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1.0 Policy Statement

London Profession College (LPC) is committed to providing a safe and healthy learning and working environment for all students, staff, and visitors. Our college community's health and safety are paramount, and we strive to prevent accidents, injuries, and illnesses by implementing effective health and safety measures.

2.0 Purpose

This Health and Safety Policy aims to outline LPC's commitment to maintaining a safe and healthy environment and establish a framework for managing health and safety risks across the College.

3.0 Scope

This policy is applicable to everyone within the LPC community, encompassing students, faculty, guests, contractors, and other involved parties. It pertains to all aspects of college operations and resources, irrespective of whether they are conducted on-campus or through distance learning provisions.

4.0 Status

This Health and Safety Policy is approved and endorsed by the College Management. It will be reviewed annually to ensure it remains relevant and effective or amended before this date due to changes external or internal factors to ensure it remains fit for purpose.

5.0 Responsibilities

Manager

Manager is vital in implementing health and safety measures within their departments. Their responsibilities include:

- Ensuring up to date information is held on the legal requirements and best practice in health and safety procedures
- Devising and reviewing the Health and Safety Policy including setting health and safety objectives.
- Ensuring compliance with health and safety legislation
- Allocating resources to ensure effective implementation of health and safety measures.
- Appointing competent individuals to oversee health and safety activities.
- Regularly reviewing the effectiveness of health and safety arrangements.

- Demonstrating a commitment to health and safety leadership.
- Identifying and assessing department-specific hazards and risks.
- Ensuring that staff receives appropriate health and safety training.
- Supervising and monitoring staff compliance with health and safety procedures.
- Collaborating with the college health and safety officer for coordination and support.

Health and Safety Lead/Officer

- Implement the Health and Safety Policy and procedures.
- Conduct risk assessments for college activities and facilities.
- Develop and deliver health and safety training for staff and students.
- Investigate accidents, incidents, and near misses.
- Monitor college compliance with health and safety regulations.
- Plan and respond to emergencies, conducting drills as needed.
- Ensure safety inspections and audits are completed.
- Maintain accurate records and produce reports.
- Promote a positive health and safety culture.
- Support staff and students with health and safety queries.
- Continually improve health and safety standards at LPC.

Staff and Faculty

All staff members have individual responsibilities to promote health and safety, including:

- Complying with college health and safety policies and procedures.
- Reporting hazards, incidents, and near misses promptly to the health and safety officer.
- Participating in health and safety training as required.
- Using equipment and machinery safely and as instructed.
- Taking reasonable care of their own health and safety and that of others.

Students

Students also have an important role in maintaining a safe college environment. Their responsibilities include:

- Complying with college health and safety rules and guidelines.
- Reporting any hazards or safety concerns to college staff.
- Participating in health and safety induction and training programme.
- Following instructions provided during emergencies and drills.
- Taking responsibility for their own actions to avoid unnecessary risks.

6.0 Health and Safety Arrangements

Health and safety arrangements refer to the specific measures and procedures that LPC will put in place to manage risks and create a safe environment. These arrangements include, but are not limited to:

Emergency Procedures: LPC has developed and communicated emergency plans and procedures for various scenarios, such as fire evacuation, medical emergencies, and other potential hazards. Emergency exits, assembly points, and fire alarms will be clearly marked and regularly tested by Building managers.

First Aid Facilities: The College ensures that first aid facilities are readily available and accessible. Trained first aiders will be appointed and equipped to handle medical emergencies.

Inspections and Maintenance: Regular inspections will be conducted to identify potential hazards and defects in equipment, facilities, and infrastructure. Timely maintenance and repairs will be carried out to ensure safety standards are met.

Security Measures: LPC has security measures in place to ensure the safety and well-being of the college community, including access control and surveillance systems.

Training: LPC provides all staff and students with appropriate health and safety training. The IT department, under the leadership of Moshfiqur Rahman, is responsible for managing the PAT testing of all information technology and electrical appliances. Training covers general health and safety awareness, specific job-related hazards, emergency procedures, and any other relevant topics.

7.0 Risk Assessments

Risk assessments are critical for identifying potential hazards and evaluating the risks associated with college activities and areas. The Health and Safety Officer at LPC conducts the following steps for risk assessments:

Identify Hazards: All potential hazards will be identified, including physical hazards (e.g., slippery floors, uneven surfaces), biological hazards (e.g., exposure to infectious agents), chemical hazards (e.g., hazardous substances), ergonomic hazards (e.g., improper workstation setup), and psychosocial hazards (e.g., stress and workload).

Assess Risks: The likelihood and severity of each identified hazard will be assessed. This evaluation will consider the frequency of exposure, potential consequences, and the number of people at risk. Incidents of hazards are reported and documented through

direct communication with the LPC manager, enabling the implementation of an appropriate action plan to prevent future hazards.

Control Measures: Control measures will be implemented to reduce or eliminate the identified risks. It may involve engineering controls (e.g., safety guards on machinery), administrative controls (e.g., safe work procedures), and personal protective equipment (PPE) where necessary.

Monitor and Review: Risk assessments will be reviewed regularly and whenever changes in activities, facilities, or regulations occur. It ensures that control measures remain effective and relevant.

8.0 Types of Hazards and Incidents and Arrangements for Specific Risks

Biological Hazards: Exposure to infectious diseases, especially in healthcare-related courses. Use of personal protective equipment (PPE) for healthcare courses. Implementation of infection control measures and appropriate waste disposal procedures,

Psychosocial Hazards: Stress due to academic pressure, workload, or personal factors. Regular workload assessments to prevent excessive stress. Counselling and support services for students and staff facing mental health challenges.

Fire and Evacuation: Fire-related incidents, such as equipment malfunctions or arson. Regular fire drills, fire detection and suppression system maintenance, and clear evacuation routes.

Security Incidents: Theft, assault, or unauthorized access to college premises. Access control measures, security personnel, and surveillance systems.

By implementing these comprehensive health and safety arrangements and conducting regular risk assessments, London Profession College aims to create a secure and healthy environment for its entire community.

9.0 Implementation

The Health and Safety Policy will be communicated to all staff, students, and stakeholders. Implementation will be the joint responsibility of the college Manager, and all staff members.

10.0 Monitoring and Review

The effectiveness of the Health and Safety Policy will be regularly monitored and evaluated by the Health and Safety Officer. Any necessary improvements or updates will be made through the review process. The policy will be reviewed at least annually or as needed in response to changes in legislation, college activities, or best practices.