

**LCOM**  
**HEALTH AND SAFETY POLICY 2019**

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## **College statement**

At the College we recognise that good standards of health, safety and welfare are an integral part of good management and that sensible and proportionate management of risk supports innovation and sustainability. This, coupled with the provision of safe work and social spaces contributes to us providing facilities which enable people to flourish and achieve their full potential.

Our College statement on health and safety is contained within appendix 1.

This policy should be read in conjunction with the College's policies on security, risk management and incident reporting procedure.

## **Organisation Roles and Responsibilities**

### **Board of Trustees**

Responsibility for health and safety matters within the College ultimately lies with the Board of Trustees. As such the Board is responsible for:

- Setting and monitoring College strategy and policy, including the overarching health and safety policy
- Monitoring health and safety performance and seeking appropriate reassurance that health and safety performance is satisfactory
- Recommending and monitoring improvements where health and safety performance is found to be unsatisfactory.

Trustees delegate management responsibility for health, safety and welfare matters to the management committee.

### **Management Committee**

The management committee is accountable to the Board of Trustees for the implementation of the College's health and safety policy and for monitoring health and safety performance.

The Management Committee has authority to set specific health and safety policy and for agreeing College performance standards for the management of health, safety and welfare matters.

The management Committee role will be extended to include health and safety matters.

The terms of reference of the management committee in relation to health and safety matters are:

- To act as a consultative forum for the consideration and discussion of draft health and safety policies and procedures
- To act on behalf of and to advise the Board on matters of Health and Safety Policy, structure and communications and to recommend any action necessary to ensure the health and safety of staff, students and members of the public (including contractors and visitors to College premises)
- To keep under review the College's legal obligations with regard to health and safety statutory requirements and to identify through regular monitoring and bring to the attention of the Board areas where this basic standard is not being achieved
- To receive reports on health and safety audits, incident/ accident statistics and to make recommendations to the Board of any corrective action required
- To receive updates on changing legislation and to review and assist in the development of policies and procedures to enable the College to meet all statutory requirements
- To monitor staff training and development programmes as they relate to health and safety issues to ensure appropriate training is provided to enable managers, staff and students comply with health and safety matters
- To receive reports and review personal safety for staff, students and visitors on College premises
- To produce an annual report for Board of Trustees which covers health and safety activities and provides the Board with the information required to discharge their duties under the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999

The management committee delegates day to day health and safety matters to the clinic director.

### **Clinic director**

The clinic director will be responsible for:

- The provision and maintenance of safe premises and the services associated with them and will ensure that all statutory compliance issues associated with the premises, facilities and services are carried out in compliance with the relevant regulations.
- The delivery of specific aspects of day-to day health and safety matters.
- Undertaking health and safety training to an appropriate level of competence, thus enabling them to discharge their duties
- Being fully familiar with the College's Health and Safety Policy and assist the management committee to develop, implement and periodically review related policies and procedures
- Providing health and safety advice to the contractors, visitors and other members of staff
- Undertaking regular health and safety inspections and report findings
- Ensuring that health issues/accidents/incidents and near misses are reported and investigated in accordance with the College's Incident Reporting Policy.
- Communicating findings of investigations and ensure that recommended action is carried out
- Ensuring the necessary provision of health and safety training (including induction) to staff, contractors and partners either by direct involvement or by monitoring provision
- Disseminating health and safety information and reports to appropriate faculty, staff and students
- Monitoring that adequate precautions are taken in relation to any special hazard in, or about to be introduced into the College
- Monitoring that all facilities, equipment and processes within their area are maintained in a safe condition and in compliance with appropriate statutory requirements
- Maintaining adequate health and safety records where appropriate
- Monitoring housekeeping within the College to ensure that a high standard is maintained
- Ensuring that systems are in place to provide and maintain adequate first aid facilities

- Participating in health and safety audits carried out by College

## **Responsibility**

### **Faculty and Employees**

The Health and Safety at Work etc Act 1974 states that everyone has a responsibility for health and safety. It is important that everyone appreciates the extent of their responsibilities, namely that they should make themselves familiar with LCOM's Health and Safety Policy

Faculty and staff are expected to;

- take all reasonable care for the health and safety of themselves and of any other person who may be affected by their acts or omissions
- co-operate with the College to enable it to comply with its health and safety duties
- undertake as required all health and safety training which is deemed necessary to secure their own health, safety and welfare and that of anyone else affected by their actions while at work
- report to clinic director any unsafe practices or occupational ill-health issues/accidents/incidents/ dangerous occurrences or near misses, whether or not injury is sustained
- report systems of work or conditions which they consider may create risks to their own health and safety or damage to equipment and premises
- not, intentionally or recklessly, interfere with or misuse anything provided by the College in the interests of health, safety or welfare
- conform to all instructions, written and oral, given to ensure their personal safety and the safety of others
- maintain all work equipment in good condition, reporting any defects to clinic director

## **Students**

All students should at all times, whilst they are on College premises or taking part in College activities follow the Health and Safety Policy and comply with any health and safety instructions given to them; Students are;

