

Procedure title	Health and Safety
Procedure area	Culture and Employment
Procedure available for Students – yes/no	No
Policy Details	<p><u>H&S Induction</u></p> <p>On Arrival at TLC, All staff, tutors and stakeholders to be informed about TLC’s H&S Policy and procedures. Any updates following reviews of this policy to be communicated to all staff and students</p> <p>The Learning Connexion Ltd is committed to maintaining a safe and healthy working environment on its property for staff, tutors and visitors.</p> <ul style="list-style-type: none"> ● An H&S committee oversees all matters pertaining to effective implementation of the requirements specified in the Health and Safety Act 1992 (reprinted 2011)(Health and safety at Work Act 2015) ● Involvement of all of the above parties in hazard identification and removal/mitigation, and reporting of all accidents, incidents and near misses ● Encouragement of best practice procedures in all spheres of The Learning Connexion activities ● Compliance, where practicable, with all industry standards and local body requirements pertaining to the safe operation and maintenance of equipment and infrastructure on its premises and grounds and safe storage of dangerous goods ● Effective communication between all the above parties re safe and healthy working procedures ● Ensuring ongoing training of H&S and first aid representatives ● Safety equipment, clothing and MSDS (material safety data sheets)provided to TLC employees, if required as part of their role, and a central register of all H and S information kept in reception, and in areas related to individual items i.e, photography (chemicals), printmaking (chemicals) ceramics (chemicals) etc.
Procedure	<p><u>H&S regulatory information (H&S Act 1992)</u> Available from reception or Health and Safety representatives.</p>

Training and Policy Reviews

Annual check of first aid certificates, Health and Safety Rep training and annual review of H&S policies and Procedures.

H&S Committee

Membership either by voluntary participation, appointment or election.

Minimum of three TLC employees. Student representative involvement is welcomed.

Meetings - A minimum of one per month. Other meetings may be called to address specific issues.

Minutes available for all TLC stakeholders within one week of meeting and saved to Health and Safety Minutes folder in Google Drive.

Contractors

Contractors working on the Learning Connexion premises will be provided with a copy of the The Learning Connexion H&S policies and procedures and asked to read and sign the policy in which they then agree to abide by it.

All contractors must be inducted, showing hazards.

Hazard Notification

If a hazard is identified then a hazard notification form is to be completed. A hazard could include, but not be limited to, faulty/dangerous equipment/situation, or a person's behaviour. Forms available from reception and with accident registers which are kept with first aid kits. Copies of all accident/incident/near miss forms will be kept in reception. These will be reviewed by H&S committee and findings published in minutes.

If a hazard is of immediate danger then action must be taken to eliminate, isolate or minimise the risk of harm by any person with the appropriate level of skill to do so. Advise reception who will inform the Health and Safety committee for further action.

An annual review of all hazards will take place at the beginning of each year.

Hazards to be identified on notice board at main entrance

Hazard Management

Hazards are managed in the following order:

Control of Significant Hazards:

- 1. Eliminate:** Take all practical steps to eliminate the hazard, or reduce the hazard to a level where it is not a “significant hazard”.

For example, replace a flammable chemical with a non-flammable chemical, replace a noisy machine with a quieter machine.

In some cases this may not be practicable, in which case the next choice is:

- 2. Isolate:** Take all practical steps to isolate the hazard from people.

For example, can a barrier be put between a person and the hazard? This barrier can include:

- ✓ Physical barriers
- ✓ Time Frames
- ✓ Insulation

If this is not practicable, the last option is:

- 3. Minimise and monitor:** Minimise the risk of injury from the hazard as much as possible, providing information, training, supervision and supplying protective clothing and equipment.

If this third option is chosen, evidence will need to be provided to justify the decision against the ‘all practical steps’ criteria.

If this minimisation option is chosen to control significant hazards, there is a requirement to monitor people exposure to the hazard and to monitor people's health in relation to that exposure.

Dangerous goods MSDS for each notified hazardous product to be kept in reception in the Central Register and in each area where Hazardous products are being stored.

