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# Health & Safety Policy

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Version 7.1

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City College of London

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**This policy may be used in conjunction with the following policies and documents:**

1.1 Quality Assurance Policy	Accident Report Book
2.1 Recruitment and Admissions Policy	Appeals Form
3.1 Staffing Policy	Complaints Form
4.1 Teaching, Learning and Assessment Policy	COSHH Assessment Form
5.1 Malpractice Policy	CPD Form
6.1 Equality and Welfare Policy	Evacuation Map
8.1 Complaints and Appeals Policy	F2508 Form
9.1 Information Management Policy	HSE poster
10.1 Attendance Policy	Induction Form
	Mitigating Circumstances Form
	Responsible Persons List
	Risk Assessment



## Overview

City College of London is committed to provide and maintain a safe and healthy environment, working conditions, equipment, and systems of work at our workplace. It also includes providing adequate control of the health and safety risks arising from our work activities. We do strive to ensure the safe handling and use of equipment, facilities and substances. We further acknowledge our responsibility for the health and safety for other people who may be affected by our work and activities. In order to accomplish this we will:

1. Provide adequate control of the health and safety risks arising from our work activities, promoting the safety of the Academy, health and welfare of all its staff, students, visitors, contractors, and members of the public on the Academy's premises and to protect them elsewhere from any adverse effect on their health or safety arising from the activities of the Academy. This includes (but is not limited to):
  - i. To provide and maintain safe plant and equipment;
  - ii. To ensure safe handling and use of substances;
  - iii. To prevent accidents and cases of work-related ill health
  - iv. To maintain safe and healthy working conditions
2. Ensure that risk assessments are carried out as required by the Management of Health and Safety at Work 1992 and other regulations. The risk assessments will be made by the staff responsible for the work set out in writing and signed by the relevant manager or supervisor. No work is permitted to start unless it is covered by a suitable and sufficient assessment of the risks involved in the work.
3. Ensuring all work activities are performed by persons competent to perform those activities. To this end, the Academy is committed to ensuring that all members of the Academy receive such training as required for them to gain and maintain competency sufficient for them to be able to discharge their tasks and duties in a competent manner.
4. Provide information, instruction and supervision for employees. The Academy arranges for staff activities and work activities to be supervised by competent people.
5. Plan our activities to allow for the fact that a person can only be competent in discharging a duty if they accept that duty, are in possession of appropriate skills and qualifications where necessary and are allocated sufficient time to be able to discharge that duty.
6. Consult with employees on matters affecting their health and safety in order to ensure their needs are met and to prevent accidents and cases of work-related ill health and sickness.
7. Ensure that all staff, students and visitors in the Academy are aware it is a legal duty to cooperate with the arrangements for safety set out in this document.
8. Give effect to this policy by ensuring that the organization and arrangements as described in this document have been approved and authorised by the Management of the Academy upon who rests the ultimate responsibility for the standard of safety within the Academy.
9. Ensure that this policy reflects the current state of affairs within the Academy. To this end, it will be revised upon any substantial change of organisation or arrangements within the Academy. In order to guarantee this, our policy and the way it is operated will be reviewed annually. This policy and its revision will be communicated to all persons affected by the activities of the Academy.



## Responsibilities

The Director, as head of the organisation, has overall culpability for health and safety in the organisation. However, the primary operational responsibility falls to the Health and Safety Officer. Together with the Principal, they are responsible for ensuring that all matters relating to health and safety are addressed within the academy and that the policy is kept up to date and reviewed regularly.

The Health and Safety Officer is responsible for overseeing the implementation of the Health and Safety Policy, the co-ordination of the undertaking of risk assessments, and the implementation and monitoring of any controls which are imposed as a result of the risk assessments. He/she has day-to-day responsibility for ensuring that the health and safety policy is put in to practice and that any controls are put in to practice or are carried out and will be available to advise management on particular health and safety matters. This includes the organisation of all evacuation arrangements and provision of first aid facilities.

In addition to the Health and Safety Officer, the following people have responsibilities for ensuring health and safety standards are maintained / improved in the following areas:

### **First Aiders:**

Designated personnel to administer emergency medical treatment and control incidents requiring medical intervention until the arrival of emergency services

### **Fire Marshalls**

Designated personnel to assist in the evacuation of the building in the event of an emergency, to tackle fires where it is safe to do so, and coordinate with emergency services.

