

Policy area	Management
Policy title	Health and Safety
Policy detail	<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> <p>This is achieved by -</p> <ul style="list-style-type: none">• An H&S committee which oversees all matters pertaining to effective implementation of the requirements specified in the Health and safety act 1992 (reprint 2011)• Involvement of all of the above parties in hazard identification and control through either elimination, isolation or minimisation of actual and potential hazards, and reporting of all accidents, incidents and near misses• Encouragement of best practise procedures in all spheres of The Learning Connexion’s activities• Compliance, where practical, 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 of 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) information 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.

Procedures

H&S regulatory information (H and S Act 1992)

Available from reception or **health and safety representatives**.

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 S drive & management minutes folder.

Contractors

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

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

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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.** Minimising 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 peoples exposure to the hazard, and to Monitor peoples 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.

Students wishing to work in studios - without tutor supervision (e.g. during term break) will need to have a studio access card signed by the tutor responsible for that studio. During term breaks, students with a studio access pass are to sign in and out at Reception.

If hazardous equipment is being used without tutor supervision, prior tutor approval and a minimum of two students are required to ensure best safe practice and effective support in case of an accident.

Students using hazardous equipment without tutor supervision must receive prior tutor approval.

Tutors and students to include security staff in discussions when planning studio use outside of advertised class times.

Students and children

Students must not bring their children into TLC as it is too hazardous and we are not set up with a safe environment for them. Unless Prior arrangement has been made with tutors under exceptional circumstances. (Must be signed in at reception).

With the exception of enrolled children in after school/holiday classes.

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.

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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. Assembly point is the main car park behind the maintenance shed. More information will be given to TLC employee during their health and safety tour.

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Civil Defence Preparation

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

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

Reviews schedules are maintained on the following :

Location map for Safety equipment, 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.

J K Electrical checks Exit sign 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

On a regular basis, TLC needs to sign off various sheets, as below (These are completed by John Davies:

Daily Checks:

Corridors and means of escape are clear

Monthly checks:

Signs – for installed systems

Means of escape – monthly inspections

Quarterly checks:

Safety barriers

Six 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 maintenance team on a daily basis. Any faulty equipment to be removed for checking/repair or disposal.

Provision of safety clothing, equipment

Dust masks are available from the materials offices for any student working in a dusty environment.

	Safety equipment / clothing/MSDS will be provided to TLC employees if required as part of their role
Context	<i>This policy is subject to review due to current legislation changes in process.</i>
Effective date	30/10/2014
Version/ review date	30/10/2015
Links/Appendix	http://www.tlcstudents.ac.nz/studentHandbook Evacuation Procedure TLC Rules and Regulations ..\..\..\Support\Class agreement.doc ..\..\..\Health & Safety\HAZARD Control Plan.doc contractors agreement.doc ..\..\SUPPORT Policy and Procedure\Impairment Policy.docx

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

Name: _____ Company: _____
Signed: _____ Dated: _____

TLC H and S Rep

Name: _____
Signed: _____ Dated: _____

Appendix:

Civil Defence

Situation Assessment
Building Safety/Damage
Dead/Injured
Documentation
Gathering Points
Communication/Rolls

Communications
Emergency Response Team
Jonathan/Alice
Next of kin
Civil Defence
Taita College
Onsite staff/Students
International Students

Onsite 'Camping'
Water
Food
Shelter
First Aid
Sanitation
Safety Equipment
Radio
Walkie Talkies

Evacuation
Safe onsite area
Taita College
Water Nash Stadium – Runner to check
Track Students/Staff -Rolls – Call sheets
Names – Status - Destination

Business Continuity
Planning?

Security

Rescue Equipment
Vests

Masks
Hard Hats
Gloves
Breaker Bars
Ropes
Ladders

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

