

# HEALTH & SAFETY POLICY

## Introduction

This document is the basis of the Health and Safety policy of New College Group (NCG). It is supplemented by separate Fire Safety, Risk Assessment, First Aid, Administration of Medicines policies as well as separate Risk Assessments which identify and specify any necessary action for identifiable hazards.

## Policy layout

The policy is in six sections:

- Section 1 makes a general commitment and lays down the policy of NCG with regard to the health and safety of our employees, students/customers, contractors and visitors.
- Subsequent sections detail the responsibilities of the employer, employees, students/customers, contractors and visitors and describe the arrangements set up to ensure the achievement of the objectives stated in Section 2.

## 1. Policy Statement

New College Group (NCG) fully recognises its obligations under national and international legislation and regulations\*, and the importance of good health and safety standards in the workplace. This is achieved by ensuring that health and safety principles and practices are fully integrated into all operational procedures.

NCG is committed to having a safe work environment and as such will endeavour to implement, monitor, assess and periodically review a wide range of measures designed to assist with the responsibilities and duties imposed by health and safety legislation. These include the objective assessment of risk presented by our work activities as well as the development of effective safety measures to control those risks.

Since the effectiveness of these measures is dependent upon the commitment and ability of all our people, NCG will endeavour to provide appropriate training and supervision of our employees, students/customers, contractors and visitors.

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The health and safety rules and principles set out in this policy apply to and shall be observed by the managing director, employees, students/customers, contractors and visitors at all times and without exception in all NCG locations and/or whenever engaged in activities related to NCG business, regardless of whether these activities take place on or off NCG premises. With specific regard to on-the-premises activities, the health and safety rules and principles set out in this policy will be applicable to any company sharing all or part of the NCG premises.

The detailed responsibilities and structures are outlined in Sections 3 and 4 of this policy.

## 2. Objectives

New College Group (NCG) will endeavour to achieve the following objectives in relation to Health and Safety:

1. The elimination of preventable accidental injury associated with our work activities and the development of our business.
2. The operation of our business with maximum regard to the health, safety and welfare of employees, students/customers, contractors and visitors.
3. The maintenance of satisfactory health and safety standards to ensure that no formal statutory action need be taken against the Company under the relevant national legislation, or any associated legislation.

\* Such as the Health and Safety at Work Act (1974) in the UK and the Safety, Health and Welfare Act 2005 (No. 10 of 2005) in the Republic of Ireland.

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## 3. Responsibilities

Overall and daily compliance of health and safety and welfare standards is the responsibility of the Company. In addition to the specific responsibilities outlined below, the managing director, health and safety officer, employees, students/customers, contractors and visitors have a legal duty, so far as is reasonably practicable, to act in a careful manner so as to ensure that they do not endanger themselves or anyone else by their acts or omissions. They must at all times observe health and safety measures and cooperate on health and safety matters.

### **3.1. The Managing Director will:**

- Ensure that appropriate arrangements are in place for the effective planning, organisation, control and review of health and safety.
- Ensure that adequate management structures exist and adequate resources are made available to ensure the health, safety and welfare of employees and students/customers.
- Provide adequate equipment and facilities with specific regard to First Aid and Fire Safety.
- Review the health and safety performance of NCG on an annual basis to ensure that effective action is taken to achieve the policy objectives.
- Create and promote a culture in which all staff can contribute to a safe and healthy environment.
- Monitor and review delivery of operational procedures.

### **3.2. The Health & Safety Officer will:**

- Actively promote a culture in which everyone can contribute to a safer and healthier environment.
- Keep themselves up to date with the most recent regulatory and technological advancements related to Health & Safety.

### **- H&S policy and risk assessments:**

- Devise and monitor the implementation of health and safety related policies and ensure that such policies are updated on an annual basis.
- Conduct risk assessments and take reasonable steps to minimise risks of injury or harm to anyone using the premises and/or taking part in NCG activities. This includes: removing fire hazards and ensuring fire alarms and equipment are fully operational and tested periodically, and that those using the premises are familiar with emergency procedures.

