

Health, Safety and Risk Assessment Policy and Procedure

Reviewed by	ST/RSS
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Health, Safety & Risk Assessment Policy and Procedure

1. Purpose

The purpose of the policy is to:

- establish guidelines that facilitate the protection of life and property at UKCBC
- provide a safe and risk assessed working and learning environment that is free of recognised hazards that could cause injury, illness or damage to property
- ensure the wellbeing of students and staff relating to health conditions
- develop a secure and safe educational environment
- protect the centre from fire or other hazards

2. Definitions

Abbreviations and Acronyms

UKCBC	UK College of Business and Computing
ACCA	Association of Charter Certified Accountants

Terms

Assessor

The person qualified for making decisions about whether students' work achieves the standard required for certification.

Programme Advisers

The lecturer who is in charge to follow up with the progress of the students in a specific programme. Their responsibilities include reviewing the learner performance across all units taught in a semester and coordinate with student services to ensure timely support to the learner to help them succeed.

Programme Leader

The head of the programme specialization e.g. Business, Computing and IT, Engineering, English, ACCA

Student Services

Student service is the department in UKCBC in charge to provide support for student success while studying at UKCBC.

3. Scope

This policy applies to:

- UKCBC students
- UKCBC staff
- Head of Student Services
- Lecturers
- Center Coordinator

The following are affected by this policy:

- UKCBC students
- UKCBC staff
- Head of Student Services
- Lecturer
- Center Coordinator

The following must understand this policy:

- UKCBC students
- UKCBC staff
- Head of Student Services
- Center Coordinator

The Center Coordinator at UKCBC has ultimate executive responsibility for the effective development and implementation of the Health and Safety Policy.

4. Policy Statement

UKCBC will:

- ensure students and staff are well informed about the safety issues to prevent hazardous situations
- maintain accurate records of accidents and incidents in the accident book, in order to provide a safe education environment
- provide an environment that conforms to health and safety protocols and standards
- eliminate risk factors that may trigger potential health hazards
- maintain accurate and timely records of Health and Safety issues
- maintain and keep all electronic machinery in good repair
- conduct risk assessments for all activities

Students in UKCBC takes part of the Health and Safety policies of UKCBC by:

1. Looking after their own health and safety and the safety of others who may be affected by their actions whilst on UKCBC premises or undertaking activities (e.g. fieldwork, work or study placements)
2. Following any instructions given to them by an employee of the college for their health and safety
3. Reporting health and safety incidents or concerns pertaining to academic or College premises (including accidents, ill-health, premises hazards) in accordance with the Department and College procedures
4. Taking part in any health and safety training identified as necessary by the college, their Department or their academic supervisor
5. Ensuring they do not, without the consent of the member of staff in charge of the areas or activity, introduce any equipment for use on College's premises, alter any fixed installations, alter or remove health and safety notices or equipment, or otherwise take any action which may create hazards for persons using the premises or employees of the college

All staff including Staff with Teaching are responsible for assessing, taking account of, and addressing the risks including health and safety risks associated with research proposals and teaching activities in line with the college's health and safety policies and requirements. They must:

1. assess the risks of the work under their control including:
 - 1a. ensuring risk assessments are completed and recorded by their staff and students
 - 1b. ensuring that any new processes are properly risk assessed before implementation
 - 1c. ensuring that all new equipment is checked for hazards, risk assessed and that users are trained on the required safe systems of work and risk control measures
2. ensure that where risks cannot be eliminated, they are reduced to the lowest 'reasonably practicable' level
3. monitor the implementation, operation and effectiveness of risk control measures through appropriate supervisory arrangements, inspections etc.
4. ensure the provision of suitable information, instruction, training and supervision of staff, students (including visiting students) and academic visitors under their control taking into account their experience and skills
5. ensure the safe handling and use of hazardous substances and the maintenance of safe plant, machinery and equipment under their control
6. provide staff with access to health surveillance where identified in risk assessments
7. ensure co-ordination and communication with co-investigators, research employees and others affected by research and teaching activities to enable health and safety risks to be effectively managed
8. ensure all accidents and incidents are reported and investigated in accordance with agreed University procedures and guidance
9. take appropriate action when health and safety is likely to be compromised; if necessary, suspending an activity pending reassessment of the risk
10. ensure compliance with the programme for statutory testing of all equipment used by their staff and students, including those statutory inspections (carried out by specialist
11. ensure that their staff and students comply with any policies or codes of practice produced

- by the University, in particular those required for statutory compliance purposes
12. ensure that there are arrangements in place for ensuring the health and safety of students during laboratory sessions
 13. ensure that they have appointed a suitable deputy to maintain appropriate supervision of the work under their control in their absence.

Lecturers:

- to ensure all H&S issues are reported and all training activities are risk assessed.

On Organised events

- Where a School or Service proposes to host or participate in any event involving young persons or vulnerable adults, authorisation must be granted by the respective Dean or Director, or their appointed deputy.
- Through assessment the health and safety risks associated with the proposed event, along with the arrangements required to manage those risks, will be established to determine the event's viability. Where the event goes ahead the identified risk management measures will be in place.

Those responsible for organising these events are responsible for ensuring the required insurance cover will be in place.

6. Procedure

During induction, the Student Services Team must provide full details of health and safety policy including the exit options from the campus and the assembly point in case of fire

Student Services will be:

- responsible for timely, accurate and validity of all registers and inspection reports and risk assessment documentation
- coordinates with DIAC to arrange fire drills
- assess the suitability, on-going inspection, testing and maintenance of:
 - (i) Fire detection and warning systems
 - (ii) Fixed fire-fighting systems
 - (iii) Emergency lighting systems; and
 - (iv) Fire compartmentalisation and separation
- Conduct risk assessment on a routine basis and update the Risk Assessment and Contingency plan

Centre Coordinator /Safety Officer:

- responsible for ensuring students are conversant with the H&S policies at UKCBC.
- responsible for coordinating and monitoring H&S issues with the H&S officer as they relate to training
- ensures that COVID-19 guidelines are followed staff and students in the college.
- Ensures that all health and safety requirements which are required by law can be seen and available

7. References

Title	Link
Risk Assessment and Contingency plan	
Centre Contingency and Adverse Effect Policy	
Miscellaneous Policy	
Student Handbook/Induction week presentation	

8. History of Versions

Version Number	Date	Link	Author	Comment or Reason for Modification
3.1	Dec 2017	Previous version	ND	Periodic review and update
3.2	Nov 2021	Previous version	ST	Transferred to new template