



ESBM HEALTH AND SAFETY POLICY

Reviewed November 2021

1.0 Health and Safety Policy Statement

In accordance with the regulations detailed under the Management of Health and Safety Regulations 1992 and the Health and Safety at Work Act 1974, The College is making a positive commitment to achieving the highest standards of health, safety and welfare for employees, students, visitors and all others who may be affected by the activities of its operations.

It is the duty of every employee, student and external contractor under Section 7 of the Health and Safety at Work Act 1974 to take reasonable care for their own safety and the safety of others who may be affected by their acts or omissions.

As a result these groups of people are actively encouraged by the College to communicate Health and Safety matters which may affect themselves or others.

The college as an employer will as far as is reasonably practicable meet its statutory obligations in the maintenance and provision of the following:

- Risk assessment activities
- Risk assessment training for all staff
- Effective lines of communication for all the affected by the operating practices for the college
- Regular monitoring and review of all health and safety practices
- Safe equipment and safe systems of work in their operation
- Safe arrangements for use, handling, storage and transportation of all equipment, materials and substances for use at work
- A safe place of works, so far as is reasonably practicable, for employees, a safe with safe access and egress from it.
- Adequate facilities and arrangements with regard to welfare for employees at work
- Health and safety surveillance

Signed: _____ Managing Director

Date: _____



2.0 PROCESSES AND PRODEDURES

2.1 Management

The management of the college will be responsible for the implementation of the Health and Safety Policy in accordance with the responsibilities prescribed by the Management of Health and Safety at Work 1992.

2.2 Risk Assessment

2.2.1 As part of our on-going responsibilities, we will carry out regular risk assessments to ensure that all potential risks are identified and subsequently controlled. This will be in accordance with the following:

- the identification of all potential risks
- evaluation of the adequacy of existing health and safety measures
- implementation of action in areas of deficiency
- regular review

2.3 Training

2.3.1 To carry out risk assessment correctly and appropriately all staff employed at the college will undertake risk assessment training generally and specifically in relation to:

- Manual handling and lifting techniques
- Fire Prevention
- Working with Visual Display Units
- Control of Substances Hazardous to Health Regulations (COSH 1994)

In addition, all employees will be subject to periodic simulated fire and bomb alert procedures. This will ensure that all parties are aware of their roles and responsibilities in the event of such an occurrence.

2.3.2 This will be implemented in accordance with the following

- when new staff & students are inducted
- when working practices change
- when job roles change



- when new equipment/technology is introduced

2.4 Health and safety representative

A nominated member of the college staff will be responsible for overall health and safety in the workplace. They will be the point of contact for anyone who identifies a potential health and safety risk or any area where there may be cause for concern regarding health and safety.

2.5 Safe equipment and systems for their use in operation

Safety equipment such as Fire Extinguishers and Security cameras are installed in the premises for security purposes.

2.6 Regular servicing and checking of all plant machinery

As part of their responsibilities, the Health and Safety Representative will carry out daily, weekly and monthly inspections to the college premises against a specified checklist which will include items such as access and egress, fixtures and fittings etc. Any irregularities or concerns will then be reported to the Managing Director to be rectified.

Regular servicing and checking of machinery will be carried out by those who installed the equipment and against their own operating guidelines. The Health and Safety Representative will have a copy of servicing intervals and will coordinate action accordingly.

2.7 Monitoring and Review

Health and Safety Policy will be monitored by regular inspections of areas by the Health and Safety Representative. Health and Safety Policy and Procedures will be reviewed by senior management on an annual basis following the report from the Health and Safety Representative. Any changes to the health and Safety Policy will be brought to the attention of all parties.

2.8 Communicating the Health and Safety Policy

2.8.1 Employees and Students

Employees and students will be provided with appropriate information on health and safety risks via the Health and Safety Policy which will be incorporated into their respective induction processes.



2.8.2 Notices

Notices will also be displayed in prominent positions to remind those who are involved with the assessment process of their legal duty in maintaining such areas.

2.8.3 Contractors

Contractors will be assessed against their ability to undertake specified tasks safely by interview and inspection of their own health and safety policy. Contractors will have the requirements of their own health and safety policies incorporated into contractor agreements.

3.0 General Health and Safety Procedures

3.1 Fire and Bomb Alert Procedures

3.1.1 Fire

The following fire procedures should be adhered to by all parties:

a) **ON HEARING THE ALARM**

1. Administrative staff will establish location of the fire
2. Telephone the Fire Brigade by dialling 999
3. Upon answering by the operator, give them your telephone number -and ask for FIRE
4. Upon request by the operator, give the address of the college and audibly-FIRE AT:

1. Identify exact location of fire and wait for the operator to repeat the address before replacing receiver.

b) **ALL THOSE IN THE COLLEGE BUILDING MUST:***

1. Leave the building immediately by the nearest available exit point



2. The Health and Safety Representative or senior member of staff will then check all areas of the building to make sure that everyone has been evacuated.
3. On leaving the building, where safe to do so, windows and doors should be closed.
4. A roll call will then be taken in the assembly area as a double-check mechanism. Staff/students will then be told when it is safe to return to the building

3.1.2 Fire Drills

1. Fire drills are conducted on a regularly basis to ensure safe evacuation of the premises in case of any emergency

3.1.3 Bomb

2. The same evacuation procedure will apply as for the fire alert, with the exception that staff/students will be required to move as far away from the building as possible in the event of an explosion

3.2 Visitors

3.2.1 Fire and Bomb Alert

In the event of a fire or bomb alert, visitors will be instructed on the procedures by a member of staff or refer to the fire procedure notices which will be posted at prominent positions throughout the building for all personnel.

