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London Premier College

# **HEALTH AND SAFETY POLICY**

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## **Health and Safety Policy**

1. London Premier College recognises and accepts all its legal obligations under the law relating to Health and Safety at Work including so far as practicable the comfort and welfare at work of everyone who attends or uses its premises or who may be directly affected by its work as a college.

2. The College has carried out a risk assessment of its activities and facilities where matters of health and safety may be involved. This Health and Safety Policy is intended to:

- 2.1 reduce hazards and avoid the risk of personal injury to anyone arising out of its activities;
- 2.2 maintain a safe and healthy place of work; and
- 2.3 reduce risk of fire and other damage to College premises, personnel and property.

3. In particular the College shall:

- 3.1 continue to exercise due diligence in seeking to identify hazards and risks
- 3.2 provide and maintain safe equipment and systems of work
- 3.3 maintain any place of work under its control safe and free from risk to health
- 3.4 provide safe arrangements for use, handling, storage and transport of goods
- 3.5 provide adequate instructions, training and supervision
- 3.6 consult Employees where appropriate on health and safety matters
- 3.7 liaise with contractors and other employers where necessary
- 3.8 monitor the implementation of this Policy and
- 3.9 review this Policy annually

4. To this end proper implementation and application of this Policy by all concerned is paramount. All staff and students are required to comply strictly

with the terms of this Policy, take all proper steps to protect their own safety and that of their colleagues and carry out all management instructions (whether within or outside their normal range of duties) so as to co-operate as fully as possible in the implementation of this Policy.

5. The ultimate responsibility for overseeing the implementation of this Health and Safety Policy rests with the Principal in consultation with the Director of Operations.

## **ADMINISTRATIVE ORGANISATION**

### **1. Management**

1.1 The ultimate responsibility for preparing and reviewing this Policy rests with the PRINCIPAL. If necessary assisted by the DIRECTOR OF OPERATIONS and other members of management and Employees appointed by him.

1.2 The PRINCIPAL is also responsible for the management of this Policy. However, this responsibility is delegated to the HEALTH & SAFETY ADVISOR Mr. Anowar Hossain.

1.3 In particular the HEALTH & SAFETY ADVISOR shall be responsible for:

1.3.1 Identifying risks and putting in place arrangements for controlling and reducing such risks;

1.3.2 Monitoring the implementation of this Policy;

1.3.3 Advising all Employees on their responsibility for matters of health and safety;

1.3.4 Monitoring the physical conditions of premises to ensure that Employees and Visitors are exposed to the lowest reasonably practicable level of risk;

1.3.5 Providing and communicating up-to-date health and safety information;

1.3.6 Providing or arranging health and safety training;

1.3.7 Liaising with the health and safety authorities and

1.3.8 Providing support for the PRINCIPAL.

1.4 In addition the HEALTH & SAFETY ADVISOR must make appropriate arrangements to monitor the effectiveness of all health and safety arrangements. Necessary remedial action should be agreed, reported to the PRINCIPAL and carried out within reasonable time.

1.5 In addition, the HEALTH & SAFETY ADVISOR shall consult all Employees on health and safety matters.

1.6. It is the responsibility of DIRECTOR OF OPERATIONS and the HEALTH & SAFETY ADVISOR to ensure all new Employees receive relevant health and safety information on joining the College.

## **2. Employees**

2.1 Employees have a duty to take reasonable care for their health and safety and that of all others who may be affected by their acts or omissions.

2.2 Employees are required always to comply with the terms of this Policy. Failure to do so may result in disciplinary action. In particular Employees should familiarise themselves with the provisions dealing with emergencies, fire precautions and procedures, bomb alert procedure and first aid arrangements.

2.3 Employees must report to the HEALTH & SAFETY ADVISOR anything which they consider might represent a serious health and safety hazard or a shortcoming in safety arrangements.

2.4 Any Employee with a disability or who suffers from any condition which might impair the ability to comply with the terms of this Policy will inform a superior about the disability and its effect .

2.5 Noone may interfere with or misuse anything provided in the interests of health, safety or welfare under this Policy. Any Employee who is guilty of such misuse will be subject to disciplinary action .

2.6 Any question in relation to this Policy or other health and safety matter should be raised with the HEALTH & SAFETY ADVISOR.

