

UK Professional Development Academy



Health and Safety Policy

Health and Safety Policy	Last Review:	January 2026
	Amended Date:	N/A
	Next planned review in 12 months, or sooner as required	

Health and Safety Policy

1. Introduction

UK Professional Development Academy (UKPDA) is committed to providing a safe and secure working and learning environment. The College ensures that appropriate measures are in place to prevent accidents, protect individuals from harm, and promote a culture of safety awareness. All staff, learners, and visitors are expected to follow health and safety guidelines to minimize risks and ensure compliance with relevant legislation.

2. Scope

This policy applies to all staff members, learners, visitors, and contractors at the UK Professional Development Academy. It sets out the College's commitment to ensuring a safe and healthy environment for all individuals on its premises. The policy outlines responsibilities, safety procedures, and actions required to mitigate risks, prevent accidents, and comply with health and safety regulations, including the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.

3. Fire Safety

Fire safety procedures are in place to protect all individuals in the event of a fire. Fire notices are displayed throughout the College, outlining evacuation routes and assembly points. Regular fire drills are conducted to ensure that staff and learners are familiar with emergency procedures. The Health and Safety Officer ensures that all individuals are trained on fire safety procedures and the correct use of fire equipment.

4. Hazard Identification and Reporting

All staff and learners are responsible for identifying and reporting potential hazards that may pose a risk to health and safety. Any actual or suspected hazards must be reported to the Health and Safety Officer immediately, who will investigate and take necessary action. Regular inspections of the premises are conducted to identify risks and implement control measures.

5. Workplace Safety Inspections

To ensure a safe and healthy working environment, the College conducts regular safety inspections of classrooms, offices, and communal areas. Any safety concerns identified during inspections are recorded, and corrective actions are implemented promptly.

6. First Aid

A list of trained College First-Aiders, along with their contact details and locations, is displayed within the College. Any individual requiring first aid assistance should contact a First-Aider or a member of staff. The College ensures that first aid kits are accessible and regularly maintained.

7. Risk Assessment for New Equipment or Premises

Before introducing any new equipment, materials, or premises, the Senior Administrator and Health and Safety Officer conduct a risk assessment. The assessment identifies potential hazards, evaluates associated risks, and determines necessary control measures before use.

8. Accident Reporting and Investigation

The College takes all reasonable steps to prevent accidents and injuries. In the event of an accident, the immediate priority is to care for the injured person(s). All accidents must be reported using an Incident Report Form, which is submitted to the Health and Safety Officer. All accidents, including near-miss incidents, are investigated to determine root causes and preventative measures.

9. Housekeeping and Workplace Cleanliness

The College places strong emphasis on good housekeeping practices to prevent accidents. Floors must be kept clear of obstructions to prevent slips, trips, and falls. Waste materials must be disposed of promptly, and items stored on shelves should be securely placed to prevent injury. Walkways and passageways must remain unobstructed at all times.

10. Management of Special Hazards

Certain activities or materials pose specific risks, requiring strict safety measures. The College ensures that all individuals handling hazardous substances or working in areas with heightened risks receive appropriate training and safety equipment. If any individual believes that risk control measures are insufficient, they must report the concern to the Health and Safety Officer.

11. Health and Safety Officer Responsibilities

The Health and Safety Officer is responsible for overseeing daily safety operations, maintaining compliance with legislation, and providing advice on health and safety matters. They organise training, fire drills, safety inspections, and accident investigations. They also liaise with external regulatory authorities, including the Health and Safety Executive (HSE).

12. Prohibited Activities and Offences

Certain activities are expressly forbidden due to the risks they pose to individuals and property. These include:

- Tampering with fire alarms or firefighting equipment.
- Unauthorised alterations or interference with electrical wiring.
- Any violation of these regulations is considered a serious offence and may result in disciplinary action.

13. Responsibilities of Teaching Staff

Teaching staff have a responsibility to ensure a safe learning environment. They must:

- Ensure that all activities are carried out in line with health and safety regulations.
- Provide clear safety instructions to learners.
- Supervise students to ensure they adhere to safety guidelines.
- Report any accidents or incidents immediately and complete the necessary accident forms.

- Initiate first aid procedures if required.

