

Health and Safety Policy

The Health and Safety Employment Act requires all staff, students and visitors to take all reasonable steps to ensure their own safety and that of others. Staff in positions of responsibility has an additional role in fulfilling health and safety requirements as detailed below.

Directors and Principal

1. **Provide leadership, examples and commitment to the health and safety policy and concomitant objectives.**
2. Ensure co-ordination of health and safety systems within the college. This will include all departments, lecture or service units and physical facilities used by the college.
3. Ensure that the appropriate resources are allocated to health and safety.
4. Formulate appropriate objectives relating to health and safety with all staff and evaluate the subsequent implementation of departmental / section safety systems.
5. Periodically arrange for the safety audits of departments to ascertain the status of safety management.
6. Review college accident statistics to ensure the efficacy of health and safety controls.
7. Take all practical steps to ensure staffs have a safe and healthy working environment.
8. Monitoring the systems ensuring that staff members' actions do not cause harm to anyone on campus.
9. Put in place signage for hazard identification.
10. Ensure that staff are qualified and competent to undertake their duties and to set up health and safety programmes to ensure that all employees are aware of their responsibilities
11. Ensure that staffs are aware of workplace hazards, and are provided with information relevant to hazard monitoring.
12. Encourage staff to be involved with the development of health and safety procedures.
13. Notify, investigate and record the investigation of accidents as required.

Staff, visitors and students

1. Work safely and effectively, and with due regard to the effects and impact of any action on others. In particular, no action (or inaction) should be allowed to cause harm to another person or persons.
2. Comply with all statutory regulations, college rules and standard operating procedures.
3. Use and maintain all equipment and facilities provided in the correct manner, and immediately report to Reception any unsafe conditions or defects found.
4. Participate, where required, in health and safety programmes through health and safety audit team membership, courses of instruction, or safety investigations.
5. Report all accidents as instructed by the accident reporting procedure.
6. Maintain and foster an attitude of awareness, involvement, and commitment to excellence in health and safety.

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Risk Management Accountability Statements for Senior Management

Health and safety risk management requires the co-ordination of employment risk, teaching, research risk and property risk. NCAB accepts its responsibility for individuals on the college premises.

Improvement and continuity of education is a paramount concern and regular practice of the NCAB.

Protection of the assets used by the college is congruent with a safe and healthy place of work.

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The Director Administration is responsible for health and safety at NCAB .

All managers have the responsibility for shouldering the employment risk so as to ensure safe employment practices and processes. The policy and audit procedure will be monitored and provided by the Director Administration.

In conjunction with Finance, the physical infrastructure, human resources and strategic employment risks are to be co-ordinated as a support service by the Director Administration.

Infrastructural safety issues include compliance with building legislation, continuance planning, fire evacuation, site approval / licenses required by legislation including environmental requirements.

Strategic plans, policy setting and audit will be provided by the Director Administration.

The Directors have responsibility for teaching and researching risk management. They are jointly responsible for ensuring legally accepted risk management including, but not limited to, bio security, the health and safety of staff, students and visitors and legislation including approvals and licenses.

Minimal statutory requirements for Directors and senior staff

As an employer / as a Rector / as "a person" who controls a place of work

- Hazard management
- Information to employees
- Training and supervision
- Accidents and Incidents
- Emergency procedures
- Employee participation

REQUIRED STATUTORY MINIMUMS – THE EMPLOYER

Hazard Management

1. Effective method implemented to identify hazards - all foreseeable hazards to be identified through planned processes including inspections and accident investigations, recorded in a register. (The register needs to be up-to-date, including new items and accident information).
2. All identified hazards are to be assessed for danger / harm significance.
3. Significant hazards are to be controlled through a three step hierarchy of elimination , isolation , and minimisation .
4. As appropriate, the provision of personal protective equipment and ensuring that it is used correctly.

Information for employees

1. Hazards and emergency procedures. eg , control procedures, MSDS, emergency responses.
2. The results of monitoring.
3. Where protective equipment is stored.
4. Reporting an accident.

Training and supervision

1. The competence of employees to work safely must be assessed. (Training / competency records to be kept).

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2. The supervision of employees who lack knowledge and experience to carry out assigned tasks without risk to health or safety must be guaranteed.
3. All employees must be given minimum safety and health training. (Includes students, visitors and contractors, record of such training must be kept in the Training Book).

Accidents and incidents

1. All accidents must be accurately recorded in the Incident register.
2. Serious harm issues must be notified and the accident scenes secured until official clearance has been obtained.
3. Investigations must be carried out to determine causes – and the process and results recorded in the register.

Emergency procedures

1. Procedures for dealing with emergencies developed and implemented.

Employee participation

1. Employee participation system established and in effective operation.
2. Employee Health and Safety representatives appointed - response developed to hazard notices. (Written response required if recommendation is not followed.)

REQUIRED STATUTORY MINIMUMS – THE DIRECTORS

1. Procedures for managing the health and safety of contractors are established and must be implemented.
2. Report accidents to contractors.

REQUIRED STATUTORY MINIMUMS - FOR A "PERSON" IN CONTROL OF PLACE OF WORK / EQUIPMENT

1. Procedures to ensure actions or inactions of employees do not cause harm must be published and on file.
2. Procedures to manage the college premises to protect visitors from harm must be published and on file.

EMERGENCY PROCEDURES WORKING HOURS (0900-1800)

1. Emergency alarms

- The emergency evacuation alarm is a continuous siren.

