

Policy Statement – Health & Safety

This policy is designed to ensure the safety, health and wellbeing of all members of staff and students in the workplace through continuous assessments of the premises, comprehensive logging of problems and to act swiftly to remedy any potential hazard. Responsibility

While overall and final responsibility for health and safety rests with the Centre Director, it is the responsibility of each member of staff to follow the Health and Safety guidelines to maintain our required standards.

Accidents and First Aid

The accident logbook is kept. The following details of all incidents or near misses must be noted as follows:

- the name of the injured person
- the type of injury
- when, how and where it occurred
- the name of the person in charge
- the treatment given

No member of staff should administer drugs of any description to students.

Any emergency problems to be referred to one of the school's certified first aiders.

In the event of students requesting medical attention, all requests should be passed to the Student Services team and ideally one of the nominated people responsible for first aid. Members of the Student Services team will assess the situation and present the following options, depending on the situation:

- book an appointment with a doctor
- refer to the NHS direct website <http://www.nhsdirect.nhs.uk/>
- call NHS direct on 111
- visit an emergency health centre - Brighton Station Health Centre
- visit the nearest local A&E department - Royal Sussex County Hospital
- contact the emergency services (ambulance)

Depending on the circumstances, the Student Services team may offer to accompany the student there.

Fire and Evacuation

Fire evacuation drills to be carried out at least once a year, BLC recognizes that with continuous enrolment the necessity to have core team members and Fire Marshalls to have first-hand knowledge of drills as the student body changes on a weekly basis.

A Fire Logbook is to be kept of all drills

All staff members and students are made aware of assembly points and procedures during their initial induction and orientation.

The premises should be vacated promptly as specified in the emergency notice, and a note of the drill recorded

Fire risk assessments to take place as legally required.

All emergency escape routes must be kept clear, easily accessible and always unlocked.

Emergency notices are displayed in all teaching rooms and on administrative office notice boards.

Fire extinguishers are checked and serviced annually.

A record of all service dates is kept.

Fire alarms are to be kept in always working order.

The fire alarms are tested at a prearranged time each month and a record of the procedure kept in reception.

All fire exits and signage to comply with legal codes of practice.

All staff to be given Fire Safety training as part of the induction procedure.

All staff members and students to be made aware of assembly points and procedures during their initial induction and orientation.

Reporting of Hazards

All potential hazards or problems liable to affect the health and wellbeing of staff to be reported to the relevant member of staff and logged.

Sanitation

Sanitary bins to be regularly emptied by approved contractors.

Health and Safety Training

All staff to be given Health & Safety training upon arrival.

All staff should regularly check, and report frayed or damaged cables, broken plugs, sockets or any other electrical appliance which is not functioning properly. Any suspect or faulty equipment should be immediately removed from use, clearly labelled 'Do Not Use', and kept secure until checked by a competent person.

Appliances

All appliances must be unplugged before cleaning or adjusting. All electrical equipment used in classrooms or other teaching rooms must be switched off after use. Extension leads may be used with portable electric equipment for teaching purposes, but leads are not to be left where they could pose a threat to students, teachers or others.

The European Low Voltage Directive governs the manufacture or importation of electrical appliances. This is indicated by the display of the CE mark on the product. The responsibility for this lies with the manufacturer or the importer and is policed by the Trading Standards.

BLCI follows the Health & Safety Executive's "Maintaining portable electrical equipment in low-risk environments" guidelines:

<http://www.hse.gov.uk/pubns/indg236.pdf>

All staff are encouraged to look critically for signs of possible hazard every time they use electrical equipment. This can be done easily by making everyone aware of what is bad practice.

Formal visual inspections are carried out annually and consists of visually inspecting the power cable, appliance and plug for any obvious problems and the results recorded.

Maintenance arrangements are in place to cover all photocopiers. Staff should report all photocopying problems to Student Services. When attempting to clear paper jams, staff should first read the instruction manual and not touch the indicated hazardous areas of the machine. When changing toner cartridges, staff should carefully follow the instructions and seek assistance if unsure.

All staff using VDUs should plan their work so that there are 10-minute breaks after each 50 minutes of constant use.

GF/NR/LK