**All employees** have the responsibility to co-operate with the academy to achieve a safe and healthy workplace and to take reasonable care of themselves and others and not to interfere with anything provided to safeguard their health and safety. An employee has a responsibility to let the Health and Safety Officer, Principal or Director know if there is a matter relating to health and safety that should be brought to their attention for action. All employees must:

- All teaching staff will be made well aware of the special or particular hazards in teaching their subject or the activities they supervise and will be given special training by the qualified first aiders from the academy.
- Learners with medical conditions like asthma or severe allergies will be identified at the time of the admission and their special needs will be recorded separately on a document and kept available in the office at all times. A copy of the same will be given to all the first aiders.

The academy, its employees and learners are all required to take reasonable steps to ensure that a place of work is kept free from foreseeable hazards. In particular, access and egress routes must be kept clear of obstructions. This includes ensuring fire exits and access routes are kept clear, cables do not trail across pedestrian routes and that obstacles are quickly removed. In addition, safety provisions such as fire doors should not be propped open or fire extinguishers obstructed.



## Implementation, Information, Instruction and Supervision

In order to ensure that all persons associated with the academy are health and safety compliant, it is vital that clear communication of duties, expectations and procedures occurs. In order to ensure this the academy will:

- Ensure the Health and Safety Law Poster is displayed / leaflets are issued by the academy management.
- Ensure a copy of the organisation's Certificate of Employers Liability Insurance will be displayed on Display Board at academy corridor.
- Health and Safety advice is readily available from the Health and Safety Officer
- Arrange supervision of young workers / trainees which will be arranged and monitored by appropriate personnel.
- Health and Safety awareness training is provided upon induction for all employees by the Health and Safety Officer and a record of any training will be kept and maintained by him/her.
- Ensure that all employees have access to the Health and Safety Policy. Each employee will be given a copy of the general policy on commencement of his or her employment, and maintain records that staff have received a copy of the policy.
- Ensure that employees, working at other locations under the control of other employers, are given relevant health and safety information and maintain records that staff have received a copy of the policy.
- Ensure that employees of other Organisations, Contractors or Visitors are given relevant health and safety information and maintain records that they have received a copy of the policy.
- Appoint an Employee Representative on Health and Safety matters. Consultation with employees will be made through the Employee Health and Safety Representative.

The majority of activities listed in this document are undertaken by the Health and Safety Officer. He/she has oversight of all health and safety activities within the academy and reports directly to the management in this regard.

### Risk Assessments

Risk assessments will be undertaken for all members of staff, work activities and systems annually. The results of the risk assessments will be recorded in writing, safety procedures produced and implemented to ensure adequate levels of health safety and welfare.

Risk assessments are to be reviewed regularly to ensure that they are still appropriate to the tasks covered. They will also be reviewed when a new member of staff joins, new equipment is installed, when a new system of work set up or when the business or organisation changes premises.

The Health and Safety Officer shall be responsible for undertaking risk assessments of the premise as required by the Management of Health and Safety at Work Regulations 1999. The results of any risk assessment shall be recorded and kept at relevant file and displayed on notice boards, as well as disclosed to the senior management to ensure that any remedial actions are undertaken. Management will then approve and/or initiate any action required for removing or controlling the risks identified. The Health and Safety Officer will be responsible for ensuring that any required action is implemented and check that the implemented actions have removed or reduced the risks. Assessments will be reviewed every year or when the work activity changes, whichever is soonest.

**Whilst the Health and Safety Officer will undertake a risk assessment regularly, if you become aware of a hazard which could put yourself or fellow colleagues at risk please inform the Health and Safety Officer immediately.**



In order to maintain safe practices, a risk assessment should be conducted for:

- Each room in the academy, including areas such as corridors
- All events proposed to be undertaken by the academy, whether on the academy premises or not

These should further include:

- All fixtures and fittings in each space utilised by Academy staff, students and visitors
- All objects within a space that may present potential risks
- All activities conducted within a space (frequent or anomalous) that may present risk

Risk assessments will also be undertaken for specific events or activities that are outside the normal routine of the academy working day (e.g. an excursion to an event). In this instance, the member of staff responsible for organising the event (usually a teacher) will prepare the risk assessment and ensure that it is approved by the Health and Safety Officer. However, risk assessments do follow a consistent format and below is some simple step by step guidance using the Health and Safety Executive's 'Five Steps to Risk Assessment' structure to help those who are required to carry out risk assessments:

### **1) Identify the hazards**

First, identify what the hazards are. Look for hazards that you could reasonably expect to result in significant harm. The following are some examples: Slipping / tripping hazards, fire, chemicals, moving parts of machinery, vehicles, dust, lifting and carrying, poor lighting, electricity, fumes, noise and low temperatures.

### **2) Identify who might be harmed and how**

Identify people who might be harmed by the hazard, including employees, other workers in the workplace and members of the public. Do not forget the cleaners, external maintenance contractors, and other visitors. It is also necessary to identify groups of employees who may be particularly at risk, such as young or inexperienced employees, new and expectant mothers, out of hours activities, home workers, those who work alone and disabled staff.