## **INFORMATION, INSTRUCTION AND TRAINING**

### **1. Information**

1.1 Employees who wish to receive health and safety information are advised in the first place to contact the HEALTH & SAFETY ADVISOR.

### **2. Instructions**

2.1 Specific instructions how to carry out processes or use equipment safely can be obtained from the HEALTH & SAFETY ADVISOR. Manufacturers' instruction manuals will be consulted before any equipment is used and in the event of any apparent fault or defect.

### **3. Training**

3.1 Health and safety training will be arranged by the HEALTH & SAFETY ADVISOR where appropriate. It is envisaged that any required training shall be provided when Employees first join the College and where they become exposed to new or increased risk. Where appropriate training shall be repeated periodically.

## **GENERAL HEALTH AND SAFETY PRECAUTIONS**

1. Having carried out a risk assessment, the College has and shall continue to have, and Employees are required to maintain, a clear understanding of the

hazards involved in any particular situation and remain vigilant about the general condition of any equipment in use.

2. Where appropriate Employees shall receive adequate training to maintain safety awareness and understand the importance of minimising risks .

3. All defects observed in equipment must be reported immediately to the HEALTH & SAFETY ADVISOR. If necessary all use of the relevant equipment shall cease pending repair.

4. Employees' clothing and footwear must be suitable for their work. Any necessary protective clothing and / equipment will be provided and must be used.

5. Employees whose work may give rise to health risks may be required to undergo medical screening.

## **WORK ARRANGEMENTS AND WORKING AREAS**

### **1. General precautions**

1.1 College Buildings shall be of sound construction with safe means of access and escape. Working areas shall ensure adequate space, light, temperature and ventilation . Noise levels shall be within safe limits.

1.2 Employees are reminded that there should be no running on bare floors. In addition, all floors must be kept dry and free of litter, goods, trailing cables etc. An Employee who detects torn floor surfaces (e.g. carpet) must report this immediately to the HEALTH & SAFETY ADVISOR.

1.3 Access to high-level storage should be by using adequate equipment (e.g. a step ladder, not a revolving stool or chair). Manual handling instructions must be followed when carrying any load.

## **2. Offices**

2.1 Corridors and staircases will provide safe emergency escape routes and access. They must not be used as work or storage areas. It is important to give way to persons coming down stairs.

2.2 As far as reasonably practicable, each Employee's workplace shall be at least 7 cubic metres. Employees are required to keep their workplace clean and tidy. Waste should be disposed of regularly, in suitable receptacles. Sharp objects (e.g. broken glass) should be wrapped and segregated before disposal.

2.3 Windows, doors and gates shall be suitably constructed.

2.4 Employees shall be provided with adequate seats for the work they do.

2.5 Shelves and storage racks must be stacked safely and must not be overloaded. An Employee who discovers a damaged shelf or storage rack must report that immediately to the HEALTH & SAFETY ADVISOR and who will place a note saying 'CAUTION - DEFECTIVE SHELF'.

2.6 Filing cabinets must be kept stable with sufficient weight in bottom drawers to prevent them tipping when opened. Drawers must be open one at a time and closed immediately after use. Keys must not be left in locks.

2.7 Photocopiers must be positioned and used in well-ventilated areas. Better they should be used with the lid down. If a photocopier has to be used with the lid up wear UV goggles. Employees must follow manufacturer's instructions when operating or adjusting a photocopier.

### **3. Temperature and humidity**

3.1 Steps shall be taken to keep temperatures in College premises within a comfortable temperature and humidity range (in any event above the statutory minimum of 16°C after the first hour of work except for rooms which are open to the outside).

3.2 Cooling and heating equipment must be positioned safely and especially away from material which can catch fire. All equipment in use shall be tested and inspected regularly as required by law.

### **4. Lighting**

4.1 Employees shall be given adequate lighting for the work-related activities they carry out.

4.2 Emergency lighting shall be provided where sudden loss of light would create a risk to health and safety.

### **5. Noise**

5.1 If there is a noisy work environment (e.g. an Employee needs to shout to communicate with a person about 2 metres away), the HEALTH & SAFETY ADVISOR should be informed.

### **6. Lone and after hours working**

6.1 As far as reasonably practicable, lone and after hours working shall be carried out where:

6.1.1 A second person is within earshot

6.1.2 A fully functional telephone is available to the person working

6.1.3 An adequate safety procedure is established

6.1.4 Arrangements are made to ensure the safety of any disabled Employee .

## **7. New and expectant mothers**

7.1 An assessment has been carried out of the health and safety risks to female Employees who are of child-bearing age and with child and the College shall continue to take all practicable steps to prevent such risks as required.

