



HEALTH AND SAFETY POLICY INCLUDING RIDDOR

STATEMENT OF INTENT

London School of Commerce & IT recognises and accepts the responsibilities stated in the Health & Safety at Work Act 1974 and will, as far as is reasonably practicable, ensure the health, safety and welfare of all College staff, students, visitors, contractors and members of the public who are, or may be, affected by its activities. Further, Health and Safety Act 2015 ensures that all employers provide a safe working environment and look out for the health of their employees—wherever their place of work. It relates to the wellbeing of not only permanent staff but also casual, self-employed and temporary workers, as well as visiting members of the public.

LSCI will:

- Provide adequate resources where identified through the risk assessment process.
- Employ competent staff and ensure they have sufficient information, training and instruction in order to carry out their duties safely.
- Consult with staff regarding matters that may affect their health and safety.
- Regularly monitor the effectiveness of health and safety through regular workplace inspections, audits and investigation of all incidents.
- Provide a safe environment for any young people (under 18) and vulnerable adults in its care while they are studying at the College, visiting the College or participating in College activities.
- Ensure the success of this Policy.

LSCI requires the continuous commitment and involvement of everyone to:

- Identify and control hazards and risks
- Manage and reduce risks
- Evaluate, review and revise and assess risk
- Communicate regularly and effectively
- Take care for their own health and safety and the safety of others who may be affected by their acts or omissions
- Meet the expectations required of the College

The ultimate goal of this Health and Safety Policy is to promote a positive safety culture across the College, where everyone has the same share set of values and beliefs in working safely.

RESPONSIBILITIES

The Board of Directors is responsible for ensuring all employees and students are provided with a safe and healthy working environment as far as is reasonably practicable.

CHEIF EXECUTIVE OFFICER

The CEO is responsible for the health and safety at board level and is responsible for producing this policy. He will:

- (a) advise the Board of Directors on any matters relating to health, safety and welfare which may affect the College's policy or activities
- (b) communicate the contents of this Policy to all staff and ensure sufficient resources are allocated for this purpose
- (c) promote a positive health and safety attitude amongst staff and learners

SENIOR MANAGEMENT

Senior Management will:

- (a) allocate time, resources and financial commitment as requested or identified to comply with Health and Safety regulations
- (b) ensure that competent persons are appointed to assist in evacuation/emergency procedures
- (c) review the minutes of the Health & Safety Committee Meetings and undertake any actions required of them in a timely manner
- (d) Ensure compliance with Health and Safety (Workplace) Regulations 1992, in which health and safety is an overriding consideration when selecting, redesigning or refitting infrastructure or equipment for new or existing courses. Particular attention should be made to:
 - Means of Escape
 - Lighting
 - Ventilation
 - Temperature
 - Noise
 - Welfare facilities (i.e. toilets)
 - Suitability of equipment to the environment

The Principal is responsible for:

the implementation of this policy statement and keeping it under review; safety inspections; ensuring that legal requirements are met, for example notifying any accidents reportable under RIDDOR; and ensuring that any necessary health and safety risk assessments are undertaken regularly and any recommendations are recorded and implemented.

All members of staff have a duty to look after their own and others' health and safety. In addition, all the College staff have a duty under common law to take care of students. As such it is the responsibility of members of staff (teaching and non-teaching), to ensure that the Principal is informed of any hazards present in the College. In practice, this means 'if you see something which you consider to be a hazard' report it to the Principal. Do NOT assume that someone else will. These reports should be confirmed in writing.

RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995)

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), place a legal duty on:

- employers;
- self-employed people;
- people in control of premises;

to report work-related deaths, major injuries or over-three-day injuries, work related diseases, and dangerous occurrences (near miss accidents). The easiest way to do this is by calling the Incident Contact Centre (ICC) on **0845 300 99 23** or by completing the appropriate form F2508 (<https://www.hse.gov.uk/forms/incident/f2508.pdf>).

Line manager have legal duties under RIDDOR to report and record some work-related accidents by the quickest means possible.

Major injuries

If there is an accident connected with work and an employee, or self-employed person working on the premises sustains a major injury, or a member of the public suffers an injury and is taken to hospital from the site of the accident, the College will notify the enforcing authority ICC without delay by.

Reportable major injuries are:

- Fracture, other than to fingers, thumbs and toes;
- Amputation;
- Dislocation of the shoulder, hip, knee or spine;

- Loss of sight (temporary or permanent);
- Chemical or hot metal burn to the eye or any penetrating injury to the eye;
- Injury resulting from an electric shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours;
- Any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours;
- Unconsciousness caused by asphyxia or exposure to harmful substance or biological agent;
- Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;
- Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

Reportable over-three-day injuries

An over-3-day injury is one which is not “major” but results in the injured person being away from work or unable to do their full range of their normal duties for more than three days. If there is an accident connected with work (including an act of physical violence) and the members of staff or contractor suffers an over-three-day injury, the College will report it to the enforcing authority within ten days.

If employee have been injured at work, seen a dangerous occurrence, or their doctor has certified that they have a work-related reportable disease, they must inform their line manager as part of their responsibility to report the incident.

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