

HEALTH, SAFETY & FIRE POLICY

General Statement

BCPC is committed to ensuring so far as is reasonably practicable, the health, safety and welfare of its staff, students and visitors and to take all necessary steps to implement this. Included in this document are guidelines on physical safety, fire precautions and first aid. Staff and students are required to be familiar with these guidelines and to be aware of action to be taken in case of a fire or accident.

All staff members and students must fully co-operate so that BCPC is able to comply with all its statutory duties and to ensure the health and safety of others. Everyone has a legal obligation to take reasonable care of their own health and safety, and of the safety of other users of the building and third parties who may be adversely affected by their actions or omissions.

The attention of all staff and students is drawn to the safety rules and procedures. Staff and students should remain alert and report any practices or defects in machinery, equipment and slip/trip hazards or systems of work they observe which in their opinion could constitute a hazard to themselves or others. In the interests of health & safety, staff and students are responsible for making use and taking proper and reasonable care of the building and any equipment provided. Any staff or students who fail to follow these rules and procedures will be subject to disciplinary action.

BCPC will take appropriate measures to provide the necessary information to all staff and students in matters pertaining to their health and safety. The Office Manager will review this policy regularly.

Operational Responsibility for Health & Safety

The person having operational responsibility for health and safety is the Office Manager from Monday to Friday 9:00AM – 5:00PM. The identity of the individual trained in basic first aid will be displayed on the entrance hall noticeboard on the ground floor.

Accidents

Any accident occurring on the BCPC premises should be entered in the Accident Record Book (kept in the office), either by the Office Manager or another member of staff present at the time. It is important that all injuries however minor are recorded. Staff should ensure that they know the name/s of the trained first aider/s who is designated to take charge of the first aid kit (kept in the office in the cupboard beneath the office photocopier). If deemed necessary, an ambulance should be called.

Alcohol and Drugs

No unauthorised alcohol or drugs other than those prescribed by a registered Medical Practitioner, and which do not affect students or staff ability to undertake their duties safely may be brought onto, used or consumed on the premises.

Electrical Equipment

Any equipment in a dangerous or worn condition or appearing faulty must be reported by the students or staff to the Office Manager. Staff and students should never use equipment, which is suspected to be faulty, or where the cable is damaged or has loose connections. Staff and students should not attempt to repair or interfere with electrical equipment or wiring themselves. All electrical items which do not require continuous operation should be switched off when not in use and plugs removed from sockets. The Office Manager to organise annual PAT testing to be carried out mid-year.

Fire

BCPC understands the importance of vigilance to fire safety hazards and has notices on each floor of the building explaining the fire procedures and signs indicating the fire exits. Alarm points and fire extinguishers are situated on each floor of the building.

- All employees will be trained on evacuation procedures and will be aware of the location of fire exits, fire alarms, and fire-fighting equipment.
- Fire extinguishers and other fire-fighting equipment are provided and maintained in good working condition in accordance with manufacturers' guidance.
- BCPC will ensure that fire alarm systems are maintained and tested regularly and that all fire-related incidents are reported to the fire brigade and other authorities as required by law.
- BCPC will maintain a fire logbook that will record all fire-related incidents, including false alarms, and will be available for inspection by the fire brigade and other authorities.
- Staff and students should be aware that Smoking is prohibited on company-owned premises.
- Staff and students should ensure that they are familiar with the position of the nearest fire-fighting equipment and alarms and that they understand how to raise the alarm.
- Staff and students are asked not to use personal electrical chargers for mobile devices, e-cigarettes or e-bikes on the premises.
- Staff, students and room users are asked to use electric fires and other heaters (if and where permitted) with caution and to keep flammable materials, paper, away from sources of heat. No heaters should be left on and unattended at any time.
- Electrical equipment will be maintained in good working condition and will be tested and inspected regularly.
- Staff and students should report any faulty electrical item, cable, flex, switch or socket immediately to the BCPC Office.
- Stairs, corridors and doorways should not be obstructed. Fire doors and fire exits are not to be obstructed at any time and must be easily opened from the inside.

BCPC carries out regular fire drills for all cohorts so that staff and students are aware of the nearest exits and assembly points. In the event of a fire, staff and students should leave the building quickly and in an orderly fashion following the correct route. The Office Manager and Administrator are responsible for arranging fire drills and tests. Staff will be informed of when fire drills will occur and staff responsible for registers are to check all students are present. All fire drills, fire incidents and equipment checks will be recorded.

Floors

Floors in the entrance hall and corridors should be kept clear with all shoes to be placed in the cloakroom. Electrical cables should not be laid across the floor where people will be walking unless a covering is provided. Any liquid spilt on the floor should be wiped up immediately and walking over wet surfaces or newly washed flooring should be avoided. Damaged floor covering should be treated with care and reported immediately.

Heavy Items

Lifting or carrying items such as water cooler bottles and boxes of paper or other deliveries should be undertaken with care. Staff and students should ask for assistance if there is any danger of strain or awkward movement.

Sanitation and Ventilation

BCPC will ensure that there are sanitary washroom and WC facilities and sufficient ventilation and lighting. The number of toilets on site complies with the Workplaces (Health, Safety and Welfare) Regulations 1992.

Smoking

BCPC is a No Smoking building. Smoking and/or vaping are prohibited at all times within the premises.

Stairs & Steps

Staff and students should exercise caution on the stairs and make use of the handrails provided. When step ladders are necessary to access out of reach items, staff should ensure that they are firmly placed and secured. Step ladders should not be used by students. The stairlift must only be operated by a member of staff and for the purpose for which it was designed. Emergency stop procedures are displayed at the top and bottom of the stairs. The stairlift to be routinely tested and serviced when required.

Workspaces and Training Areas

Areas used for work and training by staff and students must be kept clean and tidy with all rubbish to be placed in the waste bins provided. Care must be taken to ensure that workspaces and training areas are not hazardous either to students, staff or third parties.

| Policy Ownership | Reviews and updates | Next Review |
|---------------------|---------------------------------|-------------|
| BCPC Office Manager | 2012,2017, 2021, Jan, July 2024 | 2027 |