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2. Action to be taken by a member of staff / student discovering a fire

- Immediately activate the nearest fire alarm by breaking the glass cover.
- If it is safe to do so, ensure all doors leading to the fire are closed.
- Leave the area by the nearest emergency exit and report the fire immediately to the control point next to the parking immediately alongside the entrance of the Administration Centre.
- When the fire officer arrives at the control point, give clear details of location and the nature of fire.
- Do not attempt to fight the fire unless:
 - you have already operated the fire alarm and
 - you are absolutely sure that you have a safe means of escape if you are unsuccessful and
 - you are absolutely sure that the fire is immediately controllable and
 - you are absolutely sure of the source of the fire and
- If you are absolutely sure that you are using the correct appliance and how to use it AND if none of the above apply
- make a safe escape

3. General evacuation instructions for staff and students

- Do not use the lift.
- Do not take hold alls or briefcases or any other bulky items which might impede evacuation. Do not go searching for personal belongings.
- Report to the assembly point irrespective of the exit by which the building was evacuated. Do not congregate in any area which is not an assembly point. There are no internal assembly points.
- If you are concerned that another student or member of staff was unable to evacuate the building, advise the fire officer of that person's last known location.
- Do not leave the assembly point and, in no circumstances, re-enter the building without the specific permission of the fire officer.

4 Emergency exits

If danger is imminent, always use the nearest available exit and report to the designed assembly point irrespective of where you leave the building. Otherwise use the emergency exit which gives the nearest access to the front of the building.

5. Assembly Points

- Staff, visitors and students on the First Floor must use the stairs.
- It is vital that staff / visitors / students report to the correct assembly point. Do not congregate elsewhere or wander away from the assembly point for any reason until authorised to do so. This could lead to absentees being treated as missing and the waste valuable time / danger to life for the emergency services.

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6. Action to be taken by staff conducting lectures / classes

- Ensure that all windows are closed and that all equipment and electrical appliances (other than NCAB education computer installations) are switched off. Only if this is possible.
- Escort all students to the nearest designated emergency exit and ensure that they evacuate the building, closing all doors on leaving.
- Assist disabled students to evacuate as appropriate.
- At the assembly point ensure that no student is allowed to re-enter the building through the fire exits until positive confirmation is received from the fire officer that the emergency is over and the building is safe to re-enter.

7. Action to be taken by students

- As directed by staff, when the alarm sounds, close all windows and switch off all equipment and electrical appliances (other than NCAB education computer installations).
- Leave the building by the nearest designated emergency exit in accordance with the instructions given by staff, closing doors as directed.
- Assist disabled students as required.

8. Action to be taken by disabled staff, students and helpers

- If you are likely to require assistance to evacuate always notify Security Control of your location.
- When the alarm sounds, if able to do so, evacuate normally as indicated above with assistance from other staff / students as required.
- If unable to evacuate without the use of specialised equipment, report to the evacuation point. Where it is safe to do so allow initial congestion to abate before entering the emergency staircase.
- If unable to evacuate with the use of the equipment provided, remain at the marshalling point, and when the initial congestion has abated move onto the emergency staircase.
- Ensure that the fire controller is advised of your evacuation.

9. Action to be taken by all other members of staff at their normal place of work

- Ensure that all windows are closed and that all equipment and electrical appliances (other than NCAB computer installations) are switched off.
- Report immediately to the internal marshalling point where a responsible member of staff will assume control as the local area marshal and detail members of staff to carry out the functions set out in the area check lists.
- When the above actions are complete, and if not allocated further duties by the local area marshal, evacuate the building by the nearest designated fire exit.
- The member of staff assuming the role of local area marshal will then report to the fire officer at reception and advise that the area has been cleared.

10. Action to be taken by members of staff not at their normal place of work – bomb warning

- When the alarm sounds, ensure that all windows are closed and that all equipment and electrical appliances (other than NCAB computer installations) are switched off. In the case of a bomb alarm, do not close windows.
- Leave the building by the nearest designated emergency exit and report to the assembly point following the instructions in 3 above. Do not attempt to return to your normal place of work until so authorised.

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11. Action to be taken by reception / switchboard staff

Advise the following staff by telephone:

- The Directors
- The Safety Advisor
- Other Executive Team members

12. Action to be taken by security control staff

- Call the Fire Brigade Dial 999 and ask for fire engine.
- When contacted by the fire officer, confirm that the fire brigade have been called and advised of the location of the fire as indicated on the control panel.
- Do not respond to any instructions other than those given by the fire officer or the Fire Brigade officer.
- Using either the internal telephone system from a safe location, the security control staff must immediately identify themselves to the Security Control Officer and confirm that the fire brigade have been informed and confirm the location of the fire. Details of the location of disabled staff / visitors / students should be noted.
- Where appropriate, verify the precise location and nature of the fire from the person who activated the alarm.
- When the fire brigade arrives, advise them of the current status of evacuation, the location of any persons still in the buildings and pass to the senior fire officer details of the immediate area of the fire, including any special matters of risk, eg storage of flammable material. This information is in the control pack.
- With the assistance of other members of the control team maintain positive control of the assembly points. Members of staff from the assembly points may be asked to assist as long as they are clearly briefed on safe methods of transit between assembly points.
- When advised by the fire brigade, give the instruction that the fire alarm sounders may be silenced, the alarms reset and evacuated areas re-occupied. No other person is empowered to give this order .

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