally mis-using or recklessly interfering with anything that has been provided for health and safety reasons;
- Report any hazardous defects in plant and requirement, or shortcomings in the existing safety arrangements, to the Head of Administration;
- Not undertake any task for which authorization and/or training has not been given;
- Be aware of the location of first aid equipment and qualified first aiders;
- Be aware of the arrangements for evacuating the building;
- Practice good housekeeping.

NOTE: It is a disciplinary offence which could lead to dismissal, to work or permit others to work in a way which is contrary to the equipment's of Health and Safety Legislation or the College Health and Safety Policy.

3. Health and Safety Assistance

Competent persons have been appointed to assist the College in meeting its Health and Safety obligations. These people have sufficient knowledge and information to ensure that statutory responsibilities are met and that the safety policy is being adhered to.

These persons are:

The contact details are as under		
Staff Name	Position	Email and DDI No
Asad Sarwat	Head of Administration	asad@lcbs.co.uk 02089883461

4. Emergency Evacuation Procedure

Attention is drawn to the evacuation procedure set out below and in particular those instructions to staff which are underlined and in bold. It is vital to the safety of all, that staff is aware of their duties and that they carry them out accordingly.

The College has an alarm system which will sound when it is necessary to evacuate the building, however it may be necessary at some time to use verbal instructions to evacuate the building. In the event of an alarm sounding or hearing a fire warning all persons must IMMEDIATELY leave the building by the NEAREST SAFE EXIT.

Any member of staff who has responsibility for students, visitors or members of the public shall ensure that they evacuate the building and assemble at the designated assembly point which is indicated on the "in case of fire notices" and 'Evacuation plans/exit' diagram placed on each floor. In the case of students the member of staff shall take with him/her the class register and, at the assembly point, undertake a roll call. If any person is unaccounted for he/she shall inform:

- Member of the fire brigade
- The fire warden or
- A senior member of staff

And if possible give the last known or probable location of the missing person.

- DO CLOSE DOORS AND WINDOWS WHERE POSSIBLE
- DO NOT USE OR ALLOW THE USE OF LIFTS DURING EMERGENCY EVACUATIONS
- DO NOT STOP TO COLLECT PERSONAL ITEMS
- ON LEAVING THE BUILDING YOU MUST ASSEMBLE AT THE DESIGNATED AREA AWAY FROM THE BUILDING
- DO NOT RE-ENTER THE BUILDING UNTIL INSTRUCTED TO DO SO BY A FIRE BRIGADE OFFICER OR THE DESIGNATED FIRE WARDEN

NOTE: The alarm ceasing to sound does NOT indicate that it is safe to re-enter the building

Should any member of staff feel they may have a problem evacuating the building in an emergency they should inform the Head of Administration either directly or through their Department, who will carry out an assessment and if necessary arrange a personal evacuation plan and give details on the location and use of "SAFE HAVENS".

5. Discovering A Fire

If you discover a fire you should:

- Raise the alarm by either
 - Breaking the glass in the nearest fire alarm call point or
 - Shouting "FIRE"
- Leave the building by the nearest safe exit

DO NOT ATTEMPT TO FIGHT A FIRE UNLESS YOU ARE COMPETENT TO DO SO AND IN ANY CASE NEVER FIGHT A FIRE ALONE.

6. Accidents

If an accident occurs in a class or is reported to a member of staff that member of staff should:

- Summon a first aider using the contact numbers on the lists of first aiders which are located throughout the College.
- Ensure the site of the accident is made safe or persons are kept clear of any danger.
- Inform the Principal or a senior member of staff of the accident.
- Note the names of any witnesses and or the position of any relevant objects.
- Complete the accident report form and forward it to the Principal.

Reporting

Any accident or near-miss involving:

- Equipment/Apparatus
- Failure of equipment
- Fall from a height
- A requirement for the injured person to be transported to hospital
- Failure of a safety device
- Any near miss with the potential to create an accident in the future

Should be reported to the Principal or the senior member of staff in the first instance by appropriate means.

Staff

Members of staff injured or involved in an accident or near-miss whilst carrying out their work duties must complete an Accident Report Form. If the injured person is unable to complete the form, then it should be complete by another member of staff or the injured person's line manager.

Transport

Staff are advised not to transport sick or injured students in their own vehicles. Where an injured or sick person requires transport to hospital but the first aider decides that an ambulance is not justified then transport should be provided by a taxi. The member of staff in charge will ensure that:

- The injured person is accompanied to hospital whenever possible, either by a member of staff or another student;

First Aid Assistance

First Aiders can be contacted by:

- Using the individual contact numbers on the list of first aiders
- Telephoning the reception

7. Smoking

The College operates a no smoking policy within all College buildings, grounds and vehicles, with the exception of designated areas outside of the College. Vehicles that are being used for business are also required to be smoking free.

8. Advice and Assistance

Queries relating to health and safety issues should be raised with:

- The Principal
- The Head of Administration
- Your line Manager (where appropriate)

This policy will be revised every year to ensure compliance with good practice and legal requirements.