

Contents

1. General Statement.
2. Emergency Evacuation and Fire Precautions.
3. Specific Hazards.
4. Equipment.
5. First Aid.
6. Accident or Injury
7. RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995).
8. National health alerts.
9. Insurance.
10. Review.

1. General Statement

We are committed to ensuring the health and safety of our staff and students and to providing a safe environment for all those attending our premises through regular assessments of risks in the work and study place.

In particular, we are committed to maintaining safe and healthy working and studying conditions through the control of the health and safety risks arising from our activities, and equipment; ensuring the safe handling and use of substances; consulting with our staff and providing appropriate information, instruction, training and supervision; and taking steps to prevent accidents and cases of work-related ill health.

In accordance with our health and safety duties, we are responsible for:

- Assessing risks to health and safety and identifying ways to overcome them.
- Providing and maintaining a healthy and safe place to work and study and a safe means of entering and leaving our premises, including emergency procedures for use when needed.
- Providing information, instruction, training and supervision in safe working methods and procedures as well as working areas and equipment that are safe and without risks to health.
- Ensuring that equipment has all necessary safety devices installed, that equipment is properly maintained and that appropriate protective clothing is provided.
- Promoting cooperation between members of staff to ensure safe and healthy conditions and systems of work by discussion and effective joint consultation.
- Regularly monitoring and reviewing the management of health and safety, and thereafter making any necessary changes and bringing those to the attention of all staff and students, as appropriate.

The Head of HR and Operations has overall responsibility for health and safety and the operation of this policy and has day-to-day responsibility for health and safety matters which includes:

- The implementation of this policy statement and keeping it under review; ● Safety inspections;
- Ensuring that legal requirements are met, for example, notifying any accidents reportable under RIDDOR; and
- Ensuring that any necessary health and safety risk assessments are undertaken regularly and any recommendations are recorded and implemented.

All staff members have a duty to look after their own and others' health and safety. In addition, all UKMC staff have a duty under common law to take care of students in the same way that a prudent parent would.

As such, it is the responsibility of members of staff (teaching and non-teaching), to ensure that the Head of HR and Operations is informed of any hazards present in the premises. These reports should be confirmed in writing.

There are several Acts of Parliament covering safety on premises including the Health and Safety at Work Act 1974 (HAS), and the regulations under that Act, in particular, the

Management of Health and Safety at Work Regulations 1999; the Control of Substances Hazardous to Health Act 2002 (COSHH); and the Children's Act 2004; and all amendments to these Acts; as well as various Department for Education and Skills (DfES) regulations and Home Office regulations.

Health and Safety law requires the employer to assess the risks to health and safety. This does not mean that a separate written risk assessment is required for every activity as long as UKMC staff and students have undertaken a common sense and proportionate approach. Where a risk assessment is carried out, however, a written record must be kept of the significant findings of the assessment.

Code of Practice

A clean and orderly environment is essential for the students and staff of UKMC.

Periodic checks of the contents and layout of rooms should be made by assessors/tutors and other staff. Defective equipment, fittings and furniture should be reported immediately.

Key guidelines:

- Make sure that fire doors are easy to open and free from obstruction.
- Ensure that free-standing furniture is not placed in such a position that it can be pushed over.
- Avoid storing heavy equipment, materials etc on top of tall cupboards and high shelves.
- Ensure that all floor areas are kept clear of obstructions other than furniture so that cleaning staff are able to work safely and efficiently.
- Make sure that all furniture is in a good state of repair. Take out of use, and report any defective item of furniture or equipment as necessary.
- Keep all sinks and wash basins free from obstruction so that they can be kept clean and hygienic.
- As far as practicable, keep working surfaces clear so that cleaners can wipe down as necessary.
- Report any insecure wall-mounted units.
- Make sure that light sockets are not left without a bulb, to avoid the possibility of electric shock.
- Do not leave electric power cables, leads etc trailing across the floor.
- Switch off and unplug electrical equipment after use.
- Edged or pointed tools (such as scissors, knives, and compasses) should be regularly checked for damage and stored safely.
- Aerosol containers should be kept in a safe, cool place to which they should be returned after use. They should never be left in direct sunlight.
- Hazardous, toxic or flammable materials (bleaches, polishes, paint etc) should also be stored securely.

Training

All staff (whether temporary or permanent) will receive adequate training in health and safety to ensure that all staff are competent to undertake their work safely and efficiently. UKMC will ensure that all new staff are up to date with this training or will receive training.