### **3) Evaluating the risks from identified hazards**

Risks from identified hazards need to be evaluated. If there are no hazards there are no risks. Where risks are already controlled in some way, the effectiveness of those controls needs to be considered when assessing the extent of the risk that remains. It is also necessary to:

- Observe the actual practice. The employees concerned and their Safety Representative or Workplace Safety Advisor should be consulted;
- Address what actually happens in the workplace or during the work activity;
- Take account of existing preventative measures; if existing measures are not adequate, consider what more should be done to reduce the risk sufficiently.
- Indicate whether the level of risk is **HIGH**, **MODERATE** or **LOW**

### **4) Record Findings**

From the risks that you have identified, determine what preventative or remedial measures may be taken to reduce or eliminate the risk. Look for practical solutions.

### **5) Review & Revision**





Review the Assessment. Check that the precaution for each hazard that was identified is still adequately controlled. If it is not adequately controlled, the action needed to control the risk should be indicated and the outcome noted. The Assessment must be reviewed at least annually or whenever the process or procedure is changed.

**Example:**

<b>1</b>	<b>Hazard</b>	Hole in stair carpet
<b>2</b>	<b>Who might be harmed</b>	Staff and customers using stairs
<b>3a</b>	<b>Evaluate risks: How might they be harmed (severity/consequences) What is likelihood of harm</b>	Fall down stairs, fatal injury, Unconsciousness, fractures, concussion. High
<b>3b</b>	<b>Existing precautions Need for control measures</b>	None Repair/replace worn carpet
<b>4</b>	<b>Record findings</b>	Include measures taken to remove hazard
<b>5</b>	<b>Review assessment</b>	Ensure new carpet fitted correctly

## Accidents, First Aid, Health and Near Misses

City College of London will undertake to ensure compliance with the relevant legislation with regard to provision of first aid to all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to learners and others who may also be affected by our activities or injured on the Academy premises. This policy will be achieved by:

- Ensuring there are a sufficient number of trained First Aiders on duty and available on the premises.
- Ensuring there are suitable and sufficient facilities and equipment available to administer first aid.
- Ensuring that all the staff and the learners are well informed about how to contact the first aiders and act immediately to give the first aid treatment.

In order to minimise risk, we ask all persons with a chronic condition that may affect their safety in the workplace (e.g. Diabetes, Epilepsy) to make an appropriate member staff aware of their condition. This information will be treated confidentially.

### First Aid Arrangements

In instances where an incident occurs that requires intervention of a medical nature, a Trained First Aider will be called to attend to the incident. The academy will always maintain at least two First Aiders on each of the Academy premises who will record any incidents in the first aid book and maintain the First Aid kit. First Aid kits are kept in Reception and the Director’s office and a list of First Aiders is displayed on the noticeboards and in each classroom.

Trained First Aiders are those members of staff who have attended a course of training on first aid (i.e. First Aid at Work or Refresher Course) and have a valid current first aid certificate issued by an organisation approved by the Health and Safety Executive under the Health and Safety (First Aid) regulations 1981. The First Aid certificate is valid for a limited duration and has to be updated by means of a refresher course. The academy will support its staff in gaining and updating their first aid qualifications to ensure compliance. The duties of the First Aiders are:

- To assess the situation where there is an injured or ill person;
- To give immediate, appropriate treatment bearing in mind that a casualty may have more than one injury and that some casualties will require more urgent attention;



- To arrange, without delay, for the casualty to be transported to a doctor, hospital or home, according to the seriousness of the condition. The First Aider's responsibility ends when the casualty is handed to the care of the doctor, a nurse or other appropriate person. The First Aider should not leave the incident scene until they have reported to whoever takes charge and have ascertained whether they could be of any further help.
- Ensuring that there is an adequate supply of all the prescribed materials in the first aid boxes and kits; that the contents of first aid boxes and kits are replenished after use and the items are not used after the expiry date that is shown on the packets.
- Ensure that all first aid treatments are recorded in the prescribed accident book – kept at Reception

The treatment of minor illnesses is not considered as first aid so the administration of oral tablets or medicines cannot be carried out by a First Aider or other academy staff

In instances where greater medical expertise is required, an ambulance should be called, stating clearly the academy address and the nature of the incident. The emergency services number in the UK is 999. If an ambulance is required:

1. Dial **999** or the emergency number shown on the number label
2. Tell the operator that you want the Ambulance Service
3. Give the telephone number shown on the phone
4. Wait for the Ambulance Service to answer
5. Give the address where help is needed
6. Give any other necessary information, including a summary of what they can expect to encounter.

