



# **London College of Business Management and Computing Studies**

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## **Health and Safety Policy**

## **Policy Statement**

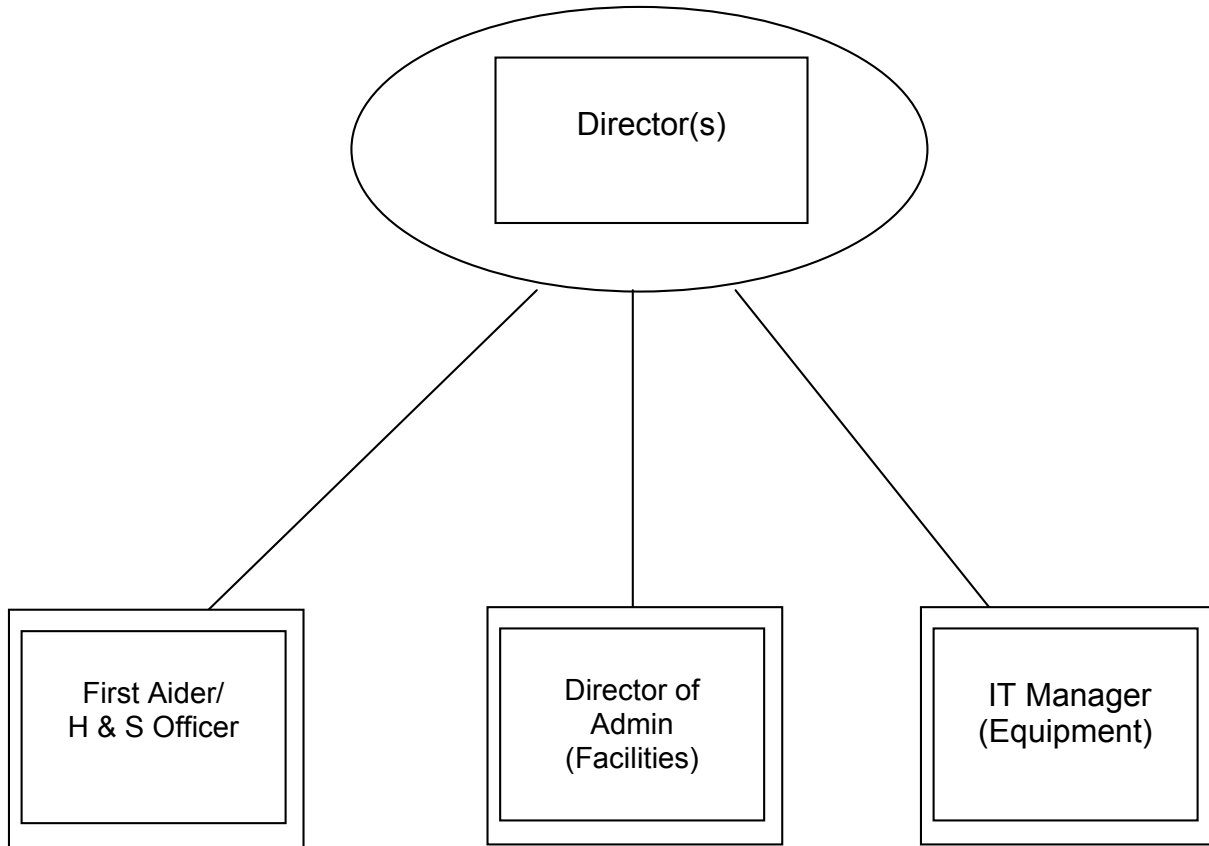
Our policy is to provide and maintain safe and healthy environment, working conditions, equipment, and systems of work at our workplace. It also includes providing adequate control of the health and safety risks arising from our work activities. We do strive to ensure safe handling and use of substances. We will also provide such information, training, and supervision as is needed for this purpose.

We also acknowledge responsibility for the health and safety for other people who may be affected by our work and activities.

