

LONDON BROOKES COLLEGE

Health and Safety Policy

General Policy Statement

The Board of Directors and management of LONDON BROOKES COLLEGE are committed to the provision of a safe and healthy working environment and seek the co-operation of all employees to secure this purpose. The company will provide working conditions, which comply with the relevant statutory regulations, in particular with reference to Health & Safety. In addition, officially approved codes of practice that are designed to ensure good standards of health, safety and welfare will be incorporated into this policy.

As an organisation that caters for the training needs of young people and adults, we are committed to keeping our learners safe and ensure they receive an enjoyable and rewarding learning experience.

The Governors and Principal recognise that this health & safety policy will need to be regularly reviewed.

Signed:

Position: Principal

Date: 27.2.2023

Organisation for carrying out this policy

The person with overall responsibility for establishing and approving LONDON BROOKES COLLEGE's safety policies, systems and procedures is the **Principal**.

However, it is the duty of all employees to ensure that the policies and procedures contained here are adhered to. The following measures are in place to provide information and guidance for new and existing employees on health & safety issues within LONDON BROOKES COLLEGE:

- All employees will receive health & safety induction into LONDON BROOKES COLLEGE, carried out and overseen by the Vice Principal.
- All employees will have access to the company's current Health & Safety policy and are encouraged to spend time familiarizing themselves with the content.
- LONDON BROOKES COLLEGE will provide appropriate information, instruction and supervision to enable all employees to contribute positively to their own and others health & safety whilst at work.
- Health & Safety information and guidance can be sought from LONDON BROOKES COLLEGE's Vice Principal.

The Vice Principal and Health & safety officer is responsible for overseeing the organisations Health and Safety systems to ensure they meet current Health and Safety legislation. The Vice Principal is also responsible for conducting staff health and safety inductions.

Accident investigations will be carried out by the Vice Principal. Employees or learners who require guidance or are concerned about a Health and Safety issue should bring it to the attention of the Vice Principal.

It is the duty of all staff to reduce the chance of accidents occurring by ensuring their work activities are carried out with minimal risk to themselves and others and that all work areas used are kept clean, tidy and safe.

As an education provider we have an obligation to ensure a safe and healthy environment for our learners. Staff act as role models in all that they do by promoting effective health and safety practices. Safety notices are prominently displayed, equipment is well maintained. Introducing health and safety is a key aspect during learner and staff induction.

First Aid and Accident reporting

A First aid box is situated in reception, and is regularly maintained. All employees should familiarise themselves with the following procedures:

- All accidents injuries and near misses, no matter how trivial, sustained by employees and learners whilst at LONDON BROOKES COLLEGE should be reported immediately to an appropriate member of staff. All accidents will be recorded in the Bromcom or LONDON BROOKES COLLEGE accident book situated at reception. All accidents should then be reported to the Vice Principal.*
- All learners must report any accident or injuries to themselves whilst on LONDON BROOKES COLLEGE premises or where applicable, on placement with a sub-contractor. Each sub-contractor is issued with an Accident Reporting form prior to the learner starting, which must be completed and returned to LONDON BROOKES COLLEGE if used.*

Fire and Evacuation Procedure

All staff should familiarise themselves with the following procedures and actions in the event of a fire or evacuation.

- The person discovering a fire should alert as many people as possible before telephoning the emergency services.*
- On being made aware of a fire staff and learners should make for the exit doors. All persons should not waste time collecting valuables and personal belongings, and must not under any circumstances re-enter the building.*
- Only if the fire is of a nature that can safely be extinguished should any person attempt to tackle it. Fire extinguishers are situated throughout the facility and are regularly serviced and maintained*
- Tutors must make sure they take the classroom register with them when evacuating the building to account for all their learners. The visitors book together with the in/out boards should be taken to account for any visitors and staff and a head count should be taken to ensure all are present.*
- No person should re-enter the building until authorised to do so by the emergency services.*

Control of Substances Hazardous to Health

LONDON BROOKES COLLEGE does not store or use substantial amounts of chemicals or other substances that could present a serious risk to employees and learners health. All staff and learners should be aware that when using products, they should:

- Observe the manufacturer's instructions for the safe use and disposal of the product, and if appropriate to wear the correct PPE (Personal Protective Equipment) e.g., rubber gloves.*
- Ensure products are returned to their correct location when finished with, and if empty to dispose of them according to the instructions on the containers label*
- Clean up all spillages as quickly as possible.*
- Never mix chemical substances, or misuse these substances.*
- Never use these substances in confined spaces or without adequate ventilation.*
- Not transfer products from one container to another.*

Laboratory

Only trained staff and the cleaner have access to the laboratory. The following guidance and instructions relate to these staff:

- Risk Assessment: Staff using the laboratory are responsible for assessing the risks for each of their own practical sessions in advance. Instructions for each session should include specific risk guidance for students.*

