



56-60 Nelson Street
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Health and Safety Policy

Scope

All Kilberry Computing Ltd. trading as iAccess operations, all staff, learners and members of the public.

Purpose

To ensure that all iAccess activities are carried out in a safe and healthy manner, in a safe and healthy environment, in accordance with the Health & Safety at Work Act 1974, and the Health & Safety (Management) Regulations 1999. Health & Safety codes of practice for subject areas are held within subject teams and should be reviewed on an annual basis. Health & Safety is the responsibility of everyone and should be proactive rather than reactive.

Statement of Policy

iAccess recognises and accepts its responsibility as an employer for providing a safe and healthy workplace and working environment for all employees, learners and the public and will take all steps to meet this responsibility, paying particular attention to the provision and maintenance of:

- Plant, equipment and systems of work that are safe and without risks to health
- Safe systems of work in the use, handling, storage and transport of articles and substances
- Sufficient information, instruction, training and supervision to enable all employees and learners to avoid hazards and to contribute positively to their own safety and health at work
- A safe place to work with safe means of access and egress
- A safe and healthy working environment with adequate welfare facilities.

iAccess will seek to ensure that learning takes place in a safe, healthy and supportive environment which meets the needs of staff and learners.

Without detracting from the primary responsibility of Senior Management, the iAccess Management team are responsible for ensuring safe conditions of work in the areas under their control. Competent technical advice on health and safety matters will be provided to assist Management in this task.

iAccess recognises and accepts its responsibilities in respect of persons not in their employment (e.g. visitors, learners, contractors) who may be exposed to risks to their health and safety as a result of the activities of the organisation.

The policy statement will be regularly reviewed and added to or modified as necessary and is supplemented by further statements relating to the activities of particular college departments.



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All employees and particularly those with supervisory responsibilities must recognise the need for and accept responsibility for safe systems of work. The adequate delegation of these responsibilities in case of absence from work must be ensured. It is the responsibility of everyone to help to make this safety policy work and assist in maintaining a safe and healthy working environment for all.

Organisation

The Duties of the Board

To carry out the following, in keeping with their responsibilities

- To ensure that this policy is implemented and kept under review.
- To ensure that the statutory requirements are observed and that relevant records and reports are in order.
- To receive reports from the Health and Safety officer relating to the effectiveness of the Health and Safety Policies and Procedures to ensure that a safe and healthy environment is maintained for staff, learners and the public.
- To ensure that this policy is implemented and kept under review.
- To ensure that employees are aware of their responsibilities under the policy and comply with the safety procedures of iAccess.
- To ensure periodic safety inspections are carried out.
- To ensure that defects in premises, plant and equipment are reported promptly through the normal systems operating in the organisation.
- To ensure that all accidents are recorded and reported, as necessary, to the appropriate authorities.
- To ensure that all accidents are investigated and appropriate steps taken to prevent recurrence.
- To seek co-operation from all employees in order to create a safe environment and the elimination or reduction of potential risks.
- To ensure that facilities provided for the public are adequate as far as safety is concerned and that the work carried out by employees does not adversely affect the Safety or Health of the public.

The Duties of all Employees

- To comply with the Health and Safety Policy of the organisation.
- To take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions.
- To observe the laid down systems of safe working and to take any precautions necessary.
- To use the correct tools and equipment for the job and to ensure that they are kept in good condition and not adapted for inappropriate use.
- To make use of safety aids, appliances, equipment where necessary.
- Not to interfere with or misuse anything provided in the interests of health, safety and welfare.



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- To report immediately to their line manager any unsafe conditions or defects in plant and equipment.
- To report immediately any accident that occurs. Where a piece of plant or equipment is involved it must not be interfered with, and action must be taken for its removal from use and secure retention pending investigation of the accident.
- To understand the emergency procedures.
- To co-operate with the management and Board to enable them to carry out their duties under the Health and Safety at Work Act 1974 and associated legislation.
- To seek advice, if uncertain, from their line manager or the safety adviser