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- Ensure that non-standard work activities as well as off-the-premises activities (e.g. visits and trips) are risk assessed and appropriate controls put in place.
- Ensure that the Fire Risk Assessment is carried out and that all fire procedures comply with the Fire Precautions Act.
- Draft and implement Personal Emergency Evacuation Plans (PEEPs) for disabled employees or students.
- Ensure pregnant women are assigned to duties to suit their condition.
- Information and training:
  - Ensure that information is available to all employees, students/customers, contractors and visitors regarding their responsibilities for health and safety and that the HSE notice 'Health and Safety Law' is displayed.
  - Provide training on health and safety procedures with adequate documentation on employee training records.
  - Ensure that procedures for implementation, recording and monitoring of training are in place within the organisation.
  - Ensure there is a sufficient number of qualified First Aiders and Fire Wardens
- **Routine checks and maintenance of premises:**
  - Ensure a safe, comfortable and healthy working environment, including lighting, toilets, washing facilities and drinking water, with an ergonomic workspace and eye tests for those using computers.
  - Ensure daily building checks are conducted to maintain good health and safety standards.
  - Ensure first aid kits are replenished and checked by a designated first aid officer.
  - Ensure that a yearly fire extinguisher check is conducted by a qualified contractor.
  - Check all fire exits on a daily basis to ensure they are clear from obstructions
  - Appoint a full electrical inspection to be carried out on an annual basis by a qualified contractor and ensure routine monthly checks are conducted to test the emergency lighting.
  - Arrange annual PAT testing of all electrical equipment.
  - Take appropriate action to remedy any deficiencies identified by other responsible persons.
  - Report any structural, electrical or equipment defects to the appropriate contracted organisation.
  - Co-operate with, and monitor activities of, contractors working within the business to ensure that they conduct their operations so as to avoid endangering NCG employees or students.



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## - **Accidents:**

- Ensure reportable accidents are reported to the local council (RIDDOR).

## **3.3. Employees will:**

- Familiarise themselves with the NCG Health and Safety Policy as well as other relevant health and safety procedures.
- Use appropriate safety equipment whenever required.
- Wear their ID badge at all times when on NCG premises or when taking part in an off-the-premises activity organised by NCG.
- Ensure that all other employees, students/customers, contractors and visitors in their area are made aware of any hazard in the area.
- Implement safe working practices in their area to ensure maximum safety for all in their area.
- Report all accidents promptly to the First Aider or Health & Safety Officer.
- Ensure that other employees, students/customers, contractors and visitors observe all Health & Safety rules.
- Report anyone who, in their opinion, does not comply with the health and safety rules to the Health & Safety Officer
- Ensure that all defects in their work area are promptly reported to the Health & Safety Officer.
- Maintain good housekeeping in all areas at all times.
- Co-operate with the Health & Safety Officer and implement any recommendations/improvements required.

## **3.4. Students/Customers will:**

- Familiarise themselves with, and conform to, the Health & Safety Policy at all times.
- Observe all safety rules and instructions at all times.
- Wear their ID badge at all times when on NCG premises or when taking part in an off-the-premises activity organised by NCG.
- Use appropriate safety equipment whenever required.
- Conform to all instructions given by Staff members and others with a responsibility for health and safety.
- Report all accidents and damage to a member of staff, whether persons are injured or not.
- Make suggestions to improve health and safety in the school to staff members.

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- Report all hazards to a member of staff.
- Report anyone who, in their opinion, does not comply with the health and safety rules to the Health & Safety Officer.
- Attend the Student Induction, read the Student Guide and the notices on the Health and Safety Noticeboard(s), as these are the main channels of communication for health and safety within the school.

