

Health & Safety Policy

Reviewed 01/2016

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Health and Safety Policy Statement

Health and Safety at Work Act 1974

This is the Health and Safety Policy Statement of Winsor Education and covers the campus workplace at:

Winsor Education

City Gate House

25, Moat Lane

Birmingham

B5 5BD

1. Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities
- 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 plant and equipment
- to ensure safe handling and use of substances
- 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 cases of work-related ill health
- to maintain safe and healthy working conditions, and
- To review and revise this policy as necessary at regular intervals.

Signed: *W Mehmood*

Effective: 11/01/2016

2. Responsibilities (Within campus)

Overall responsibilities for health and safety are delegated to:

Mr. Waqas Mehmood & Mr. Wahid Khan

Day to day responsibility for ensuring this policy is put into practice is delegated to:

Mr. Waqas Mehmood & Mr. Wahid Khan

Responsibilities to ensure health and safety standards are maintained/improved are given to:

Mr. Waqas Mehmood & Mr. Wahid Khan

3. All employees & students have to:

- Co-operate with college staff 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 and that of others e.g. fellow employees/students; and
- Report all health and safety concerns to an appropriate person (as detailed in this policy statement.)

4. Health and safety risks arising from our work activities

4.1 General risk assessment

A general risk assessment exercise will be undertaken by:	Mr. Waqas Mehmood
The findings of the general risk assessment exercise will be reported to:	Mr. Waqas Mehmood
Action required to remove/control risks will be approved by:	Mr Sarfaraz Jagirdar
Responsibility for ensuring the action required is implemented rests with:	Mr. Waqas Mehmood
Checking that the implemented actions have removed/reduced the risks will be done by	Mr Sarfaraz Jagirdar & Waqas Mehmood

The general risk assessment exercise will be reviewed every month or when the work activity changes, whichever is soonest.

4.2 Fire risk assessment

A fire risk assessment will be undertaken by:	Dr. Saleem / Mr. Waqas Mehmood
The findings of the fire risk assessment will be reported to:	Mr. Waqas Mehmood & Sarfaraz Jagirdar
Action required to remove/control risks will be approved by:	Mr. Sarfaraz Jagirdar
Responsibility for ensuring the action required is implemented rests with	Mr. Waqas Mehmood & Mr. Sarfaraz Jagirdar
Checking that the implemented actions have removed/reduced the risks will be done by:	Mr. Waqas Mehmood & Sarfaraz Jagirdar

The fire risk assessment exercise will be carried out every year or when the work activity changes, whichever is soonest. However, the fire alarm testing should take place at least one every 6 months.

4.3 Display Screen Equipment risk assessment

A Display Screen Equipment risk assessment will be undertaken by:	Mr. Waqas Mehmood
The findings of the Display Screen Equipment risk assessment will be reported to:	Mr. Waqas Mehmood
Action required to remove/control risks will be approved by:	Mr Sarfaraz Jagirdar
Responsibility for ensuring the action required is implemented rests with:	Mr. Waqas Mehmood
Checking that the implemented actions have removed/reduced the risks will be done by:	Mr Sarfaraz Jagirdar & Waqas Mehmood

This Display Screen Equipment risk assessment will be reviewed weekly or when the work activity changes, whichever is soonest.

5. Consultation with employees & students

Employee representative(s) is/are:	Waqas Mehmood
Consultation with employees is provided by:	In person and with documentation

6. Information, instruction and supervision

The Health and Safety Law poster is displayed at:	Reception Student communal area
Health and safety advice is available from:	Admin Officer, who provide competent advice regarding health and safety

7. Competency for tasks and training

Training will be identified, arranged and monitored by	Mr. Sarfaraz Jagirdar
Induction training will be provided for all employees by:	Mr. Waqas Mehmood
Job specific training will be provided by:	Mr. Waqas Mehmood & Sarfaraz Jagirdar
Training records are kept by:	Admin Officer / Waqas Mehmood

8. Accidents, first aid and work-related ill health

The first aid box(es) is/are kept at:	Main Reception / 1 st floor Reception
The appointed first aider(s) is/are:	Nasteho Isak & Mr. Waqas Mehmood

All accidents and cases of work-related ill health are to be recorded in the accident book.

The book is updated by:	Waqas Mehmood
The book is kept at:	Staff Office
The responsibilities for reporting accidents, diseases and dangerous occurrences to the enforcing authority rests with:	Waqas Mehmood

9. Monitoring

To check our working conditions, and ensure our safe working practices are being followed, we:	Inspect the area regularly Report any problem seen or occur Spot any risk hazard Check the hazard has been removed
The responsibility for investigating accidents rests with:	Mr. Waqas Mehmood
The responsibility for investigating work-related causes of sickness absences rests with:	Mr. Sarfaraz Jagirdar
The responsibility for acting on investigation findings to prevent a recurrence rests with:	Mr. Waqas Mehmood

10. Emergency procedures: fire and evacuation

Emergency escape routes are:	Front door
Assembly points	1. Front of the building
Clearance of emergency exit will be checked by:	Mr. Waqas Mehmood
Fire extinguishers are located at:	Common Corridors
Emergency evacuation drill will be held:	Termly (minimum 3 times in a year) or as instructed by the Building authorities

11. Duty of Care to Students

1. All learners attending the College are subject to the provisions of the Health and Safety at Work Act 1974. In particular learners must;
 - (i) not enter or remain within any hazardous areas except under the supervision of a lecturer or responsible person.
 - (ii) use personal protective equipment where required.

- (iii) observe the safety rules pertaining to the area in which they are working.
 - (iv) report all accidents to the lecturer in charge of the class.
 - (v) be aware of arrangements for evacuating the building.
 - (vi) report any defective plant or equipment to a member of staff.
 - (vii) not use plant or equipment for purposes other than its intended use or without appropriate training and authorisation.
 - (vii) keep walk ways and work areas tidy at all times.
2. Learners having any concerns regarding health and safety should raise the issue with their lecturer, who will then ensure that the correct procedures are followed.
 3. Any learner acting in a manner which could endanger the safety of him/herself or others may be subject to College disciplinary procedures, and may also face prosecution under the Health and Safety at Work Act.

12. Review

This health and safety policy will be reviewed every year in the month of December.