## **8. Manual handling operations**

8.1 Manual handling operations include any task which involves lifting, moving and supporting loads through physical effort (e.g. moving files, desks, PCs etc).

8.2 As far as reasonably practicable manual handling operations shall be avoided by eliminating or redesigning the task or by using handling equipment. Where a manual handling operation is unavoidable all reasonably practicable safety measures must be taken.

8.3 Any Employee who carries out a manual handling operation is required to:

8.3.1 Check that all the area where the load is to be carried is unobstructed, clean and tidy

8.3.2 Wear appropriate footwear and gloves

8.3.3 Stand close to the load and plant feet firmly, with leg's approximately 30 centimetres apart

8.3.4 Squat with bent knees, keeping the back straight and chin tucked in

8.3.5 Grip the load firmly and stand slowly with the load kept near the body--not above chest height;

8.3.6 Use a smooth lifting movement and avoid jerking or twisting

8.3.7 Lower the load slowly by bending the knees and letting the legs take the strain;

8.3.8 Ask for help if necessary.

## **9. Working at heights**

9.1 When working at a height greater than 2 metres a separate assessment of the risk shall be carried out and adequate safety measures implemented before any work commences.

9.2 When working at a height greater than 2 metres, special care must be taken to avoid risks also to the health and safety of any persons below. Equipment must be secured where appropriate and “KEEP CLEAR” or “FALLING ZONE” notices must be posted.

## **10. Asbestos**

10.1 Asbestos has been used widely in the UK between the 1950's and 1980's (e.g. asbestos cement, in insulation boards and in fire-resistant paints, paper and floor coverings). Consequently, it is possible that asbestos is present in all buildings erected during this period. All reasonably practicable steps have been taken to prevent, and where not possible to reduce to the lowest level possible, the exposure of Employees and Visitors to asbestos.

10.2 An Employee who uncovers hidden material or dust suspected to contain asbestos, must stop work immediately and contact the HEALTH & SAFETY ADVISOR.

10.3 All asbestos removals must be carried out under controlled conditions by an HSE licensed asbestos removal company. Employees must not attempt asbestos removal.

## **11. Visitors**

11.1 Within the College responsibility for Visitors rests with the person who invited them. All Visitors shall be given safety information or safety equipment as may be necessary.

11.2 The precise locations of any Visitors with impaired mobility shall be known at all times to the person who invited them.

11.3 Every precaution must be taken to ensure that Visitors do not enter a hazardous area.

## **12. Children and young persons**

12.1 Employees should not bring children to work, except with the prior written authorisation of DIRECTOR OF OPERATIONS. An Employee who is authorised to bring a child to work must keep the child under close supervision .

## **13. Smoking**

13.1 It is College policy to provide everyone here with a working environment free from tobacco smoke. Any non-compliance by individuals will result in disciplinary action.

## **14. Alcohol and substance abuse or side-effects**

14.1 Alcohol and drugs may have significant detrimental effects on individuals' health and safety at work. Employees must not consume any alcohol or any drugs which might have harmful side effects whilst at work.

14.2 Employees who suspect or know that they have an alcohol or drug problem are encouraged to seek voluntary help or discuss their problem in confidence with PRINCIPAL.

14.3 Managers and supervisors shall be given on request information to help them identify signs of alcohol or drug abuse.

14.4 An Employee who is suspected or recognised as having an alcohol or drug problem will be given the opportunity to seek diagnosis and treatment.

14.5 Alcohol or drug consumption may lead to disciplinary action where:

- 14.5.1 It exposes any Visitor to potential danger
- 14.5.2 There is a risk of damage to equipment, machinery or property
- 14.5.3 Work performance is or impaired as a result
- 14.5.4 An Employee refuses to seek advice or accept treatment;
- 14.5.5 There are persistent problems or a one-off serious incident at work related to any such consumption.

## **15. Work-related psychiatric illness and excess stress**

15.1 Some stress at work is unavoidable and may have a positive effect. All reasonable measures shall continue to be taken to prevent excess stress to Employees.