The Academy will:

- Be responsible for Health and Safety will ensure that the First Aid Policy and Procedures are reviewed from time to time.
- Ensure that suitable and sufficient assessments are carried out to ascertain first aid needs.
- Ensure that minimum numbers of First Aiders, identified in the first aid assessment, will be provided.
- Ensure that First-Aiders, as identified are offered training to a competent standard, which includes refresher training.
- Ensure that arrangements are in place for a suitable budget for training and re-training of First Aiders.
- Ensure that suitable first aid equipment is provided according to the assessed needs.
- Ensure that the suitable first aid notices are displayed, which detail names of First Aiders and contact information.
- Ensure that the policy is followed in examination rooms and other activities such as project work and field trips.
- Ensure that audits are carried out periodically to ensure the effectiveness of first aid arrangements.

## Accident Reporting

City College of London policy states that all accidents and incidents (even near misses) must be reported to the Health and Safety Officer whenever they occur. The identity of the Health and Safety Officer will be displayed at throughout the academy on Health and Safety notices. It is a legal requirement that the academy reports all accidents that involve persons being away from work for more than three or more days to the Health & Safety Executive (HSE). In the event of an accident/incident, please follow the instructions below:

1. Obtain an accident/incident form from Reception
2. Complete the form immediately and return to the Health and Safety Officer who will send it



to the HSE.

3. A copy of the report will be kept by the Academy for reference

All injuries, incidents, and dangerous occurrences at work involving employees or members of the public must be reported and recorded in the **Accident Book**. The Accident Book is kept at Reception.

Major accidents or incidents must be reported to the Enforcing Authority quickly by phone or fax. These and other specified injuries or incidents must also be reported by submitting a completed F2508 report form to the Authority within ten days of the incident. This form is available from <https://www.hse.gov.uk/forms/incident/>. The Regulations also require the notification of non-consensual violence to a person at work and any incident that results in a member of the public having to go directly to hospital is reportable. The Health and Safety Officer is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority. The enforcing authority for this organisation is:

**Environmental Health, Tandridge District Council, Station Road East, Oxted, Surrey, RH8 0BT, Tel: 01883 732841, Fax: 01883 732888, email: [eh@tandridge.gov.uk](mailto:eh@tandridge.gov.uk).**

Any incident under the above Regulations can also be reported in a variety of ways:

- By telephone on 0845 300 9923 (local call rate);
- By fax on 0845 300 9924;
- By email to: [riddor@natbrit.com](mailto:riddor@natbrit.com);
- Via the Internet at [www.riddor.gov.uk](http://www.riddor.gov.uk);
- By post; or
- Directly to Tower Hamlets Council (by telephone and then by post on Form 2508 or 2508A)

The Health and Safety Officer is responsible for investigating any incidents, injuries or dangerous occurrences and is also responsible for advising the management (or any other relevant staff) of any measures that need to be put in place to minimise the risk of any incidents reoccurring. She/he is also responsible for acting on investigation findings to prevent a recurrence.

## Emergency Procedures – Fire and Evacuation

The Health and Safety Officer is also responsible for ensuring that the Fire Risk Assessment is undertaken and implemented. (This task can only be completed by someone who is a competent person who has attended a course). The Health and Safety Officer has ultimate authority, but may delegate responsibility to a nominated Fire Marshall who has undergone relevant training.

Thing(s) to check & maintain	Person Responsible	How frequently
Escape routes	Health and Safety Officer / Fire Marshall	Every month (formally) Daily (informally)
Fire extinguishers	Health and Safety Officer / Fire Marshall	Every year
Alarms	Health and Safety Officer / Fire Marshall	Every month
Emergency evacuations	Health and Safety Officer / Fire Marshall	Every quarter

### Discovering a Fire

If a fire is discovered by you, raise the alarm. Break the glass of the nearest fire alarm call point with a sharp object (do not use your hand).

**DO NOT** use the fire extinguishers unless you have been trained to do so. Ensure all windows and



doors are closed. Evacuate the Academy immediately using the procedure below.

Emergency services should be called, stating clearly the academy address and the nature of the incident. The emergency services number in the UK is **999**. Remember that, depending on the nature of the incident, more than one emergency service may need to be called.

### **Fire Alarm and Evacuation Procedure**

Staff and learners should make themselves familiar with the instructions contained in Fire notices displayed around the building. They should also familiarise themselves with the fire escape routes within the Academy and the building.

**The assembly point is:** **In the car park to the front of the building**

The alarm sound will be a continuous ring-staff and learners should leave immediately by the nearest exit, taking visitors with them to the assembly point. The Academy will conduct regular fire evacuation practices in order to ensure all members are familiar with the procedure and assembly points. All learners and staff should regard all alarms as real events.

