



## ANGLO SKILLS COLLEGE



### Health and Safety Policy

<b>Originator</b>	<i>Administration Office</i>
<b>Date of Last Approval</b>	<i>May 2018</i>
<b>Approval/ review body (ies)</b>	<i>ASC Management &amp; Quality Assurance Team</i>
<b>Review interval (years)</b>	<i>ONE (1)</i>
<b>Date of next review/ approval</b>	<i>May 2019</i>
<b>Approved by</b>	<b>Farooq Mir, Principal</b> 



## **Health and Safety Policy**

The College in its Health and Safety Policy recognises that safety is an essential part of all its activities. The College's aim is to safeguard the health, safety and welfare at work of all its staff, students and visitors so far as is reasonably practicable.

With this in mind, staff are encouraged to set a high standard for safety by personal example so that students leaving the College take with them an attitude which accepts good safety practice as normal.

For their part, staff of the College should conduct themselves in a safe manner, in accordance with the College's Health and Safety Policy and Codes of Practice, copies of which are available at the Office. The following advice represents good safe practice and should be followed by all staff:

- Make sure you are familiar with the fire procedures in the buildings you use, both on the campuses and in your place of residence.
- Always switch off electrical appliances at the main socket after use, not simply on the appliance.
- All College electrical wiring and equipment is tested and checked at regular intervals. Any repairs or modifications must only be made by College electrical staff. It is an offence to do any modifications or repairs yourself as it may constitute a serious electrocution or fire risk.
- Electrical circuits should not be overloaded; if in doubt ask for advice.
- Only proprietary brands of electrical appliances are allowed in College premises. You may be held responsible for any harm which may occur to anyone because of equipment you bring into the College.
- Report any faulty or malfunctioning equipment immediately and ensure that no one else can use it until a repair has been carried out.

## **Alarms & Fire Drills**

- Make sure that you know where the fire exits are and how to use them. Do not tamper with fire alarms or fire extinguishers. The College will hold fire drills at regular intervals; make sure you know the procedure to follow.

## **Procedures in the Event of a Fire**

- On discovering a fire, activate the nearest fire alarm.
- On hearing the fire alarm, leave the building by the nearest available exit (including fire exit doors). Do not use lifts. Lecturers are responsible for ensuring that the classroom in which they are teaching is evacuated.
- Go to the fire assembly point at the front main gates. Do not re-enter the premises until told by the controlling officer to do so.
- Arrangements for disabled persons: Wheelchair users above the ground floor should be escorted to the designated refuge points and the college fire team should be notified immediately.



## Accidents & Incidents

- All accidents should be reported to a responsible person in the area where they occur as soon as possible after their occurrence.
- If you see anything that could be of danger to anyone, do not try to deal with it yourself.

## Smoking Policy

- About the health and comfort of all members of the College and its visitors, smoking is not permitted inside any of the College premises.

## Responsibilities

- Overall and final responsibility for health and safety is that of the Principal. Day-to-day responsibility for ensuring this policy is put into practice is delegated to each staff member. To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

**Farooq Mir** – Equipment  
**Farooq Mir** – Exits, Drills

## Competency for tasks and training

- Induction training will be provided for all employees by **Farooq Mir**
- Training records are kept at the **Administration Office**
- Training will be identified, arranged and monitored by **Farooq Mir**

## List of First Aiders

Certified First Aider for college – **Farooq Mir**  
Certified First Aider for Building – **Gerard (Doorman)**

## First Aid Procedures

### Introduction

Under Anglo Skills College Health & Safety Policy it is important to provide first aid support to someone who becomes injured or unwell in the college premises. It is our policy to ensure at least one person (preferably head of the organisation) is fully trained as a first aider and provide support as and when necessary. Any accidents or injuries must be reported in the accident book for college records. If necessary, the accident will be reported to RIDDOR.



## First Aiders:

- Farooq Mir – Principal
- Maggie Gadsby – English Language tutor

It is important all first aiders take an approved course in First Aid and undertake yearly refresher courses or activities.

## First Aid Boxes

Anglo Skills College First Aid box is located near the reception desk, under the First Aid Station sign.

All first aiders are responsible in maintaining the First Aid box ensuring that it contains all the necessary equipment and that the equipment is in date.

Items:

- Guidance leaflet
- Wash proof plasters
- Stretch fabric plasters
- Eye pad sterile dressing
- Calico triangular bandage
- Large/ medium sterile dressing
- Safety pins
- Steropad
- Gloves
- Alcohol free wipes
- Scissors
- Microporous tape
- Steropore
- Wall bracket

## First Aid Assistance

A first aider should always be contacted if anyone is injured or unwell. The first aider will assess the situation, provide help and decide if further medical assistance is required. A first aider should always remain with the casualty and if necessary request additional help from other first aiders.

