



HEALTH AND SAFETY POLICY

POLICIES AND PROCEDURES

Policy Title	HEALTH AND SAFETY POLICY V.02
Policy Number	007
Responsible	PRINCIPAL
Approval By	BOARD OF DIRECTORS
Last Reviewed	AUG 2020
Next Review	AUG 2021

HEALTH AND SAFETY POLICY

SECTION 1: HEALTH AND SAFETY POLICY STATEMENT

Crescent Education Services ensures that it:

- provides adequate control of the health and safety risks arising from our work activities;
- consults with our employees on matters affecting their health and safety;
- provides and maintains machinery and equipment which is safe, has been manufactured to a British, European or International standard, is regularly inspected, tested and maintained as appropriate and offers protection from danger by being suitably guarded (where appropriate). This would include such items as heating and hot water dispensers, kitchen equipment and appliances, powered cleaning equipment and portable electrical appliances;
- ensures safe handling, use, storage and transport of articles and substances;
- provides 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 and safety and that of others;
- ensures all employees are competent to do their tasks;
- prevents accidents and cases of work-related ill health;
- makes arrangements within the college for the recording of all accidents/incidents and makes arrangements for the investigation of these accidents where required;
- makes arrangements for the reporting of serious accidents to the HSE where required;
- makes positive arrangements for fire evacuation , first-aid and other emergency situations;

- provides and maintains safe and healthy college buildings with safe access and egress, paying particular attention to the structure of the buildings, the electrical installation, drainage, glazing, maintenance of floors / corridors / steps / doorways / fire escape routes and security arrangements which would minimise the risk of acts of violence;
- provides and maintains a safe and 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;
- provides and maintains adequate welfare arrangements such as eating, washing and toilet facilities and accommodation for clothing and personal belongings;
- includes aspects of personal safety within the curriculum which includes safety at home, on the road, around water areas and railway lines, fire, smoking and drug abuse and healthy eating;
- ensures so far as is reasonably practicable, the health and safety of visitors to the college and any other persons who may be affected by the acts or omissions of members of staff or students whilst taking part in college activities;
- reviews and revises this policy as necessary at regular intervals.

Signed by:

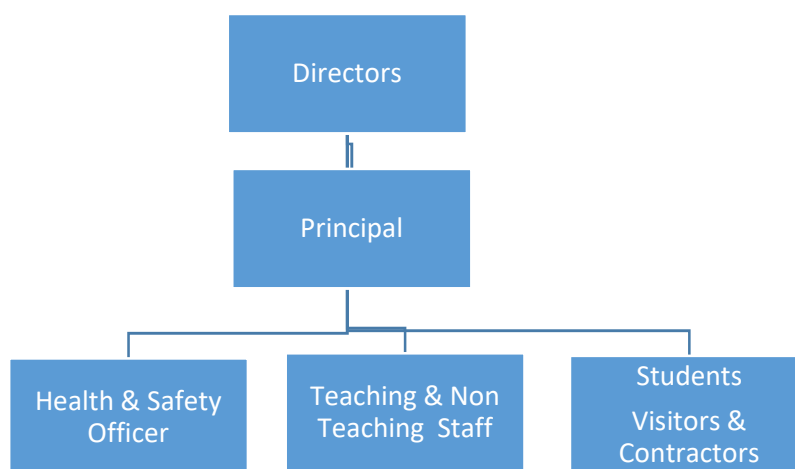
Principal

SECTION 2: RESPONSIBILITIES

Overall and ultimate responsibility for health and safety in the College is that of the Directors.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the College Principal and H&S Officer with H&S responsibilities.

Organisation of Health and Safety



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

Directors

- overall and ultimate responsibility for health and safety in the College is the responsibility of the directors;

Principal:-

- shall ensure so far as is reasonably practicable the health, safety and welfare of staff;
- shall ensure so far as is reasonably practicable the health and safety of students in the College;

- shall ensure so far as is reasonably practicable the health and safety of visitors to college, and volunteers involved in any college activity;
- shall guide and monitor the H&S Officer to ensure that he/she keeps health and safety as a high priority in the day-to-day management of the College;
- shall draw up and issue policies and guidance on curricular and non-curricular topics where necessary, paying particular attention to health and safety aspects;
- shall discuss and resolve so far as is reasonably practicable, health and safety issues at meetings of the Board of Directors.

