



Policy and Procedure

Health and Safety

Management of Health and Safety at Work Regulations

To: Joe Billington
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1. Purpose

ELATT has an excellent record for health and safety and we want this to continue. The board of Governors and the Chief Executive of ELATT recognises and accepts its responsibilities and statutory duties as stated in the Health and Safety At Work Act 1974, to provide a safe and healthy working environment for all staff, learners, volunteers, visitors and contractors.

ELATT aims to achieve the highest possible standards of awareness and attention to matters of safety and health at all levels of operations in accordance with the requirements of the Management of Health and Safety at Work Regulations and related legislations. Elatt proactively tackles Health and Safety issues, anticipates problems before they occur and follows safe working practices.

The purpose of this document is to provide guidance for staff, learners', volunteers, visitors and contractors in order to maintain:

- a) A safe working environment
- b) Safe working practices and
- c) Effective emergency procedures

To ensure that the policy is kept up to date, it will be reviewed each academic year. This policy is supported by a series of appendices. These may be updated more frequently than the policy without affecting its general nature; copies of the latest updates can be obtained from the Health and Safety Manager (Mia Wylie).

2. Scope

The procedure will apply to all ELATTs' operations, staff, learners, volunteers, visitors and contractors. They do not take into account follow-on action in the light of major loss or catastrophe.

It is clearly recognised that each emergency situation will have its own features that cannot be completely anticipated here. This document gives the general structure for the management of a variety of foreseeable emergency situations. It will therefore be an integral tool to reference in order to ensure safe practices are implemented in each of ELATT operations.

3. Performance indicators

Compliance with this policy will be measured through regular scheduled inspections of all facilities carried out by the health and safety Manager and an employee established self-inspection carried out by all employees.

4. Related Procedures and other documents

Staff Handbook
[First Aid Policy](#)

5. Responsibility for the policy

5.1. Overall and final responsibility for Health and Safety within the college is that the Chief Executive. The Chief Executive will be assisted by the Contracts and Information Manager; who has been appointed as the competent person as defined by the Management of Health and Safety Regulations and who will advise and assist the Chief Executive and the Board of Governors as to their Statutory obligations in respect of Health and Safety matters.

5.2. The Chief Executive will have appropriate measure in place to:

- a) Ensure that appropriate Service Delivery Managers effectively plan, monitor and review the operation of ELATT Health and Safety.



- b) Ensure that all staff are kept informed of the relevant rules, regulations and codes of practice affecting safety.
- c) Seek advice and comments where appropriate on safety standards and on safe working practices and systems to minimise the risk of personal injury, fire damage to property and health hazards.
- d) Check that relevant safety legislation is being followed and statutory registers and notices applicable to the work are being maintained.
- e) Review and update Safe Working Instructions where necessary.
- f) Annually with the aid of the Board of Governors set targets for reducing injuries and occupational illness including lost time.
- g) Ensure that all relevant persons are health and safety trained in accordance with law and LSC requirements

5.3. General Statement of Responsibilities

Each individual, whether staff, learner, volunteer, visitor or contractor:

- a) Has a moral and legal obligation to take reasonable care for his own health and safety and of other persons who might be affected by any acts or omissions.
- b) Should familiarise themselves with ELATTs' procedures in the event of fire or an emergency.
- c) Must comply with the code of Safe Working Practices and the Health and Safety policy.

5.4. No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health and safety.

5.5. Responsibility of Health and Safety Manger

- a) Will keep the Chief Executive and the Board of Governors up to date on changes to responsibilities and legislation.
- b) Will review incidents and accidents and inform staff and the Chief Executive where changes to procedures are recommended.
- c) Inform the HSE and where required the LSC and other funders if an accident or disease is reportable under RIDDOR.
- d) Keep up to date on legislation and other changes which may affect the health, safety and welfare of staff or learners as well as review and update systems and procedures in compliance with legislation and good practice.
- e) Assist with the compliance of the safety issues according to the LSC contractual requirements.
- f) Support and give guidance to staff and learners where issues related to Health and Safety need to be resolved.
- g) Ensure that staff receive training in Health and Safety matters where appropriate.
- h) Ensure that ELATTs' Health and Safety management systems, policies and amendments to them are disseminated through the organisation to all relevant staff and other persons.
- i) Ensure arrangements are in place for health and safety inspections to be held.
- j) Ensure that arrangements are in place for reporting and investigating of all accidents incidents involving injury, damage and loss, or which include potential hazard. To verse the analysis of these reports, and ensure appropriate action is taken so as to avoid recurrence.
- k) To ensure where appropriate risk assessment and safe systems of work, at onset and during the works provided by contractors undertaking work involving high risk, fire risk or of a hazardous nature.

