



ICON College of Technology and Management

Health and Safety at College

Health and Safety policy

This Health and Safety policy has been adopted by ICON College of Technology and Management as a general statement of safety and for determining line responsibility for health, safety and welfare compliance through the management structure as required by the *Health and Safety at Work Act 1974*. The following Regulations also particularly apply to the College's activities, although the list is not exhaustive:

- *Management of Health and Safety at Work Regulations 1999*
- *Manual Handling Operations Regulations 1992*
- *Health and Safety (Display Screen Equipment) Regulations 1992*
- *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1996*

Aims

- To ensure, as far as is reasonably practicable, the health and safety of all students and employees whilst at work.
- To comply with all relevant health and safety legislation, regulations and codes of practice.
- To provide safe and healthy conditions of training, work, premises and systems.

Responsibilities of the College

- To work towards the achievement of these policy aims.
- To provide appropriate training, advice, protective clothing, equipment and documentation as is necessary or advisable.
- To carry out assessment of risks and endeavour to reduce or eliminate these risks.
- To provide written systems of work for all and any procedures which are exposed to hazard.
- To record notification of hazards and accidents and incorporate improvements suggested as a result of investigations conducted following such notifications as soon as possible.

Responsibilities of managers and supervisors

- To be personally responsible for the execution of the safety policy as far as the department/employees for which he/she is responsible.
- To be personally responsible, as far as reasonably practicable, for the safety of all persons working in or visiting his/her department, and for all equipment under his/her control.
- To ensure, in the event of any accident, prompt and appropriate first aid is administered, and that further medical assistance is obtained if necessary, the circumstances of the incident are investigated and reported, and that recommendations made as a result of an investigation are implemented.
- To ensure the workplace safety folder is kept and displayed, its contents are brought to the attention of every employee, and all employees are conversant with such data.
- To ensure protective clothing/equipment is used at all times where and when necessary.

Responsibilities of students, trainees, agents and employees

- To ensure that students, trainees' agents and employees (on site) are conversant with the accident/hazard reporting procedure and that notification of hazards is passed to the appropriate person for action.
- To make them familiar with and adhere to safety procedures, including the fire alarm procedure and evacuation route(s).
- To wear protective clothing/equipment at all times when necessary, and to report any defects in such clothing/equipment to their supervisor.
- To report all accidents/incidents to a supervisor, and to carry out instructions given by a supervisor.
- To report all safety and health hazards and machinery defects using the hazard report procedure.
- To co-operate with the organisation at all times on matters of safety.

Responsibilities of safety representatives

- To assist the employer in the assessment and reduction of risk and hazards, by being aware of the implementation and effect of procedures and work in the workplace.
- To advise the employer on matters of concern voiced by employees and liaise/help in rectification thereof.

Administration

The Safety Officer is Ehtahsamul Hoque Ehtahsamul Haque (ehaque@iconcollege.ac.uk) Senior Fire Marshal Waseem Ahammed (Extension 25; waseem@iconCollege.ac.uk) are responsible for:

- Preparing, reviewing and updating this policy and reporting his activity in these regards to Academic Committee.
- Accident/hazard reporting procedures
- Fire and safety procedures and evacuation guidance.
- Ensuring compliance with the responsibilities laid down in this policy statement and reporting any non-compliance to senior management for sanctions to be applied.
- Liaison with Health and Safety Officers, Insurers, Factory and Environmental Health Officers, Fire Brigade, etc., and ensuring appropriate recommendations are effected.
- Implementing the requirements of the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)*
- Implementing all other relevant/applicable legislation, regulations, and codes of practice or requirements.
- To further the interest of all involved in the reduction and/or elimination of risk, or, failing this, of its control.
- To advise management on safety matters.
- To assist in the education of employees in operating safe working practices.
- To raise awareness of the need for a high-profile safety policy/procedure.

Emergency Evacuation Procedure

This statement will be referred to during the induction of new students;

According to the Health and Safety at Work Act (1974) and reflected in the College's Health and Safety Policy, each individual needs to be aware of evacuation procedures in the cases of an emergency and must comply fully with them. This part of the Handbook outlines the evacuation procedures that ICON College of Technology and Management carries out for all people within its responsibilities (employees, work placement trainees, students and visitors to the College), as well as evacuation procedures carried out by the management of the premises occupied by ICON for all occupiers of the building. It applies to drills as well as genuine emergencies.