Our policy also involves consultation with our employees on matters affecting their health and safety, and endeavours our best effort to prevent accidents and cases of work-related ill health and sickness.

The allocation for safety matters and the particular arrangements that we will make to implement the policy are set out below. The policy will be kept up to date, particularly as the business changes in nature and size. In order to guarantee this, our policy and the ways it is operated will be reviewed annually.

## Responsibility Hierarchy



## Responsibilities

**Mr. M A Hadi**, as the College Manager, has overall responsibility for health and safety in the Organisation.

He is responsible for ensuring that all matters relating to health and safety are addressed within the Organisation and that the policy is kept up to date and reviewed regularly. He is also responsible for the implementation of the Health and Safety Policy, the co-ordination of the undertaking of risk assessments, and the implementation and monitoring of any controls which are imposed as a result of the risk assessments.

He has day-to-day responsibility for ensuring that the health and safety policy is put in to practice and that any controls are put in to practice or are carried out.

The following people have responsibilities for ensuring health and safety standards are maintained / improved in the following areas:

<b>Name</b>	<b>Area of Responsibility</b>
Mr. G. Kibria	Health Safety Advisor
Mr. M A Al-hadi	First Aider
Mr. M A Al-hadi	Building Maintenance
Mr. Mushfiq Raihan	Safe Handling and Use of Equipment

**All employees** have the responsibility to co-operate with the Organisation to achieve a safe and healthy workplace and to take reasonable care of themselves and others and not to interfere with anything provided to safeguard their health and safety. An employee has a responsibility to let College Manager know if there is a matter relating to health and safety that should be brought to their attention for action.

### **Health & Safety Advisor / Workplace Safety Advisor**

**Mr. G. Kibria** is responsible for health and safety matters and will be available to advice on particular health and safety matters.

### **Health & Safety Representative**

The Organisation will designate one person on each Site to be the Site Health and Safety Representative.

The following persons are the Site Health and Safety Representatives:

<b>Name</b>	<b>Site</b>
Mr. M A Al-Hadi	College campus

The Site Safety Representative will ensure that all safety procedures are adhered to and will report areas of non-compliance to the College Manager.

### **Implementation of Policy**

The Safety Advisor will ensure that all employees have access to the Health and Safety Policy that is located in the corridor. Each employee will be given a copy of the general policy on commencement of his or her employment.

Mr. M A Al-Hadi will ensure that all employees are given a copy of the Health and Safety Policy and will keep and maintain records that staffs have received a copy of the policy.

### **Consultation with Employees**

Mr. M A Al-Hadi is the Employee Representative on Health and Safety matters. Consultation with employees will be made through the Employee Health and Safety Representative.

### **Risk Assessments**

Risk assessments will be undertaken for all members of staff, work activities and systems annually. The results of the risk assessments will be recorded in writing, safety procedures produced and implemented to ensure adequate levels of health safety and welfare.

Risk assessments are to be reviewed regularly to ensure that they are still appropriate to the tasks covered. They will also be reviewed when a new member of staff joins, new equipment is installed, when a new system of work set up or when the business or Organisation changes premises.

The College manager Mr. M A Al-Hadi shall be responsible for undertaking risk assessments of the premise as required by the Management of Health and Safety at Work Regulations 1999.

The results of any risk assessment shall be recorded and kept at relevant file and displayed on notice board by Mr. Mr. M A Al-Hadi.

The findings of the risk assessments will be reported to the College Manager.

Action required for removing or controlling the risks identified will be approved by the College manager as well.

Mr. M A Al-Hadi, the Health and Safety Representative, will be responsible for ensuring that any required action is implemented.

Mr. M A Al-Hadi will check that the implemented actions have removed or reduced the risks.

Assessments will be reviewed every year or when the work activity changes, whichever is soonest.

Below is some simple guidance to help those who are required to carry out risk assessments:

### **1) Identify the hazards**

First, identify what the hazards are.