5.6. Responsibility of all ELATT staff

In addition each member of staff is required to:



- a) Take appropriate care whilst at work to ensure that they do not endanger themselves or anyone else who might be affected by their activities.
- b) Make full and proper use of any clothing and equipment provided by ELATT for personal protection.
- c) Inform their immediate Manager if the working conditions are considered to be unsafe.
- d) Use machinery, equipment etc. in a correct and safe manner and ensure that they are maintained in good condition.
- e) Report to their immediate Manager any hazards or defects in equipment, machinery or buildings.
- f) Make him/herself conversant with the safe working instructions and codes of practice applicable to the tasks he/she is required to undertake and to comply with their contents.
- g) Ensure that groups hiring ELATTs' premises should be given a pack with fire information and instructed to convey this to their delegates.
- h) Report to their Manager immediately (within one working day) if an incident/accident occurs by completing accident book and where the learner is LSC funded and the LSC form (RIDDOR reportable only).
- i) Set a personal example.
- j) Respond positively to appropriate staff development programmes.

5.7. Teaching Staff

In addition each tutor is required to:

- a) Maintain appropriate supervision of all learners in the class during scheduled teaching periods.
- b) All new learners should be informed by their tutors of the fire safety arrangements as part of their induction at ELATT. Where it is not obvious, fire instructions stating the nearest fire exits routes should be posted in classrooms.
- c) Ensure all practical activities are always supervised where they involve dealing with using apparatus and equipment.
- d) Provide a thorough induction and ongoing programme of health and safe working environment at all times.
- e) Encourage active learner participation in safety awareness.

5.8. Technicians

In addition each technician is required to:

- a) To understand fully and act upon ELATTs' Health and Safety policy as it relates to their area of work.
- b) To ensure that the operations under their control are conducted in accordance with the relevant regulations, approved codes of practice and ELATTs' procedures, following the appropriate risk assessments and safe systems of work.
- c) To work jointly with the Health and Safety Manager and Service Delivery Managers in implementing health and safety procedures.
- d) To report to their Line Manager any staff, learners or contractors who fail to consider the safety and well being of themselves and others whilst on site.
- e) To advise the Health and Safety Manager of any need to update risk assessment relating to their work.

5.9. Learners

Each learner is required to:

- a) Complete the Learning Agreement, normally given at the programme Induction.
- b) Behave at all times in a manner conducive to safety.
- c) Use apparatus and equipment only after receiving instructions and permission from the tutor.



- d) Adopt working procedures as prescribed by the tutor concerned.
- e) Report immediately to the tutor any equipment thought to be unsafe.
- f) Comply with health and safety requirements during participation in work experience, volunteering and any other activities related to the work at ELATT.
- g) Sign to the effect that he/she acknowledges his/her responsibilities (Learning Agreement form).

Additional Help

Elatt welcomes learners with disabilities and ensures that learners requiring special help are given it when needed.

Learners are required to inform Elatt of any special disability, medical condition that might affect their performance

6. Definition

For the purpose of this policy Health and Safety refers to the Health and Safety at Work Act 1974, for everyone engaged in ELATTs' activities to exercise responsibility and care in the prevention of injury and ill health to themselves and to others who may be affected by acts and omissions at work.

7. Requirements of the policy

General Safety Precautions/Awareness

To ensure a safe working environment, each individual must employ common sense, know physical limitations, display an attentive attitude towards their surroundings, and become aware of applicable compliance codes. The following are common safety related hazards and compliance to help ensure a safe environment.

Electrical Safety

All mains powered electrical equipment must be inspected, any item not formally checked for electrical safety (look for a BBK sticker with a date on it) must be reported to the technicians who will arrange for the item to be tested in due course. Any item suspected of being defective because of age, appearance or damage must be taken out of service and the item reported to the technicians. The technician will arrange for the item to be tested and/or replaced.

Food and Drink

Eating and drinking in any teaching area is strictly forbidden. 'Bistro' areas are provided for the consumption of food and drink.

Cleanliness and Hygiene

In the interest of health and hygiene generally, it is essential that all staff and trainees observe basic requirements for cleanliness and hygiene in toilets and bistros and throughout the premises. Where cooking appliances are provided, such appliances must be kept clean and free from any waste food debris.

Waste food should not be deposited in general containers such as waste paper bins. Specific bins are allocated in the kitchen area for this purpose.

Display Screen Equipment (DSE)

ELATT is committed to implementing the requirements of the Display Screen Equipment regulations 1992 and to that end encourage staff use the interactive risk assessment package on line at: <http://www.rossiterandco.com/VDU-Health-and-Safety/Index.htm> any recommendations from the obtained report should be discussed with the Manager responsible for Health and Safety.



