



INSPIRE
MIDDLESEX COLLEGE

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HEALTH AND SAFETY POLICY

Health and Safety Policy



GENERAL POLICY STATEMENT

Inspire Middlesex College recognises its duty to provide a safe place of work for employees and a safe place of learning for students. Inspire Middlesex College shall therefore ensure compliance with all relevant legislation. It will also apply the principals of best practice in the discharge of this duty.

It will maintain safe and healthy working conditions and equipment for employees and also provide a safe, Healthy and supportive environment for students, in so far as is reasonably practical.

Inspire Middlesex College acknowledges its duty of care to ensure not only its employees but also those persons other than its employees, e.g. students, visitors, contractors and members of the public are not put at risk as a result of carrying out its business operations, so far as is reasonably practical.

All employees shall receive adequate information, instruction and training, as appropriate, to enable the safe discharge of their contractual duties. Students shall receive Health and Safety information at induction into the College and at appropriate intervals during the course of their time at Inspire Middlesex College.

Inspire Middlesex College is committed to:

- Compliance with health and safety legislation and codes of practice
- Continuously improving health and safety management and performance
- Reducing risks to as low as reasonably practical through sensible and effective risk assessment and risk management processes.
- The provision of appropriate resources, information, supervision, instruction and training.
- The prevention of incidents, including accidents, near misses, injury or ill health, arising from the activities of the College, and effective emergency response.
- Investigation of incidents so that lessons can be learnt and shared to prevent future occurrences.
- Leadership by the senior management team to encourage a positive Health and Safety culture, and to check that policies and procedures are implemented effectively.
- Effective consultation and communication on Health and Safety with staff, students and others who may share our facilities or activities.
- Ensuring that staff and students understand their personal responsibility to act safely and responsibly, and that they are encouraged to contribute to the continuous improvement of health and safety standards.

The arrangements that support Inspire Middlesex College policy commitment are provided in safety codes of practice which can be obtained upon request.

1. Responsibilities

Managing Director

- The Managing Director has responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff students and visitors. The Managing Director will take all reasonably practical steps to ensure that the Health and Safety Policy is implemented.
- The Health and Safety Manager will be responsible for the day to day implementation of the Health and Safety Policy at Inspire Middlesex College.

Responsibilities of Supervisory Staff

- All supervisory staff will make themselves familiar with the requirements of health and safety legislation and codes of practice that are relevant to the work of their area of responsibility.
- All supervisory staff, in addition to their day to day duties, will have direct responsibility for the implementation and operation of Inspire Middlesex College Health and Safety Policy within their relevant areas of responsibility.
- All supervisory staff will ensure that all staff, students and others comply with the requirements of Inspire Middlesex College Health and Safety Policy requirements.

2. All Staff

- All staff are expected to familiarise themselves with the Health and Safety aspects of their work and avoid conduct which would put themselves and anyone at risk.

In particular:

- Be familiar with the Health and Safety Policy and all safety requirements laid down by Inspire Middlesex College;
- Ensure that staff, students, visitors and contractors are applying Health and Safety regulations, rules, routines and procedures effectively;
- See that all equipment is in good and safe working order and adequately guarded and no make or allow improper use of such equipment;
- Use the correct equipment and tools for the job and any protective equipment or safety devices that may be supplied;
- Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled;
- Report any defects in the premises, equipment and facilities that they observe to the Managing Director of Inspire Middlesex College.

3. Fire Safety

- Appropriate procedures for ensure safety precautions are properly managed will be formulated and disseminated to all staff. This will include fire drills, and the use of Fire extinguishers.
- Inspire Middlesex Colleges evacuation procedure will be prominently displayed in teaching rooms, and offices. All staff and students must be fully conversant with the procedures in the event of a fire/bomb threat. Evacuation procedures will be tested each term.
- All fire fighting equipment will be checked annually by an approved contractor and records maintained. The fire alarm will be tested regularly from differing points in the building when the site is not in use and records will be maintained.

4. Reporting Accidents

- All accidents to staff, students and visitors must be reported, in writing, using the Inspire Middlesex College Accident Reporting Book. Certain Accidents must be reported to the Health and Safety Executive under the reporting of Injuries, Diseases and dangerous occurrences regulations Act 1995 (RIDDOR). This will be reported to the Managing Director of Inspire Middlesex College.

5. First Aid

- First Aid can save lives and prevent minor injuries from becoming major ones. Under Health and Safety legislation, employers have to ensure there are adequate and appropriate equipment and facilities for providing first aid in the workplace.
- The number of first aiders' will not at any time be less than the number required by law. Supplies of first aid material will be held at varying locations throughout the College and checked on a regular basis by a qualified first aider.

6. Equipment

- Protective clothing/gloves/masks/helmets must be provided and used by external providers and staff when required. Staff and students must be provided with and use glass/eye shields in workshops and laboratories. Visitors must be provided with protective equipment where required.
- All electrical equipment must be checked annually by approved inspectors or an appropriately trained member of staff.
- When new equipment is purchased it is the responsibility of the Managing Director to ensure it meets the standard and that its installation and use conforms to Health and Safety requirements.
- Equipment, materials and chemicals must be stored in appropriate storage containers and areas. All containers must be labelled with the correct hazard sign and contents label. Managers should consider storage life when ordering new supplies.

7. Cleaning and Waste

- Inspire Middlesex College will monitor the cleaning standards of the cleaners with specific consideration given to hygiene areas.
- Inspire Middlesex College will monitor the waste collection service with separate provision given to the disposal of laboratory materials, clinical waste and normal refuse.

8. Visitors

- All visitors to Inspire Middlesex College will report to the member of staff they are visiting and shown to an appropriate room by that member of staff.

- Contractors are responsible for the Health and Safety of their employees and for their safe working practices, which must not constitute a hazard to staff, students or visitors to Inspire Middlesex College.
- Whilst on site, all visitors and contractors must wear official identification.

9. Security

- All staff should be conscious of all aspects of the security of people and property. The emergency doors should only be used in the event of an emergency.
- All staff will have appropriate safeguarding checks ensuring that all current safeguarding legislation is fully met.

10. Implementation and Review

- The requirement of this policy together with all relevant health and safety guidance and procedures will be implemented in full in all areas of Inspire Middlesex College. In consultation with their safety representatives Inspire Middlesex College will develop local safety procedures, codes of good working practices, and other relevant information as required and for these to be signed off by the Managing Director of Inspire Middlesex College.
- The implementation of this policy will be regularly monitored by Inspire Middlesex College Health and Safety Group and updates will be reported to the Managing Director of Inspire Middlesex College.
- A review of this policy will take place every two years to assess its implementation and effectiveness.

Health and Safety Legislation:

Health and Safety at work Act 1974

Management of Health and Safety at Work Regulations 1999

Health and Safety Executive (HSE)

Control of Substances Hazardous to health (COSHH)

The Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)