#### **DO NOT:**

- Stop to collect personal belongings
- Re-enter the academy until instructions are given by the Health and Safety officer/Fire Marshall, or their representative.

#### **DO:**

- Make your exit quickly and quietly
- Report to the Health and Safety Officer.

### **Other Circumstances Requiring Evacuation**

Fire is the most likely cause for evacuation, but other possible scenarios include bomb scares, chemical spillages etc. Unless told otherwise at the specific incident by appropriate staff, follow the standard evacuation procedure.

## **Safe Handling of Equipment and Use of Substances**

### **Safe Equipment**

The Health and Safety Officer is responsible for identifying all equipment / plant needing maintenance and is responsible for ensuring effective maintenance procedures are drawn up. He/she is responsible for ensuring that all identified maintenance is implemented and that record of any inspection, servicing or maintenance of equipment / plant is recorded and that records are maintained. Any problems found with plant /equipment should be reported to the Health and Safety Officer. The Health and Safety Officer will check that new plant and equipment meets health and safety standards before it is purchased and ensure that employees are given adequate information, instruction and training in relation to the use of plant / equipment. He / she is also responsible for ensuring that records of any information, instruction and training are kept and maintained where necessary.

### **Personal Protective Equipment (PPE)**

The Health and Safety Officer is also responsible for ensuring, where the need for PPE is identified, that it is suitable for the activity and for the individual using it. He/she will also be responsible for ensuring that PPE is maintained, clean and that it is replaced when necessary. They will be responsible for ensuring that PPE is suitably stored when it is not being used as well as for giving



training, information and instruction to employees on the use of PPE and how to look after it. He/she will also maintain records of the training, information and instruction given to employees.

### **Display Screen Equipment**

The Health and Safety Officer will be responsible for ensuring that display screen equipment workstations are assessed and will ensure that records of the assessments are kept and maintained. Action required for removing or controlling the risks identified will be approved by the management while the Health and Safety Officer will ensure that any required action is implemented. The Health and Safety Officer will be responsible for providing training and information for display screen equipment users and will keep records of any training and information that is provided.

It is City College of London's policy to ensure that anyone using a display screen as a significant part of their everyday work is entitled to have appropriate eye and eyesight tests from an optician or doctor and glasses if they are needed for work, if requested by the employee. The academy will be responsible for reimbursing staff for eye and eyesight tests if requested by staff and for keeping and maintaining records of any requests.

### **Electrical Equipment**

It is the organisation's policy to ensure that any electrical system at work is safe to use and properly maintained. The Health and Safety Officer is responsible for ensuring that all electrical installations and electrical equipment are regularly examined.

The electrical installations will be examined every year and records of any examinations or works carried out on the electrical installations will be kept and maintained by the Health and Safety Officer. Testing and inspection (PAT testing) carried out by competent person who holds certification covering these two areas. Electrical appliances and cables will be checked every three months by the Health and Safety Officer.

Faulty equipment should be reported immediately to the Health and Safety Officer. It should then be labelled faulty and not used until it has been repaired. The Health and Safety Officer will be responsible for ensuring that all employees are given information or advice on what to do if they suspect that the electrical equipment or electrical system is unsafe. He/she will also ensure that records of any advice or information given to staff are kept and maintained. The Health and Safety Officer will be responsible for ensuring that faulty equipment or faults with any electrical system are repaired and for keeping and maintaining records to show that any faults have been rectified.

### **Use of Substances**

The Health and Safety Officer will be responsible for identifying all substances that need a COSHH assessment and will undertake COSHH assessments and ensure that records are kept and maintained where necessary. He/she will be responsible for ensuring that all actions identified in the assessments are implemented.

### **Welfare and Good Housekeeping**

A healthy working/learning environment extends beyond the remit of risk assessments and emergency procedures to include the provision of those facilities that enable staff and learners to make use of the environment in a way which supports their health and dignity.

To this effect the academy will:

- Provide enough clean, suitably ventilated toilets and washbasins with hot and cold running water, soap and drying facilities for those expected to use them.