14. Responsibilities of Learners

Learners must take reasonable care for their own health and safety and ensure that their actions do not pose risks to others. They are required to:

- Follow all safety rules and procedures.
- Use UKPDA platforms responsibly.
- Follow safe online behaviours and report any incidents of cyberbullying, harassment, or unsafe digital activity.
- Maintain a healthy learning environment by following ergonomic and wellbeing guidance.

15. Accident and Incident Reporting

All accidents, incidents, and near misses must be reported, even if they do not result in injury. Reporting incidents allows the College to take corrective action and prevent serious accidents from occurring. The College maintains an Accident Report Book at the main office for recording all incidents.

16. Emergency Fire Procedures

In the event of a fire, all individuals must:

- Evacuate immediately using the nearest emergency exit.
- Do not re-enter the building until authorised.
- Proceed to the designated assembly point and remain there until further instructions.
- Do not use elevators during evacuations.

17. No-Smoking Policy

UK Professional Development Academy operates a strict no-smoking policy throughout the building. Smoking is not permitted anywhere on College premises, including entrances, stairwells, and communal areas.

18. Anti-Bullying Policy

The College is committed to ensuring a safe and supportive learning environment, free from bullying, harassment, and discrimination. Bullying is defined as any deliberate act intended to intimidate, harm, or distress another individual. This includes verbal abuse, threats, harassment, physical assault, and cyberbullying.

The College takes bullying seriously and enforces strict disciplinary actions against individuals engaging in such behaviour. Any learner experiencing bullying should report it to the Student Welfare Officer.

19. Hazardous Materials Register

The Facilities Manager maintains a Hazardous Materials Register, listing any potentially dangerous substances, asbestos, or flammable materials stored on the premises. This information is shared with relevant staff, contractors, and the Fire Service to ensure appropriate safety measures are in place. Risk assessments are conducted to minimise exposure and prevent accidents.

20. Display of Health and Safety Information

The College ensures that all statutory health and safety information is prominently displayed, including:

- Health and Safety Law posters near building entrances.
- Certificates of Employers' Liability Insurance in common areas.
- Emergency contact numbers for first-aiders and fire marshals.

Accident¹ Records and Notifications

The Accident book is available for recording the details of all injuries, etc which occur at work. An entry must be completed as soon as possible after any accident occurs.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, the principal must notify the Health and Safety Executive (HSE) as soon as possible by telephone or e-mail of:

- Any accidents to employees causing either death or major injury
- certain industry-related diseases suffered by employees
- dangerous occurrences

Accidents to employees which result in injury causing absence from work of more than three days are reportable within ten days of the accident.

An investigation should be carried out as soon as possible after any accident occurs, so that problem areas or procedures are identified and remedial action can be taken if necessary. The reportable major injuries, reportable dangerous occurrences and reportable diseases relevant to the employer are as follows:

Reportable major injuries:

¹Including acts of violence to people at work.

- Fracture other than to fingers, thumbs or toes
- Amputation
- Dislocation of the shoulder, hip, knee or spine
- Loss of sight (temporary or permanent)
- Chemical or hot metal burns to the eye or any penetrating injury to the eye
- Injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to a hospital for more than 24 hours
- Any other injury leading to hypothermia, heat-induced illness or unconsciousness or requiring resuscitation or requiring admittance to hospital for more than 24 hours
- Unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent
- Acute illness requiring medical treatment or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin
- Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

Reportable dangerous occurrences:

- Collapse, overturning or failure of load-bearing parts of lifts and lifting equipment
- Explosion, collapse or bursting of any closed vessel or associated pipe work
- Electrical short circuit or overload causing fire or explosion
- Any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion
- Accidental release of a biological agent likely to cause severe human illness
- Collapse or partial collapse of a scaffold over five metres high, or erected near water where there could be a risk of drowning as a result
- Dangerous occurrence at a well (other than a water well)
- When a dangerous substance being conveyed by road is involved in a fire or released
- Unintended collapse of any building or structure under construction, alteration or demolition where over five tonnes of material falls, including a wall or floor in a place of work, any false work
- Explosion or fire causing suspension of normal work for over 24 hours
- Sudden, uncontrolled release in a building of 100kg or more of flammable liquid, 10kg of flammable liquid above its boiling point, 10kg or more of flammable gas or 500kg of these substances if the release is in the open air
- Accidental release of any substances which may damage health.

