



# **BCC HEALTH AND SAFETY POLICY**

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<b>Policy created date:</b>	<b>01/07/2019</b>	<i>Policy created</i>
Reviewed: LT	<b>01/07/2020</b>	
Reviewed: LT	<b>01/07/2021</b>	
Reviewed: HS	<b>01/07/2022</b>	
Reviewed: HS	<b>01/07/2023</b>	
Reviewed: HS	<b>01/07/2024</b>	
Reviewed: HS	<b>01/07/2025</b>	
Reviewed: HS	<b>01/01/2026</b>	<i>Renewal of BC Accreditation</i>
Reviewed:	<b>01/07/2027</b>	
Reviewed:	<b>01/07/2028</b>	
Reviewed:	<b>01/07/2029</b>	

## SUMMARY

Bournemouth City College (BCC) is committed to ensuring the continuing health, safety, and welfare of its employees, students, contractors, visitors, and all other persons who may be affected by the College's activities. BCC accepts its responsibilities under the Health and Safety at Work etc. Act 1974 and all associated legislation and guidance.

BCC will ensure, so far as is reasonably practicable, that statutory duties are met at all times and that effective arrangements are in place to promote a safe and healthy environment within the College, residential accommodation, and during all College-sponsored activities.

*This document includes:*

- 1. Health and Safety Policy in General**
- 2. Health and Safety Duties**
- 3. Employees' and Students' Responsibilities**
- 4. Risk Assessments**
- 5. Manual Handling**
- 6. First Aid Provisions**
- 7. Accident Reporting**
- 8. Fire Procedures**
- 9. Dangerous Substances**
- 10. Electrical Safety**
- 11. Work Equipment**

All BCC staff are required to follow the procedures and standards set out in this document to ensure consistency and compliance throughout the organisation.

This policy will be reviewed annually or sooner if required due to operational changes, legislative updates, incidents, or changes in Government guidance.

## 1. HEALTH AND SAFETY POLICY IN GENERAL

BCC recognises its responsibilities under the Health and Safety at Work etc. Act 1974 and will take all reasonably practicable steps to provide and maintain safe and healthy working conditions for all employees, students, contractors, visitors, and members of the public.

This applies to:

- ❖ *College premises*
- ❖ *Residential accommodation*
- ❖ *Educational activities*
- ❖ *College-sponsored trips and events*
- ❖ *Any off-site activities organised by BCC*

### 1.1 Commitment

BCC is committed to ensuring the continuing health, safety and welfare of its employees and students. We also fully accept our responsibility for other persons who may be affected by the company's activities. We will ensure, so far as is reasonably practicable, that statutory duties are met at all times.

### 1.2 Objectives

Bournemouth City College is committed to this documented Health & Safety Policy, which is designed to promote the health, safety and welfare at work of all our employees/students by achieving the following:

- ❖ *Providing adequate information, instruction and training to employees to ensure their competence.*
- ❖ *Undertaking suitable and sufficient Risk Assessments and Safe Working Procedures for all work activities to ensure a safe place of work.*
- ❖ *Providing and maintaining safe equipment and work place.*
- ❖ *Ensuring that adequate welfare facilities are provided, maintained, kept clean and serviceable.*
- ❖ *Ensuring that, where applicable, Contractors are suitably vetted and monitored to ensure they are aware of any inherent dangers at their place of work and they do not adversely affect any employee/student.*

### 1.3 Safe Working Practices

The safety of the individual will be paramount and this Policy will clearly reflect this requirement. The company will not allow, condone or connive in any unsafe practices, nor should any employee/student intentionally commit or connive with others in any unsafe act.

### 1.4 Consultation and Communication

The company will discuss and exchange ideas relating to Health & Safety at work with their employees/students. Adequate facilities and arrangements will be maintained to enable employees/students and their representatives to raise issues of Health & Safety with the company.

### 1.5 Employee and Student Cooperation

Every employee/student must co-operate to enable all statutory duties to be complied with. The successful implementation of this policy requires the whole-hearted support of all levels of management and employees/students and the acceptance by each individual of the responsibilities placed upon them.

### 1.6 Review of Policy

The policy and all Health and Safety documents will be reviewed annually and if necessary revised to consider any changes in the;

- ❖ Legislative changes
- ❖ Organisational changes
- ❖ Operational changes
- ❖ Findings from inspections or incidents
- ❖ Updated Government guidance

*The overall responsibility for health and safety rests with Basher Bengared.*

## 2. HEALTH AND SAFETY DUTIES

**Bournemouth City College Responsibilities:** *will be responsible for:*

- Providing and maintaining safe and healthy working conditions within the framework of

statutory regulations, set objectives for health and safety and encouraging joint consultation.

