

UK Open College Health & Safety Policy

This policy is provided for UK Open College customers, including learners and staff members who are using or delivering the courses and qualifications we offer.

Location of the policy

This policy is available for viewing on the college website for all students and staff members to access as required.

Communication of the policy

It is important that all staff involved in the management, delivery, assessment and quality assurance of qualifications and learners undertaking a course are aware of this policy.

Review of the policy

UK Open College will review the policy annually and revise as and when required in response to feedback, changes in legislation, practices or actions required by any of the affiliated awarding bodies. Our review will ensure that our procedures remain consistent with the regulatory criteria and are applied properly and fairly in arriving at judgements.

Policy Statement

UK Open College is committed to achieving high standards of health and safety. We expect staff, learners, visitors and the other employers we work with to share this commitment and to understand that they have a legal and moral obligation to enforce and adhere to this policy.

Statement of Principles

The duties of UK Open College are to:

- Take reasonable care for the health and safety of themselves, visitors and others who may be affected by their acts and omissions while on UK Open College premises.
- Report promptly and accidents, incidents, unsafe conditions or practices and potential risks.
- Personally demonstrate good standards of health and safety practice
- Promote good practice through the quality of learning and understanding of health and safety

Duties of all learner s

Learners have a duty to look after their own well being. They are to be held equally responsible for the health and safety of others or those who may be affected directly or indirectly by their behaviour if visiting UK Open College premises.

Learners will:

- Familiarise themselves with all health and safety information provided by UK Open College and their employer.
- Follow and act upon any instructions that are given either verbally or in writing by a UK Open College staff member in connection with health and safety.

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- Bring to the attention of a member of UK Open College staff any difficulty in understanding health and safety information or instructions.
- Co-operate fully at all times with UK Open College to ensure that statutory obligations are met.
- Report immediately to a UK Open College staff member any Hazard, potential hazard, breakdowns in practice or procedure, unsafe conditions or defects to equipment which may affect health and safety in the workplace or training centre.
- Report any accidents or incidents they are involved in.
- Ensure that where necessary/required the relevant PPE is used on the interests of health and safety
- Advise their assessor of any personal difficulties associated with the use of any equipment or materials provided.
- Provide UK Open College and their employer (where relevant) with any medical information which may affect personal health and safety or welfare

Portable electrical equipment is in use by UK Open College. It is subject to periodic inspection to ensure its continued safety. If any person identifies a worn cable, defective plug or any issue with electrical equipment which does not work correctly, it is their duty to report the hazard or potential hazard to their supervisor/manager.

Fire alarms are tested regularly by the landlord of the premises. If a fire is discovered on UK Open College premises:

- Sound the alarm
- Leave the building by the nearest exit and do not delay
- Do not collect any belongings
- Go to the fire assembly point
- Ring the fire service
- Do not re-enter the building until given the all clear.
- Trained staff who feel competent may wish to tackle a fire using the equipment provided, but do not attempt to fight any fire in isolation

In the event of a person being injured and requiring first aid, a qualified first aider should be contacted. Smoking is not allowed inside the premises and only in designated areas outside the premises.