- Provide drinking water and ensure that it is free from contamination, accessible by all employees and learners; ensure that cups or a drinking fountain is provided and that taps and containers are clearly and correctly labelled as drinking water.
- Ensure that there is a suitable seating area for workers to use during breaks, that it is kept clean and food can be stored where it will not get contaminated or attract vermin.
- Enforce a strict 'no smoking' policy in all areas. This includes E-cigarettes.
- Ensure that lighting is suitable and sufficient to allow staff to work and move around safely.
- Employ or contract suitably qualified staff to ensure that basic hygiene measures are maintained.
- Dispose of waste in a responsible way. All waste (whether paper or foodstuffs) must be put in the bins provided. If you have any empty boxes that need disposing of please break them down and mark 'rubbish' so the cleaners take them away. Do not leave any rubbish in the corridors or in reception

Any issues or faults identified regarding toilet facilities, drinking water or other welfare facilities detailed above should be reported to the Health and Safety Officer who will be responsible for ensuring that any defect or fault is rectified and that records are kept and maintained of any action required or work that is undertaken. It is the policy of the academy to ensure that traffic routes are kept in good repair and are free from obstruction. It is also the policy of the academy to take precautions to control the risks of slips and trips in the workplace.

Spills, especially on non-carpeted areas, should be cleaned up immediately. If spills occur on uncarpeted floors, please mop up. If spills are made on the carpet these should be cleaned with a cloth and using water but employees/learners should not put their own health and safety at risk. They should immediately notify to the Health and Safety Officer.

It is the expectation of the academy that all employees and learners take an active role in maintaining and reporting lapses in good hygiene and housekeeping whilst on academy premises. In order to maintain good hygiene and minimise the possibilities of the introduction of potential pests or diseases, all staff and learners should endeavour to keep their classrooms, offices and workspace as clean and tidy as possible. Food and drink can be consumed in the kitchen, common room and in designated spaces only. Facilities should always be left in the condition in which you wish to find them. For example:

- If the microwave in the kitchen is used, the inside should be wiped clean.
- If the fridge is used, individuals should ensure 'old' food is thrown away.

## **Loss of Life and/or Major Injury, Infection or Illness**

### **Contact Arrangements and Emergency Number**

The Welfare Officer will set up a help desk where students and staff can talk to someone on the phone or in person during working hours. The Receptionist should be advised of the arrangements. The Principal will arrange for a recorded message for when the help desk is closed.

The friends and relatives of those involved in the incident should be asked if they wish to be put in touch with others in the same position; enquiry staff should make up a contact list for this purpose. Enquiry staff should be ready to offer useful information e.g. telephone numbers of the hospital, Samaritans etc.

### **Outbreak of Disease or Illness**

In the case of a major outbreak of disease or illness e.g. meningitis, food poisoning etc. the Environmental Health Authority should be contacted immediately by the Health and Safety Officer.



They will send an officer to the Academy to deal with the incident and arrange for any necessary treatment or immunisation.

### **Communications**

The Principal will be responsible for the format and content of all non-media communications to learners and staff, and their friends and relatives concerning the incident and its aftermath.

If necessary, a professionally trained person should be drafted in to give news about serious injury, illness or death to family members; a list of advice agencies kept by the welfare officer.

A meeting of all staff should be arranged if possible on the same day to give information on the incident. Learners should then be briefed in their class groups. Relatives and friends should be briefed in a separate group or groups. Questions should be answered as straightforwardly as possible. Only the facts should be presented, without speculation on the causes or consequences of the incident; in particular no blame should be attributed.

If questions arise to which there are as yet no answers, this should be acknowledged honestly. Regular news bulletins should be issued to keep people updated on developments. After the crisis has been dealt with, separate learner and staff ‘debriefing’ meetings should be held to allow the sharing of reactions and to identify what resources or actions may be needed to deal with the aftermath of the event. The Principal (or appointed representative) will arrange for staff and students to be contacted.

### **Incidents off-site**

If the incident happens away from Academy, it is important to advise their families as soon as possible, and then to make arrangements for their return home. If necessary, arrangements should be made to transport families to the scene and for accommodation.

### **Awarding Organisations**

The Director of Studies will keep a list of awarding organisations to be contacted in case any of their learners are involved. The Principal (or appointed representative) will be responsible for organising communications with these awarding bodies.

### **Budget, Insurance and Legal**

An emergency budget will be available to cover additional costs associated with the emergency. The Director will have discretion to use this budget as the urgency of the situation allows. The academy will make any necessary repayments following insurance settlements. If necessary, the insurance company and/ or the solicitors should be contacted as soon as possible after the incident through the Director/Principal.

### **External Publicity**

If the incident attracts publicity, or if the Academy wishes to make a public statement, the Principal will handle all media enquiries. Staff should be reminded that no one, except the Principal, is authorised to speak to the media concerning any emergency incident affecting the Academy.

### **Normal Routine**

As far as possible, the Academy should follow a normal routine to provide stability in a time of crisis.

