

Version Control			
Version	Author	Date	Changes
1.01	Quay Huong Tran ¹	24 th May 2022	Included a version control table

¹ This date is only indicative, and the said policy may be reviewed before due to changes in the macro and/or micro environment.

Table of Contents

1	Scope of the policy	3
2	Purpose of the policy	3
3	Location of the policy	3
4	Communication of the policy.....	3
5	Review of the policy	3
6	Introduction	3
7.	Health and Safety in the Curriculum	4
8.	First Aid	4
9.	Medicines & long-term treatment of conditions	5
10.	Learner Protection	5
11.	Security.....	5
12.	Fire Precautions.....	5
13.	Trips and Outdoor Activity	5
14.	Health and Safety General Principles	6

1 Scope of the policy

This policy covers the principles of course management and administrative procedures offered at Bliss College, ensuring that the welfare and general interest of learners are prioritised.

2 Purpose of the policy

The purpose is to set out Bliss College's commitment to ensuring that it adheres to good practice in the management and delivery of all courses. This policy underlines and sets the basis for ensuring that rules and regulations of the Health and Safety at Work Act are fully integrated into its operations.

3 Location of the policy

You can obtain of this policy by ringing our administration team on 02085144977.

4 Communication of the policy

It's important that both personnel involved in the management, assessment and quality assurance of all programs on offer, are fully aware of the contents of the policy. A note will be provided on the Centre Accreditation Form to confirm that Centre is aware of this policy and will abide by it. There is also a note on the Student Registration Form to the same effect.

5 Review of the policy

This policy is a live document and will evolve over time. Although the review dates are scheduled above, this may change due to feedback from stakeholders, external agencies and regulatory authorities. The review of the policy will ensure that procedures continue to be consistent with the regulatory criteria and are applied properly and fairly in arriving at judgments in promoting a fair and inclusive learning and teaching environment for all.

6 Introduction

Bliss College prioritises the health, safety and welfare of all the people who work or learn at our college above all else. We aim to provide a safe, secure, healthy and stimulating working environment for everyone. The Board of Directors takes responsibility for protecting the health and safety of all learners and members of staff, and shall name a director who is responsible to them in this regard.

We believe that the prevention of accidents and hazards is a responsibility of every staff in the college.

The Health and Safety at Work Act 1974 states: *'It shall be the duty of every employee while at work:*

- 1. take reasonable care of their own and others' health and safety;*
- 2. cooperate with their employers;*

3. *carry out activities in accordance with training and instructions; and*
4. *inform the employer of any serious risks'*

The act also states:

'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of Health and Safety or welfare in pursuance of any of the relevant statutory provisions.' Education employers have duties to ensure, so far as is reasonably practicable:

1. *The health, safety and welfare of teachers and other education staff;*
2. *The health and safety of pupils in-school and on off-site visits; and*
3. *The health and safety of visitors to schools, and volunteers involved in any school activity'*

The Directors appreciate that the identification of hazards and the control of risks underlines this responsibility, and that these can be most effectively achieved through the total commitment and support of all staff at all times. Furthermore, the Directors seek to achieve the highest practical standard possible in all aspects of health, safety and welfare at Bliss College. To this end they are expected to implement the provisions of the policy.

An assessment of risks will be carried out during each academic year. This policy sets out the main provisions of the policy and covers the college's arrangements for health and safety, the organisation for carrying out policy and the responsibilities of individuals.

7. Health and Safety in the Curriculum

It is the responsibility of the *lecturer* to ensure that curriculum activities are safe. If a lecturer does have any concerns about learner safety, they should draw them to the attention of the director before the activity takes place.

Accidents occurring to persons in the college should be reported and dealt with immediately. The director responsible should be notified and should administer appropriate first aid when necessary. If the director is not available, a member of the senior management team should be informed and should take decisions as to appropriate action. All accidents occurring in the college should be entered in the Accident Report Book.

Parents, or other responsible person(s), should be contacted in all cases where the accident is more serious. When it has not been possible to contact such persons then the incident should be reported to parents at the end of the session, either directly or by letter. When in doubt staff should seek professional medical help immediately.

8. First Aid

First Aid treatment for minor injuries will be available at all times and will be displayed prominently on all the floors of the college. At least 2 qualified first aiders will be available during the normal operating hours.

9. Medicines & long-term treatment of conditions

Bliss College follows Borough policy, whenever appropriate, regarding the use of medicine(s) in the college. The college follows their procedure for the treatment and welfare of learners suffering from asthma and the long-term conditions, e.g., epilepsy, and will remove the learner to the nearest hospital.