- Ensuring so far as is reasonably practicable, the employees, students, contractors or members of the public are not exposed to any hazards that could adversely affect their health or safety.
- Providing Health and Safety induction, safety training and education for all employees/students as deemed necessary.
- Providing safety devices plus protective clothing and equipment and enforce their use as necessary.
- Ensuring that no client, visitor or member of the public's health and safety is affected by any of the company's activities.
- Ensuring that all work necessary to improve health and safety is carried out promptly.
- Ensuring that any equipment which is unsafe, being repaired or cleaned is done according to the correct procedure.
- Ensuring that risk assessments are conducted, effectively communicated to all employees and reviewed on a regular basis. Expert advice will be sought as and when required.
- Ensuring that material safety data sheets are obtained for all substances brought onto the premises.
- Ensuring that fire doors and escape routes are kept clear at all times and at least one fire evacuation exercise is carried out annually and that the fire alarms are tested weekly.
- Providing adequate arrangements for employee/student's welfare at work
- Ensuring that all accidents/dangerous occurrences are investigated and take such measures to prevent a recurrence.
- Ensuring that all internal safety audits are undertaken at regular intervals.
- Ensuring the competence and suitability of all contractors.

### **3. EMPLOYEES' AND STUDENTS' RESPONSIBILITIES**

#### **3.1. Employees' Responsibilities: *will be responsible for:***

- Taking reasonable care for the health and safety of themselves, their fellow employees/students, clients, visitors and any other third party by keeping corridors, floors, stairs etc. free from obstruction.
- Co-operating with the company in its execution of safety rules and regulations and any duty imposed under current and any future safety legislation.

- The correct usage of personal protective equipment made available to them as required and wearing sensible footwear at all times.
- Reporting any accident, work related illnesses, hazard, near miss, unsafe or damaged equipment to their immediate Manager at the earliest opportunity.
- The correct usage of all types of guarding fitted to or associated with the equipment they are working on.
- Keeping equipment and work areas in a safe and tidy condition and keeping fire exits and fire extinguishers unobstructed at all times.
- Co-operating in the investigation of accidents/near misses and never indulging in any behaviour which could cause unintentional physical harm.
- Always lifting, moving or storing materials and substances in a safe manner.
- Ensuring that any equipment which is unsafe, being repaired or cleaned is done according to the correct procedure

### **3.2. Health and Safety Manager Responsibilities: will:**

- Develop, implement, and review the BCC Health and Safety Policy.
- Conduct regular health and safety inspections and surveys.
- Ensure inspection, maintenance, and servicing programmes are in place for all College and residential accommodation equipment.
- Maintain accurate maintenance and inspection records.
- Ensure hazardous substances are labelled, stored, used, and disposed of in accordance with COSHH regulations.
- Ensure water systems are maintained to minimise the risk of Legionella.
- Ensure cleaning staff understand relevant health and safety procedures.
- Ensure new equipment is supplied with appropriate documentation and safety checks.
- Arrange routine fire alarm testing and maintenance.
- Investigate hazards, complaints, accidents, and dangerous occurrences.
- Provide health and safety guidance, support, and training.

### **3.3. Students' Responsibilities - Students are expected to:**

- Follow all College and residential accommodation safety rules.
- Follow instructions given by staff during emergencies.

- Use equipment responsibly and not interfere with safety equipment.
- Take reasonable care of their own safety and the safety of others.
- Treat College property and equipment with respect.
- Report hazards, accidents, or concerns to staff promptly.

### 3.4. Visitors and Contractors Responsibilities

All visitors and contractors must comply with all rules and regulations currently in force. All contractors are expected to report their arrival and departure to BCC's office staff before commencing work, the location of the office is on the ground floor of the BCC School building.

Contractors and visitors must:

- Report to the College office upon arrival and departure.
- Use only equipment that is safe, suitable, and legally compliant.
- Not use BCC equipment unless authorised.
- Ensure their activities do not endanger others.
- Use appropriate PPE and safe systems of work.
- Hold adequate insurance cover.
- Report all accidents, incidents, and near misses immediately.

## 4. RISK ASSESSMENTS

We believe that Risk Assessment applies to everyone and is the key factor in relation to Health and Safety. Risk Assessment is something we all do every day and most activities have some form of risk attached to them. The object is to assess the level of risk, determine whether it is acceptable and introduce measures to minimise or eliminate the risk by:

- 1) *Preparing and implementing safe working practices.*
- 2) *Monitoring, inspecting and reporting regularly.*
- 3) *Identifying potential hazards and knowing what to do to minimise risk and respond if something goes wrong.*

BCC will carry out a 'suitable and sufficient' risk assessment. The findings of the assessments will be recorded and kept for a minimum of 5 years. Risk assessments will give a clear picture of what could go wrong and how serious an accident could be. They will enable the company to:

- ❖ Identify workplace Hazards. (A hazard is anything that has the potential to cause harm)
- ❖ Assess the Risk. (A risk is a likelihood of the hazard causing actual harm)

- ❖ Take appropriate steps to eliminate or reduce the risk of accidents or injury (i.e. control measures).
- ❖ All risk assessments will be reviewed at least once a year or if a serious accident or occurrence takes place.

