

Health and Safety Policy Statement

Overall responsibility for Health and Safety is that of

Mo Denhoo (Health & Safety Officer)

H&S Deputy: Kris Hall

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:
Mo Denhoo, Kris Hall

To ensure Health and Safety standards are maintained / improved, the following people have responsibility in the following areas:

Current First Aiders:

Mo Denhoo, Kris Hall

Current Fire Marshalls:

Mo Denhoo, Kris Hall

All employees are required to:

- co-operate with supervisors and managers on health and safety matters
- not interfere with anything provided to safeguard their own health and safety
- report all health and safety concerns to an appropriate person (as detailed in this policy statement)

Evacuation procedures for all centres

In all situations follow the exit arrows to the respective fire exit point.

- **Rooms 1-7, 20, 21, staffroom, reception** all take the fire exit via the main entrance and stairway
- **Rooms 8-19** take the fire exit by the Meeting Room (KX17)
- **Student area and toilets** take the fire exit that leads to the courtyard
- **Ground floor Reception** exit to Pentonville Rd by the front door

Meeting point: Collier Street, at the back of the centre.

When the alarm sounds Nido will provide people who will guide all students to Collier Street.

Accidents, First Aid and Work-Related Ill Health

The first aid boxes are kept in the main reception area and DOS office. The location of the boxes is indicated by a green first aid sign.

All accidents and cases of work-related ill health are to be recorded by Charlotte, Magda or Mo in the accident books, which are kept with the first aid boxes.

The Director of Studies and/or The Principal are responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

Risks

Risk assessment will be undertaken by Mo Dehnoo and Jean Daruvala (Principal) with help from **Fire Safety Assessments Ltd** (external fire safety company) and **RHSS Ltd** (external Health and Safety company).

The findings of the risk assessments will be passed to:

Mo Denhoo (Health & Safety Officer) and Jean Daruvala (Principal)

Action required to remove/control risks will be approved by:

Mo Denhoo (Health & Safety Officer)

The Principal and the DoS will be responsible for ensuring the action required is implemented, and will check that the implemented actions have removed/reduced the risks.

Assessments will be reviewed every year, or when the work activity changes, whichever is soonest.

Consultation with employees

Mo Denhoo (H&S Officer) will provide regular updates to the Principal, Director of Studies and Student Services Manager in order for them to give new information at the initial induction training of employees.

Safe Equipment

Mo Denhoo (H&S Officer) will be responsible for identifying all equipment needing maintenance, effective maintenance procedures are drawn up and that all identified maintenance is implemented. He will also ensure that all equipment meets H&S standards before it is purchased.

Any problems found with classroom or other equipment should be reported to:

The Director of Studies

Screen breaks

Some jobs within the company will require employees to carry out lengthy stretches of work in front of computer screens, which can cause eye strain, general fatigue and if using a keyboard, possible repetitive strain of the upper limbs. Where this is the case, line managers should organise the workload of their staff with changes of activities where possible, or with frequent breaks to avoid these risks. Though there is a statutory requirement for employers to ensure attention to the risks, there are no fixed stipulations as to the frequency and lengths of breaks. However, guidelines state that the breaks should be taken before the onset of fatigue and that the timing of the break is more important than the length, with the recommendation of short, frequent, informal breaks eg 5 to 10 minutes after continuous screen use of 50 to 60 minutes, preferably away from the screen. These breaks can include carrying out other non-screen based tasks. Where possible, employees should be able to pace themselves.

Handling of Safe Substances

The H&S Officer will be responsible for identifying all substances which need a COSHH assessment. He will also be responsible for undertaking COSHH assessments, and ensuring that all actions identified in the assessments are implemented. He will also be responsible for ensuring that all employees are informed about the COSHH assessments, and that new substances can be used safely before they are purchased.

Information, Instruction and Supervision

The Health and Safety Law poster is displayed in the staff room and the hallway by the lift.

Health and Safety advice is available from:
H & S Officer, Director of Studies and Principal.
Or from the HSE Executive (www.hse.gov.uk)

Employee Training

Induction training will be provided for all employees by:

Director of Studies – for academic and teaching staff

Principal – for all other staff

Training records are kept by the **H&S Officer** and copies will be retained by the DoS (academic and teaching staff) and Principal (non-academic staff) at each centre.

Training will be identified, arranged and monitored by **H&S Officer, Principal & DoS**

Monitoring

To check our working conditions, and ensure our safe working practise are being followed, we will carry out regular checks on all equipment and practises and maintain staff training and development

The Principal and DoS will be responsible for investigating work-related causes of sickness absences and acting on investigation findings to prevent a recurrence.

Emergency Procedures – Fire and Evacuation

The Health and Safety Officer is responsible for ensuring the fire risk assessment is undertaken and implemented.

Escape routes are checked by the H&S Officer every 3 months

Fire extinguishers are maintained and checked by our fire risk representatives Chubb (in consultation with the Fire Brigade and relevant authorities)

Alarms are tested by the provider every 3 months (in consultation with the relevant companies and authorities)

Emergency evacuation will be tested at least once per year.

Responsibility:	Health and Safety Officer (Mo Denhoo)
Documents:	None
Last updated:	Nov 1
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