

NCI UL HEALTH AND SAFETY POLICY

ADM-HSS-117

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Scope



This policy applies to all employees, students, premises and activities of NCIUL, including staff and students travelling off and between campuses and placements in the UK or overseas on NCIUL business. If the policy is implemented effectively, not only will the risk of injury and damage be reduced, but also our students will carry forward a positive attitude to health and safety in their working lives.

Aims

NCIUL recognises and is committed to its legal duty and responsibilities for the health and safety of employees, students and others affected by its operations. NCIUL recognises its legal duty for providing a safe and healthy workplace and suitable working environment for its staff, students and others who could be affected by its work or undertakings.

NCIUL will ensure that:-

- there is strong and effective health and safety leadership to the institution
- adequate resources are made available for assuring health and safety
- decisions made reflect the intentions of the Policy
- active participation in improvement of health and safety is encouraged and recognised
- there are effective routes for consultation with staff and students on health and safety matters, whether formally through committees or informally
- health and safety performance is continually reviewed and assessed at least annually.

Health and safety is a key line management responsibility and NCIUL is committed to ensuring that it is an integral part of the management activity of the institution. Heads of Department, Faculty heads and Senior Managers will lead by example in communicating and promoting this policy and the aim will be to strive for continuous improvement in health and safety performance. The institution requires all managers to demonstrate positive leadership in all aspects of health and safety. All staff are required to cooperate with management arrangements to address these responsibilities, including attendance at health and safety training, adopting safe behaviours and understanding individual and collective responsibility in all matters safety related

In support of this policy, a regular assessments will be developed by NCIUL with specific objectives and will set targets with the aim of:

- reducing accidents and cases of work-related ill-health,
- improving the health and wellbeing of the staff,
- complying, as a minimum, with all relevant health, safety and environmental legislation and best practice,
- developing a positive health and safety culture throughout NCIUL.

The plan will form part of the overall strategic planning of the institution. Sufficient resources will be made available to support implementation of this policy and the strategy.

Key Objectives

In order to achieve these key objectives NCIUL is committed to implementing the following:

- Provide an environment in which staff, students and visitors can function without risk to their health or safety
- Ensure that NCIUL is a safe place, and that the environment, facilities, equipment and substances are subject to safe systems of work to prevent risks to health or safety
- Provide and maintain an environment that is suitable with regard to facilities and arrangements to safeguard the occupational health requirements and welfare of employees and students
- Provide an environment in which everyone can carry out their tasks without fear of intimidation, harassment, violence, or undue stress
- Identify the need for, and to provide, training, instruction, information and supervision to all staff and students
- Provide a means of consultation on health and safety matters for all employees, their representatives and the student representatives
- Promote personal responsibility and effort on the part of everyone to avoid and prevent health hazards and injuries to themselves and to others who may be affected by their acts or omissions and to co-operate with NCIUL to comply with its duties, requirements and statutory obligations
- Ensure that all those with responsibilities for managing equipment or premises, or supervising others, are aware that these responsibilities include health and safety requirements and the need to carry out risk assessments for all potentially hazardous activities
- Ensure that the principles of good health and safety management are applied to all activities undertaken by members of NCIUL including activities such as events, travel, and field trips
- Provide support on matters of occupational safety through The Health and Safety Manager who will be responsible for advising the organisation on Health and Safety matters, for regular auditing provision, and who has the responsibility and authority for the enforcement of Health and Safety procedures
- Monitor the health and safety performance of NCIUL through regular reports to The Executive Board and to publicly report on health and safety performance
- Appoint specialist officers to provide advice to NCIUL within the realms of their expertise

- Make arrangements to act upon health and safety matters at all levels through Faculty meetings
- Display and publicise this statement and review it at least annually.

Safety Rules and Regulations

The safety and health of students and employees is a priority. NCIUL IL makes every effort to comply with all laws relating to workplace safety requirements. NCIUL's workplace safety rules and regulations require that::

- Employees and students must not access areas where they are not permitted, restricted areas or areas that could pose a risk, including areas where building work is taking place;
- Employees and students must not attempt to deal with any hazardous electrical equipment;
- Employees and students must not attempt to deal with fire, if not authorized and trained to do so, instead raising the alarm and leaving as detailed in the fire evacuation procedure;
- Employees and students must remain in the designated areas in the course of their employment except permitted break-periods.
- No employee or student is expected to, and must not deal with any official electrical equipment unless authorized to do so;
- Each employee and student is expected to obey safety rules and exercise caution and common sense in all work or leisure activities.

Note: Telephones, fax, photocopy machines, and computer will not be considered as hazardous electrical equipment.

Building Safety Rules and Regulations

Every employee and student must follow the building security rules and regulations listed here:

- Do not attempt to fix anything on the wall;
- Do not attempt to fix any partition, door, windows, or anything in the building or complete any activity considered "DIY" unless trained and specifically allowed to do so
- On seeing anything wrong or unusual in the building structure, report it to the administration office and a designated officer will deal with it
- If the building is apparently dangerous, do not attempt to wait inside the building. Follow the instructions and leave the building immediately.

Note: Employees are not allowed to stay in the property within a reasonable time after work hours without prior authorization from their supervisor.

Personal Property

Any personal property brought onto the premises, must be safe and suitable to be stored or used on NCIUL premises. Any electrical items permitted, must be safe, and where required will undergo the appropriate tests to ensure safety.

NCIUL maintains a property management system that efficiently tracks lost and found property. Persons seeking information about lost or found property may do so by contacting the Administration Office. It ought to be noted that NCIUL assumes no liability for any loss or damage to personal property and recommends that all employees and students have personal insurance policies covering the loss of personal property left at the office or in other NCIUL premises.

Health and Wellbeing of Staff

The personnel of NCIUL are not expected to work overtime, although it may be necessary in exceptional circumstances. If any employee feels unwell and thinks that she or he cannot work at that particular time, the employee must report the illness to his/her line manager who may grant leave of absence immediately. In case of serious illness, while at work, report to a colleague or the line manager who will make arrangements immediately for the sick employee to be taken to the hospital. Employees who become aware of any health-related issue should notify their line manager as soon as possible and in the appropriate case the provisions of the Employers Liability (Compulsory Insurance) Act may be activated.

Any such incident must be reported to HR, and where appropriate recorded in the accident book.

Persons Requiring Medical Attention

Employees should report all work-related injuries and accidents immediately to a senior member of staff. Students should alert a staff member if they see another student or member of staff in need of medical attention.

Employees and students should then follow these steps:

- Call 999 to get an ambulance;
- Apply first aid, if you are trained first aid officer
- Wait for the ambulance team;

Any accidents must be recorded in the accident book and notified to Senior Management

Weather Related and Emergency Closure of the Premise and Campus

At times, emergencies such as severe weather, fires, or power failure can disrupt NCIUL operations. In such instances, Senior Staff will decide on the closure of the

institution and the employees and students will be officially notified as to suitable, alternative arrangements.

Duty of Care

Responsibility for health, safety and welfare of all members of NCIUL lies with the organisation as well as with individuals. Each of us owes a “duty of care” to each other not to cause them injury by our negligent acts and omissions. In order to satisfy this duty of care all staff, students and visitors must behave as a “reasonable person” would, taking into account your specific skills, knowledge and experience. The duty of care requires you to consider the consequences of your acts and omissions and to ensure that they do not give rise to a foreseeable risk of injury to any other person.

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