- *Environment: Defects in heating, lighting, ventilation etc should be reported to the Safety Officer.*
- *No of Students: The exact number depends on the type of work / experiments being performed however as a guideline it should not be more than 15 students at one given time.*
- *Instructions for Students: At the beginning of each year all science students receive instruction regarding laboratory safety.*
- *Emergency Procedures: During each practical teaching session the rear exit doors are to always be left unlocked to allow emergency exit if required. Staff using the laboratory are required to know how to shut down gas and electricity supplies to the laboratory. The relevant switches are located outside the laboratory. The laboratory is equipped with the relevant fire extinguishers and fire blankets. These are checked annually.*
- *Security: Only the staff mentioned earlier are allowed into the laboratory. Each is trained regarding hazards. When not in use the laboratory is to be KEPT LOCKED.*
 - 1) *All science teachers to be given the front door key to the laboratory.*
 - 2) *The laboratory is to be KEPT LOCKED AT ALL TIMES when not in use.*
 - 3) *No student enters the laboratory without the PRESENCE of a teacher/ technician.*
 - 4) *Teachers to make sure they open the doors to let students in.*
 - 5) *Last practical session teacher ensures the door is locked.*
- *Accident reporting in Laboratory: All accidents, however small, will be recorded in the Accident and Breakages Book kept in the laboratory and if of a serious nature then reported to the office and entered into the Accident Report Book.*
- *Eating: No gums/food/drink allowed AT ANY TIME IN THE LABORATORY.*
- *Storage of Chemicals: All highly flammable liquids are kept in the cupboard. This is kept locked at all times. Only relevant staff have copies of the key. Oxidising agents are stored on their own, well away from other chemicals.*
- *Date Marking of Chemicals: As from 1st January 1995 all new chemicals are to be date marked with purchase date and date of opening. An inventory of chemicals is also established and maintained.*
- *Storage/Disposal of hazardous chemicals: The College has a relationship with a service provider PHS to dispose of any chemicals which cannot be disposed of in the laboratory sink. The College will store separately any such chemicals until such time as the quantity is sufficient for disposal, upon which the College will arrange for a collection via PHS.*

Outings

It must be remembered at all times that hazard identification and risk management form a vital part of the planning of any college trip, as the ultimate responsibility of the safety and well-being of our students is usually the responsibility of the college itself. It is college policy that parents/guardians will be informed by letter of any trips that are taking place, and asked to complete a tear off reply slip for every individual trip. A minimum of one member of staff accompanying every 10 students on outings is required. If a field course or trip lasting more than 24 hours is planned, then parents must be fully informed of all arrangements made and the college issued with a full itinerary and a copy left with the Principal/Admin staff in the college. A portable First Aid kit should be taken from reception and kept by the member of staff in charge of the school trip. No drugs, whether prescribed or otherwise should be administered to any student by and member of staff, if in doubt contact their Parents/Guardians/GP/Emergency Services. Before the school trip departs the teacher in charge should check that any student taking a regular prescription e.g. inhalers for asthma, insulin for diabetes etc. has the necessary supplies.

Risk assessment

LONDON BROOKES COLLEGE carries out formal written risk assessments each year, or when circumstances change that warrant immediate action. Potential risks exist to all staff and learners whilst carrying out their activities and as such LONDON BROOKES COLLEGE, has with the co-operation of all staff, drawn up a list of hazards, which could reasonably be expected to result in significant harm or injury. Adequate control measures have been implemented to reduce or remove the identified risks, though as an organisation we are not complacent and will continue to review the way we carry out our business activities to ensure the health, safety and welfare of all staff, learners and visitors.

Visitors and Contractors

LONDON BROOKES COLLEGE is committed to providing a healthy and safe environment for all visitors and contractors. To this end all visitors and contractors should adhere to the following house rules.

- *All visitors and contractors must first report to reception and sign the visitors' book.*
- *Contractors are requested not to undertake any work or wander around the Centre until they have reported to the manager in charge for permission and instruction.*
- *All visitors and contractors must obey any safety signs posted around the Centre.*
- *Visitors and contractors must not use any machine or piece of equipment belonging to LONDON BROOKES COLLEGE unless authorised to do so.*
- *Contractors who carry out any work within the Centre must ensure they do so with due regard to their own safety and any others who may be affected by their actions. Likewise, all plant, tools and equipment used by the contractor should be safe to use and pose no dangers to other persons present in the Centre.*
- *In the event of a fire or evacuation, contractors and visitors should proceed immediately to the Assembly Point*

NOTE:

LONDON BROOKES COLLEGE staff and learners are forbidden to assist contractors carrying out any work or repairs within the Centre e.g., helping a contractor with electrical repairs etc.

Vehicles

Employees using their own vehicle for LONDON BROOKES COLLEGE's business activities should be aware that:

- *LONDON BROOKES COLLEGE will accept no responsibility for any road traffic offences incurred by employees e.g., speeding or parking fines.*
- *It is the driver's legal duty to ensure the vehicle you use is fit for purpose and safe prior to driving it being used.*
- *All staff hold appropriate insurance cover for the vehicle, themselves and any passengers, goods and equipment they may carry.*
- *The vehicle concerned conforms to all legal requirements regarding its roadworthiness.*
- *Staff should not give, or accept, lifts from students.*

Checked on 25.2.2023 by Yashpreet