London School of Management and Media

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Health and Safety Policy

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Introduction

The Directors of LONDON SCHOOL OF MANAGEMENT AND MEDIA (LSMM) regard the promotion of health and safety at work to be of the utmost importance for all personnel that attend as learners, staff or clients.

The policy is to ensure that every reasonable step be taken to prevent injury and ill health by protecting individuals from hazards at work. This also includes learners, staff or clients, whether it is for pursuance of their employment or for training purposes.

This is approached by:

● assessing and controlling risk as part of the day-to-day management of the centre activity

● providing and maintaining safe, healthy and secure working conditions, training and instruction so that personnel are able to perform their various tasks safely and efficiently.

● ensuring that a constant awareness with regard to health and safety at work is maintained in respect of all activities within the centre.

● Periodic review of the safety policy as the centre activities and the associated risks change.

Staff Obligations

All personnel employed within [insert centre name} have a legal obligation to co-operate in the operation of this policy by not interfering with or misusing equipment that has been provided in the interests of health and safety.

There is a corresponding obligation to co-operate and comply with this policy as far as is reasonably practicable by:

● Complying with safety procedures, whether written or brought to their attention by other means for their own protection, protection of those under their supervision and others who may be affected by their actions.

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● Reporting any incident to the Safety Advisor which has led or could have led to damage or injury. This can be verbally in the first instance but must be put in writing.

● assisting in any investigation with regards to accidents, dangerous occurrences or near misses

In line with the Safety Organisation set out in this policy, it is the responsibility of all line managers to ensure compliance with safety arrangements within their areas of responsibility. From time to time, safety arrangements are adopted for the control of risk and reflect the procedures, which are to be followed within the centre.

Safety Organisation

Objectives

The objectives of the health and safety policy are:
● to promote high standards of safety, health and welfare in compliance with the Health and Safety at Work Act 1974, other statutory instruments and approved codes of practice.

● to ensure that places and methods of work are safe and healthy through the arrangements set out in Part 3 and others which are adopted from time to time as appropriate to changing circumstances.

● to protect personnel, whether they be employees, learners, clients or members of the general public visiting centre to contractors and their employees from any foreseeable hazards

● to ensure adequate training, instruction, supervision and information is given to all employees in order that they may work in safety as far as is reasonable and practicable

● to ensure a safe and healthy working environment for all personnel and that there are sufficient facilities and arrangements for their welfare

● to ensure that awareness with regards to all aspects of safety is fostered by all personnel

● to ensure personnel are aware of their responsibility to take any steps necessary in order that the health and safety of both them and others may be safeguarded and to co-operate in all aspects with regard to safety (this may include referrals to other agencies e.g., occupational health services)

● to ensure that full and effective consultation on all matters is encouraged

Responsibilities

Responsibilities of individuals within the centre are as follows:

● **Directors:** The ultimate responsibility for all aspects of health and safety at work rests with the board of Directors through the safety organisation.

● **The academic director** is responsible for the effective implementation of the safety policy and encouraging staff, through regular monitoring, to implement health and safety arrangements.

● **Safety advisor:** The safety advisor is advisor on safety and welfare within the centre. He/she is also to advise all personnel in meeting their individual responsibilities with regard to health and safety at work.

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● The responsibility of applying safety procedures on a day-to-day basis rest with all centre staff. All accidents will be investigated by them in accordance with current procedures in order that the cause of any accident can be identified, and remedial action taken as appropriate.

They are to ensure that all new members of staff and learners under their control are instructed to their own individual responsibility with regard to the Health and Safety at Work Act 1974 and that they frequently make inspections
of their area(s) of responsibility, taking prompt remedial action where necessary.

Responsibilities of Staff and Supervision of Learners

● Employees and Learners have a responsibility to ensure that they act with reasonable care at all times with regard to the health and safety of themselves, other members of the centre, contractors, and members of the public.

They are required to co-operate with supervisors, line managers, safety representatives and the person designated to oversee Health and Safety [state who], and adhere to safety guidance given, in helping to maintain standards of health and safety within the centre.

● The safety committee as a whole, or through individual members, are to monitor health and safety performance and recommend any action necessary should this performance appear or prove to be unsatisfactory.

● It is the responsibility of contractors and their employees to read and comply with the centre's health and safety policy. This includes agency staff employed to work in the centre e.g., supply Assessors, IQAs.

Risk Assessments
Responsibility for assessing and controlling risks rests with all personnel within the centre. However, risk assessments and training shall be performed in consultation with the safety advisor.

Safety Committee
The safety committee is to comprise of: safety advisor and Academic Director.

Specific functions will include:
● The study of accident and notifiable disease statistics and trends, so that reports can be made to the Directors on unsafe and unhealthy conditions and practices, together with recommendations for corrective action

● examination of safety audit reports on a similar basis

● consideration of reports and factual information provided by inspectors of the enforcing authority

● consideration of reports which safety representatives may wish to submit

● assistance in risk assessment and the development of safety procedures and safe systems of work

● monitoring the effectiveness of safety procedures and safe systems of work

● monitoring the effectiveness of employee health and safety

● monitoring the adequacy of safety and health communication and publicity in the centre

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Safety Arrangements

The safety arrangements set out below are for the information, guidance and compliance of all centre personnel.