Accident and 'RIDDOR' Reporting

Books' Location Kingsland Road Main office (First Aid cupboard)
 Bethnal Green Main office (First Aid cupboard)

On completion of the entry, into the accident book, please notify the Manager with responsibilities for Health and Safety (Mia Wylie) without delay, and absolutely no later than within 10 days of the accident.

Learners, Visitors and Contractors

The accident book is to be completed by a member of ELATTs' staff. The completed form is then sent/given to the Manager with responsibilities for Health and Safety at Kingsland Road (Mia Wylie) without delay.

First Aid

ELATT maintains a number of staff with 'first aid at work' certificates. An up-to-date list of all first aid personnel is kept at the front reception at Kingsland Road.

In emergency evacuation situations, all trained first aiders are expected to report to the duty attendant to enquire

'RIDDOR'

The reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, know as 'RIDDOR', will be undertaken by the Manager with responsibilities for Health and Safety on receipt of notification of the accident/incident. The F2508 form will then be completed and forwarded to the Health and Safety Executive (HSE). Accidents Reports fall under the Data Protection Act and therefore should be kept under lock and key.

Staff

All accidents to be recorded in the official book (only ONE to be used on each site) within 24hrs unless serious, see below:

Fatalities

Any fatal accident MUST be reported immediately to the Manager with responsibilities for Health and Safety by the quickest means possible.

Major or serious accident/injuries, assaults or hospitalisation must be reported to the Manager with responsibilities for Health and Safety within the same day as the incident, either by telephone or by email.

Emergency Procedures

If you discover a fire, operate the nearest fire alarm or, if no alarm is provided, shout "FIRE".

EMERGENCY SERVICES – In the event of a FIRE or other SERIOUS ACCIDENT OR INCIDENT requiring the attendance of the Fire Brigade or Ambulance Service:

Dial 999

State your name, location and telephone number. Supply the emergency service with any details of the location and the nature of the emergency which they may request.

Wait for confirmation that your message has been understood.

If, after ten minutes, the appropriate Emergency Service has not arrived, repeat the emergency call. If possible, arrange for someone to be at the main entrance to the building, to show the Emergency Service the way to the incident.

If the designated fire steward for the area is not present and you are the senior person present, you must be prepared to act as a fire steward for duration of the incident.

Instructions for fire stewards appear in a later section.

Never attempt to fight a fire using the fire extinguishers or other appliances unless the fire is small, and only if you can do so without risk to yourself or others, and you have been trained in the use of extinguishers.



On hearing the fire alarm

Prepare to leave the building immediately, (NOTE: staff using the ground floor rear fire exit door, do not need a key to exit the first gate. The key for the large gates can be found on the back wall, and is signed posted).

Close any windows nearest to you.

DO NOT take anything with you and DO NOT use the lifts.

Follow the quickest safe escape route to the designated assembly area

Comply quickly and fully with all instructions given to you by the designated fire stewards, the fire coordinator, ELATT staff, and the Fire Brigade.

IMPORTANT – ELATTs' guideline for emergency evacuation of all its premises is to achieve complete clearance of the building within two minutes.

The Fire Co-ordinator - Named person (Mia Wylie), the Fire Steward to clear his or her area and reach the assembly area or main point of entry to the building. Fire Coordinators **MUST** take the following action

Phone 999 immediately, using the nearest telephone, reporting the fire (practice) or real and the location.

Move people away from exits to the assembly area (Dunston Road – by the Car Wash).

As Fire Stewards report areas are clear, mark off the road sheet noting any problems.

Station stewards at ALL entrances to prevent re-entry until the 'all clear' is given.

Report to the Fire Brigade (in the event of a real fire) on the evacuation state of the building.

After the practice (or fire) advise all stewards to 'stand down' and file the report sheet in the Health and Safety folder.

The Fire Stewards – Named Persons (Sonia McKenzie, Anthony Harmer and Rita Kinsella), the Fire Stewards **Must** take the following action:

Check that all rooms have been vacated including toilets.

Close the doors of the rooms that have been checked.

Make their way to the assembly area encouraging all persons in corridors and on stairways to proceed there in an orderly but speedy manner.

Report that your area is clear or otherwise to the Fire Coordinator.

MUST not attempt to return to any checked area unless they can do so quickly and ensuring that it is completely safe to do so.

When a Fire Steward and deputy are absent, their duties must be carried out by the most senior person present.

Assembly Points

All evacuees are instructed to evacuate to Dunston Road – by the Car Wash.

Evacuees are instructed to wait until further notifications by the authorised personnel.