### **Coursework and Examinations**

Course teams will meet as soon as possible to consider the effect of the incident on learner coursework and examination entry. Measures should be taken to compensate for the disruptive effects of the disaster e.g. a longer period for submission of work, deferred entry examination etc. There should be checks on whether work was lost in the incident, and how this can be dealt with. Learners should be offered individual advice sessions with the Welfare Officer to discuss his/ her concerns about the effects of the disaster on his/ her work and any extra measures which are required to enable him/ her to complete the course successfully.



## **Counselling**

The Principal will liaise with the Welfare Officer to make arrangements for counselling advice to be available for staff and learners. The Welfare Officer maintains a list of counselling organisations.

Consideration should also be given to those involved only indirectly e.g. the classmates of affected learners. A member of staff should be designated to liaise with counsellors to provide support. This member of staff should ensure that there is two-way communication between the Academy and the counsellors. When considering what support to provide, multi-cultural and varying religious beliefs must be taken into account.

## **Expressions of Sympathy**

It should not be forgotten in the chaos that may follow a major incident to express sympathy to those learners and staff and their families who have been hurt or bereaved e.g. a representative from the Academy should visit the injured in hospital and fellow staff and learners should be encouraged to send cards and messages.

## **Funerals and Memorial Services**

Burial rites will vary according to family background. Some religions may hold funerals within 24 hours of death. There is not always time therefore to prepare staff and learners for attendance. In this case, a member of staff should make enquiries about burial customs (e.g. if flowers are acceptable, and whether female and male representatives from the Academy, including learners, would be welcome). A list of religious and community contacts which can offer advice is maintained by the Welfare Officer. Consideration should be given as to whether it would be appropriate, following a suitable period, to hold a memorial service. It may also be appropriate to consider some lasting memorial, and/ or to mark anniversaries.

## **Monitoring**

Staff should receive advice on how to look for signs that the distress caused by the incident is having a continuing effect on a member of staff or a learner's performance. Staff and learners should be asked to keep alert to differences in behaviour in one another and signal if they have any concerns that an individual may be suffering from stress related to an event. A member of staff will be designated to keep contact with anyone who has been injured to monitor their progress and re-entry into the Academy.

## **Disasters**

### **Definition of a Disaster**

Under the terms of reference of this plan, a disaster is a serious emergency that would cause significant disruption to work, involving the closure or partial closure of an area due to fire, flood, bomb or other incident where the potential lost revenue is in excess of £50,000 in a full financial year or reinstatement of the property is likely to be at least £50,000.

### **Management of an Incident**

In the event of a disaster, the Director will become the Team Leader of the Continuity Planning & Management Team. The Team Leader will involve all those members of the Team as are necessary to deal with the crisis situation and the aftermath, plus relevant local personnel. The Team Leader has the authority to do all things necessary to deal with the emergency situation. Where the Director is not available Principal will act as Team Leader and implement appropriate procedures.

### **Implementation**

As soon as possible after an emergency has developed, the Director or, in his absence, the Principal, will assess the situation to see if the Continuity Plan needs to be put into effect.





## Evacuation & Emergency Action

If the situation is out of normal working hours a **call-out list of senior Academy staff** that may be called on to deal with problems is **displayed at the window near the entrance to the building**. In the event of any of the Emergency services being summoned during out of hours working the Director and Principal should be informed immediately.

## Immediate Security of Buildings and Salvage Arrangements

The Director or Principal will arrange for the immediate security of the damaged areas, including arranging for temporary cover of exposed areas and storage of furniture, equipment etc. They will also supervise all salvage and recovery work, bringing in specialist firms where necessary e.g. salvage of books, electrical and electronic equipment etc.

## Suppliers

The Director or Principal is required to keep a list of suppliers who may make deliveries to or who service the Academy so that they may be contacted to advise their staff/suspend or redirect delivery of supplies if necessary. Academy suppliers e.g. catering, electricity, gas, water, etc. and any specific suppliers should be added to this list.

## Insurance

The insurance company will be contacted as soon as possible after the incident (and normally before any salvage work has begun) through the Director or Principal.

## Alternative Administrative and Teaching Accommodation

In the event that it should not be possible to stay within any Academy building following a disaster, alternative office and teaching spaces will be allocated to staff on the basis of priorities agreed by the Director and Principal. It is assumed that all staff will require access to a telephone and computer. In some situations this may involve the use of portable accommodation.

## Telephones

If the telephone service is limited or destroyed, the BT Service Centre (Tel: **0800 679 348** : 24 hours) can divert calls to any nominated line(s). The Director or Principal should be contacted immediately so that he may contact the supply company to reinstate the system as quickly as possible.

## Essential Contact Lists and Arrangements

The Academy will keep up-to-date hard copy **contact lists** (home phone numbers and address of individual plus next of kin) **of all staff and learners** in case of emergency. The Principal is responsible for keeping staff contact lists up to date; Administration Managers are responsible for learners' contact lists.

