

City College Stratford

Health and safety Policy version January2020

Our policy of health and safety is

- To provide adequate control of the health and safety risks arising from our work activities
- To consult with our employees on matters affecting their health and safety
- To provide and maintain safe equipment
- To provide information, instruction and supervision for employees
- To ensure all employees are competent to do their tasks, and to give them adequate training
- To prevent accidents and case of work-related ill health
- To maintain safe and healthy working conditions
- To review and revise as necessary at regular intervals.

INTRODUCTION

The aim of this guide is to provide information on a number of general health and safety issues relevant to the whole College.

By its nature this guide cannot be comprehensive; however, all staff and students are urged to read this document.

Slips and falls remain the main cause of accidents within the College and everyone should exercise caution especially in the vicinity of wet floors and during icy weather.

IN THE EVENT OF EMERGENCY TELEPHONE

Telephone 0208 534 5954 – Admin Office

Responsibilities

The overall and final responsibility for health and safety is that of **Mahabub Sumon**.

The day-to-day responsibility for ensuring this policy is put into practice is delegated to Dr. M Rahman.

First Aid – Mahabub Sumon

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

Name	Responsibility
Dr. Ramhan	Building and Fire, Fire Marshall
Sarfaraaj Ahmed	Electrical equipment, VDU screens and Fire Marshall
Sarfaraaj Ahmed	Student and staff liaison officer

All employees have to –

- Co-operate with supervisors and managers on health and safety matters
- Not interfere with anything provided to safeguard their health and safety
- Take reasonable care of their own health and safety
- Report all health and safety concerns to an appropriate person (as detailed in this policy statement).

Health and Safety Risks Arising from our Work Activities

Risk assessments will be undertaken by Dr. Ramhan and Mahabub Sumon

The findings of the risk assessments will be reported to the City College Stratford Health and Safety Committee.

Action required to remove / control risks will be approved by the City College Stratford Health and Safety Committee.

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

Consultation with Employees

The employee representative is Mahabub Sumon, and consultation is provided via him.

Safe Equipment

Sarfaraaj Ahmed will be responsible for –

- Identifying all equipment needing maintenance.
- Will be responsible for ensuring effective maintenance procedures are drawn up.

Any problems found with the equipment should be reported to

Dr. M Rahman Direct Line Mob: 07583522266

Who will check that new equipment meets health and safety standards before it is purchased.

Information, Instruction and Supervision

The Health and Safety Law poster is displayed at main reception.

Health and Safety advice is available from Dr. Rahman. Who is also responsible for the supervision and monitoring of young workers / trainees.

Competence for Tasks and Training

Induction training will be provided for employees and students by Sarfaraj Ahmed.

Job specific training and the use of equipment training is provided by –

Mahabub Sumon.

Training records are kept by Mahabub Sumon. Training will be identified, arranged and monitored by Mahabub Sumon.

Accidents, First Aid and Work-Related Ill Health

The first aid box is kept at reception. The appointed first aider is Mahabub Sumon.

All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept by Mahabub Sumon, and is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

Monitoring

To check our working conditions, and ensure our safe working practices are being followed, the City College Stratford Health and Safety Committee members actively do spot check visits. Additionally, Metro Inspection Services on regular intervals perform inspections.

Dr. Rahman is responsible for

- Investigating accidents
- Investigating work related causes of sickness absences
- Acting on investigation findings to prevent a recurrence

Emergency Procedures – Fire and Evacuation

Metro Inspection Services are responsible for ensuring -

- The fire risk assessment is undertaken and implemented
- For checking all escape routes.
- Fire extinguishers are maintained and checked
- Alarms, which are tested every Tuesday
- Emergency evacuation of the building, which is tested every six months

Notices showing fire/ emergency procedures are displayed throughout the college.

Please note: Every Tuesday morning there is fire alarm test, DO NOT be alarmed by this. It is just part of the safety precautions! If it continues for more than 'FEW MINUTES' then please evacuate!

On discovering a fire, no matter how small:

- Raise the alarm by breaking the nearest fire alarm box which is situated at:-
 - The doors of the entrance to each floor.
- Report it immediately by telephoning or contacting a member of the staff.
- Warn people in the vicinity of the fire.
- Try to extinguish the fire by using the nearest appropriate extinguisher. BUT DO NOT TAKE PERSONAL RISK, OTHERWISE LEAVE THE BUILDING!
- Leave the building
- Assemble at the Nationwide Bank.