Reportable diseases include:-

- Poisonings
- Skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne
- Lung diseases including occupational asthma, farmer's lung, asbestosis, mesothelioma
- Infections such as leptospirosis, hepatitis, anthrax, legionellosis and tetanus
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome.
- Other incidents like misbehaviour or bullying etc will be recorded on incident report forms (below)

Incident Report Form**Incident No:**

for Misbehaviour/Bullying/Accident/ Other* if other please specify: *delete as appropriate

Name of Student:		Year:	
Details of Misbehaviour including dates:			
Related to other Incidents	Yes / No	Incident Nos.	
Where did the Incident take place			
Observed/Reported By:		Date:	
Witnessed By:	1	Witness Report Completed	Y/N
	2	Witness Report Completed	Y/N
	3	Witness Report Completed	Y/N
Staff Comment			
Date:			
Manager's Comments			
Date:			

Action Planned	<input type="checkbox"/> Students Counselling	<input type="checkbox"/> Parental Interview	
Date:	<input type="checkbox"/> Detention	<input type="checkbox"/> Temporary Exclusion	
	<input type="checkbox"/> Letter to Parents	<input type="checkbox"/> Permanent Exclusion	
Other Action Details			
Signed	Name	Date:	Position

PLEASE WRITE OVERLEAF or ON ADDITIONAL SHEETS IF NECESSARY

Incident Report Witness Form**Incident No:**for Misbehaviour/Bullying/Other*
appropriate

if other please specify:

*delete

as

Name of Witness:		If Student, College Year:	
Details of what was witnessed			
Related to other Incidents	Yes / No	Incident Nos.	
Where did the Incident take place			
Who was the Incident Reported to:		Date:	
Names of Other Witnesses	1		

	2		
	3		
Signed	Name	Date:	Position

PLEASE WRITE OVERLEAF or ON ADDITIONAL SHEETS IF NECESSARY

**New Employees and Visitors –
Information Instruction, Training and Supervision**

1. New Employees

The provision of health and safety information, instruction and training followed by appropriate supervision is essential to safe systems of work and is a requirement of legislation. Training is mentioned in a number of sections of this policy, but not all training needs have been identified in the text.

Appropriate induction training shall be provided for all new employees, including temporary employees. See the list following.

Thereafter, employees must be competent in the tasks required of them or must be adequately supervised by competent persons. Some forms of specific training are required by legislation such as training and certification for persons who use chainsaws. Some forms of training are very strongly advised such as for those who are instructing or supervising high risk sports.

Where the need for further specific training and instruction is identified it must be provided.

Comprehensive training records shall be maintained.

Safety information especially concerning the results of risk assessment shall be provided to employees and others as appropriate.

2. Visitors

In relation to visitors (who may be contractors), sufficient risk assessment, to enable such persons to remain safe whilst on the College's premises, must be carried out in accordance with the requirements of both this policy and the law.

In addition, all visitors will need to be given safety information, for example,

- directions signs from car parking areas and at the entrance to the College
- visitors who will be spending time on the premises unaccompanied by an employee should be supplied with emergency evacuation instructions.

Visitor's books should be maintained, and visitors should be required to sign 'in' and 'out'.

Health and Safety Induction Training – Checklist

Name

Job Description

(Please tick)

Do you know how to

Y

N

Do you know how to raise the fire alarm in the College premises?	
Have you had an explanation of the fire procedure?	
Do you know where the designated emergency exit is?	
Do you know how to contact a First Aider?	
All accidents and near misses which happen at work should be reported. Can you Identify where the accident book is located?	
Do you know how to access the health and safety policy?	
Is there any job specific health and safety training that is required? If yes, please identify it.	

Signed..... Date.....

First Aid

1. Rationale and Purpose

It is a statutory requirement for an employer to make adequate First Aid provision for all employees. The College recognises that the provision should cover the entire College Community². The College's First Aid policy is in operation to ensure that the College Community will be well looked after in the event of an accident, no matter how minor or major.

It is emphasised that the First Aid team³ consists of qualified "First Aiders"⁴ and not trained doctors or nurses. In the event of an accident all members of the College community should be aware of the support available and the procedures available to activate this. The purpose of the Policy is, therefore:

- ❑ To provide effective, safe First Aid cover for students, staff and visitors.
- ❑ To ensure that all staff and students are aware of the system that is in place.
- ❑ To provide awareness of Health & Safety issues within College and on College trips, to prevent, where possible, potential dangers or accidents.