15.2 An Employee who suspects a work-related psychiatric illness or excess stress should inform the DIRECTOR OF OPERATIONS (or other management member with whom the Employee feels comfortable) as soon as possible.

15.3 Reasonable efforts shall be made to reduce the risk of future recurrence of stress.

## **16. Violence, harassment and bullying**

16.1 All reasonable security precautions shall continue to be taken to prevent the risk of violence, harassment or bullying of Employees at work. Employees subjected to violence, bullying or harassment at work are encouraged to report the matter immediately to DIRECTOR OF OPERATIONS or other management with whom they feel comfortable .

16.2 All complaints of harassment, bullying or violence must be taken seriously and investigated fully and promptly and confidentially as possible. If the investigation so merits disciplinary action shall be taken against an offender.

## **17. Health Surveillance**

17.1 Employees shall receive health surveillance if necessary having regard to their work and any special identified risk to their health arising from it.

## **WORK EQUIPMENT**

### **1. General precautions**

1.1 Work equipment includes any machinery, appliance, apparatus or tool which is used by an Employee at work. It may include equipment not in College ownership which is owned privately by an Employee. The use of any equipment owned privately must be authorised in advance by the HEALTH & SAFETY ADVISOR.

1.2 Incorrect use of equipment can result in personal injury and damage to property.

1.3 All equipment must be used with care, for its proper purposes and conditions, strictly in accordance with the instructions for use and any applicable training.

1.4 All equipment required for use must be kept in a safe and efficient condition and good repair. Storage and maintenance must be suitable for the specific equipment.

1.6 Employees must report any fault or defect they notice in any equipment to the HEALTH & SAFETY ADVISOR immediately. Where appropriate all use must be suspended until the defect or fault has been put right.

1.7 Any safety device attached to equipment must not be removed or adjusted. An Employee who does so may be subject to disciplinary action.

1.8 Where appropriate Employees shall be provided with personal protective equipment for use at all times when operating the relevant equipment.

1.9 Relevant legal requirements and product safety regulations shall be followed in relation to all new equipment.

## **2. Visual display screen equipment**

2.1 Any Employee who uses display screen equipment for a significant part of normal work (more than 2 hours day) shall have their workstation assessed and adjusted to avoid fatigue and physical aches.

2.2 Employees are encouraged to take periodic breaks from using the equipment

2.3 On request Employees shall receive an eye test by an ophthalmic practitioner. Any Employee who wishes to obtain reliable information about health and safety aspects of display screen equipment should contact the HEALTH & SAFETY ADVISOR.

2.4 Employees must switch off all monitors and display screen equipment at the end of their working day.

## **3. Ladders and other access equipment**

3.1 Ladders and any other access equipment must be inspected before and after use. If any defect is found remedial action must be taken immediately and use suspended until the repair is completed.

3.2 When using a ladder Employees must ensure it is placed securely to prevent it from slipping or falling.

3.3 A second person must stay at the foot of the ladder as a safety precaution and to prevent it slipping.

#### **4. Personal protective equipment**

4.1 Personal protective equipment suitable for the job in hand and for the particular Employee doing it shall be supplied where necessary and must be used.

4.2 All personal protective equipment must be maintained and stored correctly in accordance with any relevant supplier's instructions. Any defects must be reported immediately to the HEALTH & SAFETY ADVISOR.

### **ELECTRICITY AND ELECTRICAL EQUIPMENT**

#### **1. General precautions**

1.1 Anyone using electricity and electrical equipment must be aware of the risks of electrocution, electric shock, burns, fire and explosion. All precautions must be taken to reduce such risks. Assessment of all foreseeable risks of personal injury or death associated with work activities involving electricity has been undertaken and shall be reviewed as required by law and the College has devised safe systems for working with well-maintained electrical equipment.

1.2 Fixed electrical installations (including wiring and the socket outlet or isolator) shall be checked regularly. Electrical systems must not be interfered with: fixed electrical installations and electric mains are sole responsibility of the HEALTH & SAFETY ADVISOR. Work shall be carried out on fixed installations and the mains only after the HEALTH & SAFETY ADVISOR's prior authorisation.

1.3 Switches, isolators etc must be labelled clearly with their current, voltage and equipment they supply where this is not obvious.

1.4 Employees must report any observed fault or defect in any electrical installation or equipment to the HEALTH & SAFETY ADVISOR immediately. Defective installation or equipment must not be used until repaired.