Look for hazards that you could reasonably expect to result in significant harm. The following are some examples:

Slipping / tripping hazards, fire, chemicals, moving parts of machinery, vehicles, dust, lifting and carrying, poor lighting, electricity, fumes, noise and low temperatures.

### **2) Identify who might be harmed and how**

Identify people who might be harmed by the hazard, including employees, other workers in the workplace and members of the public. Do not forget the cleaners, external maintenance Contractors, and other visitors. It is also necessary to identify groups of employees who may be

particularly at risk, such as young or inexperienced employees, new and expectant mothers, out of hours activities, home workers, those who work alone and disabled staff.

### 3) Evaluating the risks from identified hazards

Risks from identified hazards need to be evaluated.

If there are no hazards there are no risks. Where risks are already controlled in some way, the effectiveness of those controls needs to be considered when assessing the extent of the risk that remains.

It is also necessary to:

- Observe the actual practice. The employees concerned and their Safety Representative or Workplace Safety Advisor should be consulted;
- Address what actually happens in the workplace or during the work activity;
- Take account of existing preventative measures; if existing measures are not adequate, consider what more should be done to reduce the risk sufficiently.

### 4) Review & Revision

Review the Assessment.

Check that the precaution for each hazard that was identified is still adequately controlled. If it is not adequately controlled, the action needed to control the risk should be indicated and the outcome noted.

The Assessment must be reviewed at least annually or whenever the process or procedure is changed.

<b>Risk Assessment For:</b>	<b>Assessment Undertaken:</b>	<b>Assessment Review:</b>
LCBMCS Activity Assessed:	Signed: Job Title: Director of Admin	Date:

		Date:		
Work Practice:				
Hazard	Who is affected?	Controls in place	Further controls needed?	Checks to ensure controls working
Work Practice:				
Hazard	Who is affected?	Controls in place	Further controls needed?	Checks to ensure controls working

**Accidents, First Aid, Ill Health and Near Misses**

The First Aid Box(es) is/are kept in the corridor opposite the common room. Mr. M A Al-Hadi is the appointed First Aider.

Mr. Zahid Ali is responsible for ensuring that the First Aid Box(es) is/are kept fully stocked and equipped.

All injuries, incidents, and dangerous occurrences at work involving employees or members of the public must be reported and recorded in the **Accident Book**.

The Accident Book is kept by Mr. Zahid Ali in the office room.

Major accidents or incidents must be reported to the Enforcing Authority quickly by phone or fax. These and other specified injuries or incidents must also be reported by submitting a completed F2508 report form to the Authority within ten days of the incidents. The Regulations also require the notification of non-consensual violence to a person at work and any incident that results in a member of the public having to go directly to hospital is reportable.

Mr. Zahid Ali is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority. The enforcing authority for this organisation is:

**Environmental Health, Tandridge District Council, Station Road East, Oxted, Surrey, RH8 0BT, Tel: 01883 732841, Fax: 01883 732888, email: [eh@tandridge.gov.uk](mailto:eh@tandridge.gov.uk).**

Any incident under the above Regulations can also be reported in a variety of ways:

- By telephone on 0845 300 9923 (local call rate);
- By fax on 0845 300 9924;
- By email to: [riddor@natbrit.com](mailto:riddor@natbrit.com);
- Via the Internet at [www.riddor.gov.uk](http://www.riddor.gov.uk);
- By post; or
- Directly to Tower Hamlet Council (by telephone and then by post on Form 2508 or 2508A)

Mr. Zahid Ali is responsible for investigating any incidents, injuries or dangerous occurrences and is also responsible for advising Mr Tareq Chowdhury of any measures that need to be put in place to minimise the risk of any incidents reoccurring. He is also responsible for acting on investigation findings to prevent a recurrence.

