



HEALTH & SAFETY POLICY

Our policy is to provide and maintain safe and healthy teaching conditions and systems of work for all our employees and students, to provide the training and supervision needed for this purpose.

To meet these aims we shall:

- Keep up to date with best practice with Health and Safety and comply with all relevant legislation and authoritative guidance.
- Ensure, so far as is reasonably practicable, those who undertake work on our behalf apply the highest standard of Health and Safety for their employees and the community in general.
- Co-operate actively with local authorities, statutory bodies and public service in the interest of public safety and the safeguarding of the environment.
- Maintain to a high standard the estate and working practices in respect of all the premises and sites over which we have control.
- Give a high priority to Health and safety in all our operations
- Develop, implement and monitor Health and Safety regimes appropriate to our work
- Co-operate with, and monitor, the performance of contractors who work for us
- Provide the necessary resources to implement our policies and keep them up to date
- Consult with, and involve, our staff in matters affecting their health and safety.
- Provide the necessary equipment and training for the tasks to be performed
- Where necessary supplement our in-house resources with external resources
- Enlist specialist support to keep our policies and procedures up to date.

We require the full and active participation of all our employees so that the principles outlined in this policy statement may be achieved.

The statutory duties placed on LSET employees and providers of services are to be regarded as minimum standards. We aim to achieve best practice in terms of Health and Safety in all that we do.

1. General Statement

1.1 LSET fully recognises the duties placed upon it under the Health and Safety at Work Act 1974 and all other relevant legislation. We are



committed to comply with the minimum requirement and wherever reasonably practicable shall exceed them.

1.2 LSET also recognises the obligation it has to others regarding its activities including the accreditation/ approval bodies in the UK responsible for the provision of studies and accreditation or approval.

LSET is committed to working with these partners to ensure a safe and healthy working environment. LSET recognises the duties it has not only with staff but also to trainees, contractors, visitors and any others who may be affected by its activities and shall adopt the principle of zero tolerance regarding accident prevention. This principle is underpinned by the acceptance of the Centre that no accident at work is acceptable.

2. Policy Objectives

2.1 Health & Safety must be regarded as a mutual objective for management and employees at all levels. Therefore, management will:

- Provide and maintain a safe, healthy working environment with safe access and outlets;
- Ensure the safety of staff who are mobile workers or those who work from work.
- Ensure that trainees are placed in a safe and healthy working environment;
- Provide safety training, information and instruction as required for all employees, trainees, visitors and contractors etc, as appropriate.
- Maintain a constant and continuous improvement in all aspects of safety, by introducing and monitoring safety procedures.
- Consult employees on matters relating to workplace health, safety and welfare, development and review of policy and procedures through safety management established within the organization.
- Communicate relevant Health and Safety information through notice boards in the workplace and the internal e-mail.

2.2 Staff have to co-operate fully in the operation of this Policy by:

- Working safely and efficiently, complying with any instruction, information * training following all procedures and statutory obligations.
- Immediately reporting incidents (including accidents, near misses, which have resulted in, or may lead to injury).



- Assisting with the investigation of accidents and aiding the introduction of measures to prevent a recurrence.

3. Policy Implementation

3.1 LSET has a designated member of staff responsible for Health & Safety who will ensure continual strategic direction about health, safety and welfare at LSET.

3.2 LSET may also appoint local advisors competent in Health and Safety who will provide general advice on policy implementation before the start of the next training session.

3.3 The Health and Safety Officer shall maintain the safety management system and ensure processes are in place for its continual improvement.

3.4 LSET is a small organization with limited people however the Chairman and Student Welfare Officer will be responsible for the implementation and operation of the safety management system at LSET. Since LSET uses hired premises therefore, the building management also shares the responsibility to maintain H&S standards.

3.5 The Operational health and Safety manual will give further guidance on arrangements for putting into effect this policy.

3.6 This policy shall be reviewed whenever circumstances require it such as changes to legislation or activities and at least annually.

3.7 This policy shall be issued to all new members of staff and be made available on notice boards, as well as to all other interested parties through the LSET web site.

Some likely hazards:

The following list of areas where hazards could arise, or where improvements might be possible, is to help employees in the identification of risks:

Premises:

Access, steps, stairs, floor coverings, passages, lighting, furniture, fittings, heating, ventilation, fires, fire precaution

Classroom:

Computer, cable, heater, lights, training instruments.



Accidents

The practice **First Aid Box** is in the reception room.

Electrical equipment

Never touch with wet hands. In the event of malfunction disconnect at the mains supply.

Machinery

Never use machinery unless you have been instructed in its safe use. Do not make any attempt to dismantle, repair or service machinery without instruction

5. Fire Evacuation Procedure

In case of fire Please follow the following procedures

LSET Fire Marshal is named below:

Nadeem Abbasi

Immediate Action:

Anyone discovering a fire must immediately:

- Sound the alarm, go to the nearest fire alarm point.
- Inform the person in charge.
- Evacuate the building and report to the assembly point-based outside the building on the other side of the street
- Walk! Please do not run.

The person in charge will:

- Call 999 and report fire.
- Collect attendance register.
- Make sure toilets are NOT occupied and everybody is out of the building.
- Roll call will be done to make sure everybody is at the assembly point.



[London School of Executive Training]

Escape routes:

- Fire doors are identified as Fire Exits
- Fire doors are never locked.
- “Firefighting equipment” are maintained regularly and serviced.

Review of policy

The policy will be kept up to date, particularly as introduces new materials and equipment. To check the policy effectiveness and how it has operated will be reviewed every year, and staff meetings held regularly to discuss problems.

Prasenjit Kumar LSET chairman has the ultimate responsibility for Health and Safety at LSET. If you notice any hazards, please either contact Mr Kumar on the office number or Mr Nadeem Abbasi on 07889387802.