



Health and Safety Policy Statement

LSI/IH Portsmouth

Reviewed:

Next review:

General Statement of Intent

This policy sets out our organisation's overall approach to health and safety management, our aims and objectives and our vision for health and safety. We are committed to achieving legal compliance to a higher standard than is set by the law.

We aim to provide and maintain safe and healthy working conditions, equipment and systems of work for our employees, and to provide such information, training and supervision as they need for that purpose. We also accept responsibility for the health and safety of other people who may be affected by our activities.

We are committed to reviewing this policy as our organisation changes in size and nature and at least once a year as required under the **"Management of Health and Safety at Work Regulations 1999"**.

This policy does not form any part of any employee's contract of employment but recognises that all managers and staff at all levels within the organisation have a part to play in implementing policy and everyone must comply with the policy and that serious breaches of policy may be treated as disciplinary offences.

Signed:

Date:

L. Brophy (Principal)

Copies are displayed in the teachers' room and accessible on the shared SharePoint for non-academic staff, as well as in the Staff Area of the website. If you have any questions, please speak to the Facilities Manager or the Principal.



Organisation (Statement of responsibilities):

Overall Responsibility

Overall and final responsibility for health, safety, welfare and training in LSI Portsmouth is that of the **Principal, The Facilities Manager and Operations.**

Safety Representative:

The **Safety Representative** in the school and at Teachers' Meetings is the **principal.**

Risk Assessments

The building's owner, The University of Portsmouth, conducts the H&S Risk Assessments and Fire Risk Assessments. The **Facilities** manager also conducts the H&S Risk Assessment for equipment in use on the 5th – 8th floors. He has completed both the NGC1 (theory) and the NGC2 (practical application) components of the NEBOSH distance learning programme in Health and Safety Management.

Building and Facilities:

The **Facilities Manager** and the **Assistant Facilities Manager** are responsible for the following and report directly to **senior management** on all aspects in the following list. Note: Where the term **Facilities Manager** is used it includes the **Assistant Facilities manager.**

- Health and Safety
- First Aid and Training
- Photocopiers, maintenance by Apogee Photocopiers
- Cleaning, housekeeping, and cleaning supplies by CJS Ltd
- Toilet hygiene, bins emptied by CJS Ltd.
- Waste & Recycling management by Biffa Ltd
- Student coffee machine & maintenance by Nespresso Ltd

Employee's Responsibilities:

- To co-operate with supervisors and managers on health and safety matters.
- Not to interfere with anything provided to safeguard their health and safety.
- To take reasonable care of their own health and safety and that of others.
- To report all H&S concerns to an appropriate person (as detailed in the policy statement).



Student's Responsibilities:

- To co-operate with the staff and management of the school on health and safety matters.
- Not to interfere with anything provided to safeguard their health and safety.
- To take reasonable care of their own health and safety and that of others.
- To report all H&S concerns to an appropriate person (as detailed in the policy statement).

Consultation Procedure:

- Consultation between management and staff concerning health, safety and welfare is provided by regular meetings between the **Principal**, the **Facilities Manager** and the **Operations Manager**.
- Health and safety also appear on the agenda of all staff meetings. Any observations on risks should be recorded in the minutes and action taken. The action should be reported at the next meeting. Staff will be regularly reminded about their responsibilities and key information such as first aid and fire exit proced
- LSI Portsmouth's Employers Liability certificate is displayed in the 6th floor lobby next to the student lounge

Arrangements:

Training:

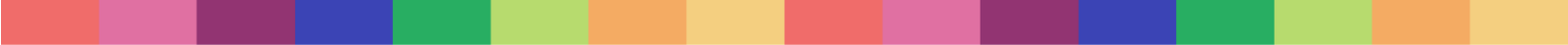
All employees should receive the training necessary to ensure that they are able to do their work safely. The person responsible for **Health and Safety** training in the school is the **Principal** and **Operations**.

First Aid:

Trained first aiders and their locations:

- Niki Poore (607)
- Bruno Laguzzi (607)
- Rachel Richards (607)
- Charles Wood (507M)

First Aid boxes are kept at the following First Aid stations:

- 
- 507M (Marketing Office)
 - 607 (Student Services Office)
 - 801 (Welfare Office)

First Aid Box Maintenance:

The responsible person for ensuring that the contents of the first aid boxes conform to statutory requirements is the **Facilities manager** (room 707) who checks the boxes monthly.