2. General

The College's general policy is to ensure that

- ❑ sufficient⁵ qualified First Aiders and Appointed persons are available to provide first aid;
- ❑ First Aid information is readily available and that all users of the College are aware of the way in which to call for help;
- ❑ First Aid kits for minor injuries are available for use throughout the College by all staff and that they are regularly maintained.

The above will be achieved by ensuring that the admin staff (who are present at all times) are trained as First Aiders. In addition other staff may also be trained in suitable first aid qualifications.

² The College community is defined as all those persons who are involved with any of the College's activities e.g. Parents, Students, Staff and the Governing Body.

³ All staff members of the College who have some form of First Aid qualification

⁴ The term FIRST AIDER refers to those members of the College community who are in possession of a valid First Aid at work certificate or equivalent.

⁵ 1 First Aider and 1 appointed person are sufficient - According to guidance from HSE and DfES publication "Guidance for First Aid in Colleges" from the size of the College (i.e. 65 students).

3. Role of the First Aiders

A **First Aider** is someone who has undergone a training course in administering first aid at work and holds a current first aid at work certificate. The training has to have been approved by HSE⁶. A **First Aider** can undertake the duties of an appointed person (see next section).

First Aiders will:

- Ensure that their qualification and qualification of all First Aid team members and insurance [provided by the College] are always up to date – in the event that re-qualification is required, the First Aider will inform the Principal, and an appropriate date for the training will be decided and organised;
- Ensure that first aid cover is available throughout the working hours of the College week;
- Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other First Aiders or Emergency Services;
- Help fellow First Aiders at an incident and provide support during the aftermath;
- Act as a person who can be relied upon to help when the need arises;
- Ensure that their portable first aid kits are adequately stocked and always to hand;
- Insist that any casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to the hospital or by asking parents to pick up a child to take them to hospital; ensure that parents are aware of all head injuries promptly;
- Ensure that a child ⁷who is sent to hospital by ambulance is either:
 - Accompanied in the ambulance at the request of paramedics;
 - Followed to a hospital by a member of staff to act in loco parentis if a relative cannot be contacted;
 - Met at hospital by a relative;
- The First Aider need not be the member of staff to accompany the casualty to hospital, however, an appropriate person should be sent;
- Liaison must occur with the teacher in charge of cover, to ensure that lessons are covered in the event of an absent teacher;
- Keep a record of each student attended to, the nature of the injury and any treatment given, in the book provided in the First Aid Room. In the case of an accident, the Accident Book must be completed by the appropriate person;
- Ensure that everything is cleared away, using gloves, and every dressing etc. be put in a bag and sealed tightly before disposing of the bag in a bin. Any bloodstains or stains from other body fluids on the ground must be washed away thoroughly using appropriate disinfectant products. No contaminated or used items should be left lying around.

4. Role of the First Aid Appointed Persons

⁶ Health and Safety Executive

⁷ In the case where the College has a student who is under 18 years old.

The Appointed First Aid persons will have been on a suitable training course, and they will be able to provide support to qualified First Aiders in the College. In the absence of a First Aider, the appointed person is someone who can take charge when someone is injured or falls ill, including calling an ambulance if required.

Appointed persons should not attempt to give first aid for which they have not been trained, though short emergency first-aid training courses are available. There should always be an appointed person available during college hours.

If delegated by the First Aider, the appointed person can look after the first-aid equipment, eg restocking the first-aid box.

5. Role of the Principal or Senior Administrator

The Principal / Senior Administrator will:

- Ensure that a Health & Safety Manager is appointed who has the appropriate qualifications.

6. Role of the Health & Safety Manager

The Health & Safety Manager will:

- Ensure that medical details are requested on the student application forms and that they are completed in full (including answers of 'None' or 'N/A');
- At the start of each academic year, provide the First Aid team with a list of students who are known to be asthmatic, anaphylactic, diabetic, epileptic or have any other serious illness;
- Ensure that they always obtain the history relating to a student not feeling well, particularly in the cases of headaches, to ensure that no injury has caused the student to feel unwell;
- Ensure that in the event that an injury has caused a problem, the student must be referred to a First Aider for examination;
- Have a file of up-to-date medical consent forms for every student in each course and ensure that these are readily available for staff.
- Monitor and respond to all matters relating to the health and safety of all persons on college premises;
- Ensure all new staff are made aware of First Aid procedures in college.