## **2. Electrical equipment**

2.1 All Electrical equipment must be safe and suitable for its intended use (never with wet hands) and must be used in accordance with manufacturer's instructions

2.2 All electrical equipment and its location shall be recorded to facilitate enable regular tests.

2.3 All electrical equipment will be visually inspected and tested regularly and will normally bear a record sticker to show this.

2.4 Faults can occur between checks. Therefore if electrical equipment cannot be repaired immediately, its power supply should be switched off and it should be isolated. All equipment shall have a means of isolation which is easily accessible and identifiable. The isolation point must be secured (e.g. by removing the plug) or, if this is not possible or cannot be done safely, by attaching a clear notice (e.g. "DO NOT USE – FAULTY EQUIPMENT").

2.5 No-one should work on or near exposed live parts of electrical equipment. In any event, such work must be authorised in advance by the HEALTH & SAFETY ADVISOR and must only be carried out in the presence of at least one other person who must know what to do in an emergency.

2.6 Employees who are in doubt about the use of any electrical equipment should leave it alone and contact the HEALTH & SAFETY ADVISOR.

## **3. Portable electrical equipment**

3.1 The use of any portable electrical equipment which is not owned by the College must be authorised in advance by the HEALTH & SAFETY ADVISOR.

3.2 Portable equipment should be connected to the nearest socket outlet available. Special attention should be paid to the condition of any flexible cable

and its termination at the portable equipment and plug. Where possible, double insulated equipment should be used.

#### 4. Fuses and similar devices

4.1 When using any equipment, the smallest fuse compatible with it should be used, to reduce any risk of fire.

4.2 Employees must not replace fuses.

### **5. Electrical cables**

5.1 Flexible cables must be of the correct size for the load to be carried and must be sheathed with rubber or PVC. The outer sheath of every flexible cable must be firmly clamped to stop the wires pulling out of the terminals.

5.2 All flexible cables must be examined frequently to ensure that they are free of damage and that earth continuity is maintained. Trailing, frayed and loose cables must be reported immediately, in order to be fixed.

5.3 Flexible cables of excessive length should not be used. Extension cables should be used with caution and must be joined by proper plugs and sockets.

### **6. Fire hazards**

6.1 Generally equipment should be unplugged when not in use. Equipment should be switched off and unplugged before cleaning or making adjustments.

6.2 Only dry powder, halon or carbon dioxide extinguishers may be used on electrical fires. *Water and water-based extinguishers must never be used on an electric fire.*

6.3 In the event of fire, the alarm must be raised immediately and the Fire Procedure followed.

6.4 All electric incidents must be reported to the HEALTH & SAFETY ADVISOR in accordance with the procedure set out in this Policy's section on Reporting of Accident.

## **7. Electricity-related injuries**

7.1 In the event of any person suffering electric shock, it is important to:

7.1.1 Turn off the power and, if possible, isolate the supply;

7.1.2 Call first aider. Medical help must be called especially if the victim seems unconscious;

7.1.3 Do not touch but try to move the victim away from contact with the live equipment using a non-conducting object such as a wooden broom handle to move the equipment. In so far as possible, the victim should not be moved.

7.2 All electrical burns (other than very minor and superficial burns) must be inspected by a registered medical practitioner. Burns can be cooled with clean water and covered with a clean dry cloth or burn dressing.

7.3 All electricity-related injuries must be reported to the HEALTH & SAFETY ADVISOR in accordance with the procedure set out in this Policy's section on Reporting Accidents.

## **RADIATION HAZARDS**

### **1. Ultra-violet radiation**

1.1 Photocopiers must be used with the lid down or where this is not possible with UV goggles.

### **2. Microwave equipment**

2.1 There is necessity for periodic examination of radiation levels outside microwave ovens. Damaged microwave ovens must be labelled as such, their

plug removed and a notice attached “FAULTY OVEN – DO NOT USE”). Any fault must be reported to the HEALTH & SAFETY ADVISOR.

2.2 No-one should look along the wave guide where a microwave apparatus is in use or examine a highly directional radiator at close quarters.

## **EMERGENCIES**

### **1. General precautions**

1.1 In the event of an emergency, the fire alarm will sound and the Designated Employee shall assume control, ensure the evacuation of all persons to the assembly point, contact the emergency services and comply with any relevant emergency procedure.

