

Health and Safety Policy

Health and Safety at Work Act 1974

1. Our Statement of General Policy is:

- To provide adequate control of the Health and Safety risks arising from our work activities
- To consult with our employees on matters affecting their health and safety
- To provide information and maintain a safe environment for work
- To ensure safe handling and use of substances
- To provide information, instruction and supervision for employees
- To ensure all employees are competent to do their tasks, and to give them adequate training
- To prevent accidents and cases of work-related ill health
- To maintain safe and healthy working conditions
- To review and revise this policy as necessary at regular intervals.

2. Health & Safety Policy

- 2.1 Regent College London (the College) realises and takes responsibilities as an employer for supplying a safe and healthy working environment and surroundings for the College's employees, its students and its visitors.
- 2.2 The College will make every effort to make arrangements to ensure that all individuals on the premises understand the procedures and its policy of Health and Safety.
- 2.3 An annual written assessment will be provided and produced to meet the risk of health and safety to its known employees, students and visitors. All arrangements will be put into practice in order to prevent and protect the measures, which follow the risk assessment.
- 2.4 The Principal of the College and Head of Human Resources of the Regent Group are responsible for ensuring the overall implementation of the College Health and Safety Policy and for ensuring the policy is followed effectively. This therefore ensures the responsibilities in the designated work place environment are risk free. Measures of reported incidents that do not operate within the College's health and safety policy should be dealt with immediately and with added caution, involving external agencies where necessary.
- 2.5 Employees of the College will be informed of the duties they should carry out under Section 7 of the Health and Safety at Work Act, in order to take care of their own safety and who ever may be affected by their acts to enable the College to carry out its own responsibilities successfully, effectively and efficiently.
- 2.6 Various measurable steps will be taken in the maintenance of equipment and systems in order to ensure the safety of such items within the workplace.
- 2.7 Adequate and appropriate information, instruction, training and supervision with great clarity will be made available to enable all employees to avoid hazards at work and also to contribute positively to the health and safety procedures and policy.
- 2.8 The College will always make safe arrangements when using different resources such as Audio Visual equipment and Computers, and will ensure safe precautions are taken when handling and in the storage of the resources. At all times each individual should check the work place thoroughly to ensure safety and also to allow access to such workplaces safely and efficiently.
- 2.9 According to the Employer's Liability (Compulsory Insurance) 1969 Act, all employees are insured. An employee that suffers an injury in the course of their employment should immediately notify their employer and all details of any injury should be recorded in an accident book.
- 2.10 All Fire Exits will be marked in bright colours (green) and every individual in a College building will know and understand the procedures, and each individual of the College will be notified of the assembly point in the case of a fire.
- 2.11 The Health and Safety Law poster is displayed in Reception areas. The accident book is placed at the reception and is regularly checked by reception staff.
Health and Safety advice is available from the Health and Safety Service - Tel. No. 0800 665 544 or from Lloyds Employment Law Consultancy – Tel. No. 0944 7700 656.
- 2.12 The Principal is responsible for ensuring that all College employees' working locations are under control and that employees, are given relevant health and safety information.

- 2.13 Induction training will be provided for all employees by the Principal and Head of Human Resources. Training will also be identified, arranged and monitored by the Principal in liaison with the Head of Human Resources.
- 2.14 The First Aid boxes are placed at Reception and on each floor. These are regularly checked by Reception staff.
- 2.15 All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept in the Reception area. The Campus Operations Manager is responsible for reporting accidents, diseases and dangerous occurrences which, as appropriate, are reported to any enforcing authority.
- 2.16 The Fire Panel and Fire Extinguishers are maintained and tested by Black & White Fire Services. Alarm, Evacuation and Fire Extinguishers will be managed by the Facilities Manager.
- 2.17 The list of the names of trained Fire Marshalls and trained First Aiders has been put on the notice-board of every floor.
- 2.18 This statement will be distributed to all employees and displayed at certain key points in the building clearly.

SMOKING IS TOTALLY PROHIBITED ON ANY PART OF THE PREMISES

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