Students should ensure they have read and understood these instructions, as their life and health and that of their colleagues and friends may depend on this.

Assembly point in cases of emergency evacuation: **Front of Altab Ali Park in Adler Street** (please try not to block the road)

Fire prevention

- Keep all doors, especially fire doors, and walkways clear. Do not prop open fire doors.
- Ensure that all paper rubbish is put into the rubbish receptacles provided.
- Ensure that all staff and students are made aware of the health and safety rules and regulations, disciplinary procedures, ICON's and the centre's rules and regulations governing their attendance and behaviour whilst on the premises.
- The building which ICON occupies is an all non-smoking environment, Smoking is strictly prohibited in all ICON's premises, as well as the corridors, balconies, hallways and entrances of the building

Fire regulations

Fire Marshals:

The Fire Marshals are responsible for overseeing the evacuation procedures, ensuring that everybody is safe and accounted for, and that the premises/ buildings are safe before anyone returns to his/ her workstation. They will take the daily register to the assembly points to check that all persons in attendance, noted in the register, are safely out of the building and accounted for. You must know where the assembly point is and who the Fire Marshals are, and report to them once you have evacuated the building.

ICON's Senior Fire Marshal: Waseem Ahammed (Extension 25; waseem@iconCollege.ac.uk)

Health and safety notices

There are health and safety notices all-round the College and in every room in ICON's premises. Students must ensure they have read and familiarise themselves with the contents. Students must also ensure they know where the fire exits, signs and the fire extinguishers are.

Normally it is the premises manager or Fire Marshal in ICON who should sound the fire alarm and summon the fire brigade. No one else should normally be called upon to fight a fire, but in exceptional emergency cases, such as coming upon a small fire and tackling it, Students need to know which fire extinguisher to use and how to tackle the fire.

Fire extinguisher types: water and CO2.

Instructions on how to use the fire extinguishers are found on the equipment.

If you discover a fire: the emergency plan

- Operate the nearest fire alarm
- Inform the Fire Marshal or another member of senior staff immediately.
- Attack the fire, if possible, with (appropriate) appliances provided, but **do not** take personal risks.

Calling the Fire Brigade

- This should normally be done by the Fire Marshal or another senior member of staff.
- However, if they are not available and you need to call the Fire Brigade, dial 999.
- Give the operator your telephone number and ask for the Fire Brigade.
- When the Fire Brigade replies, tell them distinctly:

*'Fire in ICON College of Technology and Management,
location: Unit 21-22, 1-13 Adler Street, London E1 1EG'*

- Do not ring off or replace the receiver until the Fire Brigade has repeated the address.
- Leave the building immediately and report to the Fire Marshal at the assembly point.

Golden rules for your safety in the event of an emergency

- Walk! Do not run! You should have enough time to get out of the building safely. In the past, deaths and serious injuries have occurred when people have given way to panic and rushed to evacuate a building. Leave your personal property behind.
- When you arrive at the assembly point, stay with your group and do not wander off. Watch out for traffic and don't block the road.
- When the register is being called, make sure that, when your name is called you answer loudly enough to be heard clearly.
- Do not assume that everyone has heard the fire alarm. Although your hearing may be perfect, there could be some people who haven't heard the alarm; some may have hearing problems. If in doubt, remind people that the fire alarm is ringing.
- Do not re- enter the building until you have been told that it is safe by the Fire Marshal.

On hearing the fire alarm

ICON staff:

- Stop what you are doing immediately and proceed out of the building.
- Use the nearest available exit.
- Do not use lifts (except where special arrangements exist for disabled people).
- Do not stop to collect belongings.
- Leave the building immediately and proceed at once to the assembly point.

ICON Fire Marshal:

- Co-ordinate actions of ICON staff.
- Ensure evacuation of offices/ floor proceeds and is completed by checking all rooms, lavatories, etc.
- Close doors and windows to prevent fire spreading. Ensure that you collect the daily register record(s)
- Leave building and check the names of those present against the register
- Report the details of incident and evacuation when complete to Senior (Building) Fire Marshal.

Senior Fire Marshal:

- Ensure the Fire Brigade has been called.
- Report to assembly point.
- Record details of incident and evacuation from floor to ICON Fire Marshals.
- Report details to Fire Brigade on arrival.
- Assist Fire Brigade if requested.