Care of Casualties

If you are not qualified in first aid yourself, send for the nearest available First Aider, who will take charge of the situation. If no qualified First Aider is available; ensure that an ambulance is called.

In due course all staff who witness an accident/incident must report the incident using the accident book, the report must be given the Health and Safety Manager.

Fire detection and fire fighting equipment

ELATT has electronic fire alarm system which includes sirens, manually operated call points (break glass), and automatic detectors (e.g. smoke detectors).

The components of each of the fire systems are distributed around the building such that all staff and learners should be able to reach a call point and hear a siren without difficulty.



The fire alarm system will be tested weekly, every Friday in Kingsland Road at 4pm.

Fire fighting appliances are group at fire points in the corridors of the building. The range of extinguishers supplied is appropriate for the types of fires which may occur in the vicinity of any particular fire point. Each point has information about the colour coding of extinguishers. DO NOT use fire fighting equipment unless the fire is small and unlikely to escalate, DO NOT use the fire fighting equipment unless you have been trained in the use of extinguishers, and there is absolutely no risk to yourself or others by attempting to extinguish the fire. DO NOT position anything in a corridor which will obscure the position of a fire point. DO NOT use fire extinguisher for any other purpose, e.g. propping doors open.

Fire precautions

All staff should familiarise themselves with the quickest safe escape route between your working area and the assembly area which is used in the event of an emergency evacuation of the building you are in.

Locate all alternative safe escape routes and exits

DO NOT use the lift in the event of an emergency evacuation.

Combustible materials or flammable liquids should not be stored on/near emergency exit routes.

Fire exits should not be blocked or restricted.

Fire doors or doors fitted with a self-closing device should not be wedged or propped open.

Access to fire alarms call points and fire fighting equipment, or electrical switch gear should not be blocked.

All office areas should be kept reasonably tidy. Staff should not allow unnecessary quantities of loose paper or other combustible material to accumulate in the area that they work in.

Fire alarms are tested weekly. A different call point is tested each week and the siren silenced within 10 seconds. Staff do not need to evacuate the building.

Fire practices are to be held a least once a year. All staff must leave the building in a fire practice.

Lone and out-of-hours work (LOOH)

The hours of expected building occupancy in ELATT is 830 to 1800, Monday to Friday. All work outside these hours is subject to our Health and Safety Policy. It is essential that staff sign IN and OUT in the staff register which is located at the main entrance of out building if they are working outside the hours of expected building occupancy, at the weekend, or on public holidays. It is also essential for staff who are working on their own to identify a "buddy" who will receive a text from their mobile phone to inform

Specific Emergency Situations

Bomb Threat

Bomb threats usually take one of two forms. 1) Threats directed against the college; usually by a telephone caller. 2) Police warnings to the college; usually about threats to neighbouring properties. In either case the advice the Metropolitan Police should be sought and/or acted upon. In general, if the building has to be wholly or partially evacuated because of a bomb threat the fire alarm is NOT sounded as occupants could unwittingly enter the danger area. Co-opted staff should give verbal instructions to occupants starting with any threatened area then working down from the top of the building. Occupants should be directed away from any declared danger area. As there is no way of knowing exactly which members of staff will be on hand at any particular time, all staff must be prepared to give such instructions to colleagues.

Police advice to the recipient of a bomb threat call is to:



Keep calm, try and attract the attention of a colleague which taking the call and indicate the problem by a note of signal.
Try to obtain as much information as possible especially details of the caller and which building is involved
Immediately report the incident to a senior Manager

Suspicious packages

Any member of staff who believes they have detected a suspicious package or a package with suspicious contents should:

Leave it alone – do not handle to investigate it further.

Clear and secure the immediate area

Report the matter to a senior Manager. The senior Manager will contact the emergency services and act upon their advice. They may also advise the person reporting the incident on further actions to take.

NON – Physical Encounters - The Three Cs – stages in managing violent NON_PHYSICAL encounters

A risk assessment should identify all staff that are likely to be confronted with difficult or abusive learners or members of the public will be suitably trained.

Containing

Your first goal is to contain and calm the anger. This may mean 'talking the level of the encounter down'. Match the energy but not the anger.

Encourage them to explain what they see as the problem.

Acknowledge their feelings and your interest in helping.

Listen hard and spot the points in their account that you can respond to.

Hear them out, without offering any assessment of solution at this stage.

Watch for changes in their behaviour which suggest calming.

Do not pull rank or status; do not argue, but try to get them to relate to you as a person.

Communicating

This second goal is to commence the exchange of information, having contained and calmed the anger.

Calming

The third goal is to achieve calming of all parties involved and learn lessons valuable for the future.

