bluemoon College

HEALTH AND SAFETY policy

**General**

The Company is committed to providing for the health, safety and welfare of all employees and to maintaining standards at least equal to the best practice in our industry. The Company will observe the Health and Safety at Work Act 1974 and all relevant regulations and codes of practice made under it from time to time. The Company will take into account any recommendations made by the Health and Safety Executive with regard to health and safety issues and where appropriate will liaise with the Health and Safety Executive on particular health and safety issues which are of particular relevance to the Company.

This commitment to health and safety is a management responsibility equivalent to that of any other management function. It will be the duty of the Company’s owners to ensure that policy is upheld at all times and to provide the necessary funds and manpower required.

The Company will conduct its undertaking in such a way as to ensure, so far as it is reasonably practicable, that persons not in its employment who may be affected are not exposed to risks to their health and safety. Where such risks exist information will be provided and all reasonable steps will be taken to bring this to the attention of its employees.

**The Company is responsible for:**

* + 1. Assessing the risk to the health and safety of staff and others who may be affected and identifying what measures are needed to comply with its health and safety obligations.
    2. Providing and maintaining locations, equipment, protective clothing and systems of work that are safe and without risks to health.
    3. Ensuring that all necessary safety devices are installed and maintained on equipment.
    4. Providing information, instruction, training and supervision in safe working methods and procedures.
    5. Providing and maintaining a healthy and safe place of work and providing a means of access therefrom.
    6. Promoting the co‑operation of employees to ensure safe and healthy conditions and systems of work by discussion and effective joint consultation.
    7. Establishing emergency procedures as required.
    8. Monitoring and reviewing the management of health and safety at work.
    9. Keeping this safety policy under review and making any revision it deems necessary from time to time. All such revisions will be brought to the attention of employees.

The above policy needs the full co‑operation of all employees who are expected to give all possible assistance aimed at its successful implementation, to take reasonable care for their own safety and that of others.

**In order to achieve this end,** **every employee must**:

* + 1. Comply with any safety instructions and directions issued by the Company.
    2. Take reasonable care for their health and safety and the health and safety of other persons (e.g. other employees, contractors, customers, workmen, etc.) who may be affected by their acts or omissions at work, by observing safety rules which are applicable to them.
    3. Co‑operate with the Company to ensure that the aims of the Health and Safety Policy Statement are achieved and any duty or requirement imposed on the Company by or under any of the relevant statutory provisions is complied with.
    4. Report and co‑operate in the investigation of all accidents or incidents that have led to or may lead to injury.
    5. Use equipment or protective clothing provided in accordance with the training you have received.
    6. Report any potential risk or hazard or malfunction of equipment to the appropriate authority.

Any failure by an employee to comply with any aspect of the Company’s health and safety procedures, rules or duties specifically assigned to the employee with regard to health and safety will be regarded by the Company as misconduct which will be dealt with under the terms of the Company’s disciplinary procedure.

Venue staff at 27-29 Spring Street are responsible for holding the first aid kit and ensuring that it is kept stocked and that the details of any inspection are recorded in the back of the Accident Book. If an employee suffers an accident on the premises they (or someone on their behalf) must report that fact to the employee’s Line Manager/a Director as soon as is practicable after the event. All accidents should be reported however trivial. The accident will be recorded in the Accident Book, which is kept in 27-29 Spring Street, Paddington, W2 3RA. The Head of College will be responsible for ensuring that the details of any accidents are recorded in the Accident Book.

**Fire Evacuation Procedures for 27-29 Spring St**

All learners will be briefed at the beginning of every training day / session as to the housekeeping rules for the venue – this will include a briefing of the fire evacuation procedures.

* On discover of a fire, the nearest fire alarm break point should be activated.
* On the sounding of an alarm, learners will quickly and calmly, leaving all equipment, bags etc in situ, vacate either up the main staircase and out through the front of the venue, or alternatively through the kitchen and up the emergency fire escape to evacuate the building.
* Learners are not to attempt to put out or fight any fire.
* The teaching staff will contact LFB as appropriate.
* Nobody shall return into the building until informed it is safe to do so by the teacher or a member of London Fire Brigade.

**This policy shall be reviewed every 12 months by the Quality Nominee.**