H&S Officer

The H& S Officer is responsible for the day-to-day management of the college and shall so far as is reasonably practicable:

- ensure that the college's Health and Safety Policy is implemented and adhered to at all times;
- ensure that all members of staff know, understand and accept their health and safety duties and responsibilities;
- ensure that adequate resources are allocated to facilitate healthy and safe working and teaching practices;
- ensure that the Principal is advised of health and safety implications when undertaking the management of the College budget;
- ensure that all employees, students and visitors receive adequate information, instruction, training and supervision, both within college and on college trips as appropriate;
- ensure that all machinery, appliances and equipment purchased by or used within the College, conforms to a British, European or International Standard, is used in the manner that it was designed for and is regularly 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 college 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 students 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 Learning and Skills Council as soon as possible and also reported to the Director;
- 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 Principal as appropriate;
- 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 regular safety inspections of the college are carried out;
- ensure that there is consultation with the staff on matters of health, safety and welfare;
- ensure that contractors working in the college, 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 there is an annual appraisal of the college's health and safety performance;
- ensure that risk assessments are undertaken and reviewed as appropriate; and
- review and up-date policy as appropriate.

Teaching and Non-Teaching Staff

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

- ensure that college's policies are implemented at all times;
- be responsible for the health and safety of the students they supervise;
- ensure that equipment used at college is safe and presents no risk to health and ensure that any defects are reported immediately to the H&S Officer 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 and healthy manner;
- ensure that any violent behaviour is stopped and reported appropriately;
- 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 College's guidelines are followed;
- ensure that when undertaking college trips and holidays, sufficient research, planning, precautions and supervision are undertaken;
- ensure that they do not bring into college any potentially dangerous article or hazardous substance without the expressed permission of the Principal;
- ensure that any agreed security provisions are carried out;
- co-operate with the H&S Officer or their representative on all aspects of health, safety and welfare; and
- Co-operate with the H&S Officer or their representative 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 college staff on health and safety matters;
- not interfere with anything provided to safeguard their own health and safety;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to a member of staff.

In addition, appointed safety representatives are entitled to investigate any accident / incident occurring, any potential hazard reported and to carry out safety inspections.

SECTION 3: HEALTH AND SAFETY ARRANGEMENTS

Principal		has overall and final responsibility for health and safety
H&S Officer		has day-to-day responsibility for ensuring this policy is put into practice
Statement of general policy	Responsibility	Action/Arrangements
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Principal	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed when working habits or conditions change)
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	H&S Officer	Staff and subcontractors given necessary health and safety induction and provided with appropriate training (including working at height, asbestos awareness and electrical safety) and personal protective equipment. We will ensure that suitable arrangements are in place to cover employees engaged in work remote from the main company site.
Engage and consult with employees on day-to-day health and safety conditions	Principal, Health and Safety Officer, All staff	Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required.
Implement emergency procedures – evacuation, in case of fire or other significant incident. Health and Safety risk assessment, First Aid	H&S Officer	Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary. First aid arrangements are routinely checked

<p>Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances</p>	<p>H&S Officer</p>	<p>Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects.</p>
	<p>Principal</p>	<p>All serious accidents/incidents to students, staff will also be reported to the HSE by Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) All serious accidents/incidents will be investigated in accordance with guidance set out within the College Health and Safety Policy, in order to prevent a recurrence of the accident/incident. In such cases SFA/SFE and Department for Education will also be informed accordingly</p>

SECTION 4: MONITORING

<p>Health and safety law poster is displayed at (location)</p>	<p>Reception</p>
<p>First-aid boxes are located:</p>	<p>Library, student welfare office, reception and regularly monitored by Health and Safety Officer</p>
<p>Accident book is located:</p>	<p>Reception</p>
<p>Check working conditions:</p>	<p>To check our working conditions, and ensure our safe working practices and policies are being followed we will carry out inspections monthly and full workplace inspection annually.</p>
<p>Fire Drills and Equipment:</p>	<p>Landlord is responsible for providing a secure fire procedure arrangement, regular drills and qualified fire marshals. The College has appointed fire marshals Mr A Khan & Mr S. Sabir. Escape routes and exits are checked by fire Marshall at a frequency of Weekly</p> <p>Fire extinguishers and other equipment are maintained by external company. All electrical equipment's are checked for electrical safety testing</p>
<p>Visitors to College Premises:</p>	<ul style="list-style-type: none"> • Any person visiting the premises is requested to make an appointment prior to the visit. • On entering the premises, visitors must go to the reception / main office and sign-in the visitor's book • All visitors will be issued with a visitor's badge which is to be worn for the duration of the visit. <p>On departure, visitors must sign-out the visitors book</p>

<p>Violence, Behaviour, Bullying and Harassment:</p>	<p>Efforts will be made to train all staff in how to handle violent and aggressive situations. All the cases of violence, behaviour, bullying and harassment will be investigated according to relevant procedures including disciplinary procedure</p>
<p>Work station safety and VDU usage:</p>	<p>Will ensure that, where appropriate, work station risk assessment are carried out and Information is given to 'users' on good practice As a part of the college acceptable ICT user policy and Prevent strategy all the computers are monitored for any risk associated with safety of the staff and students</p>

SECTION 5. APPENDICES

1. Risk Assessments
2. Fire Alarm Procedures
3. Health & Safety Booklet
4. Landlord's Liability
5. Health & Safety Notice
6. ICT User Policy
7. First Aid Procedure