10. Learner Protection

We cater to learners from the ages of 16 and above. As such, all the staff employed, whether permanent, part-time or contractual, are required to have a full DBS (Disclosure & Barring Service) check. The college is safe and secure at all times.

11. Security

We will endeavour to do all we can to ensure Bliss College is a safe environment for all who work or learn here. We require all visitors to the college who arrive in normal college hours to sign the visitors' book in the admin area, and to wear identification badge at all times whilst on the college premises. Teachers will not allow any visitor to enter their classroom if the college visitor's badge does not identify them. If anybody in the college has suspicions that a person may be trespassing on the college site, they must inform the Dean or other designated person immediately. The Dean will warn any intruder that they must leave the site straight away. If the Head of Faculty has any concerns that an intruder may cause harm to anyone on the site, s/he will contact the police.

12. Fire Precautions

The college conducts, once a term, a fire drill, for all learners and staff. The college also ensures that all fire equipment is kept unobstructed and in proper working order. It is essential that all fire exits from the classrooms, corridors and halls are kept clear of obstructions at all times and that fire doors should not be hooked open. An independent fire risk assessment is done on an annual basis. The fire exits are clearly marked. Staff, on noticing smoke or fire, must set off the fire alarms at once and vacate the building in accordance with the guidelines on display in each classroom. All staff must be made aware of the position of all fire alarms in the college. On no account should fire alarms be covered in any way, or access to them obstructed by furniture or other items. Visitors must follow guidelines listed on the back of their visitor's pass.

13. Trips and Outdoor Activity

Bliss College requires all offices, laboratories, workshops and other workplaces to be suitable for the work activities that take place in them, so as to protect the health and safety of staff learners and others who work there. All operations which involve a risk of injury or harm should be avoided as far as is reasonably possible and all work and activities in departments/divisions will be expected to comply with Statutory and College Codes.

The Director will arrange a risk assessment of every activity undertaken. The learners

will be informed of all the risks involved, and the precautions to be taken. The learners will be accompanied by at least one faculty at all times.

14. Health and Safety General Principles

1. At the college we are committed to achieving high standards of health, safety and environmental practice.

2. The Management Board expects staff, learners, visitors, contractors and other employers who work at Bliss College to share this commitment by complying with college policies and procedures, and to understand that they too have legal and moral obligations to themselves and to one another.

3. We intend to ensure the health and safety of all persons who may be affected by our activities by:

- a) Consulting with and involving our staff and learners in matters relating to their own health and safety.
- b) Providing, managing and maintaining our workplaces, grounds, and properties so that they are, as far as reasonably practicable, safe and that risks to health are controlled.
- c) Providing adequate and appropriate facilities and arrangements for welfare at work.
- d) Providing, managing and maintaining equipment so that it is, so far as reasonably practicable, safe and that risks to health are controlled.
- e) Identifying hazards and conducting formal risk assessments when appropriate in order to minimise the risk for all activities undertaken by Bliss College.
- f) Ensuring that control measures and emergency procedures are: in place; effective; properly used; monitored and maintained.
- g) Implementing systems of work that are safe and where risks to health are controlled.
- h) Providing the information, instruction, training and supervision at all levels necessary to ensure that staff and learners are competent to supervise or undertake their work activities and are aware of any related hazards and the measures to be taken to protect against them, and giving adequate information on relevant hazards to any persons whose health and safety might be affected by them.
- i) Keeping up to date with best practice in relation to health and safety and complying with all relevant legislation and authoritative guidance.
- j) Monitoring the safety performance of contractors who work for us.

1. Where there are no existing Policies or Guidance, we expect our staff, learners and contractors to implement the highest relevant standards and to comply with relevant legislation. Where no standards or legislation exist, we will work with our staff, learners and contractors to develop systems which comply with best practice and eliminate or minimise the risks so far as reasonably practicable.

2. We will promote a positive health and safety culture in the college and educate our staff and learners in health and safety. Wherever possible, information on health and safety legislation and standards applicable to a particular course will be

Health and Safety Policy

- included. In areas of work or research which are highly regulated, staff and learners will be expected to attend certain courses as a mandatory requirement.
3. We undertake to continually review and develop our safety management systems, with the overarching aim of conducting our activities in a manner which does not affect the health and safety of any staff, learners, contractors, visitors or members of the public, or adversely affect the environment.

End

Policy: Health and Safety	Date created: December 2017	Date implemented: January 2018
Responsibility: Quay Tran	Approved by: Management	To be reviewed: May 2023