7. Role of the Teacher

All Teachers and other Staff/volunteers who are not qualified in First Aid will:-

- Familiarise themselves with the first aid procedures in operation and ensure that they know who the current First Aiders are;
- Be aware of specific medical details of individual students when publicised;
- Ensure that their students/tutees are aware of the procedures in operation;

- ❑ In the event of an accident in the presence of a teacher or a teacher being the first adult to be present at the incident, the teacher/staff/volunteer will:
 - Send for help to Reception as soon as possible either by a person or telephone, ensuring that the messenger knows the precise location of the casualty. Where possible, confirmation that the message has been received must be obtained;
 - Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger;
 - Reassure, but never treat, a casualty unless they know the correct procedures; such persons can obviously start emergency aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed;
 - Send a student who has minor injuries to Reception if they are able to walk where a First Aider will see them; this student should be accompanied;
 - Send a student who feels generally 'unwell' to College Office and not to a First Aider, unless their deterioration seems uncharacteristic and is causing concern;
 - For their students, be aware of any specific conditions or medications that may be taking;
 - Have regard to personal safety.

8. Role of the Office Staff

Office Staff will:-

- ❑ Call for a qualified First Aider, unless they are one themselves, to treat any injured student;
- ❑ Support the First Aiders in calling for an ambulance or contacting relatives in an emergency;
- ❑ Send students who simply do not feel well to the Sick bay and ensure that they are accompanied;
- ❑ NOT administer paracetamol or other medications.

9. Medicine Dispensing and Administering

The First Aiders and/or College Office staff may store medicine provided by students and may dispense such medicine according to written instructions provided by students or if under 18 by their parents /guardians.

**** IMPORTANT ****

It is the College's policy that no staff members under **any** circumstances will administer any medicine (including paracetamol) to students.

Students will be given the medicine, and must self-administer it (i.e. students must not be helped in taking the medicine). This includes all types of medicine e.g. tablets, syrups, pumps etc. A member of staff should supervise (i.e. watch) the students self-administer the medicine.

Risk Assessments

The Management of Health and Safety at Work Regulations 1999 require a broad risk assessment of work and activities. The College will ensure that reasonably foreseeable risks be assessed as well as other risks which are identified by specific health and safety regulations.

Risk assessments and procedures will be kept up-to-date and therefore will be reviewed regularly.

The following risks have been identified:-

- Risk Assessment (Electrical Equipment)
- Risk Assessment (Falling Objects)
- Risk Assessment (Fire)
- Risk Assessment (Security)

Risk Assessment for Electrical Equipment

1 Source of Hazard

Electrical Equipment:-

- ❑ becoming faulty;
- ❑ not installed correctly ;
- ❑ not used correctly.

2 Location of Hazards

Throughout Building, wherever there is an electrical appliance or equipment of any kind and where there is electrical cabling etc. (E.g. computer equipment, FAX machines, photocopiers, overhead projectors.)

3 Details of Hazards

The following hazards have severities⁸ in brackets:-

- ❑ Fire (or Explosion with Fumes and smoke) caused by electrical sparks, short circuits or overload heating (4);
- ❑ Electric shock (an electrical current passing through the body) can cause:-
 - Death e.g. if currents is greater than 30 mA through the body for more than 40ms (4);
 - Burns from heavy currents in the body (3);
 - Injury (following involuntary muscle contraction – even from a minor shock) (2).

4 Who is at Risk

For Electric Shock:-

- ❑ The person who is using the equipment (and any other person that is touching the primary person receiving the shock).

For Fire/Explosion/Smoke/Fumes:-

- ❑ Staff, Volunteers, Students and any visitors on the site at the time of the hazard occurring.

5 Likelihood

The likelihood⁹ of a hazard occurring is:-

- ❑ Remote (1).
This is because electrical equipment is in common daily and users are normally familiar with safe operation.