## **3.5. Contractors and visitors will:**

- Familiarise themselves with, and conform to, the Health & Safety Policy at all times.
- Observe all safety rules and instructions at all times.
- Use appropriate safety equipment whenever required.
- Sign in and sign out at reception and wear the visitor's badge at all times.
- Conform to all instructions given by Staff members and others with a responsibility for health and safety.
- Report all accidents and damage to a member of Staff, whether persons are injured or not.
- Report all hazards to a member of staff.
- Report anyone who, in their opinion, does not comply with the health and safety rules to the Health & Safety Officer.

## **4. General arrangements**

### **4.1 Risk assessment**

Please see separate Risk Assessment Policy and Visits and Trips Policy.

### **4.2 First aid**

Please see separate First Aid Policy.

### **4.2 Accidents**

All accidents must be entered in the Accident Book. The first aider in attendance will complete an accident report form for any accident and forward this to the appointed Health & Safety Officer who will ensure that relevant incidents are notified to HSE or the Local Authority as appropriate.

### **4.3 Fire safety**

Please see separate Fire Safety Policy, Fire Emergency Plan, and Fire Evacuation Procedure.

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## **4.4 Awareness**

The relevant line manager will ensure all new employees are given details of the health and safety policy and will ensure the continuing awareness of the health and safety guidelines.

## **4.5 Consultation**

Opportunities for consultation with Employees and Students will be provided and suggestions or comments on ways in which health and safety performance can be improved will always be considered.

## **4.6 Contractors and Visitors**

Staff must inform any visitors that they need to report to the main reception on arrival at the building in order to sign in and to be issued with a Visitor's badge.

In cases of pre-arranged visits, and particularly where there are large numbers of visitors coming in for meetings/events, Reception Staff should also be notified in advance. Details should be passed on to the Health & Safety Officer in order to determine hazards and risks and any special requirements. Reception Staff will contact the relevant department when the visitor arrives, and the department should then ensure that arrangements are in place for the visitor(s) to be escorted through the College building.

Staff must also inform their visitors that, on leaving the College, staff need to escort their visitor back to Reception in order to sign out.

In the event of a fire alarm sounding whilst a visitor is on the premises, staff must ensure that their visitors leave the building and attend the relevant evacuation point. If the visitor decides to leave at that time, staff must ensure that Reception Staff are informed as soon as possible in order that they can be "signed out". In addition, contractors must be shown the areas within the building where their work is to be undertaken and any hazardous work e.g. use of heat, must be thoroughly checked before work commences and after completion.

## **4.7 Health and safety training**

All employees (including part-time and temporary staff) will receive, and continue to receive, training in health and safety and fire safety every 24 months.

## **4.8 Control of substances hazardous to health**

The risk to health and safety from any hazardous substances has been assessed as part of the risk assessment and any COSHH assessments and specific precautions are detailed within the health and safety training and COSHH charts.

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## 5. Specific hazards

The following are among the more common hazards experienced and for which control procedures may need to be developed. In some cases the general arrangements in the policy will be supplemented by more detailed rules or appendices e.g. COSHH assessments.

### 5.1 Display screen equipment

Many employees are required to routinely use Display Screen Equipment (DSE) as part of their daily work. All reasonable steps will be taken by the Company to secure the health and safety of employees who work with DSE. The Company will conduct health and safety assessments of all workstations staffed by employees who use DSE as part of their usual work and will ensure that all workstations comply with statutory requirements, thus reducing risks to DSE users to the lowest extent reasonably practicable. DSE users will be allowed periodic breaks in their work. Breaks in work may take the form of other work activities or tea breaks.

Employees are entitled to eye tests to ensure their visual acuity is compatible with the requirements of DSE work. If the examination reveals the need for corrective lenses, then the cost of providing lenses and frames, for display screen activity only, will be the responsibility of the company.