- not permitted to alter any fixed installations, alter or remove health and safety notices or equipment, or take any action which may create hazards for employees faculty or patients using the premise
- at all times, expected to, comply with all fire, safety and security procedures as set out in this policy.
- expected not to intentionally, or recklessly, interfere with or misuse anything provided by the College in the interest of health, safety or welfare
- to conform to all instructions (written and oral), given to ensure personal safety and the safety of others
- to maintain all equipment in good condition, reporting any defects to the clinic director
- report all occupational ill-health issues/accidents/incidents/near misses, whether injury is sustained or not, to the clinic director

## **Visitors**

Ensuring employees and visitors are safe when visiting the College is a priority, we therefore ask that all visitors comply with the following:

All visitor must sign in the visitors book located at the reception desk upon arrival.

Reception will provide visitors with a visitors badge, which must be worn at all times whilst in the building and returned to reception when leaving.

Room hire attendees will be asked to sign the visitor's book, of the register supplied by the organiser and will be given a visitor badge to wear whilst they are in the building.

In the event of a fire or evacuation the visitors book will be used to confirm the names of people present.

### **Contractors, service technician and partnerships**

Contractors and partners who have entered into any arrangement or agreement with the College will be provided with clear instructions regarding the College's health and safety responsibilities and policy.

External contractors and partners working on the College premises are expected to meet both their own health and safety requirements and those of the College.

This must include arrangements for two-way communications of hazard identification, risk assessments and emergency procedures; particularly for activities within the College.

Contractors and service utility technician may enter our premises only to complete their job duties.

Reception team are responsible for providing contractors and vendors with badges and for instructing them to wear those badges at all times on our premises.

### **Risk Assessment**

The College is committed to ensuring that it has a robust and comprehensive system of risk management in line with good practice. This is detailed in the College's risk management policy.

Effective risk management enables the College to identify, assess and seize opportunities which assist in the delivery of its objectives and improve its performance, whilst protecting the reputation and sustainability of the College.

### **First aid/ accident reporting**

All accidents or incidents which take place on the College's premises must be reported in accordance with the College's incident reporting procedure.

The College green accident report book is located in the reception office.

The first aid kits are located on the ground floor near the stairwell and in the top floor kitchen.

Resuscitation intubation (large red case) are located in the reception office and on the first floor in the room opposite room

### **Fire / evacuation procedure**

The College's fire and emergency evacuation procedure should be followed in the event of a fire or other emergency.

The procedure is clearly displayed on the notice board of each room within the College and detailed with the College's Fire and evacuation procedure.

The emergency exits are located on the ground floor of Boston Place.

**In the event of an evacuation the designated assembly point is on Boston Place: the railings at the side of Marylebone station.**

Reception will be responsible for visitors sign in book and confirming names of those present.

### **Maintenance and testing**

A planned preventative maintenance programme is in place to ensure all fire equipment and utility services are maintained regularly and meet all legislative requirements.

### **Security and CCTV monitoring**

CCTV monitoring is used within the College for the purpose of security and safety.

The College security camera is in operation at the entrance to the premises to prevent unauthorised access to the building and to monitor people entry and existing the building.

Signs clearly state that surveillance is in operation and who to contact about monitoring.

Footage from CCTV is retained for one month.

This policy should be read in conjunction with the College's security policy.

### **Training and induction**

The course director and deputy course leader are responsible for providing faculty and students with specific health and safety information and relevant training during their induction.

The clinic director is responsible for informing contractors and partners of the College's health and safety policy and evacuation procedures

### **Monitoring health and safety performance**

The management committee and clinic director will monitor health and safety incidents and look for trends and patterns.

Audits are carried out periodically to ensure the effectiveness of health and safety reporting arrangements.

The health and safety policy are reviewed two years by the Management Committee, or more frequently if a need is identified.

## **LCOM**

### **Health and Safety Policy statement**

#### **Appendix 1**

The London College of Osteopathic Medicine recognises it's duty to provide a safe place of work and a healthy working environment. We believe that the management of health and safety is a fundamental part of effective and efficient management. To that end we are committed to:

Compliance with health and safety legislation and code of practice

Continuously improving health and safety management and performance

Reducing risks to as low as reasonable practical through sensible and effective risk assessment and risk management

The provision of appropriate resources, information, instruction and training

The prevention of incidents, including accidents, near misses, injury or ill health arising from activities within the College

Investigation of incidence so that lessons may be learnt and shared to prevent future occurrences

The integration of health and safety objectives into strategic and operational planning, including, teaching, research, maintenance of the estate and procurement practices

Leadership by the senior management team to encourage a positive health and safety culture within the College and to check that policies and procedures are implemented effectively

Ensuring that managers, faculty, students and staff are equipped with the knowledge, confidence and capacity to deal effectively with health and safety issues

Effective consultation and communication on health and safety with faculty, staff, students and others who may share the College's facilities

Ensuring that faculty, staff and students understand their personal responsibility to act safely and responsibly and are encouraged to contribute to the continuous improvement of health and safety standards within the College