### **Emergency Procedures – Fire and Evacuation**

Mr. Zahid Ali is responsible for ensuring that the Fire Risk Assessment is undertaken and implemented. (This task can only be completed by someone who is a competent person who has attended a course). He will ensure routine checks to be done by relevant person described below.

<b>Thing(s) to check &amp; maintain</b>	<b>Person Responsible</b>	<b>How frequently</b>
Escape routes	Mr. M A Al-Hadi/Mr. Zahid Ali	every week
Fire extinguishers	Mr. M A Al-Hadi/Mr. Zahid Ali	every year
Alarms	Mr. M A Al-Hadi/Mr. Zahid Ali	every week
Emergency evacuations	Mr. M A Al-Hadi/Mr. Zahid Ali	every month

### **Safe Equipment**

Mr. M A Al-Hadi/Mr. Zahid Ali is responsible for identifying all equipment / plant needing maintenance.

Mr. M A Al-Hadi/Mr. Zahid Ali is responsible for ensuring effective maintenance procedures are drawn up. He is responsible for ensuring that all identified maintenance is implemented and that record of any inspection, servicing or maintenance of equipment / plant is recorded and that records are maintained.

Any problems found with plant /equipment should be reported to the Principal. He will check that new plant and equipment meets health and safety standards before it is purchased and ensure that employees are given adequate information, instruction and training in relation to the use of plant / equipment. He / she is also responsible for ensuring that records of any information, instruction and training are kept and maintained where necessary.

### **Safe Handling and Use of Substances**

Mr. Mushfiq Raihan will be responsible for identifying all substances that need a COSHH assessment and will undertake COSHH assessments and ensure that records are kept and maintained where necessary. He will be responsible for ensuring that all actions identified in the assessments are implemented.

### **Personal Protective Equipment (PPE)**

Mr. Mushfiq Raihan will be responsible for ensuring, where the need for PPE is identified, that it is suitable for the activity and for the individual using it. He will also be responsible for ensuring that PPE is maintained, clean and that it is replaced when necessary.

Mr. Mushfiq Raihan will be responsible for ensuring that PPE is suitably stored when it is not being used. He will be responsible for giving training, information and instruction to employees on the use of PPE and how to look after it. He/she will also be responsible for keeping & maintaining records of the training, information and instruction given to employees.

### **Display Screen Equipment**

Mr. M A Al-Hadi/Mr. Zahid Ali will be responsible for ensuring that display screen equipment workstations are assessed and will ensure that records of the assessments are kept and maintained.

Action required for removing or controlling the risks identified will be approved by Mr. M A Al-Hadi/Mr. Zahid Ali and will ensure that any required action is implemented.

Mr. M A Al-Hadi/Mr. Zahid Ali will check that the implemented actions have removed or reduced the risks.

Assessments will be reviewed every year, when the work activity changes, whenever you change location, or whichever is soonest.

Mr. M A Al-Hadi/Mr. Zahid Ali will be responsible for providing training and information for display screen equipment users and will keep records of any training and information that is provided.

It is this Organisation's policy to ensure that anyone using a display screen as a significant part of their everyday work is entitled to have appropriate eye and eyesight tests from an optician or doctor and glasses if they are needed for work, if requested by the employee.

Mr. M A Al-Hadi/Mr. Zahid Ali will be responsible for reimbursing staff for eye and eyesight tests if requested by staff and for keeping and maintaining records of any requests.

## **Electrical Equipment**

It is the Organisation's policy to ensure that any electrical system at work is safe to use and properly maintained.

Mr. Mushfiq Raihan will be responsible for ensuring that all electrical installations and electrical equipment are regularly examined by him.

The electrical installations will be examined every year and records of any examinations or works carried out on the electrical installations will be kept and maintained by Mr. Raihan. Testing and inspection carried out by competent person who holds city and guilds certificate covering these two areas. The electrical appliances and cables will be checked every three months by Mr. Raihan.