3.2.2 Rules on entry to the building

1. All visitors are to report to the main reception desk
2. They will be asked to fill in the relevant details in the Visitors Book and will be issued with a Visitors Badge for identification purposes.
3. Before leaving the building, visitors will be required to sign out of the Visitors Book and hand in their badge.

3.3 First Aid

3.3.1 This policy works in conjunction with our first aid policy.



First Aid at Work Policy

1. General Statement

Employers have a legal duty to make arrangements to ensure their employees receive immediate attention if they are injured or taken ill at work. It does not matter whether the injury or illness is caused by the work they do. What is important is that they receive immediate attention and that an ambulance is called in serious cases. First Aid can save lives and prevent minor injuries becoming major ones. First aid at work covers the arrangements that need to be made to manage injuries or illness suffered at work.

It is our policy to ensure that appropriate First Aid arrangements are in place for our staff and any visitors to our premises. This includes providing sufficiently trained employees for our business needs and maintaining an adequate supply of First Aid equipment. It also involves providing enough information to staff to enable First Aid assistance to be sought during normal working hours. Where work is regularly undertaken outside these hours adequate First Aid cover will be provided.

Regulation 2 of the Health and Safety (First Aid) Regulations 1981 interprets First Aid as:

- a) In cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained and
- b) Treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse.

2. The Health and Safety (First Aid) Regulations 1981

Our duty to provide First Aid at work is governed by the Health and Safety (First Aid) regulations 1981. These require us to carry out a risk assessment in order to determine what First Aid facilities and personnel are necessary to meet the needs of our business. We are also required to review this assessment periodically to ensure that current provision is adequate. In order to comply with these regulations, our assessment has considered a number of factors, including the following:

- Size of the business
- Type of the business



- Building layout
- Past history of accidents
- Proximity of business location to emergency medical services
- Needs of travelling and/or lone workers
- First Aid cover in times of sickness or annual leave.

These Regulations do not prevent staff, who are specially trained, from taking action beyond the initial management stage.

3. Responsibilities of First Aid personnel

In order to carry out their duties effectively, First Aid Personnel have the following duties and responsibilities:

- Responding promptly to all requests for assistance
- Summoning further help if necessary
- Providing treatment within the limitations of their competence
- Looking after the casualty until recovery has taken place or further medical assistance has arrived
- Reporting details of any treatment provided
- Undertaking a monthly check of First Aid kits and replacing them as necessary

4. Procedures

The following are general First Aid related procedures to be followed by staff:

- a) If you are aware that an employee has been taken ill, or has had an accident, call Hayleigh Johnstone for assistance. You should not attempt to give First Aid treatment yourself.
- b) No employee should use their private car to transport a casualty to hospital. If an ambulance is not required, then a taxi is to be used.
- c) If you need access to a First Aid kit for personal use, seek assistance from a First Aider
- d) Do not remove First Aid equipment from its designated place
- e) Any loss or damage to First Aid equipment must be reported to Hayleigh Johnstone
- f) If a First Aid kit is poorly stocked, this should be reported to Hayleigh Johnstone

5. Dealing with Visitors

It is our policy to offer First Aid assistance to visitors to our premises. Should a visitor feel unwell or have an accident, then the employee supervising their visit should call for



a First Aider/appointed person. If the visitor has had an accident, Hayleigh Johnstone/Tammy Gill is responsible for ensuring that an entry is made in the accident book.

6. Staff Training

All staff undertaking First Aid duties will be given training in accordance with current legal requirements. This means that a First Aider will attend an approved Health and Safety Executive course. Our First Aid needs assessment has determined that we need at least two First Aiders who have attended the First Aid at Work (FAW) course and one First Aider who has attended the Emergency First Aid at Work (EFAW) course. Training is organised by First on Scene Training Ltd who ensure that First Aiders attend requalification courses every three years.

Where necessary, all line managers will be expected to organise shifts and rosters to enable staff to attend First Aid training. We will do our best to ensure that sufficient notice of both initial training courses and any re-qualification or refresher courses are given to managers to assist with this planning.

7. Information for Employees

We acknowledge that First Aid arrangements will only operate efficiently where they are understood, both by employees and others who may be working on our premises. These include part-time and temporary staff. For this reason, information on how to summon First Aid is provided for all new staff. This and further information is also included in our staff handbook.

Information on the current First Aiders (and appointed persons) is displayed on standard green and white signs within our premises. These can be found in the following locations:
In the reception area.

First Aid boxes can be found in the Reception area and the Student Common Room (In the top left kitchen cupboard).

References

A copy of the Health and Safety (First Aid) Regulations 1981 can be found at:

<http://www.hse.gov.uk/firstaid/review/firstaidl74.pdf>