

International Business College Manchester

Health and Safety Policy

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Section One:

Policy Statement of Intent:

International Business College Manchester is committed to providing a healthy and safe environment for all employees, volunteers, contractors and visitors to the premises. We endeavor to provide a positive experience for everybody, in an atmosphere that is positive, inclusive and free from risks to safety and health.

IBCM will comply with its statutory requirements under legislation and will report any accidents, incidents, near misses or areas for concern. We recognize that it is important also that any children and/or vulnerable adults are appropriately supervised and that everybody is committed to acting and behaving in a way which will not cause harm to themselves or others.

IBCM will comply with all requirements of the Health and Safety at Work Act 1974 (and other associated legislation) as follows:

- Safe access and egress at all times
- Regular risk assessment
- Information, training and supervision as required
- Safe plan and systems of work
- Safe use, storage and transport of articles

IBCM will:

- Provide adequate control of the health and safety risks arising from our work activities
- Consult with our employees on matters affecting their health and safety
- Provide information, instruction and supervision for employees
- Ensure all employees are competent to do their tasks, and to give them adequate training
- Endeavour to prevent accidents and cases of work-related ill health
- Maintain safe and healthy working conditions
- Ensure risk assessments are carried out as required and needed
- To review and revise this policy as necessary, at regular intervals

Premises and activities will be regularly monitored to ensure that risks are reduced as far as possible and any measures to promote the safety, health and wellbeing of all concerned will be implemented. Any concerns should be reported as appropriate to persons who are listed in section two. As IBCM shares premises with Berlitz Manchester, responsibilities are shared with Berlitz personnel.

Section Two: Organisation of Health and Safety

2.1 Responsibilities

- Overall responsibility and final accountability for Health and Safety at IBCM is that of **Mark Harrington**, Managing Director
- Day to day responsibility for compliance with this policy and all related safety matters is delegated to the Management Team/Health and Safety Committee
- To ensure health and safety standards are maintained/improved, the following people have specific responsibility in the following areas:

Health and Safety Officer	Mark Harrington
Health and Safety Committee	Mark Harrington Robert Squire Debby Dawson Rachena Kumari
First Aiders	Robert Squire Mehreen Nasri
Fire Marshall	Rachena Kumari Thomas Plaskitt
Designated Safeguarding Lead	Rachena Kumari
Designated Safeguarding person	Thomas Plaskitt

The above named persons have responsibility for:

- Handling and/or reporting safety matters in their area of responsibilities
- Enforcing and carrying out the policy on site
- Ensuring that all new employees/volunteers on the site are aware of the policy
- Reporting any safety concerns
- Liaising with other employees and volunteers on safety issues and directing employees as appropriate

All employees are required by law to:

- Take reasonable care of their own health and safety
- Take reasonable care not to put other people, fellow employees and members of the public at risk by what they do or don't do in the course of their duties
- Not interfere with anything provided to safeguard their health and safety

- Report all health and safety concerns to the appropriate person named above
- Co-operate with each other on health and safety matters

2.2 Reporting procedures

- All employees should attend to any issues needing immediate action (blocked escape route, spillage on the floor). These should then subsequently be reported to the Health and Safety Officer or member of the H & S Committee so that appropriate records can be maintained and longer-term actions followed up.
- Any concern about potential risks/dangers to safety or health to be reported to the Health and Safety officer as soon as possible.

2.3 Monitoring and Audit

- As detailed in section three, IBCM will ensure that risk assessments take place annually of all premises/activities. In addition, separate risk assessments will take place for any specific circumstances and conditions. It is therefore essential that those responsible for organizing any activities inform the health and safety committee so that appropriate records can be produced.
- Risk Assessments and associated monitoring documents form part of an audit trail which is available both for staff working at IBCM and for any external parties/statutory bodies who may need to have sight of health and safety documentation.

Section Three: Arrangements for Health and Safety

3.1 Employee health and safety code of conduct

All employees will be provided with guidance and instruction on safe working practice and procedures which need to be followed. These codes of conduct are incorporated in the IBCM Staff Handbook and will be explained at induction. This includes all information in respect of COVID protocols and procedures. It is essential that all employees and volunteers read all appropriate documentation and abide by all requirements in carrying out their duties at IBCM.

3.2 Emergency procedures and first aid

Emergency procedures are outlined under specific sections such as Fire and COSHH. All employees and freelance workers should be made aware of procedures to follow in the event of any emergency on site.

First Aid provision will be made in line with the **Health and Safety (First Aid) Regulations 1981** for the purposes of dealing with minor injuries which do not require treatment by a medical practitioner and for “preserving life and minimizing injury until medical help is obtained”.