Arrangements

Management of Health and Safety

- General risk assessments is reviewed when any significant changes to the operations take place and, in any case, annually and revised as necessary in order to meet the requirements of Regulation 3 of the Management of Health & Safety at Work Regulations 1999.
- More detailed risk assessments covering specific areas of iAccess operations and special events are carried out, reviewed and revised as necessary, and in any case annually.
- IAccess Safety Advisor is the competent person to advise the Senior Management Team of the measures they need to take to comply with the requirements placed upon them by relevant health Policy Document Health & Safety and safety regulations, in accordance with regulation 7 of the Management of Health & Safety at Work Regulations 1999.
- Internal Health & Safety audits are carried out, covering all areas of operations annually.
- Risk Assessment is embedded into the lesson planning process and an assessment of the Health & Safety considerations are central to the Staff Development programme. Staff are supported and encouraged to undertake training in first aid, workplace vetting and monitoring and health and safety training.
- Health & Safety forms an integral part of the Risk Management Strategy and Action Plan.
- Health and Safety matters arising are discussed every month at the SMT meetings.
- Assisting in the development of safety rules and safe systems of work.
- Evaluation of the effectiveness of the safety content of employee training.
- Monitoring the adequacy of health and safety communication and publicity.

Information, Instruction, Training, Supervision

- The Health & Safety Law poster is displayed at the main office entrance.
- All new staff are given Health & Safety training as part of the induction process administered by Human Resources. This will involve general matters such as first aid provision and emergency evacuation procedures and also job specific training to enable the staff member to carry out their duties safely.



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- All staff participates in the iAccess Performance Appraisal review process and Annual Performance Appraisal reviews will identify ongoing Health & Safety training and refresher training requirements.

Fire

In accordance with the Regulatory Reform (Fire Safety) Order 2005, fire risk assessments have been carried out at iAccess in order to ensure that the organisation with the requirements of the Fire Regulations. Copies of the risk assessments are available from the Safety Advisor.

Fire alarm systems are tested and maintained by an external specialist company.

Fire Evacuation Procedure:

Person discovering fire:

- Sound alarm by breaking one of the alarm glasses situated in the corridors
- Attack the fire, if this can be done safely, using the appliances provided, otherwise vacate premises immediately.

Do Not Take Risks

On Hearing the Fire Alarm:

- Safety Advisor will call the fire brigade.
- Leave in an orderly manner by the nearest exit and proceed to the Assembly Area. Do not stop to collect personal belongings.
- Shut doors and corridor fire doors on leaving.
- Do not return to the building until the Fire Officer in Charge gives permission, the signal to return being the sounding of whistles.

Assembly Areas:

Corner of the building on Nelson Street and Phillpot Street

Fire Drills:

A fire drill will be carried out regularly by the building management

Bomb Threat:

In the event of a bomb threat, staff, learners and visitors are to be instructed to assemble as for fire alarm. For bomb threats, staff and learner are to take all personal bags and briefcases with them

Accidents and First Aid:

- Sufficient first aiders trained to 'First Aid at Work' standard will be provided in accordance with the requirements of the Health & Safety (First Aid) Regulations 1982.
- First Aid box is located in the main office area.
- Staff should make themselves aware of these provisions.



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First Aid Procedures

In the event of an incident requiring first aid treatment:

- The member of staff at the scene stays with the casualty if they cannot be moved and another learner or by-stander may be sent to the nearest phone to alert a first aider, or the member of staff in charge.
- The member of staff at the scene is responsible for filling in accident report forms (available on the Extranet or from reception), completed forms to be forwarded to the iAccess Safety Advisor.
- All learners will be instructed in the event of an accident to contact the nearest member of staff who will then become the member of staff at the scene and will implement the above procedures.
- If an incident occurs during a lesson, the member of staff in charge is responsible for implementing the First Aid Procedure. This may necessitate the class finishing while the incident is attended to.

RIDDOR - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

- Under these regulations is required to notify the Health & Safety Executive of:
- Any accident resulting in death or major injury, or absence from work for more than seven days
- Any dangerous occurrences whether or not anybody is injured.
- Any cases of ill health listed in the Regulations.
- This applies to staff, learners and the public. A full list of reportable injuries, diseases and dangerous occurrences is available from the iAccess Safety Advisor. An example of a reportable injury is; a fracture of the skull, spine, pelvis and any bone in the arm or leg, but not bones in the hand or foot.
- Any such accidents must be reported to the Safety Advisor.
- Manager as appropriate by the quickest practicable means.
- Strict adherence to these regulations is essential as iAccess is open to prosecution by HSE for failure to comply.

Review

This policy is reviewed annually by
Kilberry Computing Ltd. trading as iAccess Management Team
Health and Safety Policy 0.8