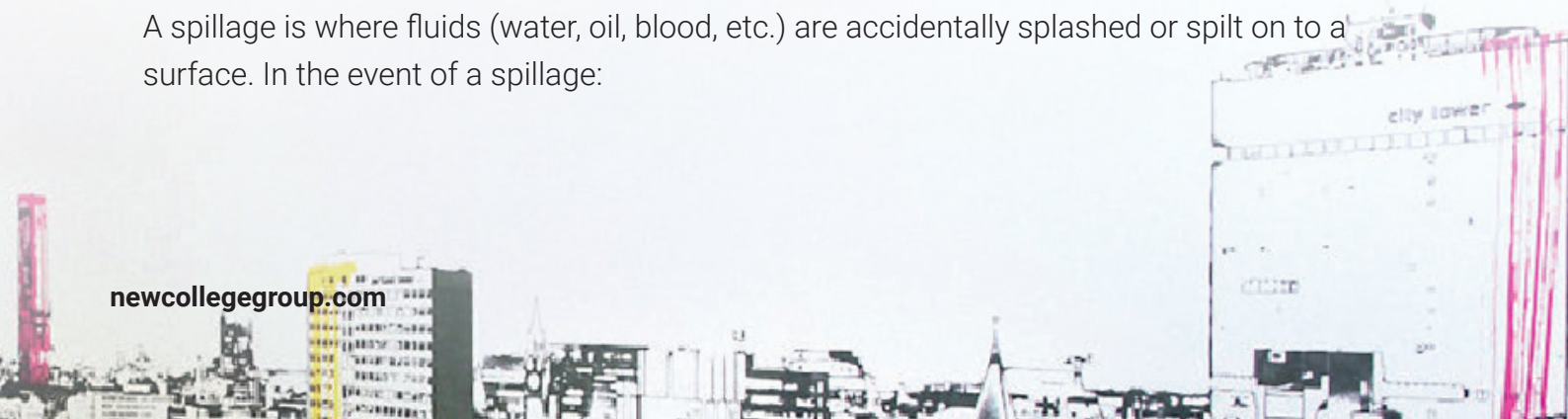
All DSE users will be given appropriate and adequate training on the health and safety aspects of this type of work and will be given further training and information whenever the organisation of the workstation is substantially modified.

### 5.2 Housekeeping

- Work sites must be kept clean and tidy.
- Any spillages must be cleaned up immediately (see section 5.3).
- Waste materials and rubbish must be placed in the receptacles provided and removed routinely.
- All materials must be properly and safely used and when not in use properly and safely secured.

### 5.3 Spillages

A spillage is where fluids (water, oil, blood, etc.) are accidentally splashed or spilt on to a surface. In the event of a spillage:





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- Staff/students/customers/contractors/visitors:
  - o Report it immediately to a Receptionist or other member of staff who will inform the Principal or the Operations Manager.
  - o Stay away from the area where the spillage is, regardless of the type of fluid that has been spilt.
- Staff member whom the spillage has been reported to:
  - o Report it immediately to the Principal or the Operations Manager.
  - o Stay away from the area where the spillage is, regardless of the type of fluid that has been spilt.
- Nominated staff members:
  - o Clean up the spillage immediately or at the earliest opportunity.
  - o Wear disposable gloves when cleaning up the spillage regardless of the type of fluid spilt.
  - o Put the “Wet Floor” sign in place where, for any reasons, the area affected by the spillage cannot be dried.

## 5.4 Access

- Walkways and passageways must be kept clear from obstructions at all times
- If a walkway or passageway becomes wet it should be clearly marked with warning signs and/or covered with non-slip material. Any liquid spilt on the floor should be wiped up immediately (please see separate procedure for dealing with spillages)
- Trailing cables are a trip hazard and should not be left in any passageway
- Any change in the floor elevation of any walkway or passageway must be clearly marked
- Where objects are stored in or around a passageway, care must be taken to ensure that no long or sharp edges jut out into the passageway in such a way as to constitute a safety hazard.

## 5.5 Manual handling

- Lifting and moving of objects should always be done by mechanical devices rather than manual handling wherever reasonably practicable. The equipment used should be appropriate for the task at hand.
- The load to be lifted or moved must be inspected for sharp edges and wet or greasy patches.
- When lifting or moving a load with sharp or splintered edges, gloves must be worn. Gloves should be free from oil, grease or other agents which might impair grip.