Health and safety are integral parts of management. They are key considerations, which should under-pin and facilitate educational and financial activity. Under the Health and Safety at Work Act 1974 and common law, employers and employees must look after children in their care.

In carrying out their normal functions, it is the duty of all centre staff to do everything possible to prevent injury to individuals including themselves. This will be achieved as far as is reasonably practicable by adoption of arrangements and procedures developed out of risk assessment for control of risk. These can be summarised as:

- providing and maintaining safe equipment and safe systems of work
- making arrangements to ensure the safe use, handling, storage and transport of materials, drugs, substances and other articles
- providing the necessary information, instruction, training and supervision to ensure all personnel are aware of their responsibilities for safety
- providing safe places of work with safe access and exits
- providing a safe and healthy working environment
- providing a system for rapidly identifying and remedying hazards
- where hazardous conditions cannot be eliminated, providing suitable protective clothing and equipment

More specific arrangements are set out below and which will be supplemented from time to time as necessary to address new risks in the form of appendices.

All personnel have a statutory duty to co-operate in fulfilling the objectives of the board of Directors and a personal responsibility to take reasonable care to ensure that their actions do not cause injury to themselves and to others.

Employees are required to observe special rules and safe methods that apply to their own work and to report hazards discovered by them to their line manager. No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

Specific Arrangements for Health and Safety

Accident reporting

Any accident or injury is to be reported to the lead Assessor by the person or persons involved in the accident, or by the line manager and an accident form completed e.g., Slips and trips. Accident forms are held [state where held]. The [State who e.g. Head of Centre] is to ensure that the board of Directors are informed of all accidents of a serious nature and any dangerous occurrences and where applicable follow the requirements of current legislation (RIDDOR, 2013).

Accident investigation

- All significant accidents or incidents that are considered to be dangerous 'near miss 'situations are to be reported in writing to the safety advisor.
- The safety advisor or her designated representative is to carry out immediate investigation into the incident in order that the cause of the accident can be identified, and measures taken to prevent a recurrence.
- Investigations such as these are essential in order that accidents, damage to equipment and property, and losses, are kept to a minimum.
- The chair of the safety committee is responsible for the co-ordination of such investigations.
- All contractors must ensure that accidents involving their personnel are reported to the Head of Centre as well as their own reporting chain.

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First aid and administration of medicines

● the centre's First Aid Policy and the Administration of Medicines Policy must be followed. Any first aid administered is recorded on a medical form and for minors, parents/guardians are advised.
● Where it is considered necessary for hospital treatment the nominated contact should be advised immediately and, in order to meet hospital legal requirements, they must meet the staff at the hospital as a matter of urgency.

Reporting procedures

Any practice or condition that is likely to have an adverse effect on health and safety of personnel or damage to equipment or property, is to be reported to the relevant safety representative. Such reports are to be recorded on a Health and Safety Concern Form.
● Always use correct routes of access. Do not use short cuts; they can result in serious accidents.

Equipment and machinery

All employees using equipment and machinery must be familiar with it and adhere to the relevant operating manuals and adhere to manufacturer's instructions and service/treatment/procedure protocol.

Good housekeeping

Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety. Accidents can be prevented by following the guidelines listed below.
● Keep areas, floors and passageways unobstructed.
● Ensure shelves in storerooms are stacked neatly and not overloaded.
● Do not obstruct emergency exits.

Electrical equipment

● Only authorised and fully qualified personnel are to install, repair or attempt to repair electrical equipment.
● The protective outer sleeve of electric cables is to be firmly secured within the electric plugs. Where the outer sleeve is not secured within the plug and the connecting live wires are visible, a qualified person is to be tasked to re-wire the plug correctly.
● Electrical equipment that is known to be, or suspected of being faulty, must not be used and must be reported, in writing to Head of the centre.
● If electrical equipment becomes faulty whilst in use it is to be isolated from the source of supply and secured so that it cannot be used until repair has been effected.

Use of harmful substances

● When using harmful substances, whether they are material or chemical substances, all personnel must ensure that adequate precautions are taken to prevent injury to health.
● No new materials or chemical substances are to be brought into use unless a COSHH (Control of Substances Hazardous to Health Regulations 1994) Assessment has been carried out and clearance given for use by the lead Assessor. The user department is to be in possession of a Safety Data Sheet.
● Work involving lead or asbestos is not to be carried out under any circumstances without reference in the first instance to [state who].

Skin infections and hand care

● To reduce the risk of dermatitis, oil acne or skin cancer, always avoid unnecessary skin contact with oils and chemicals. Always wear gloves and protective clothing where necessary.
● Always change clothing if it has become contaminated with chemicals, flammable liquids or oils.
● Any employee who suspects that a learner has a skin infection should notify the Head of the centre of their concerns in writing, e.g., Hand, foot and mouth disease.

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Contractors

Contractors working within LSMM are required to comply with the agreed site working rules as issued by the management and/or safety advisor. Any breach of these rules is to be reported to the Head of the centre.

- Records are to be maintained of any maintenance, water treatments or disinfection.

Manual handling of loads

Personnel are not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and risk assessments carried out.

Health and safety information and advice is available on all aspects of health, safety and welfare from Safety advisor. Additional arrangements will be appended as they are developed out of risk assessments carried out in accordance with this policy.

COVID

Centre staff should refer to and follow the current Government guidelines regarding COVID or any other epidemic or pandemic, where national guidelines have been issued.

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