Accident Book:

The responsible person for the **Accident Report Book** is the **Student Services Manager**. All accidents must be recorded in the Accident Report Book which is kept in 607 (the student services office).

Accident Reporting:

- The following details must be recorded:
 1. The name of the injured person
 2. The type of injury
 3. How and when it occurred
 4. Actions taken.
 5. The name of the first aider who dealt with the incident.
- Under **The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)** the **Principal** is required to report any major injury or condition, which has occurred during the course of work to the local **Health and Safety Executive**.
- The local Health and Safety Executive office is Priestly House, Priestly Road, Basingstoke. RG24 9NW. Tel: 01256 404000
- In the case of a serious accident or illness requiring professional medical attention, the nearest hospital with an Accident and Emergency unit is the **Queen Alexandra Hospital in Cosham (Tel: 023 9237 9451)**.
- In an emergency, the injured person must be accompanied to the hospital casualty department, or an ambulance should be called dialling **999 or 112**.
- For non-serious illnesses, appointments with a local doctor/health clinic can be made by dialling 111 or by attending at the walk-in clinic at St Mary's hospital. If required, the Student Services Team can provide assistance.
- In serious cases a member of senior management / a welfare officer will contact the employee's family or the student's family in his/her country and the student's host family in Portsmouth.



Students, Contractors and Visitors to the Premises

- The safety of our clients is always of paramount importance.
- All visitors to LSI / IH Portsmouth report to the kiosk in Reception. They enter their names in the visitor's book and they are given a visitor's pass. On departure all visitors should be escorted to reception by the person being visited and are required to sign out. The process is supervised by the Student Services Team.
- Building and maintenance contractors will be supervised by the **University of Portsmouth**

Risk Assessments:


- Risk assessments are carried out for each and every event, both on and off school premises, which might pose a risk to students and staff.
- If any machine, piece of equipment or substance that has the potential to cause harm to anyone in the LSI / IH Portsmouth part of the building, a risk assessment is carried out and clear procedures laid down for the use of the item. The manufacturer's guidance should be followed at all times.
- All potential hazards must be brought to the attention of anyone who may come into contact with them.
- The **Principal** is responsible for ensuring that the above information is disseminated.
- The building's owner, the University of Portsmouth, carries out Risk Assessment and the Fire Risk Assessment annually and whenever there is an accident or major change to a process
- All risk assessments conducted by LSI / IH Portsmouth are found on SharePoint, our shared drive.

Housekeeping and Premises:

The following areas of the 5th, 6th, 7th and 8th floor of the building are the responsibility of the **Facilities Manager**.

Cleanliness:

1. Floors and stairs must be kept clean and free from hazards.
2. The premises, furniture and fittings (e.g. lights) must be cleaned regularly.
3. All dirt, dust, refuse and trade waste regularly removed.
4. All spillages must be cleaned up promptly.
5. Disposal of sanitary waste by CJS Environmental each month.

- 
6. All waste bins to be emptied daily and waste put in either the recycling or landfill bin.
 7. Supplies of paper, soap, and towels in the toilets are checked and dispensers maintained.

Safe Stacking and Storage:

1. All materials and objects must be stored and stacked so that there is no risk of falls that could cause injury.
2. On delivery to LSI, all supplies and equipment must be stored safely away from public areas.

Exits, Corridors and Stairways must be kept clear at all times.

Lighting, temperature regulation and flooring are the responsibility of the building's owner, the University of Portsmouth.

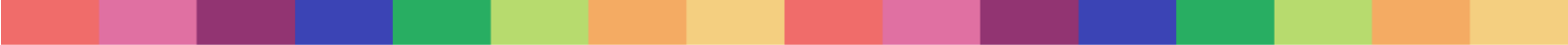
Reporting of concerns: Staff are encouraged to report urgent concerns directly to the **Facilities Manager** via the WhatsApp instant messenger group. Teachers are also asked for any concerns during the regular Thursday teachers' meeting.