⁸ Severity key is 1 - Minor, 2 -Serious, 3 - Major, 4 - Fatal

⁹ Likelihood key is 1 – Remote, 2 – Occasional, 3 – Possible, 4 – Probably, 5 - Certain

The exception is in the science laboratory students may be unfamiliar with some equipment. In this case the Science Teacher will be familiar with the equipment and will supervise usage of electrical equipment.

6 Risk Assessment Rating

High (20 – 8), Medium (6 – 4), Low (3 and below)

The Risk potential is (Severity x Likelihood) = 4 MEDIUM

7 Control Measures

7.1 PAT Testing

PAT testing of all portable electric equipment will be carried out annually and records will be maintained.

7.2 Plugs

Any plugs that are cracked or broken must not be used. The plugs must be wired properly, the conductors securely fixed and the cable firmly held by the strain relief grip.

7.3 Fuses

The ratings of the fuse must be appropriate to the appliance. Most appliances come with rating information. Most electronic equipment requires only a 3 A fuse e.g. computers. In addition, all electrical appliances and equipments:-

- must undergo checks annually and any recommendations/ findings must be recorded;
- must be installed to BSI standards including plugs, sockets, cables and fuses;
- must be installed away from fire sources and any flammable material.

7.4 Cables

All cables used in the College:-

- must be in good condition;
- must not have any breaks in the insulation;
- must be sufficiently robust to withstand the wear and tear of laboratory or office use and fully waterproof where water may come within the vicinity of the apparatus;
- must be protected if they are in contact with moving parts;
- must not be laid across the floor in such a way as to cause a tripping hazard. In the case where it is necessary to lay cables across walkways, they must be covered with cable protectors.

7.5 Extensions or Adaptors

Four way extension blocks will only be used for low power equipment (e.g. less than 500 W or 2 A). Equipment requiring more electrical power like kettles, microwaves and heaters that must not be used on such an extension but instead must be fed from an installed socket point.

Extension leads must not be daisy-chained i.e. one joined onto another.

7.6 General

Any equipment that may get hot:-

- ❑ must have a warning notice in a prominent position near it;
- ❑ should have good ventilation maintained around it.

The location of any mains switch must be clear and known so that power can be turned off rapidly in an emergency.

Electrical equipment or appliance that has any of the following **MUST NOT** be used:-

- ❑ exposed mains terminals;
- ❑ in the vicinity of flammable or explosive gases;
- ❑ in a place where it may get wet.

(Note: Equipment that has been wet must never be switched on until the equipment has been tested. Anyone to whom the equipment is taken for testing must be informed about what has happened.)

Warranties should be obtained for all Electrical Equipment. All electrical equipment Repairs must be carried out by approved repairers of electrical equipment.

Risk Assessment for Falling Objects

1 Source of Hazard

Objects placed on shelves or cupboards.

2 Location of Hazards

Classrooms and other areas with shelves and cupboards.

3 Details of Hazards

The following hazards have severities¹⁰ in brackets:-

- ❑ physical injuries, fractures and head injury (2);
- ❑ bruises or cuts (1);
- ❑ trapping or crushing (2).

4 Who is at Risk

Mainly Students or Staff but others in the building may also be at risk e.g. Volunteers and any visitors on the site at the time of the hazard occurring.

5 Likelihood

The likelihood¹¹ of a hazard occurring is:-

- ❑ Remote (1).

This is because staff will be advised to:-

¹⁰ Severity key is 1 - Minor, 2 - Serious, 3 - Major, 4 - Fatal

¹¹ Likelihood key is 1 – Remote, 2 – Occasional, 3 – Possible, 4 – Probably, 5 - Certain

- Carefully place objects on shelves and cupboards;
- Not to place heavy objects on higher shelves.

6 Risk Assessment Rating

High (20 – 8), Medium (6 – 4), Low (3 and below)

The Risk potential is (Severity x Likelihood) = 2 LOW

7 Control Measures

- heavy objects are not be placed on higher shelves
- there are no loose item that may fall from walls/ceilings.
- all equipment used by students is first checked by Supervisors for safety and suitability.

Risk Assessment for Fire

Please see the Fire Risk Assessment document for UK Professional Development Academy.

Risk Assessment for Security

1 Source of Hazard

Terrorists, burglars, etc.

2 Location of Hazards

Throughout the building.

