

Health and Safety Policy

General policy:

1. It is the policy of ILC, recognizing its statutory duty, to conduct its business without, as far as is reasonably practicable, harming its staff, students and visitors or the environment. ILC aims to discharge that duty to the best of its ability within the resources available, having due regard to its other statutory obligations.
2. The Officer who will have overall responsibility for the discharge of that duty will be the Principal. He will be assisted, within their respective spheres of responsibility, by the other members. It is, however, a fundamental aspect of ILC policy that health and safety responsibilities devolve on all employees.
3. In discharging its duty, ILC will take all steps which are reasonably practicable to meet its health, safety and welfare responsibilities; in particular it will pay attention to the provision and maintenance of:
 - (a) Safe plant, equipment and systems of work
 - (b) Safe arrangements for the use, handling, storage and transportation of articles and substances
 - (c) Sufficient information, instruction, training and supervision as are necessary to ensure the health and safety at work of all employees.
 - (d) The need to assess the risks that its activities present, to avoid or eliminate them, and if that is not possible to minimize and control them with the provision of the necessary resources
 - (e) Any place of work under the employers control in a condition that is safe and without risk to health including means of access and egress.
 - (f) Adequate health and welfare facilities
4. Subject to any Regulations that may be made and to consideration of any Codes of Practice approved and issued by the Health and Safety Commission, ILC will consult with its employees with a view to making and maintaining arrangements which will enable ILC and its employees to co-operate effectively in preparing and developing measures to ensure the health and safety at work of the employees and in checking the effectiveness of such measures.
5. In addition to the individual's common law duty of care, ILC reminds its employees of their own statutory duties and responsibilities under Sections 7 and 8 of the Health and Safety at Work Etc.

Act 1974; these are:

- a) To take reasonable care for their own health and safety and that of other persons
- b) To co-operate with ILC so far as is reasonably practicable to enable it to carry out its own responsibilities successfully.
- c) Not to interfere with or misuse equipment, materials or facilities provided in the interest of health, safety or welfare in pursuance of any legal obligations

7. The Statement of General Policy will be reviewed by the Health and Safety Officer and the Principal at regular intervals. Any amendments will be brought to the notice of the staff and students concerned.

Health and Safety Policy

Introduction

This document is intended to help all those who will be concerned in maintaining a high profile in respect of health and safety. It clearly defines individual responsibilities; gives detailed action to take in the case of emergencies and highlights areas which are particularly hazardous. Some sections will not be applicable to all staff.

ILC Safety Policy

It is essential that everyone in ILC is aware of, and becomes familiar with, procedures for dealing with matters concerning health and safety, such as emergencies and the treatment of injured persons.

This document will not itself produce a safe working environment; this will be achieved by the full co-operation of staff and students

Organisation of Safe Working Conditions in ILC

The Principal accepts these responsibilities and insists that the following matters are dealt with on a continuing basis:-

Safety Inspection Action to ensure a safe and healthy working environment. This will be achieved by inspections of the working environment carried out regularly by the appropriate Health & Safety Officer. A record of each inspection will be kept and remedial action taken if necessary.

Personal Protective Equipment The wearing of Personal Protective Clothing is mandatory for all staff, students and visitors where the risk assessment has advised this to be the course of action to reduce risk of harm. Clear guidelines will be given by the staff to students at the beginning of their

course. A Personal Protective Clothing Register will be maintained by the Health and Safety Officer.

Fire Notices These notices will be displayed in all classrooms, offices and on notice boards throughout the Centre. All students will have their attention drawn to the fire notices during induction week. Fire drills will take place at regular intervals with a minimum of one per term. A record of these drills is maintained in the Fire Log, located in the Reception. All new staff and students will be informed of what to do in the case of fire by the Health & Safety Officer. All staff must know how to use the fire equipment in their work area and must ensure that students know the fire procedures and can carry them out. At intervals, demonstrations in the use of fire fighting equipment will be arranged for staff and students by the Centre Health & Safety Officer.

First Aid Details of the Centre's first aid facilities will be displayed on notice boards. Rooms containing first aid boxes will have the white cross on a green background sign. A list will be displayed of all those holding recognized First Aid Certificates. First aid can be administered only by those with appropriate qualifications

New Hazards Any new plant, products, equipment or premises will be risk assessed by the Health & Safety Officer and the risk assessment implemented before the plant, products, equipment or premises are used

Safety Reporting

Health and Safety Representatives

The functions of the Health & Safety officer are:

- To communicate to the Principal any complaints by any employee he/she represents relating to that employee's health, safety or welfare at work.
- To promote health and safety in the workplace.
- To attend meetings and/or training sessions to which he/she has been appointed and to produce written reports as requested.