Electrical Equipment:

- A **risk assessment** is carried out annually on all Electrical equipment on the 5th, 6th, 7th and 8th floors. This is then inspected and tested (PAT – Portable Appliance Test) as required by legislation. The **Facilities Manager** carries out 6 monthly inspection tours of the 5th, 6th, 7th and 8th floors and arranges for the replacement of any frayed or damaged cables, broken plugs, sockets or any other electrical appliance which is not functioning correctly. Staff also have a duty to report any concerns or issues they observe during their duties.
- The overall electrical installation is the responsibility of the building's owner, the University of Portsmouth.

Safety:

- All appliances must be disconnected from the power supply before cleaning or making adjustments.
- All portable electrical equipment used for teaching must be switched off after use and disconnected from the power supply. Power Leads must not be left where they would cause a trip hazard.
- Extension leads may be used with portable electrical equipment for teaching purposes, but no extension leads are to be left where they could pose a trip hazard to teachers, students or other staff.

- 
- All suspect or faulty portable equipment must be immediately removed from use and handed (if reasonably possible) into the **Facilities Manager's** office for checking. If the equipment is too heavy to move or is hazardous **contact the Facilities Manager** immediately to arrange making safe and removal of the equipment.
 - Electrical sockets in the classrooms are to be located in the most appropriate place for easy access for the teacher and where possible to avoid trailing leads.
 - All staff have a duty to report any electrical problem/concern to the **Facilities manager**.

Photocopiers:

- The maintenance of the photocopiers is carried out by Apogee Photocopiers Ltd under the supervision of the **Facilities Manager**.
- All staff must be careful when extracting mis-fed paper and take care not to touch the hazardous areas of the machine. Where it is considered too hazardous to extract the mis-fed paper the **Facilities Manager** must be informed.
- The **Facilities Manager** is responsible for the ordering of toner and staples, and for the safe recycling of used toner cartridges.

Computers, VDU's & RSI:

- Staff using visual display units should plan their work to include breaks away from their VDU screen; short frequent breaks are more satisfactory than occasional longer breaks: E.g. a 5-minute break after 50-60 minutes continuous screen and or keyboard work is better than a 15-minute break every 2 hours.
- Staff that regularly use computers as part of their job at LSI are entitled to free eye tests, i.e. paid for by the school.
- RSI, aches and pains can be avoided by adjusting the chair and VDU equipment, using good keyboard and mouse technique, and varying your activities or taking breaks to avoid sitting in the same position for long periods. The IT department is available for advice and assistance.
- The workstations of employees are checked by our IT support provider to ensure that they meet minimum requirements of the **Health & Safety (Display Screen Equipment) Regulations 1992**.

Lifts:

- The lifts are the responsibility of the building's owner, the University of Portsmouth.



Heating and Hot Water:

- The heating and hot water are the responsibility of the building's owner, the University of Portsmouth.

COSHH:

- The **Facilities Manager** is responsible for assessing COSHH substances.
- A risk assessment on COSHH is carried out at least annually and when there is a major change.

COSHH Risks:

- Sanitary Waste – stored in purpose designed bins in the toilets and disposed of monthly (fortnightly during the summer months) By CJS Environmental under the supervision of the **Facilities Manager**.
- Cleaning materials – Supervised by the **Facilities Manager** these are stored securely in 702. Information sheets are displayed on the cleaners' notice boards in rooms 706 and 707.
- Toner cartridges used in photocopiers and printer cartridges - When empty, these are disposed of in boxes in room 707 and then collected by Apogee (supplier) who recycle them.

Batteries – these are stored in 707 and are then recycled.

Food and Beverages:

- The Nespresso coffee machines on the 5th and 6th floors are regularly inspected and maintained by the maintenance department and Nespresso.
- Tea and coffee making facilities are available in the teachers' room and staff are allowed to bring in their own food for personal consumption which may be stored in the fridge in the staff kitchen (601).
- As well as a fridge, the staff kitchen also includes microwaves, a sink and a seating area to enable staff to prepare and eat food.
- Tables and chairs are provided for students in the student lounge on the 6th floor to eat food. Students are allowed to bring food to the 6th floor and microwaves are provided to heat up food. Coffee is available to buy, and hot water is provided for students to make their own hot drinks.
- Drinking water is provided on the 5th and 6th floors.