First Aid boxes are kept in the cupboard located in the reception area and in the kitchen area. All employees and freelance workers should ensure they are familiar with these locations. First Aiders are detailed on p3 of this policy

3.3 Reporting and Investigation of Accidents at work

All accidents (and near misses) should be recorded in the accident book. All incidents as required under **RIDDOR** (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) must also be reported. Reportable incidents include:

- Any death to workers or non-workers
- Employees and others who require resuscitation or admittance to hospital for more than 24 hours
- Broken bones and fractures (except fingers and toes)
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Other injuries including crush injuries, scalping requiring hospital treatment, serious burns and scalding and loss of consciousness, as defined in RIDDOR
- Any accidents which result in the person being unable to carry out their normal work duties for more than seven consecutive days as the result of their injury

(All of the above concern only accidents which occur on the premises or which are a result of work activity)

All accidents must be entered into the accident book. Incidents which are reportable under RIDDOR should immediately be reported to the Health and Safety Officer who will complete the necessary records for the Health and Safety Executive. If in doubt as to whether an accident is reportable, report it anyway. All employees and freelance workers should be made aware of the location of the accident book and its use. They should also be aware of RIDDOR requirements.

RIDDOR also covers occupational diseases such as carpal tunnel syndrome, severe cramp of the hand or forearm, as well as occupational asthma, tendonitis and any disease attributed to exposure to a biological agent. All employees should advise the relevant Manager if they feel any work activity is contributing to any of the above.

RIDDOR also covers “dangerous occurrences”. This includes any gas incident plus the collapse of lifting equipment and the release of any substance which could cause injury to any person. If any employee or freelance worker has any concerns

regarding any of the above, they should inform a manager or the Health and Safety officer immediately.

Accident Investigation: It is the policy of IBCM that appropriate investigation will be carried out into any accident. This is to establish both the immediate and any underlying cause which needs to be addressed in order to prevent further accidents and make the environment as risk-free and safe as possible. All employees and freelance workers should comply with any investigation taking place and provide as much information and detail as possible.

Mark Harrington is responsible for investigating accidents, work-related causes of sickness absence and for acting on investigation findings to prevent a recurrence.

(Accident books can be located in the cupboard in the reception area)

3.4 Welfare facilities

Welfare facilities are provided for all employees, freelance workers and visitors. Welfare facilities as required by law include:

- washing and sanitation arrangements
- the provision of drinking water
- heating
- lighting
- seating, eating and rest rooms
- first aid

l) **Housekeeping**

All areas of the building are to be kept clean and tidy. The appropriate manager should ensure that all areas, including toilets, washing areas and kitchen facilities are kept tidy. All employees should co-operate in keeping areas clean and tidy.

i) **Hygiene facilities**

An appropriate number of sanitary conveniences are provided for employees and visitors. These comply with legal requirements and are:

- Sufficiently private and lockable internally
- In a sufficiently well-lit and ventilated area
- Suitably labelled (i.e. male/female)
- Provided with a sanitary towel disposal bin when used by females

ii) **Washing facilities**

Washing facilities are provided for both employees and visitors. Soap and hand drying facilities are also provided.

iii) **Temperature and ventilation**

It is the policy of IBCM to ensure that thermal comfort can be maintained via heating or ventilation as per the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992, regulations 7 and 6.

iv) **Rest and eating facilities**

It is the policy of IBCM to provide rest and eating facilities which are fully accessible to all with enough seating (with backrest) for the number of people likely to need the facility at any one time and with sufficient surfaces on which to place food.

3.5 Buildings and machinery

IBCM will ensure that buildings (floors, ceilings, walls, roofs, stairs or external structures) are safe for employees and all other people who may visit the premises. Annual risk assessments will be carried out on all areas by the designated Health and Safety personnel. Each individual is also responsible for checking their own area of work and reporting any concerns or defects.

Any machinery and equipment used must be installed and maintained in accordance with relevant legislation and guidance. A number of hazards are associated with machinery and work equipment, and it is important that all required precautions are followed in order to reduce risks as far as is reasonably practicable.

3.6 Electricity

IBCM will comply with all requirements of the Electricity at Work Regulations (1989). The purpose of these regulations is to require precautions to be taken against the risk of death or personal injury from electricity in work activity.

It is IBCM policy to provide and maintain safe electrical equipment whether that relates to portable appliances or wiring. All maintenance and repairs must be carried out by qualified persons and accepted by the Managing Director. Regular checks should be carried out on any electrical items used to ensure that they are safe and fit for purpose. Any defects and concerns must be reported and dealt with and any equipment which has not been used or is suspected of being faulty is not used.

All employees should ensure that they do not damage or tamper with any building, part of building equipment or wiring which could in any way adversely affect safety.

3.7 Fire

It is the policy of IBCM to provide an environment which is safe from fire hazards. This means that all potentially hazardous situations have been considered, including ignition sources, fuel sources and the presence of oxygen. It also means that there are suitable, protected escape routes leading to places of safety, fire extinguishers are

provided and maintained and that facilities for detecting and warning of fire are provided where required.

It is important that potentially hazardous situations are removed (e.g. build up of litter) and that means of escape are kept clear, means of fighting fire (extinguishers) are always available and staff are trained in fire precautions.