ON HEARING THE ALARM

- Leave the building at a rapid walking pace by the stairways leading to the main entrance of the building.
- Do not stop to collect personal belongings.
- Assemble at the Nationwide Bank which is next to the building by turning left at the main entrance.
- Do not re-enter the building until you are told it is safe to do so by a senior member of staff/emergency services that.

PREVENTION

FIRE PRECAUTIONS

All staff and students must familiarise themselves with the location of fire doors and fire exits, so that they know as many as possible of the means of escape from the building. All staff and students should know the location of their nearest fire extinguishers and fire alarm call points and instructions for their use.

Emergency exit routes must remain tidy and free from obstacles. Staff and students must not leave or store flammable materials on emergency exit routes or blocking immediate access to fire alarms or fire equipment.

The fire alarm is a *siren* and is tested within the building each Tuesday between 9 and 10 am.

(a) Fire extinguishers

The College is fully equipped with appropriate fire extinguishers. These extinguishers are checked by London Fire Extinguishers Ltd who are responsible for them. Damaged, vandalised or discharged extinguishers should be reported immediately to Dr. Islam. An extinguisher which is not functioning is a danger to the person who may have to use it. Information on how to use these fire extinguishers is displayed throughout.

(b) Fires

In the case of fire the emergency procedures outlined on notices displayed in the immediate area must be followed. All fires must be reported immediately to the Mahabub Sumon and written details of the circumstances surrounding the fire must subsequently be submitted.

(c) Fire prevention

Fire is a significant risk within the College and care must be taken both to prevent outbreaks of fire and to minimize damage should fire occur. The following points are important:

- Emergency escape routes must be kept clear at all times.
- Fire doors must be kept closed, they should on no account be left wedged open.
- All staff should be familiar with the location of fire alarm points, extinguishers, emergency procedures and escape routes.
- Care must be taken with waste disposal and flammable waste must not be allowed to accumulate on or close to the premises.
- Equipment should be switched off when not in use.
- Care should be taken in the use of portable heaters.

(d) EMERGENCY DRILLS

Fire drills are held regularly on the campus. On hearing the alarm all occupants must comply immediately with the posted procedures ensuring visitors and others not familiar with the building are guided to safety.

(e) FIRE PREVENTION

The value of the nightly routine of switching off all unnecessary electrical equipment, and closing all doors to rooms and staircase enclosures, cannot be overstressed. Staff and students are reminded that smoking is not permitted on the College premises.

REPORTING OF ACCIDENTS AND DANGEROUS OCCURRENCES

Any person, staff, student or visitor, involved in an accident, “near misses” or suspected occupational ill health must report this and complete the College Accident Book. The book is available from Mahabub Sumon, in Administrative Office.

There is a legal requirement under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation for the College to report all serious injuries and specific dangerous occurrences to the Health and Safety Representative. In the case of serious injury or absence from work for more than three days as the result of an accident the injured person's manager must inform Mahabub Sumon immediately.

All accidents / incidents, except those of a minor nature will be investigated by the appropriate college personnel and any necessary remedial measures, including revised work procedures, training, etc, will be implemented as appropriate.

HEALTH AND SAFETY TRAINING

Training to ensure health and safety is a specific requirement of the Health and Safety at Work Order.

It is the responsibility of Mahabub Sumon to ensure that staff have received safety training appropriate to their job.

GENERAL WORKING ENVIRONMENT

The indoor working environment should generally provide:

- A reasonable working temperature, usually at least 16°C. Optimum temperatures for sedentary work are between 19° and 24°C.
- Good ventilation avoiding draught
- Suitable and sufficient lighting
- Sufficient space, with a minimum floor area of 3.7m² per person (this figure is not applicable to rooms being used for lectures, meetings etc).