3 Details of Hazards

The following hazards have severities¹² in brackets:-

- physical injury (multiple) (2);
- abduction (1);
- death (4);
- psychological (1);

4 Who is at Risk

Mainly Students but others in the building may also be at risk e.g. Staff, Volunteers and any visitors on the site at the time of the hazard occurring.

5 Likelihood

The likelihood¹³ of a hazard occurring is:-

- Remote (1).

This is because the College has security measures in place. The door is always kept locked. The location of the College is on a main high road with shops that have a large and constant public coming through daily. At all other times the security gates will be locked and there will be no entry allowed into the College (unless forced entry). CCTV is also a major deterrent.

Only visitors who already have an appointment will be allowed into the College premises during College hours. All visitors must sign in.

6 Risk Assessment Rating

High (20 – 8), Medium (6 – 4), Low (3 and below)

The Risk potential is (Severity x Likelihood) = 4 MEDIUM

7 Control Measures

- the College premises are locked with gates and all access is controlled;

¹² Severity key is 1 - Minor, 2 - Serious, 3 - Major, 4 - Fatal

¹³ Likelihood key is 1 – Remote, 2 – Occasional, 3 – Possible, 4 – Probably, 5 - Certain

- ❑ all visitors must have appointments and must sign in;
- ❑ CCTV in operation;
- ❑ all Staff and approved volunteers are CRB checked;

Emergency Plan

1. Introduction

This document outlines the procedures that must be followed in the event of discovering Fire, Smoke or other hazardous/dangerous substance/equipment in the buildings used by UK Professional Development Academy (referred as 'the College' in the remainder of this document).

It is the responsibility of all staff and students using the College to be familiar with these instructions and to follow the fire evacuation procedure at all times when an alarm is raised (fire or drill). All Staff members shall receive training on the evacuation procedure.

A copy of this document will be kept in the College's Office and there will also brief evacuations notice will be displayed on every floor.

2. Designated Fire Exit

There are two designated Fire Exit; one through the club building , second through the entrance.

The Fire Assembly Point is in the parking area. There are five pairs of Fire extinguishers spread around the area and one of them can always be seen.

3. Action on Discovering Fire or Smoke

Any person discovering Fire MUST immediately and in this ORDER:-

1)

- raise the alarm (i.e. inform all staff and students and anyone else present)
- ring the Fire alarm until the designated fire warden his alerted

2)

- evacuate the building from the designated exit;

IF the Fire or Smoke is blocking the designated exit, then

- evacuate the building from the front exit and escort all students, staff and visitors to Cool Oak Lane by the Raw Spice Car Park;
- Whilst evacuating, the last person should leaving any rooms, and the building should shut any doors behind them.

DO NOT :-

- block the exit, once you are out of the building - go to the assembly point. Always move away from the building and keep the entrances clear for the Fire Brigade.
- go back into the building until you are specifically told to do so.

IF there is a disabled person who requires assistance, then the Staff Member should evacuate all able bodied students first and then assist the disabled person in evacuation.

It is the intention of the College that all disabled students should have their own personal emergency evacuation plans (PEEP). The aim of the PEEP is to provide people who cannot get themselves out of a building unaided with the necessary information to be able to manage their escape from the College, and also to the College and the Staff concerned the necessary information so as to ensure that the correct level of assistance is always available.

3)

- ❑ WITHOUT ANY DELAY and from a safe Place, call the Fire Brigade by dialling 999. The Fire Brigade do not resent false call-outs providing the caller had genuine reasons at the time.

4)

- ❑ IF you feel it is safe to do so, AND you feel confident to use it – then use the appropriate Fire Extinguisher

Prompt use of a Fire Extinguisher can nip a major conflagration in the bud **KEEP YOUR ESCAPE CLEAR** - do not have the fire between you and the way out.

5)

- ❑ Take a register of all students at the Assembly Point and ensure that all Students are present
- ❑ In the event that there is 1 or more students missing (or a Staff Member is Missing) make sure that the Fire Brigade are informed – Do Not go back into the building yourself.

4. Fire Drills

Fire Drills will be carried out within the first two weeks of each new academic year (to remind the existing students of the evacuation procedure) and to familiarise new students of the evacuation procedure as soon as possible. The Fire Drill will be repeated in the second and third terms of each academic year.