Accidents/Incidents and Near Misses

First aid kits and accident registers are available in reception, Mixed Media, Hot Arts, Ceramics, Sick Bay, Staff Room (Grange) and Meeting Room Kitchen.

see list of First Aid Certificate holders in links. All accidents, incidents and near misses to be reported in accident register for review and follow up by H&S committee.

Notification of Illness - Including infectious diseases and stress, physical and psychiatric:

In the Cold and Flu season, The Maintenance Team will be asked to clean all door handles and public areas with alcohol to prevent the spread of the Cold and Flu virus.

In general, the guidelines are that the students/staff and visitors well being is the priority; privacy is paramount (unless there is a clear danger to others); information is disclosed strictly on a “need to know” basis (which automatically includes the managing director); all situations are handled as if there is a disease danger (that is, use rubber gloves when body contact is required to attend to wounds: maintain excellent hygiene; do nothing which could endanger yourself or others).

Emergency Evacuation

One practice evacuation each term for Grange and Taylor buildings and another for the 3D area.

Wardens allocated for all areas.

Evacuation scheme for details.

Assistance for people with disabilities - will be noted once these Students have sought assistance from Student Support. See Impairment policy for further information.

Civil Defence Preparation

All staff and students are encouraged to maintain their own survival kit on the premises - see appendix for suggested items.

The Learning Connexion will maintain a supply of the items listed for general use.

Reviews schedules are maintained on the following:
Location register for Safety equipment (Do we have this)
Fire Extinguishers, Smoke Alarms, heat Detectors and Fire Hoses.

Building Compliance

Building Warrant of Fitness is checked annually in March by Opus International Consultants.

Fire Security Services does monthly checks of alarms and call points and heat detectors.

Wormalds check fire extinguishers and fire hoses.

JK Electrical Checks Exit signs, lighting and emergency lighting.

The lift has a current Certificate of Fitness which is updated annually prior to building WOF, and maintained by Nick Tonkin

LC needs to sign off various sheets, as below (these are completed by John Davies), on a regular basis.

Monthly Checks:

Corridors and means of escape are clear

Signs - for installed systems

Means of Escape - Monthly Inspections

3 Monthly Checks:

Safety Barriers

6 Monthly Checks

Access and facilities for people with disabilities

Annual Check:

Signs - as required by the building code or section 47a of the Building Act 1991

Electrical Equipment Testing

Self - monitoring of electrical equipment will be performed by the relevant tutors on a daily basis. The maintenance team or relevant person to be notified of any faulty equipment. They will organize items to be removed for checking /repair or disposal.

	<p><u>Provision of Safety Clothing, Equipment</u> Dust masks are available from the materials office for any student working in a dusty environment.</p> <p>Safety equipment/clothing /MSDS will be provided to TLC employees if required as part of their role.</p>
Related Policy	
Date Created	7/10/2011
Review	7/10/2012, May 2017, Nov 2017, Nov 2018
Next Review Date	Nov 2020
Links	<p>Blue Book</p> <p>Evacuation Procedure</p> <p>TLC Rules and Regulations</p> <p>Support \Class agreement.doc</p> <p>Health & Safety\HAZARD Control Plan.doc</p> <p>contractors agreement.doc</p> <p>SUPPORT Policy and Procedure\Impairment Policy.docx</p>

I/We have read and agree to abide to this policy.

Name:Company.....

Signed:Dated:.....

TLC H&S representative

Name:.....

Signed:.....Dated:.....

Appendix:
Civil Defence
Situation Assessment

Building Safety / Damage
Dead / Injured
Documentation
Assembly points
Communication / Rolls

Communication

Jonathan / Alice
Next of Kin
Civil Defence
Taita College
Onsite Staff / Students

Onsite ‘Camping’

Water
Food
Shelter
First Aid
Sanitation
Safety Equipment
Radio
Walkie Talkies

Evacuation

Safe on site Area
Taita College
Walter Nash Stadium - Runner to Check
Track Student departures / Staff - Rolls - Call Sheets
Names - Status - Destination

Business Continuity

Planning

Security

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Rescue Equipment

Vests
Masks

Hard Hat
Gloves
Breaker Bars
Ropes
Ladders

Current Systems

Rolls / Staff Attendance
Contact Information
Communication
Students
Local Civil Defence
Taita College
Supplies
Storage
Review
Training