Faulty equipment should be reported immediately to Mr. Raihan and labelled faulty and not used until it has been repaired. Mr. Raihan will be responsible for ensuring that all employees are given information or advice on what to do if they suspect that the electrical equipment or electrical system is unsafe. He will also ensure that records of any advice or information given to staff are kept and maintained.

Mr. Raihan will be responsible for ensuring that faulty equipment or faults with any electrical system are repaired and for keeping and maintaining records to show that any faults have been rectified.

## **Welfare**

It is the policy of the Organisation to provide enough clean, suitably ventilated toilets and washbasins with hot and cold running water, soap and drying facilities for those expected to use them.

The Organisation will provide drinking water and ensure that it is free from contamination, accessible by all employees, ensure that cups or a drinking fountain is provided and that taps and containers are clearly and correctly labelled as drinking water.

The Organisation shall ensure that there is a suitable seating area for workers to use during breaks, that it is kept clean and stored where food will not get contaminated.

It is the Organisation's policy to provide a working environment where people can work without being irritated by tobacco smoke.

Any issues regarding toilet facilities, drinking water or other welfare facilities should be reported to Mr. Mr. M A Al-Hadi/Mr. Zahid Ali.

The policy of the Organisation is to maintain in efficient working order, the workplace, certain equipment, devices and systems. Any defect or fault regarding the workplace, certain equipment, devices and systems should be reported immediately to Mr. M A Al-Hadi/Mr. Zahid Ali, who will be responsible for ensuring that any defect or fault is rectified and that records are kept and maintained of any action required or work that is undertaken.

It is the policy of the Organisation to ensure that traffic routes are kept in good repair and are free from obstruction. It is also the policy to the Organisation to take precautions to control the risks of slips and trips in the workplace. Any spill or contamination on floors should be notified immediately to Mr. M A Al-Hadi/Mr. Zahid Ali and be dealt with quickly but employees should not put their own health and safety at risk.

The Organisation will ensure that lighting is suitable and sufficient to allow staff to work and move around safely.

The Organisation and employees are all required to take reasonable steps to ensure that a place of work is kept free from foreseeable hazards. In particular, access and egress routes must be kept clear of obstructions. This includes ensuring fire exits and access routes are kept clear, cables do not trail across pedestrian routes and that obstacles are quickly removed. In addition, safety provisions such as fire doors should not be propped open or fire extinguishers obstructed.

## **Information, Instruction and Supervision**

The Health and Safety Law Poster is displayed at / leaflets are issued by Mr. M A Al-Hadi/Mr. Zahid Ali. A Copy of the Organisation's Certificate of Employers Liability Insurance will be displayed on Display Board at college corridor. Health and Safety advice is available from Mr. M A Al-Hadi/Mr. Zahid Ali.

Supervision of young workers / trainees will be arranged and monitored by Mr. M A Al-Hadi/Mr. Zahid Ali. Induction training will be provided for all employees by Mr. M A Al-Hadi/Mr. Zahid Ali and a record of any training will be kept and maintained by him.

Job specification will be given by Mr. M A Al-Hadi/Mr. Zahid Ali as well and training records will be kept by him. Training will also be identified, arranged and monitored by him.

Mr. M A Al-Hadi/Mr. Zahid Ali is responsible for ensuring that employees, working at other locations under the control of other employers, are given relevant health and safety information.

Mr. M A Al-Hadi/Mr. Zahid Ali is responsible for ensuring that employees of other Organisations, Contractors or Visitors are given relevant health and safety information.

## **Procedures**

The following procedures are attached which outline the steps to be taken to ensure each of our work areas are carried out safely and healthily.

Accident reporting

Contractors and Visitors

Electrical Equipment hazardous to health

Electrical Safety

First Aid

Site Specific Procedures:

Gas Installations

Fire

Violence at Work

Welfare Issues

Smoking Policy

Dangerous and Explosive

New or Expectant Mothers

Young People at Work