If the Academy or part of it is closed with no immediate alternatives available then the staff and learners affected will be advised to stay at home until they are contacted. The Administration Manager will also set up a help desk at a convenient point where learners can talk to someone on the phone or in person during working hours. Where this concerns visa nationals, the UK Visas and Immigration department (UKVI) will also be informed of the incident and any alternative arrangements in place.

## Internal Communications

The Principal will be responsible for the format and content of all internal communications to learners and staff concerning the incident. Members of staff deputed to give out information will be well briefed, with a written statement provided to them by the Principal available for reference. A meeting of all staff will be arranged if possible on the same day to give information on the incident.



Learners will then be briefed in their class groups. Questions should be answered as straightforwardly as possible. Only the facts should be presented, without speculation. If questions arise to which there are as yet no answers, this should be acknowledged honestly. Up-to-date information on the location and contact numbers of all displaced staff and alternative teaching accommodation should be regularly communicated to students and staff.

### **External Publicity**

If the incident attracts publicity, or if the Academy wishes to make a public statement, the Principal will handle all media enquiries. Staff are reminded that no one, except the Principal, is authorised to speak to the media concerning any emergency incident affecting the Academy.

### **Coursework and Examinations**

The Director of Studies is required to ensure that copies of all essential coursework are kept in a fireproof cabinet or a second copy off site, to ensure that no essential information is lost in the event of a disaster. The Director of Studies will meet with Principal as soon as possible to consider the effect of the disaster on learner coursework and examination entry. Measures should be taken to compensate for the disruptive effects of the disaster. Learners should be offered individual advice sessions with a member of staff to discuss their concerns about the effects of the disaster on their work and any extra measures which are required to enable them to complete the course successfully.

### **Temporary Staff**

The Director and Principal will decide if temporary staff are required and will contact an appropriate agency.

### **Counselling**

If the incident has involved violence, injury, loss of life, or other stressful situation, the Principal will make arrangements for counselling advice to be available for staff and learners.

### **Budget and Extra Travel Costs**

If staff has to pay extra travel costs to attend another site, then arrangements will be made to provide assistance with these costs. The Principal will calculate the additional cost involved and will make arrangements to make payments. An emergency budget will be available to cover additional costs associated with the emergency. The Director /Principal will have discretion to use this budget.

## **Arrangements to Cover Other Academy Activities:**

### **After-hours and Lone Working:**

'After-hours' is defined as working after 6pm. Your senior (line) manager must be told that you are present in the building and informed when you are leaving. You are advised not to work completely alone, particularly as the building is not patrolled by security.

### **Chemical Agents:**

Learners are not authorized to use any chemical agents on either of the academy sites. In the case of contact with chemical agents or unreadable containers please contact the First Aider and/or Health and Safety Officer respectively.

### **Children in the Academy:**

The Academy accepts no responsibility for the health and safety of children brought into the Academy by members of staff or learners. Children should not be allowed to leave the office in which the member of staff is working, and must be supervised at all times. The Reception should be made aware of any children in the Academy for safety and security reasons.

**PLEASE NOTE THAT ANY BREAKAGES WILL HAVE TO BE PAID FOR BY THEIR**



## **PARENTS.**

### **Contractors:**

On occasion, contractors may be present to do general maintenance. If you are aware of something that needs repairing please inform the Health and Safety Officer, and they will in turn inform the relevant contractor. If you have a complaint about the contractor or the work carried out please also direct your complaint or comment to the Health and Safety Officer.

### **Break-ins**

In the event of break in's, the first person to notice this should contact the Director /Principal and call the Police on 999. In case of other emergency situations follow instructions by senior staff or emergency service personnel.

### **Excursions and off-site events**

As part of the Academy's commitment to providing varied and embedded learning opportunities, excursions to events may be undertaken on occasion. For such events a complete risk assessment will be undertaken and relevant hazards identified. In many such cases, the provision of activities are sourced to a third party or parties (e.g. transport, site management) and the responsibility for Health and Safety beyond basic conduct lies with that party.

### **Induction Arrangements:**

All new members will be given an induction detailing this safety policy.

### **Manual Handling:**

Do not under any circumstances attempt to handle or move anything that cannot be moved without reasonable force, ask a colleague to assist you.

### **Visitors/ Members of the Public:**

Visitors should be treated in the same way as members of staff or learners when in the Academy in that all safety precautions will apply. It is the responsibility of all staff to advise their visitors as to the emergency procedures within the Academy in the case of fire and other emergency situations.

### **Workers From/ in Other Academys/Organisations:**

Should be treated in the same way as members of staff when in the Academy in that all safety precautions devised for staff will apply.