## 5. MANUAL HANDLING

BCC will ensure so far as is reasonably practicable that the need to carry out manual handling operations are avoided wherever possible. Where manual handling cannot be avoided:

- Activities will be assessed.
- Risks will be reduced through control measures.
- Appropriate equipment will be provided where necessary.
- Employees will receive suitable training.

Manual handling activities may be categorised as low, medium, or high risk depending on the associated hazards.

## 6. FIRST AID PROVISIONS

*Arrangements will be made whereby first aid is given quickly to people injured on the premises.*

- BCC will endeavour to provide adequate first aid cover at all times.
- BCC will provide and maintain a first aid box and accident book. A named person will be responsible for ensuring that the first aid box is kept fully stocked.
- The name of the first aiders, the location of the first aid box will be displayed at points throughout the premises.
- All accidents are to be reported and recorded in the Accident Book at the earliest opportunity by a qualified First Aider, not the injured party.

## 7. REPORTING

- BCC is responsible for ensuring that proper reports are submitted in accordance with in-country regulations. These will be reported by the quickest possible means.
- All accidents will be investigated not to apportion blame, but to establish the cause and put in place actions to prevent reoccurrence.
- Each accident has to be recorded in Accident book, located in our ground floor office and has

to be followed up and closed appropriately with no further implications

## 8. FIRE PROCEDURES

Any person discovering a fire will immediately raise the alarm, notify a closest member of staff and vacate the premises by the nearest safe exit.

- The Health & safety Manager or the person designated to do so, should raise the alarm with the relevant Emergency Service by telephone.
- Attack the fire with an extinguisher or fire blanket **BUT ONLY** if you are trained and it is safe to do so. **DO NOT** expose yourself or others to any undue risks. Location of fire extinguishers is in the student lounge, on the corridor next to the gentlemen toilet.
- **NEVER USE WATER ON ELECTRICAL APPARATUS OR FLAMMABLE LIQUIDS.**
- When the alarm is sounded leave the premises immediately by the nearest safe exit. Whenever possible switch off equipment etc., prior to leaving **ONLY** if there is sufficient time to do so.
- Assemble at the designated Fire Assembly Point (location of Fire Assembly point is displayed in each classroom according to the location of the classroom) and report to your Health & Safety Manager.
- Get to know the means of escape provided in the building, their uses and the routine to be followed in the event of a fire. Each member of staff must know the location of the Fire Alarm and the Fire Fighting Equipment.
- A fire risk assessment will be carried out by BCC.

## 9. DANGEROUS SUBSTANCES

- Such substances include chemicals used for domestic and industrial cleaning also any item that could cause a fire or explosion. Prior to use, storage or disposal of any substance, the relevant Safety Data Sheets and/or assessments should be read and understood.
- The company will endeavour to put control measures into place to protect employees/students and others from the hazards associated with the substance being used.

**BCC ensures that:**

- ❖ **Awareness:** All chemicals or substances in use are known to the BCC Health & safety Manager
- ❖ **Use:** Chemicals or substances are only used as directed by the Health & Safety manager
- ❖ **Storage:** Chemicals or substances are stored only in locations approved and indicated by the Health & Safety Manager
- ❖ **Disposal:** Residual and waste materials are to be removed from site upon completion of any work and only disposed of in a manner directed by the Health & Safety Manager or his/her nominee.

## **10. ELECTRICAL SAFETY**

- The BCC company will ensure that all electrical equipment is inspected, maintained and suitable for the job in accordance with in-country regulations.
- All portable electrical equipment must be visually inspected prior to use. Portable electrical equipment is defined as an appliance that can easily be moved whilst in operation like a kettle, vacuum cleaner or equipment intended to be held during normal use. These checks apply to the plugs and sockets of extension leads as well.

## **11. WORK EQUIPMENT**

BCC will ensure that;

- ❖ Any work equipment provided is suitable for the purpose intended.
- ❖ Work equipment is maintained and kept in good working order.
- ❖ Employees receive adequate training and information necessary for its safe use.
- ❖ Specific measures are taken to guard dangerous parts of machinery.
- ❖ Risks associated with using work equipment are adequately controlled.
- ❖ Any work equipment that is borrowed or hired, the company will ensure that it is fit for purpose and persons receive suitable and sufficient training in its use. If necessary, specialist training courses will be arranged.