Electricity at Work Regulations

The College recognises the importance of these Regulations and undertakes to comply with them fully. The Regulations most appropriate to our activities and premises cover the following:

- All electrical systems shall be constructed and maintained to prevent danger and all work activities shall be carried out so as not to give rise to danger as far as is reasonably practicable.
- No electrical equipment shall be used where its strength and capability may be exceeded so as to give rise to danger.
- Electrical equipment sited in adverse or hazardous environments must be suitable for the conditions as far as is reasonably practicable.
- Live conductors should be, as far as is reasonably practicable, permanently safeguarded or suitably positioned.
- Equipment must be earthed or other suitable precautions must be taken to prevent danger e.g. installation of residual current devices, use of double insulated equipment or reduced voltage equipment, etc.
- Nothing shall be placed in an earthed circuit conductor which might give rise to danger by breaking the electrical continuity or introducing high impedance unless precautions are taken to prevent danger.
- Every joint and connection in a system must be mechanically and electrically suitable for use.
- Efficient means should be installed in each system to prevent excess current which would result in danger.
- Where necessary to prevent danger, suitable means shall be available for cutting off the electrical supply to any electrical equipment.
- Adequate precautions must be taken to prevent electrical equipment, which has been made dead in order to prevent danger, from becoming live whilst any work is carried out.
- No work can be carried out on or near live electrical equipment unless this can be properly justified. If such work is carried out, suitable precautions should be taken to prevent injury.

- Adequate working space, adequate means of access and adequate lighting shall be provided at all electrical equipment on which, or near which, work is being carried out in circumstances that may give rise to danger.
- No person shall engage in work that requires technical knowledge or experience to prevent danger or injury, unless he or she has that knowledge or experience, or is under appropriate supervision.

Work Equipment

The College does expect to have any equipment with dangerous parts in them. This section has been written in case the requirement changes in the future.

All dangerous parts of machinery shall be adequately safeguarded. A machinery inventory shall be drawn up to identify machines/equipment with dangerous parts together with associated safeguards. Regular inspections and tests of safeguards and emergency stop devices and regular maintenance shall be carried out each term and recorded.

Provision and Use of Work Equipment Regulations 1998

'Work equipment' includes items such as milling machines, woodworking machinery, lawn mowers, laboratory apparatus, portable drills, soldering irons and catering equipment. Work equipment also covers any equipment provided by employees themselves for use at work.

Managers and Heads of department must:

Ensure that equipment is suitable for the job it has to do

- Take into account the working conditions and hazards in the workplace when assessing the suitability of and selecting the equipment
- Ensure equipment is used only for operations for which, and under conditions for which, it is suitable
- Ensure that equipment is inspected regularly and maintained in an efficient state, in efficient working order and in good repair
- Give adequate information, instruction and training to users

The equipment must have:

Protection on dangerous parts

- Protection against specified hazards occurring such as falling and ejected articles and substances, ruptures or disintegration of work equipment parts, equipment catching fire or overheating, unintentional or premature discharge of articles and substances, explosions
 - Protection on parts and substances at high or very low temperatures
 - Control systems and control devices
 - A means of isolation

Plus there must be good lighting, maintenance operations and warning markings. Managers and Heads of Department in control of work equipment must assess the risks posed by the use of work equipment under their control.

New equipment must comply with an appropriate British or CEN Standards.

Sports, Games and other Non-Curriculum Activities

It is not unusual for non-curriculum sports, games and activities to be inherently hazardous where the risks of injury resulting from inadequate premises, equipment, training or supervision are proportionately large. All those in charge of supervising these should be competent and if necessary holders of recognised qualifications.

Risk assessments for these sports, games and activities and the arrangements for their supervision must always be in writing and be written and approved before the activity commences.

Kitchen

The College does not expect to have catering facilities on site. This section has been written in case the requirement changes in the future.

Although Contract caterers may be employed, the College will remain responsible for the kitchen premises and equipment both of which shall be properly maintained.

A food safety hazard analysis must be carried out by kept in the College's office.

The results of food safety audits and the results of health and safety audits (to include premises and equipment standards with particular emphasis on safeguards and safety devices) must be submitted to the employee in charge of the catering operation each term. Obvious defects should be reported as soon as they become apparent using the written defect reporting procedure.