2. Emergency Evacuation and Fire Precautions

UKMC's fire and evacuation procedure is available via the HR and Operations team and is displayed on each floor of the building. On the inside of each door is a "Fire Action" notice detailing what to do and the assembly point information.

Each floor has a fire marshal which can be identified on the notice board on each floor. It is the fire marshal's duty to ensure all staff and students are aware of a fire evacuation and that everyone is safely out of the building.

If the fire alarm sounds the following guidelines will apply:

- All students and all staff will proceed at once to the assembly area in the car park at the back of the building, remaining calm and walking quickly. The lifts MUST NOT be used, evacuation must be via the stairs.
- Close windows and doors as you go, but do not waste time doing so – getting out is more important.
- Evacuate the building as quickly as possible at the nearest possible exit.
- Do not stop to collect personal possessions.
- Do not go back into the building until you are told it is safe to do so.

Roll Call

If the fire alarm sounds during the hours of 9.00am-5.00pm, students should assemble at the assembly point according to their class groups where the tutor will call out the names of those students to ensure that everyone is present. The reception team will take out the visitors' book to check the names of other visitors present.

In the event of a real fire, the persons calling the roll should then go through the lists again and satisfy themselves that every student is indeed present.

Staff should also be checked. To aid this process, the online system is accessible to review all staff present on that day. The fire brigade will be called by the building manager.

Afterwards

No-one may re-enter the building until given permission by the Building Manager, or the Director of Operations, or their nominated representative, in the event of a fire practice, or by the Senior Brigade Officer (in the event of a fire).

Other Notes

An alarm test will take place on Thursday 10am each week for daytime students and staff, Wednesday at 7pm for evening students and staff and Saturday at 11am for weekend students and staff.

There will be a series of fire drills to ensure all students and staff of daytime, evening and weekend courses have been tested. These will happen every 4 months and the results of all fire drills will be recorded.

A Fire Risk Assessment is kept under regular review. Where any significant changes in risk are identified these will be communicated with all staff and students to ensure that everyone knows what to do in case of a fire.

In accordance with the training statement above, all staff (and students) will be trained to ensure they know what to do when they hear the fire alarm. If necessary, additional and repetitive training will be available.

All staff should familiarise themselves with the instructions about what to do in the event of fire which are displayed on notice boards and available from the building's Operations Team..

You should also know where the fire extinguishers are, and ensure that you are aware of your nearest fire exit and alternative ways of leaving the building in an emergency.

3. Other Specific Hazards

In the list below, contact names are given beside some of the areas of hazards identified. These names should not be regarded as implying any legal responsibility.

Litter - must not be allowed to accumulate in such a way as could lead to a fire hazard and/or trip hazard.

Broken Glass should be reported immediately. Students should NOT pick up broken glass. If necessary, a temporary barrier could be erected using chairs etc.

Electrical Work should be undertaken by persons who are employed to do it. This is normally by the building facilities management team or external electrical contractors. Faulty equipment, loose, worn or frayed wiring, damaged plugs etc should be reported immediately.

Ladders, Building Work - When overhead work is being carried out, an area should be roped off to prevent danger to passers-by. Students must not climb ladders, scaffolding towers etc.

4. Equipment

All staff and students must use equipment in accordance with operating instructions, any instructions given by relevant teaching staff and any relevant training. Any fault with, damage to, or concern about any equipment or its use must immediately be reported to the operations team.

No person should attempt to repair equipment unless trained and designated to do so.

Electrical appliances which are brought into the college must be electrically safe and of sound design. They should carry an ASTA/BEAB kite mark or an equivalent safety conformity marking. Their use will be at your own risk. Appliances, cables and plugs that are damaged MUST NOT BE USED. Please ask the facilities team for advice if you are at all unsure.

College-owned electrical appliances and equipment are tested regularly and labelled as safe. You must not tamper with them in any way and must report any damaged or faulty appliances to the facilities team immediately.

Personal electrical appliances and equipment with plugs which are brought onto the college premises should show no signs of cracks or overheating. Wires inside should be connected correctly and be screwed down tightly and the right size fuse should be in place. The cable between the plugs and appliances should be free of damage and the coloured wires inside should not be visible. All plugs must be fitted by a competent person who has experience of this and Portable Appliance Testing (PAT). All personal equipment in use in college premises must be PAT tested in line with the schedule of testing in place for college-owned equipment.

