

Document Name and Version	6.11 Health and Safety Policy: Information for Learners
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Policies that Interact with Policy 6.11	Policy 6.10 Health and Safety Policy
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Revisions	

1. Preamble.

1.1. This information sheet sets out the Health and Safety policy of IICP College and the means through which that policy is to be implemented with specific reference to the rights and responsibilities of learners.

2. Purpose.

2.1. IICP College is committed to providing, in so far as is reasonably possible, a safe and healthy place of work, education and training for, and to meet all the College's duties and obligations to, staff members and learners and members of the public who visit our premises.

2.2. The purpose of this information sheet is to summarise the Health and Safety policy and procedures of IICP College in so far as they apply to learners. Where any conflict occurs between this information sheet and IICP College's Safety Statement then the Safety Statement will prevail.

3. Scope.

3.1. This information sheet summarises the Health and Safety approach of IICP College with specific reference to learners.

3.2. IICP College's Safety Statement is available separately.

4. Policy.

4.1. The Health, Safety and Welfare Policy of IICP College is:

4.1.1. To take practical steps to safeguard the health, safety and welfare of all employees, learners and visitors to our premises;

4.1.2. To provide adequate working conditions for our employees and learners with proper facilities to safeguard their health and safety and to ensure that any work is managed to control any risks to health and/or safety;

4.1.3. To draw up specific Health, Safety and Welfare policies as necessary.

4.2. As such IICP College has conducted a full risk assessment and has currently in place a Safety Statement.

5. Procedures.

5.1. IICP College's approach to Health & Safety, in so far as is reasonably practicable, is as follows:

5.1.1. To provide a safe place of work and learning.

5.1.2. To continue to identify and control hazards.

5.1.3. To prevent as far as is reasonably possible, any improper conduct or behaviour likely to put the safety, health and welfare of employees or learners at risk.

5.1.4. To provide a safe means of entering and leaving the building.

5.1.5. To provide appropriate information to learners.

5.1.6. To make Health and Safety a key issue.

5.2. *Learner Responsibilities:* All learners have a responsibility to his or her self and to fellow learners, staff and visitors to carry out their work in a safe and considerate manner. Learners must:

5.2.1. Co-operate with the College in maintaining a safe work place;

5.2.2. Report any potential hazards to the College and not work in any hazardous conditions should they; in the learner's opinion exist;

5.2.3. Be aware of the nearest emergency exits and firefighting / first aid equipment;

5.2.4. Never interfere with or misuse anything provided by the College in the interests of Health & Safety;

5.2.5. Read the Health and Safety policy and related documentation, and obey all mandatory signs;

5.2.6. Not partake in any form of horseplay or prank likely to lead to injury to any person.

5.3. *Smoking/Alcohol and Drugs:*

5.3.1. It is not permissible to attend the College under the influence of intoxicating liquor or drugs. The smoking of tobacco products is prohibited in the offices of

IICP College. Smoking can take place outside the College building at least 3 metres distance away from door entrances and windows.

5.3.2. This Smoking/Alcohol and Drugs policy forms part of the overall Health & Safety Policy and any breach may be dealt with under the College's disciplinary procedure.

5.3.3. Visitors, learners, contractors and temporary members of staff are expected to abide by the terms of this policy.

5.4. Reporting of Accidents:

5.4.1. Learners should report all accidents to the College. The following details are required:

- Date, time and place of the incident.
- Name, address, occupation and age of the injured person.
- Circumstances, including cause and nature of the injury and the arrangements made for its treatment.

5.4.2. Accidents involving persons who are not members of staff but are visiting or working on the premises must also be reported.

5.5. Fire Procedures:

5.5.1. In the event of a fire and providing there is no danger to the persons concerned every effort should be made to extinguish or contain the fire pending the arrival of the fire brigade. The magnitude of the outbreak must dictate whether attacking the fire should take priority over reporting and evacuation.

5.5.2. All learners should be familiar with the exit routes and should also know the location and type of fire extinguishers in the College.

6. Supporting Documentation.

6.1. The following instructions are issued to Staff and Learners:

If you discover a fire you should:
<ul style="list-style-type: none">• Activate the fire alarm.
<ul style="list-style-type: none">• If there is a reasonable hope of extinguishing the blaze, attack the fire immediately.
<ul style="list-style-type: none">• Do not under any circumstances, expose yourself to danger.
<ul style="list-style-type: none">• Leave the building by the nearest fire exit and proceed to your designated assembly point.
If you hear the alarm you should:
<ul style="list-style-type: none">• Switch off any equipment under your control and leave the building by the nearest fire exit.
<ul style="list-style-type: none">• Do not stop to collect personal belongings.
<ul style="list-style-type: none">• Once outside, do not enter the building until you are told it is safe to do so.
<ul style="list-style-type: none">• Management will on occasion perform fire drills to ensure that procedures are known and followed in the event of a real fire.