



DEPARTMENTAL HEALTH AND SAFETY POLICY

GENERAL POLICY

The English Language Centre (ELC) is committed to providing a safe and comfortable environment for both its staff and students.

The ELC Management is committed to ensuring that the financial and physical resources necessary are provided to ensure that a high standard of health and safety is achieved and maintained. This standard complies fully with the *Health and Safety at Work Act* and, beyond that, aims to act positively to prevent injury, ill health, damage and loss arising from activities within the ELC.

The ELC recognises that to achieve its aims in health and safety, everyone has to contribute. Successful health and safety management can only be effectively achieved through the concerted efforts and active participation of all. As such, it is expected that all staff and students are committed to health and safety, will take responsibility for the health and safety of themselves and others, and will co-operate fully with the health and safety arrangements made by the ELC and the University.

Michelle Dwyer, English Language Centre Director

STANDARDS

The type of work carried out by the ELC is regarded as low-risk. It is not, therefore, necessary to carry out specialist risk assessments for the day-to-day operation of the ELC.

If work is planned which takes staff and students out of the classroom or normal working environment (for example, on a trip off campus) or which involve activities which could be regarded as potentially hazardous, risk assessments will be carried out and appropriate precautions will be specified and recorded.

RESPONSIBILITY FOR HEALTH AND SAFETY

The ELC Director is responsible for:

- Ensuring the *University Safety Policy* is implemented within the ELC.
- Ensuring that the health and safety of staff, students and the general public is not adversely affected by the activities of the ELC (e.g. through the completion and sign-off of risk assessments), and that adequate resources are provided to achieve this.
- Appointing a Departmental Safety Co-ordinator (DSC), Deputy Departmental Safety Coordinator (DDSC), and other safety roles, with duties formally delegated to them.
- Producing a departmental health and safety policy.



- Participating in at least one monitoring and inspection exercise per year.
- Ensuring that there is effective induction, communication and consultation concerning health and safety with all members of staff, and in particular with trade union safety representatives.
- Ensuring that suitable deputising arrangements are made to ensure that all health and safety responsibilities are fulfilled in the case of staff absence.

The DSC for ELC is responsible for:

- Ensuring that health and safety arrangements within the ELC are monitored and that areas occupied are inspected regularly.
- Carrying out an annual safety review, leading to an annual safety plan.
- ensuring (along with the DSCs of other departments/staff units based in 1-7 Abercromby Square) that proper fire precautions are observed, that fire evacuation exercises are carried out at the beginning of each teaching term or stage, that the alarm in 1-7 Abercromby Square is tested once a week and that there are named Fire Officers (FO) for the ELC.
- Ensuring that all accidents where injury or damage might have occurred are investigated with the aim of preventing recurrence and that they are reported to the Safety Adviser's Office.
- Arranging an electrical safety check of all ELC appliances at least every three years.
- Ensuring that all relevant information on health and safety is provided to all persons, including contractors, maintenance staff and visitors to the ELC.
- Overseeing the installation and restocking of first aid boxes in areas of 1-7 Abercromby Square occupied by the ELC, and ensuring that staff and students know of their locations.
- Arranging (along with the DSCs of other departments/staff units based in 1-7 Abercromby Square) the installation of evacuation chairs and the training of staff to use them.
- Reporting all hazards and defects outside of the control of the ELC in line with University procedures.
- Ensuring that health and safety is included in the induction for all new staff within two weeks of commencing work at the ELC.
- Ensuring staff are aware of the workstation self-assessment when they take up their post or when they move to a new work location.
- Keeping records (along with the DSCs of other departments/staff units based in 1-7 Abercromby Square) of fire refresher training undertaken by the FOs, and forwarding fire drill reports to the Safety Adviser's Office.
- Reviewing this policy on an annual basis and recommending any necessary updates to the ELC Director.

The Deputy Departmental Safety Coordinator is responsible for:

- All the duties which would normally be undertaken by the DSC in the event of the DSC being unable to carry them out.

In the absence of both the DSC and the DDSC, responsibilities of DSC pass to the ELC Operations Director

The Fire Safety Officer for ELC 1-7 Abercromby Square is responsible for:



- Ensuring (along with the FOs of other departments/staff units based in 1-7 Abercromby Square) that an up to date fire risk assessment is in place for 1-7 Abercromby Square and that it is reviewed regularly.
- Ensuring (along with the FOs of other departments/staff units based in 1-7 Abercromby Square) that weekly fire alarm tests are carried out and checking regularly that these tests are logged in the Fire precautions logbook. Any concerns to be passed to the DSC for action.
- Organising (along with the FOs of other departments/staff units based in 1-7 Abercromby Square) regular fire drills and ensuring fire wardens have refresher training. All details to be logged in the fire precautions log book and a fire drill report to be sent to DSC.
- Carrying out regular checks of the ELC areas of 1-7 Abercromby Square to ensure that it is free from health and safety hazards, personally removing or arranging for the removal of any such hazards where this is reasonably practical and reporting any to the DSC which it is not possible to deal with personally.
- Liaising (along with the FOs of other departments/staff units based in 1-7 Abercromby Square) with the Emergency Services, University Security and DSC in the event of a fire in this building.

The Building Manager responsible for 1-7 Abercromby Square is responsible for:

- Carrying out weekly alarm tests in 1-7 Abercromby Square and recording these in the Fire Precautions Log Book.
- Escorting FOs on spot checks.

All teaching and administrative staff are responsible for:

- Informing the DSC if they become aware of a member of staff or a student user with a disclosed disability for whom an evacuation chair may be necessary in the event of a fire.
- Informing the DSC if they become aware of a member of staff or a student user with a disclosed disability for whom assistance with access might be necessary.
- Completing the Out of Hours Log Book at the ELC Reception (4 Abercromby Square) if in the building working before 8am or after 5pm.
- Ensuring that any contractors or students in the building working before 8am or after 6pm complete the appropriate Out of Hours Log Book.
- Reporting all accidents online by clicking the link "Safety" on the University Staff homepage.
- Informing the DSC of any missing and/or incomplete first aid kits.
- Informing the Building Manager of any maintenance or repair issue that present a potential risk or hazard to the general welfare of staff or students.
- Informing the Building Manager of any heavy loads or waste awaiting removal which presents a potential risk or hazard to the general welfare of staff or students.
- Informing the DSC of any missing or damaged fire safety signs or extinguishers.
- Assisting any students or visitors who are involved in an accident by either providing access to the nearest first aid box or giving assistance in ringing the emergency services.

All teaching staff are responsible for:



- Drawing their students' attention to the fire safety notice in the teaching room (when it new to the students) and ensuring that they are aware of the procedure should evacuation become necessary.
- Taking a full register of attendance at the beginning of each lesson and, where possible, using it to check full evacuation of the classroom if this becomes necessary in the event of a fire.
- Carrying out risk assessments for all ELC teaching activity which does not take place in a classroom or which involves staff or students taking part in activities other than those normally associated with the teaching of EFL. Suitable measures should be put in place to minimise risk, based on the risk assessment. Full records should be passed to the Departmental Safety Coordinator and HoD for approval and for departmental records.

All ELC students are responsible for:

- Taking care of the health and safety of themselves and others.
- Co-operating fully with the health and safety arrangements made by the ELC.
- Reporting to their teachers any concerns they may have about health and safety matters.