Before first use on college premises, staff must undertake a simple visual check to reduce the risk of using this equipment. These visual checks should be repeated each time equipment is used.

- damage to the lead including fraying, cuts or heavy scuffing, eg from floor box covers;
- damage to the plug, eg to the cover or bent pins;
- tape applied to the lead;
- coloured wires visible where the lead joins the plug (the cable is not being gripped where it enters the plug);
- damage to the outer cover of the equipment itself, including loose parts or screws;
- signs of overheating, such as burn marks or staining on the plug, lead or piece of equipment;
- equipment that has been used or stored in unsuitable conditions, such as wet or dusty environments or where water spills are possible; and
- cables trapped under furniture or in floor boxes.

The electrical supply voltage or “mains” is supplied in the United Kingdom at 230 Volts. Connection to the mains is via the traditional BS1363 13 amp 3 pin plug. Some countries including America, France and Japan have voltage supplies in the

range of 110-120 volts and utilise 2 pin plugs. Electrical appliances and equipment intended to be brought from these regions cannot be used in the UK. However many EEC and other countries do have voltage supplies similar to the UK. Please check suitability of ALL your personal appliances before use.

The college reserves the right to enter any room at any time to investigate or repair an electrical fault and to remove and/or confiscate electrical goods if it is believed to constitute a fire or other health and safety hazard.

5. First Aid

There are first-aid boxes on each floor of the building along with an accident book. First Aiders are also located on each floor and can be identified on the notice board of the floor. When items from these boxes are used, please inform the facilities team so that they can be re-stocked immediately.

6. Accident or Injury

In the event of an accident or medical emergency contact a member of staff and/or Emergency services to seek medical advice directly, either

- (i) contacting the available first aider
- (ii) in extreme cases, by dialling 999 to call an ambulance.
- (iii) if a student is taken to the hospital by ambulance, a full description of the event, any known personal details and details of any first aid given should be given directly to the paramedic.
- (iv) Write a full account of the incident and all subsequent treatment and report to both Head of HR and Operations as well as the Principal.
- (vii) any member of staff sustaining an injury or involved in an accident at work must enter the details in the Accident Book kept in the building.

7. RIDDOR

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) apply to schools. Most incidents that happen will not need to be reported. The Director will be responsible for reporting any incident under RIDDOR.

Accidents resulting in injury to employees

1. Accidents which result in death or major injury must be reported immediately. Major injury includes: -
 - i) a fracture other than to fingers, thumbs and toes;
 - ii) amputation;
 - iii) dislocation of shoulder, hip, knee or spine;
 - iv) loss of sight (temporary or permanent);
 - v) chemical or hot metal burn to the eye or any penetrating injury to the eye;
 - vi) injury resulting from an electric shock or electrical burn leading to unconsciousness;
 - vii) loss of consciousness caused by asphyxia or exposure to a harmful substance or biological agent;
 - viii) either of the following conditions which result from the absorption of any substance by inhalation, indigestion, or through the skin:
 - an acute illness requiring medical treatment; or
 - loss of consciousness; and ix) acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent, its toxins or infected material.

2. Any injuries that lead to an employee or a student being incapacitated for over 7 consecutive days (including weekends) need to be reported. The report must be made within 15 days of the accident.

3. Any reported cases of a work-related disease, specified under RIDDOR, that affects an employee or a student and that a doctor confirms in writing.

Accidents resulting in injury to students

Injuries to students and visitors who are involved in an accident at UKMC are only reportable under RIDDOR if:

1. The accident results in the death of the person and arising out of or in connection with a work activity; or
2. The accident results in an injury that arose out of or in connection with a work activity and the person is taken from the scene of the accident to the hospital.

Any injury to a student whereby the student is taken from the scene of the accident to the hospital will need to be considered by the Principal and reported if necessary, under RIDDOR.

8. National health alerts

In the event of an epidemic or pandemic alert we will organise our operations and provide advice on steps to be taken by staff, students and parents/guardians in accordance with official guidance, to reduce the risk of infection at UKMC as far as possible.

9. Insurance

UKMC has a wide and comprehensive range of insurance. Anybody wishing to know any particular details should contact the operations team directly. The Insurance policies in place include:

- Professional indemnity
- Public and products liability
- Employers' liability
- Crisis containment