1.2 The paramount consideration in all cases of emergency is human safety. For the duration of any emergency, the Designated Employee has overall control. Employees and Visitors are required to follow all instructions given by the Designated Employee, not to rush or attempt to pass others and stay calm when leaving the scene of an emergency.

1.3 All exits and exit routes must be kept clear to allow free passage in the event of an emergency. Lifts should not be used except by the direction of a member of the emergency services.

1.4 It is the responsibility of HEALTH & SAFETY ADVISOR to remind Employees of the correct emergency procedure at least once every calendar year.

### **2. Disabled visitors**

2.1 It is the responsibility of Principal to be aware of any disabled Visitor and arrange for special assistance also informing the Designated Employee.

2. Should a disabled Visitor have to be evacuated and this is safe, the power to the lift will be restored. Otherwise the Visitor shall be evacuated through the building or via the stairs by the emergency services.

2.1 Visitors with impaired hearing must inform the HEALTH & SAFETY ADVISOR about this and avoid working in isolated areas.

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## **FIRE PRECAUTIONS AND PROCEDURE**

1. Precautions measures

1.1 All Employees Students and Visitors are required to familiarise themselves with the position of fire alarms, telephones and fire extinguishers nearest to them and their place of work and study and of all exits and routes to emergency exits of the building.

1.2 In addition everyone is required to recognise the sound of the fire alarm and understand its significance. The fire alarm system is tested weekly and the results recorded.

1.3 All areas shall continue to be appraised periodically for risks from fire and preventive action taken.

1.4 All exits and exit routes must be kept clear and must allow safe and free passage in the event of fire. Corridors and staircases should not be used as working or storage areas. All exit doors should be able to be opened easily and immediately from within (in the direction of escape) and without the need for a key. Fire doors must be kept closed at all times, except when actually used or when large items have to be moved through them.

1.5 Emergency routes and exits shall be indicated by clear signs and where necessary shall be illuminated.

1.6 Fire alarms, detectors and extinguishers shall be inspected, tested and maintained regularly.

1.7 The fire evacuation procedure will be exercised at least once every calendar year, in coordination and with the approval of the HEALTH & SAFETY ADVISOR Employees and Visitors must comply with the fire evacuation procedure on hearing a fire alarm. Failure to do so may result in disciplinary action.

## 2. In event of fire

2.1 Anyone who discovers fire is required to shout "FIRE", activate the nearest fire alarm and CONTACT RECEPTION ON 0207 7801611. Fires should only be tackled if it is safe to do so:

there is a clear escape route

there are fire extinguishers of the appropriate type

the Employee or Visitor is trained and confident in use of fire extinguishers.

If it safe to tackle fire with an extinguisher, do not hold the hose nozzle since this will become hot. Employees should not tackle a fire larger than a burning wastepaper basket. If it appears unsafe to tackle the fire, evacuate the premises immediately by the shortest possible route, go to the assembly point and report to the Designated Employee.

2.2 An Employee or Visitor who hears the fire alarm should leave the building immediately and report at his / her assembly point. If there is time, Employees should close all doors and windows. Employees and Visitors must not stop to collect personal belongings. Employees or Visitors should not use lifts unless instructed to do so by the emergency services. An Employee or Visitor who is in a lift when the fire alarm sounds should stop at the next floor and use the stairs.

2.3 Employees and Visitors must remain in their assembly point (or move as directed by the Designated Employee or emergency services).

2.4 On completion of evacuation, the Designated Employee must confirm that all Employees and Visitors have evacuated the premises.

2.5 Every event of fire shall be reported to and recorded in writing by the HEALTH & SAFETY ADVISOR (immediately after the event) who shall report this to the Health and Safety Executive, as required by law.

### 3. Fire extinguishers

3.1 Prompt and correct use of fire extinguishers can prevent a fire spreading. The correct type of fire extinguisher must be used, to avoid risk and danger to the operator. Training in use of fire extinguishers can be arranged through the HEALTH & SAFETY ADVISOR. *Water and water-based extinguishers must never be used on electrical fires.*

3.2 A water type (silver, red or silver band or label on red) extinguisher should be used for all carbonaceous materials (e.g. wood, paper, fabrics etc).

A foam type (cream / cream band or label on red) extinguisher should be used on carbonaceous material and flammable liquids (e.g. petrol or oil).

