DEPARTMENTAL HEALTH AND SAFETY POLICY

GENERAL POLICY

The ELC is committed to providing a safe and comfortable environment for both its staff and students.

ELC management are committed to ensuring that the financial and physical resources necessary are provided to ensure that a high standard of health and safety is achieved. 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.

It is expected that all staff and students are committed to health and safety, will take care 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.

Sarah Mattin, Acting Director, ELC.

STANDARDS

The type of work carried out by the ELC is regarded as low-risk. It is not, therefore, necessary to carry out 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 field 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 Acting Director, Sarah Mattin is responsible for:

- Ensuring the University policy on Health and Safety at Work is implemented within the ELC.
- Ensuring that the health and safety of staff, students and the general public are not adversely affected by the activities of the ELC and that adequate resources are provided to achieve this.
- Appointing in writing a Departmental Safety Co-ordinator (DSC) and Deputy Safety Coordinator (DDSC) 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 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, Ms Catherine Clinton, is responsible for:

- Ensuring that health and safety arrangements within the ELC are monitored and that areas occupied are inspected formally at intervals not greater than six months.
- Carrying out an annual safety review, leading to an annual safety plan.
- Ensuring that proper fire precautions are observed, that fire evacuation exercises are carried out at the beginning of each teaching block or stage, that alarm bells in ELC premises are tested once a week and that there are named Fire Officers (FO) and Deputy Fire Officers (DFO) for all buildings occupied by 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.
- 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.
- Installing and restocking first aid boxes in all premises occupied by the ELC and ensuring that staff and students know of their locations.
- Arranging the installation of evacuation chairs and the training of staff to use them should this become necessary in any building occupied by the ELC.
- Reporting all hazards and defects outside of the control of the ELC to the Director of Facilities Management or whoever is responsible for removing the hazard.
- Carrying out health and safety induction for all new staff within 2 weeks of their beginning work at the ELC.
- Carrying out workstation assessments for all staff when they take up their posts or when they move to a new work location.
- Keeping records of all fire drills and fire refresher training undertaken by the FO and DFO 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 Director of the ELC.
- Keeping records of all risk assessments passed on by ELC teaching staff and the Social Welfare Officer.

The Deputy Departmental Safety Coordinator, Jennifer Young 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.

The Fire Safety Officer for Cypress Building, Veronika Koeper-Saul, is responsible for:

- Ensuring that an up to date fire risk assessment is in place for the building and that it is reviewed at least every six months, details to be passed to the DSC for departmental records.
- Ensuring that weekly fire alarm tests are carried out in the building and checking regularly that these tests are logged in the Fire precautions log book. Any concerns to be passed to the DSC for action.
- Organising the fire drill at the beginning of each stage or block of teaching and concurrently undertaking fire refresher training for ELC staff located in these buildings. 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 both buildings to ensure that they are 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 with the emergency services, University Security and DSC in the event of a fire in either building.

The Deputy Fire Safety Officer for the Cypress Building, Sarah Mattin, is responsible for:

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

The Fire Wardens (FW) for 1st Floor Cypress Building are Ted Colclough and Mike Berry

The Fire Wardens (FW) for 3rd Floor Cypress Building are Michelle Dwyer and Mark Ingarfield

FWs are responsible for:

• Encouraging occupants to leave in the event of fire.
• Reporting any signs of fire on 3rd Floor Cypress Building.
• Reporting if anyone on 3rd Floor Cypress Building is at risk due to fire.
• Checking that 3rd floor Cypress Building has been evacuated in the event of fire.
• Noting any refusals to evacuate.
• Ensuring that fire doors are shut.
• Reporting any relevant information to the Cypress Building FO or ELC DSC at the assembly point.
• Reporting any suspicion that someone may be trapped to the senior Fire Brigade officer attending the incident.

The above duties are to be carried out only if this can be done without danger to self.

The building manager for Cypress Building, Mark Taylor, is responsible for:

• Carrying out weekly alarm tests in Cypress building 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 in the event of their moving office so that a new workstation appraisal can be carried out.
• Informing the DSC if they become aware of a member of staff or a student user of the building 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 of the building with a disclosed disability for whom assistance with access might be necessary.
• Completing the Out of Hours log book at the entrance to numbers 2 and 6 Abercromby and Cypress Building if in the building working before 8am or after 6 pm.
• Ensuring that any contractors or students in the building working before 8am or after 6 pm complete the appropriate Out of Hours log book.
• Reporting all accidents, both in the Accident log book located by the designated first aid kits and 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 DSC of any maintenance or repair issue that present a potential risk or hazard to the general welfare of staff or students.

Informing the DSC 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:

- When with a group of students in a room which is new to the students, drawing their attention to the fire safety notice in the room 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 taking that register and, where possible, using it to check full evacuation of the classroom if this becomes necessary in the event of a fire. In cases where barcode scanners are used, it may not be possible to use registers for this purpose, and in these cases it is sufficient to encourage adherence to basic fire safety principles.
- 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 DSC for departmental records.

The Social and Welfare Officer (SWO), Rebecca Gee, is responsible for:

- Carrying out risk assessments for all ELC social activities which involve time off campus or activities of a potentially hazardous nature. Suitable measures should be put in place to minimise risk, based on the risk assessment. Full records to be passed to the DSC 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.