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- The route over which the load is to be lifted or moved should be inspected to ensure that it is free of obstructions or spillage which could cause tripping.
- Employees should not attempt to lift or move a load which is too heavy to manage comfortably. Employees should ask for assistance if there is any danger of strain.
- Where team lifting or moving is necessary one person should act as co-ordinator.
- When lifting an object off the ground, employees should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees, not the back. These steps should be reversed for lowering an object to the ground.

## 6. Review

The company health and safety policy will be reviewed each year, and if changes to the organisational structure of the company or significant alterations to work methods have taken place, then any necessary amendments will be made, and brought to the attention of employees.

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## **Appendix 1 – NCG Liverpool**

NCG Liverpool is located at Graeme House, Derby Square, Liverpool, L2 7ZH (Tel: 01512362749).

The appointed Health & Safety Officer for NCG Liverpool is: Christine Flanagan.

The Health & Safety law poster at NCG Liverpool is displayed in: Room 07 – Principal’s Office;  
Room 10 – Academic Office.

General Health & Safety advice can be provided by the local government council listed below:  
Environmental Health Team, Liverpool City Council, Public Protection Unit, Municipal Buildings,  
Dale Street, Liverpool, L2 2DH  
(Tel: 0151 233 3055)

## **First Aid**

First Aid boxes at NCG Liverpool are located in:

- Reception Area (behind the reception desk)
- Student Support Office

Posters showing the appointed first aiders are displayed around the college.

The accident book’s location is: Bookshelf behind the reception desk.

## **Fire Safety**

Posters showing the appointed fire wardens are displayed around the college.

The fire alarm is tested every Tuesday morning (10 am) by the building manager (Graeme House).

Fire evacuation drills are held once every 6 months by the building manager (Graeme House).

The Assembly Point for NCG Liverpool is located on Derby Square by the statue of Queen Victoria in the middle of the square.

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## **Appendix 2 – NCG Manchester**

NCG Manchester is located at 9 Portland Street, Aytoun Street Entrance, Manchester, M1 3BE (Tel: 01612334290).

The appointed Health & Safety Officer for NCG Manchester is: Riccardo Lanza.

The Health & Safety law poster at NCG Manchester is displayed in: Kitchen.

General Health & Safety advice can be provided by the local government council listed below:  
Manchester City Council, PO Box 463, Town Hall, Manchester  
Tel: 0161 234 4868

## **First Aid**

First Aid boxes at NCG Manchester are located in:

- Student Support Office
- Academic Office

Posters showing the appointed first aiders are displayed around the college.

The accident book is held in: Student Support Office.

## **Fire Safety**

Posters showing the appointed fire wardens are displayed around the college.

The fire alarm is tested every Monday afternoon (3.00 pm) by the building manager (9 Portland Street).

Fire evacuation drills are held once every 6 months by the building manager.

The Assembly Point for NCG Manchester is located on Circus Street under the bridge.



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## Appendix 3 – NCG Dublin

NCG Dublin is located at 1 Clarinda Park North, Dun Laoghaire, Co. Dublin, A96 H5X6 (Tel: 01-2301100).

The appointed Health & Safety Officer for NCG Manchester is: Gabriella Tarr.

The Health & Safety Policy poster at NCG Dublin is displayed in: Office, Main Hallway, Teachers' Room.

General Health & Safety advice can be provided by Health Service Executive of Ireland:  
<https://www.hse.ie/eng/services/>

## First Aid

First Aid boxes at NCG Manchester are located in:

- Office
- Teachers' Room

Posters showing the appointed first aiders are displayed around the college.

The accident book is held in: Office.

## Fire Safety

Posters showing the appointed fire wardens are displayed around the college.

Fire evacuation drills are held once every 6 months by the Operations Manager.

The Assembly Point for NCG Dublin is located in the garden away from the building and is marked with an Assembly Point sign.