Carbon dioxide (black / black label or band on red) extinguisher or a fire blanket should be used on all electrical fires, flammable liquids and gasses, solvents, petrol, oil and similar materials.

A dry powder (blue / blue band or label on red)

or halom (green / green band or label on red) extinguisher can be used on all fires.

## BOMB ALERT PROCEDURE

1. Anyone receiving a bomb threat or discovering a suspicious object should inform RECEPTION who will dial 999 immediately and remain in the vicinity to meet the first security personnel arriving on the scene.
  
2. If a telephoned bomb threat is received, it is important to :
  - 2.1 get answers to the questions “where is the bomb”; “what time will it go off”; “what kind of a bomb is it”; “why are you doing it”; and “do you have a codeword”;
  - 2.2 assess the gender, age group, accent and state of mind (e.g. intoxicated or irrational) of the caller;
  - 2.3 identify any noticeable background noise / distraction (e.g. music, machines or traffic);
  - 2.4 assess whether the call is from a public, mobile or private telephone.
  
3. If a suspicious object or vehicle is found be sure to:
  - 3.1 note its exact location and recognisable features (e.g. registration number, name markings);
  - 3.2 advise those in the immediate vicinity to clear the area and remain at a safe distance;
  - 3.3 list in one’s mind reasons why suspicion was aroused.
  
4. *Under no circumstances should anyone touch a suspicious object or vehicle.*
  
5. Mobile phones and radio transmitters must not be used near a suspicious object or vehicle.

## EMERGENCY FIRST AID TREATMENT

1. It is the responsibility of the HEALTH & SAFETY ADVISOR to maintain an adequately stocked first aid boxes, select and provide training to first aiders list their location and internal phone numbers and the location of first aid box Mr. Shiblee Khan 02077801611.

2. First aid box is located at RECEPTION.

3. Where necessary a first aider shall be called to the scene to assess the situation and call for appropriate help; arrange for any injured person to be taken to hospital as appropriate; and ensure that any incident report and book entries are completed and returned to the HEALTH & SAFETY A. Unless there is an imminent threat to life, an injured person should not be moved except by the ambulance service or someone suitably qualified. All first aiders receive HSE approved training (e.g. from St John Ambulance) and attend refresher courses every three years for the first aid at work certificate.

## REPORTING OF ACCIDENTS

1. Any accident at work (on College premises) must be reported *immediately* and fully to the HEALTH & SAFETY ADVISOR (first verbally and then in writing) He will arrange an investigation and make a written report.

2. It is the responsibility of the HEALTH & SAFETY ADVISOR to report to the HSE's Incident Contact Centre or the local authority in the manner prescribed by law:

2.1 any accident (whether involving an Employee, Visitor or other person, whenever and wherever it occurs on College premises) arising out of or in connection with work and resulting in death or major injury (e.g.

amputations, most fractures and major dislocations; temporary or permanent loss of sight; serious injuries from electrical accidents; most injuries leading to loss of consciousness; acute illness which results from exposure to harmful substances or biological agents; injuries following an assault at work);

2.2 any accident (whether involving an Employee, Visitor or other person, whenever and wherever it occurs on College premises) arising out of or in connection with work and resulting in injury requiring hospitalisation for more than 24 hours or any other injury which results in an Employee being absent from work for more than 3 days (including non work days) after the day of the accident;

2.3 any dangerous occurrence (whether involving an Employee, Visitor or any other person, whenever and wherever it occurs on College premises). Examples of dangerous occurrences include (but are not limited to) collapse, overturning or lift / lifting equipment failure; electrical short circuit or overload causing fire or explosion; unintended collapse of any building or structure under construction, a wall or floor in a work place; explosion or fire causing suspension of normal work for over 24 hours; accidental release of a substance which may damage health;

2.4 any reportable work-related disease which an Employee suffers (e.g. occupational dermatitis, skin cancer or acne; lung diseases such as occupational asthma and asbestosis; infections such as hepatitis, tuberculosis and tetanus; occupational cancer and hand-arm vibration syndrome).

3. Every report must include the date, time and place of injury, disease or occurrence; personal details of those involved and a brief description of the nature of the event.

4. Record of any reportable injury, disease or dangerous occurrence shall be kept by the HEALTH & SAFETY ADVISOR in the appropriate Accident Book for at least 3 years from the date of the record.