OFFICE SAFETY

Although offices are not particularly hazardous places to work accidents can happen and attention should be paid to the following points:

1. Good layout is important with a clear passage to the escape route for all occupants.
2. Trailing wires to typewriters, computers, calculators and telephones must be avoided.
3. Heavy items must not be stored on top of filing cupboards, A ladder should be provided if necessary to reach high level shelves, chairs must not be used for this purpose.
4. Paper cutting guillotines should be guarded at all times.
5. A copy of 'Working with VDU's', the guidance leaflet produced by the Health and Safety Executive should be given to any person required to operate display screen equipment. This guide is available from Health and Safety Services. All display screen users are required to complete a training course on the safe use of display screen equipment.
6. Care is needed when opening filing cabinets. Some of the older models do not have safety devices and may tip forward.
7. See also recommendations under fire prevention, lifting and carrying and safe use of electricity.

LIFTING AND CARRYING

(a) Manual handling

Training is compulsory for those who are routinely required to lift and move heavy objects. People who have to lift only occasionally should remember the following points:

- (i) When lifting your back should be straight and your legs bent.
- (ii) A heavy load should be shared, ask for help.
- (iii) Use a trolley when possible.
- (iv) Don't carry too much at one time; it's safer to make two journeys.

- (v) Don't carry a load in such a way that it obscures your visibility.
- (vi) Ask for help to open doors, or use wedges (N.B. these must be removed immediately you have finished the job).

SAFE USE OF ELECTRICITY

When used in the correct manner and properly maintained electrical equipment is quite safe. However, misuse or lack of maintenance can lead to risk of fatal electric shocks or fires and explosions.

When using electrical apparatus ensure that:

- (1) There are no loose connections.
- (2) Cables are not damaged.
- (3) Appliances are not worn or damaged.
- (4) Circuits are not overloaded.
- (5) Leads are not trailing.
- (6) There is no risk of spilt liquid in the vicinity.
- (7) Appropriate rating of fuse is used.

SMOKING

The College has a policy on smoking:

Smoking is not permitted within College buildings.

DISPLAY SCREEN EQUIPMENT

DISPLAY SCREEN EQUIPMENT REGULATIONS

These regulations implement provisions of European Community Directive 90/270/EEC and came into operation in January 1993. The associated guidance explains systematically and amplifies where necessary the requirements of each regulation.

There are nine regulations and they are directed at the protection of employees who habitually use display screen equipment as a significant part of their normal work.

The main requirements are:

ASSESSMENT AND REDUCTION OF RISKS

Staff must assess workstations (which include the immediate working environment) to identify possible risks to users, whether their own or someone else's. Any risks identified as a result of the assessment must be reduced to the lowest extent reasonably practicable (the principal risks associated with display screen equipment are of physical (musculoskeletal) problems, visual fatigue, and mental stress), the effects can result from poor work organisation and job design and can largely be overcome by the application of established ergonomic principles).

WORKSTATION MINIMUM REQUIREMENTS

- display screen
- keyboard
- work desk or work surface
- chair
- space
- lighting reflection and glare
- noise
- heat and humidity
- radiation
- principles of task design
- principles of software ergonomics

WORK BREAKS, CONSULTATION, INFORMATION, TRAINING

Other measures required are the provision of breaks or changes of activity to interrupt display screen work and information and training for users.

FIRST AID

The First Aid Boxes are located at the Reception Desk on the first floor, and near the entrance of the second floor.

The nearest Qualified First Aider is located at the main reception.

RISK ASSESSMENT

The majority of the activities carried out by the college are routine and generally low risk in nature and do not require to be formally risk assessed. However, for any activity involving a significant risk, a written risk assessment must be carried out. To assist with this, model risk assessment forms are used.

The College does carry out display screen equipment, manual handling and general risk assessments.

MONITORING OF THE COLLEGE HEALTH AND SAFETY POLICY

A self-inspection (safety audit) of the College will take place every six months to monitor the effectiveness of the health and safety policy. The inspection will be made by Mahabub Sumon and Dr. Rahman.

HEALTH AND SAFETY QUERIES OR ISSUES

All staff and students encountering any kind of health and safety hazard in this College should report these promptly to Dr. Rahman.

HEALTH AND SAFETY CONSULTATION

Health and safety will be a standing item on the agenda of the meetings of the Health and Safety Committee, which are held every month.

Any member of the College who wishes to raise a health and safety item at this Committee, should inform Mahabub Sumon as soon as possible.

Review

This policy is reviewed annually and may be revised in response to feedback from students, tutors and external organisations.