If no first aiders are available the casualty will be assisted to the nearest hospital. In case of an emergency an ambulance will be contacted for medical support (dial 999 or 112).

## Medical Treatment

If the casualty is taken to hospital the first aider will accompany them or they will ask a friend or an appropriate member of staff to stay with them

When appropriate or if asked, the first aider will contact the casualty's next of kin. Emergency contacts for students are recorded on the school's database and kept in the student files.



## **Student Protection**

Risk Assessment. We have identified the following risks that might interfere with our ability to provide quality training courses.

1. Temporary or permanent loss of staff.

Likelihood: Likely to impact on students: Mitigating actions: ASC will endeavour to engage new staff immediately. We have a cohort teachers who have expressed interest in working for ASC and endeavour to replace tutors as swiftly as possible to minimise disruption to students.

2. Closure of the Building

Likelihood: Very unlikely. We are currently renting accommodation in a secure building in the centre of Nottingham with a 1 year lease.

ASC applies policies and procedures to ensure the college is a safe, friendly and secure environment for student learners and staff.

## **Access and Participation**

Where individuals are placed at a substantial disadvantage as a result of their disability, the College will make reasonable adjustments to the arrangements, practices, premises or equipment provided to accommodate their needs and requirements.

Wherever possible, the College will provide opportunities and training for people with disabilities, including those who become disabled. To ensure all resources are accessible to disabled learners within the college, trained staff will be provided for additional help and support where possible. ASC will ensure that measures are in place to help students with disabilities and secure their safety.

## **Consumer Protection**

Our overall approach to ensuring compliance with Consumer Protection Law

We are compliant with the consumer protection law. We believe this because our courses provide high quality education and are entirely fit for purpose. The courses are run in exactly the same manner as they are described in the prospectus. In the case of a student being dissatisfied with the course we operate a full refund policy which is entirely compliant with the Consumer Protection Act.

As we are a small to medium sized college the person responsible for ensuring we remain compliant is the Principal, Mr. Farooq Mir.

Our course descriptions are reviewed every year to make sure they are accurate and will truly reflect student experience. Before laying out any new courses we ensure that we can provide a precise description of their content. The management team will discuss these matters annually.

All information on students is strictly confidential and is kept securely.



## Health & Safety Declaration

### General Principles

1. At Anglo Skills College we are committed to giving health and safety the highest priority in all of our activities. We expect staff, students, visitors, contractors and other employers who work at Anglo Skills College to share this commitment by complying with our policies and, where appropriate, our procedures and to understand that they too have legal and moral obligations to themselves and to one another.

2. We are dedicated to ensuring the health and safety of all persons who may be affected by our activities by:

a. Providing, managing and maintaining a study and work environment which are, so far as reasonably practicable, safe and in which risks to health are controlled.

b. Ensuring that the use, handling, storage and transport of items and substances are carried out safely and that risks to health are controlled.

c. Providing the necessary organization, expertise and resource, including communication and consultation, planning, monitoring, inspection and auditing procedures to ensure that there is effective management of health and safety throughout the College.

d. Ensuring that our staff and any contractors we employ are competent and carry out risk assessments for all the work they control.

e. Providing the information, instruction, training and supervision at all levels necessary to ensure that our staff and students are aware of the hazards at the College, together with the appropriate measures to be taken to protect against these hazards.

f. Giving adequate information on relevant hazards to any persons whose health and safety might be affected by them.

g. Keeping up to date with best practice in relation to health and safety and complying with all relevant legislation and authoritative guidance.

h. Consulting with and involving our staff and students in matters relating to their own health and safety.

3. Where there are no existing College policies or guidance, we expect our staff, students and contractors to meet the highest relevant standards and to comply with relevant legislation. Where no standards exist, we will work with our staff to develop systems which comply with best practice and eliminate or minimise the risks so far as reasonably practicable.

4. 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, students, contractors, visitors or members of the public, or adversely affect the environment.



# ANGLO SKILLS COLLEGE

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[www.angloskillscollege.co.uk](http://www.angloskillscollege.co.uk)

Private  
Further  
Education

Anglo Skills College  
Certification N°.108  
Educational Oversight 2012  
[educationaloversight.co.uk/108](http://educationaloversight.co.uk/108)

I and the other members of the Management Board are committed to this Policy and to the implementation and maintenance of the highest standards of health, safety and welfare across the College. We expect every member of Anglo Skills College to share this commitment and to work together to achieve it.

Sign: \_\_\_\_\_

Date: \_\_\_\_\_