- The **Fire Marshalls** are responsible for ensuring the fire risk assessment is undertaken and implemented.
- Escape routes are checked in the first week of every month.
- Fire extinguishers are checked every 12 months.
- Fire extinguishers can be located on each floor of Barlow House
- Alarms are tested every week.
- Emergency evacuation will be tested at least every 6 months.

3.8 Substances

It is the policy of IBCM to prevent harm and ill health due to the exposure to hazardous substances and to ensure that suitable and sufficient control measures are in place.

COSHH (Control of Substances Hazardous to Health) assessments will identify hazards and associated risks and actions will then be identified to reduce and control risks and regularly review the control measures. Safe substances will always be used where possible. All staff should be familiar with substances on the COSHH register. These substances include:

- Liquids
- Solids
- Fumes
- Dust
- Vapours
- Fibres
- Nano-Particles
- Mists
- Gases
- Biological Agents (such as bacteria or viruses)

3.9 Manual handling

Manual handling is defined as “the movement of a load by human effort alone”. It is recognized that many risks to a person’s health and well-being are posed by the incorrect and dangerous lifting and carrying of loads.

Typical hazards are:

- lifting loads which are too heavy
- poor posture
- dropping a load and causing a foot injury
- lifting sharp-edged or hot loads resulting in hand injuries.

In order to reduce these risks appropriate manual handling training will be provided for anybody who is involved in lifting, carrying, bending or other activities during their employment. All employees are expected to comply with requirements and to act in a sensible manner when carrying any work which involves the lifting and carrying of loads. This includes the TILE checklist:

- **Task:** distances, height to lift, whether pushing or pulling is involved and whether the lifting is done seated or standing
- **Individual:** own capability, health factors (including consideration for pregnant women etc)
- **Load:** Heavy (should it be broken down into smaller loads)? Bulky, difficult to grasp, sharp/hot/cold?
- **Environment:** Working conditions such as space constraints, lighting, slippery or uneven floors and temperatures.

Any concerns should be reported to the Health and Safety Officer as soon as they arise in order to prevent potential risk.

3.10 Ladders and Step Ladders

It is not envisaged that members of staff will have the need to use ladders or step ladders during the course of their work at IBCM. Should they need to do so, they should seek appropriate guidance from the Health and Safety Officer.

3.11 Arrangements for the welfare and control of visitors and contractors

IBCM is aware of its responsibilities under the Health and Safety at Work Act to provide a safe environment for visitors and for any contractors undertaking work on the site. The Policy Statement will be displayed on the premises (along with the Health and Safety Poster) and all risk assessments should ensure that visitors are free from risk to their safety and health.

Any work undertaken by contractors will be subject to a specific risk assessment and all contractors will be provided with a copy of this policy and any other relevant health and safety documentation, including emergency procedures and first aid provision. Any contractors will also be carefully selected and checks made on their own health and safety policy, competencies, accident figures and method statements/systems of work.

3.12 Training

- Training and instruction will be provided to staff as and when required, including as part of induction into IBCM. All employees and freelance workers should advise their own manager if they feel that further training in a certain function is required. All employees are required to familiarise themselves with health and safety documentation including this policy.
- New staff will be shown fire exits, extinguishers and given details of the evacuation procedure by the Fire Marshalls.

3.13 Lone Working

It is envisaged that lone working will not take place at IBCM except in exceptional circumstances. In these instances, a risk assessment must be prepared in advance and appropriate precautions put in place which could include:

- All doors locked to ensure no unauthorised access
- Details of the activity provided to a third party who will make contact to establish safety
- On-call support as needed

3.14 Risk Assessments

As required by the Management of Health and Safety at Work Regulations, Risk Assessments will be conducted on behalf of IBCM on an annual basis. In addition to an annual check, additional risk assessments will be undertaken for extra activities and events.

The aim of the risk assessments is to highlight hazards which exist on site (or through activities undertaken) and identify the risks that they pose to individuals. The process is then to assess whether current controls are sufficient, or additional measures are needed. It is recognised that risk assessments must be undertaken regularly and reviewed as needed (for example when any situations change or when new legislation or regulations are introduced)

- Risk assessments will be undertaken by or on behalf of Mark Harrington who will then undertake the required action to remove/control the risks.
- Assessments will be reviewed regularly.

3.15 Safeguarding of young people and vulnerable adults

It is recognised that young people and vulnerable adults can sometimes be at particular risk of harm. For this reason, special procedures exist which must be followed at all times. All employees and freelance workers must be aware of the IBCM Safeguarding policies (including PREVENT).

PREVENT is one part of the government's overall counter-terrorism strategy, CONTEST. The aim of PREVENT is to:

- Tackle the ideological causes of terrorism
- Intervene early to support people susceptible to radicalisation
- Enable those who have already engaged in terrorism to disengage and rehabilitate

3.16 Consultation with Employees

- The Health and Safety Officer will consult with staff, as and when necessary, regarding any health and safety issues.
- The Health and Safety Committee will meet on a regular basis to review and monitor this policy and all health and safety procedures, including ensuring that all staff are trained and updated as necessary.

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