

360 GSP Training

POLICIES, RULES AND PROCEDURES

Health and Safety Policy

Policy Last Reviewed on: 17/12/2017

360GSP College is committed to pursuing excellence in everything it does and this includes the management of health and safety.

1. 360GSP College is committed to achieving high standards of health, safety and environmental practice.
2. Staff, students, visitors and other employers who work at the 360GSP are expected to share this commitment by complying with College policies and procedures, and to understand that they have legal and moral obligations to themselves and to one another.
3. Manage its activities in a way as to ensure that the health, safety and welfare of all employees, students, and any other persons on its premises are not put at risk.
4. Provide and maintain equipment and systems of work that are safe and without risk to health.
5. Provide the necessary information, instruction, training and supervision to ensure the health and safety of all employees, students and any other persons at 360GSP College.
6. Maintain a safe environment and without risk to health and provide and maintain means of safe access and evacuation.
7. Provide and maintain a working environment that is safe, without risks to health and is adequate with regard to facilities and arrangements for the welfare at work of all employees.
8. Provide consultation to staff and students in matters relating to their health, safety and welfare and promote a positive health and safety culture in the College and educate our staff and students in health and safety.

9. Where there are no existing College policies or guidance, we expect our staff, students to implement the highest relevant standards and to comply with relevant legislation. Where no standards or legislation exist, we will work with our staff and students to develop systems which comply with best practice and eliminate or minimise the risks so far as reasonably practicable.

10. Ensure that risk assessments are carried out as required and investigate thoroughly all accidents affecting health and safety.

11. Seek specialist advice: Peninsula on health and safety matters as and when necessary.

12. 360GSP College undertake to continually review annually and develop safety management systems or more frequently if justified.

Employee Responsibility

All employees have a duty under the Health and Safety at Work Act 1974 to co-operate with their employer to ensure compliance with the act. As such they will:

- Report any hazardous defects in plant and requirement, or shortcomings in the existing safety arrangements, to the Head of Administration;
- Not undertake any task for which authorization and/or training has not been given;
- Fully co-operate with the College in carrying out risk assessments;
- Take reasonable care for their own Health and Safety;
- Consider the Health and Safety of other persons who may be affected by their acts or omissions;
- Work in accordance with information and training provided, including wearing personal protective equipment where appropriate;
- Refrain from intentionally mis-using or recklessly interfering with anything that has been provided for health and safety reasons;
- Be aware of the location of first aid equipment and qualified first aiders;
- Be aware of the arrangements for evacuating the building;

Note: It is a disciplinary offence which could lead to dismissal, to work or permit others to work in a way which is contrary to the equipment's of Health and Safety Legislation or the College Health and Safety Policy.

Health and Safety Assistance

Health and Safety obligations are being met by the competent officers at 360GSP College. These people have sufficient knowledge and information to ensure that statutory are met and that the safety policy is being adhered to.

These Competent staff are: (the contact details are as under)

Staff Name	Position	Email	Telephone No
Tahmina Zaman Agnes Rapacz Kyla Ross Jamie Styles	First Aider	tahmina@360gsp.com agnes@360gsp.com kyla@360gsp.com jamie@360gsp.com	0208 672 4151 0208 672 4151 0203 965 2078 0208 672 4151
Tahmina Zaman Agnes Rapacz	Health & Safety Officer	tahmina@360gsp.com agnes@360gsp.com	0208 672 4151 0208 672 4151
Tahmina Zaman Agnes Rapacz Anurag Samuel Kyla Ross Zoltan Kovacs Adam Parker	Fire Marshal	tahmina@360gsp.com agnes@360gsp.com sam@360gsp.com kyla@360gsp.com zoltan@360gsp.com adam@360gsp.com	0208 672 4151 0208 672 4151 0208 672 4151 0203 965 2078 0208 672 4151 0208 672 4151
Simon Clark	Other Health and Safety Contacts	simon@360gsp.com	0208 672 4151

Checklist of a Short Risk Assessment on Health & Safety at Work Place

Company Name: 360GSP College

Company Address: 9th Floor, York House, 21 Empire Way, Wembley HA9 0PA

Contact Name & Telephone No: 0208 672 4151

Inspected By: Tahmina Zaman

Date: 17/12/2017

Insurance Certificates	Yes	No	Any Comments
Is there a public liability insurance certificate on display with a valid date?	✓		

Is an employer's liability insurance certificate on display with valid date?	✓		
Health and Safety Policy and Instruction	Yes	No	Any Comments
Is there a clear commitment to health and safety within organisation?	✓		
Is a Health and Safety Policy on display or available for staff to access?	✓		
Does the employer have access to competent health and safety information, advice and assistance?	✓		
Is the Health and Safety Law posters displayed on premises and has it been completed?	✓		
Are all staff members inducted on health and safety, and if so, where is it recorded?	✓		In Staff Folder and on Atlas
Is health and safety training (with any necessary updates) provided to employees on a regular basis?	✓		
Are all arrangements and responsibilities for health and safety communicated to employees?	✓		
Accident Reporting	Yes	No	Any Comments
Is there an accident record book and if so where is it kept?	✓		Administration Department
Are legally reportable accidents, incidents and ill-health reported to the enforcing authority and the	✓		

SFA?			
Fire Precautions	Yes	No	Any Comments
Has a Fire Risk Assessment for the workplace been completed?	✓		
Are fire exits clearly labelled?	✓		
Are Fire exits free from obstruction?	✓		
Are there regular fire drills? State how often fire drills take place?	✓		Tuesday Mornings 10am
Is there fire alarms and fire extinguishers (other means of fire detection/fighting fire) in place?	✓		
Where when the fire extinguishers inspected?	✓		Annually at Workplace by SS Testing
Is there a fire logbook kept?	✓		Main fire logbook of York House is kept on the Ground Floor Reception
First Aid	Yes	No	Any Comments
Is a first aid box available and fully stocked?	✓		
Who are the trained first aiders in the building?	✓		Tahmina Zaman Agnes Rapacz Konstantin Stepanov
Is a COSHH statement on display or available to staff? (where applicable)	✓		COSHH is recorded in the Health and Safety Folder
Work Equipment and	Yes	No	Any Comments

Environment			
Is all work equipment supplied and maintained by the employer?	✓		
Have staff received training in the use of all work equipment?	✓		
Are all electrical systems and equipment provided safe to use and well-maintained?	✓		
Does the working environment appear safe, healthy and clean on the day of the visit?	✓		
Risk Assessments	Yes	No	Any Comments
Are risk assessments carried out with any significant risks identified and measures to control them implemented?	✓		
Have all risks to learners been assessed, with factors like their age, inexperience, immaturity, lack of awareness of risks and any disability or health condition all considered (where applicable)	✓		
Have appropriate control measures been put in place following risk assessment, with any necessary restrictions for learners identified?	✓		
Supervision	Yes	No	Any Comments
Will employer ensure all learners are continuously supervised by a competent supervisor?	✓		

Contact Signature: Tahmina Zaman

Date: 17/12/2017

Assessor Signature: Simon Clark

Date: 17/12/2017