



PROMOTING EXCELLENCE IN EDUCATION

Health and Safety Policy Statement

The health and safety of students

POLICY STATEMENT

- The health and safety of students during the course is one of our highest priorities. Notting Hill College works hard to carry out straight forward measures for health & safety at our premises. Notting Hill College provides the necessary tools and resource including strong communication with staff to make sure there is effective management of health and safety. While attending classes at Notting Hill College you must be aware of health and safety issues for yourself & others. At all times, please follow the following;
- Take steps to ensure your own health & safety and the health and safety of others.
- Cooperate with both the staff & venue management with regards to fire exits and evacuation.
- Report any accident to the nearest staff member.
- Behave sensibly to ensure the health and safety of yourself and others.

Health and Safety at Work etc Act 1974

This is the Health and Safety Policy Statement of Notting Hill College

Our statement of general policy is:

1. To provide adequate control of the health and safety risks arising from our work activities;
2. To consult with our employees on matters affecting their health and safety;
3. To provide information, instruction and supervision for employees;
4. To ensure all employees are competent to do their tasks, and to give them adequate training;
5. To prevent accidents and cases of work-related ill health;
6. To maintain safe and healthy working conditions; and
7. To review and revise this policy as necessary, at regular intervals.

www.nottinghillcollege.co.uk

Head Office
19, Waters Edge Business Park, Modwen Road, Salford,
Greater Manchester, M5 3EZ, United Kingdom
Tel: +44 161 872 9271

Notting Hill College Egypt
123 Ahmed Shawky St., Roushdy,
Alexandria, Egypt
Tel: +203 5427420



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RESPONSIBILITIES

- Overall and final responsibility for health and safety is that of:
- The overall responsibility for ensuring this policy is put into practice is delegated to the DOS.
- To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

RESPONSIBILITY	NAME
Health and Safety Officer	Amira Mohsen
First Aiders	Paul Woodcock
Fire Marshalls	Paul Woodcock

All employees have to:

- Co-operate with each other on health and safety matters;
- Not interfere with anything provided to safeguard their health and safety;
- Take reasonable care of their own health and safety;
- Report all health and safety concerns to the appropriate person named above.

HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

- Risk assessments will be undertaken by Mark Harrington who will then undertake the required action to remove/control the risks.
- Assessments will be reviewed every 6 months.

CONSULTATION WITH EMPLOYEES

The Health and Safety Officer will consult with staff, as and when necessary, regarding any health and safety issues.

INFORMATION, INSTRUCTION AND SUPERVISION

- The Health and Safety poster is displayed in the reception area.
- Health and safety advice is available from the Health and Safety Officer.

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- The Health and Safety Officer is responsible for ensuring that employees working offsite are given relevant health and safety information.

• COMPETENCY FOR TASKS AND TRAINING

- New staff will be shown fire exits, extinguishers and given details of the evacuation procedure by the Fire Marshals.
- Induction checklists are kept in the School Documents file located in the Academic and General Management Room.

ACCIDENTS, FIRST AID AND WORK-RELATED ILL HEALTH

- The first aid box is kept in the cupboard located in the reception area and in the staff room.
- The appointed first-aiders are: Paul Woodcock
- All accidents and cases of work-related ill health are to be recorded in the accident book. This book is kept in the cupboard located in the reception area.
- is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

MONITORING

- To check our working conditions, and ensure our safe working practices are being followed, we will undertake a 6 monthly risk assessment.
- is responsible for investigating accidents, work-related causes of sickness absence and for acting on investigation findings to prevent a recurrence.

EMERGENCY PROCEDURES – FIRE AND EVACUATION

- The Fire Marshals are responsible for ensuring the fire risk assessment is undertaken and implemented.
- Escape routes are checked in the first week of every month.
- Fire extinguishers are checked every 12 months.
- Alarms are tested every week.
- Emergency evacuation will be tested at least every 6 months.