Hazard Reporting Any suspected hazard will be reported to the Health and Safety Officer or, in his/her absence, the Senior Manager responsible for health and safety without delay. Any employee whose work involves a hazard is authorized to cease the activity concerned until the hazard has been reported and the Health & Safety Officer confirms or rejects the action taken.

Accidents It is the policy of ILC to take all reasonably practicable steps to avoid accidents occurring. In the event of an accident, the first concern will be the care of the person or persons who have suffered injury. The accident will be reported to the persons detailed on the incident report form. The reporter shall ensure that adequate arrangements are made for the care of any injured persons. It will be policy to investigate all accidents, including those not involving injury, and arrangements for the investigation will be made by the Health & Safety Officer who will report the

result of the investigation to the Principal.

Hazard Identification All activities, processes, substances and work places must be risk assessed under the direction of the Health & Safety Officer.

House-keeping ILC attaches importance to the need for good house-keeping practices. It is policy to ensure that floors are kept free of anything that may cause slipping or tripping and that no waste materials which could cause injury if trodden on are allowed to remain where they fall. Items stored on shelves will be stored in such a way as to ensure that they do not cause injury to anyone working in the vicinity or to anyone passing by. Rubbish will not be allowed to accumulate in any working area and passageways will be kept clear at all times.

Special Hazards Portable electric mains operated equipment will be used only where this does not entail trailing power leads across walkways. Inflammable liquids will not be permitted in any room in the Centre in quantities that are in excess of that required to meet immediate needs and no radiant heat source will be used in any circumstances in which such use could incur a risk of fire or explosion.

Maintenance and Inspection of Machinery It will be the policy of ILC to ensure that all equipment and machinery used by the Centre should be maintained in accordance with the instructions issued by the manufacturer. Where manufacturers' instructions are not available, ILC will seek advice from the Health & Safety Officer to obtain such advice as may be needed for preparing those instructions. No maintenance will be carried out on any equipment or machinery while it is in use and it will be the responsibility of the operator to ensure that all power operated equipment is isolated from the source of power before maintenance work begins and that power is not restored until after the person who carries out the maintenance gives formal notification that the maintenance work has been completed. Appropriate records will be kept by Health & Safety Officer.

Joint Consultation It is ILC Policy to ensure that there is full consultation with representatives of the employees on all matters concerning health and safety at work. The Principal has designated a Health & Safety Officer. It is ILC Policy to encourage every employee to seek to identify hazards within the work situation and to bring any hazards that are identified to the notice of the Principal without delay. To achieve this, he/she should report the hazard to his/her Health & Safety Officer.

Health and Safety Officer The Health & Safety Officer will be the focal point for day to day references on safety, and give advice or indicate sources of advice. He/she will act as a source for the retention and dissemination of safety information. The Health & Safety Officer will consult with the Senior Manager responsible for health and safety in organizing safety lectures to students and staff. He/she will organize and assess effectiveness of fire drills and liaise, in consultation with the Fire Authority, on all matters relating to fire precautions. The Health & Safety Officer will accompany the Principal on some of their inspections.

The following are expressly forbidden and are offences against the law:

- Any interference with the fire alarm installation or fire-fighting equipment
- Any alteration or interference with the electrical wiring of the Centre buildings without permission of the Principal and/or Health & Safety Officer

Accidents to Students and Staff

- If the accident is relatively minor and the casualty is moveable, the person in charge should arrange for the casualty to be taken to the relevant first aid person to attend.
- If the injury is more serious:
 - Assess nature of injury and treat injury if appropriate, either
 - Arrange for casualty to be conveyed either to Hospital, or
 - Call an ambulance
- If an accident happens where there are no telephone facilities. Stop the class, stay with the injured person, and send another student to Reception. The Receptionist will call the emergency service. A report will be completed by the Receptionist; this will be taken back to the scene of the accident as proof of the call being made
- First aid boxes are available in all work places
- First Aiders list will be posted on Notice Boards and amended as necessary.
- First aid should only be administered by a qualified first aid person and or appointed person.
- All accidents must be reported to the Health and Safety Officer as soon as possible with information of action taken and treatment given.
- It is the responsibility of the person in charge when an accident occurs to fill in the Accident Report Book and Forms as soon as possible after the accident.

Health and Safety Training Steps will be taken to ensure the staff and students are up to date regarding health and safety. Training will be managed by the manager and coordinated by the Health & Safety Officer.