Health and Safety Policy

Prepared by: Arafat Hossain
Approved by: Senior Management Team and BoG
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Version Control Table:

Version	Date	Change Description	Author / Editor	Approved By
2	20/05/2025	Building management company's responsibilities are added. Risk assessment report template added in the appendix 1.	Arafat Hossain	

1.0 Policy Statement

London Profession College (LPC) is committed to providing a safe and healthy learning and working environment for all students, staff, and visitors. The health and safety of our college community are paramount, and we strive to prevent accidents, injuries, and illnesses by implementing effective health and safety measures. Arafat Hossain, Head of Academic Operations, is the Health and Safety lead at LPC.

2.0 Purpose

This Health and Safety Policy aims to outline LPC's commitment to maintaining a safe and healthy environment and establish a framework for managing health and safety risks across the College.

3.0 Scope

This policy applies to all individuals within the LPC community, including students, staff, guests, contractors, and other relevant parties. It pertains to all aspects of college operations and resources, irrespective of whether they are conducted on campus or through distance learning provisions.

4.0 Status

This Health and Safety Policy is approved and endorsed by the College Management and the Board of Governors. It will be reviewed annually to ensure it remains relevant and fit for purpose or amended before this date due to changes in external or internal factors, to ensure it remains fit for purpose.

5.0 Responsibilities

Building management company

Planet Education Networks (PEN Group) is the building management company responsible for the serviced office where London Professional College (LPC) operates. Their responsibilities primarily fall under premises-related health and safety obligations. These typically include ensuring that the building is safe, compliant with regulations, and suitable for occupancy.

Here is a list of key responsibilities that would fall under PEN Group's remit:

Fire Safety and Emergency Systems

- Install, maintain, and regularly test fire alarms, fire extinguishers, emergency lighting, and sprinkler systems.
- Ensure clearly marked fire exits and escape routes are unobstructed and compliant.
- Conduct building-wide fire drills and update fire evacuation plans.
- Maintain appropriate fire risk assessments for the premises.

Building Maintenance and Structural Safety

- Maintain the building's structural integrity (roof, walls, windows, ceilings, floors).
- Ensure staircases, handrails, lifts, and communal areas are safe and in good repair.
- Keep the premises free of hazards such as loose floor tiles, leaks, or broken fittings.

Electrical and Mechanical Systems

- Oversee Portable Appliance Testing (PAT) for shared or provided electrical appliances.
- Maintain and inspect electrical wiring, circuit boards, and lighting throughout the building.
- Service heating, ventilation, and air conditioning (HVAC) systems regularly.

Cleaning and Hygiene (Common Areas)

- Provide regular cleaning services for shared spaces, including toilets, hallways, lobbies, and kitchens.
- Manage waste disposal and pest control.
- Ensure that adequate supplies of hand soap, sanitiser, and toilet paper are available in the common restrooms.

Security and Access Control

- Implement building-wide security systems, such as CCTV and controlled access points.
- Ensure 24/7 access control and visitor management
- Maintain procedures for incident reporting and security breaches.

Compliance and Certification

- Keep up-to-date Health & Safety Certificates, including:
    - o Fire safety certificates
    - o Electrical safety inspection reports
    - o Lift inspection certificates
- Conduct and share relevant building risk assessments.

Shared Facilities and Equipment

- Ensure the safe use and maintenance of shared equipment (e.g., shared printers, kitchen appliances, lifts).
- Post appropriate safety signage in communal areas (e.g., "Caution: Wet Floor").

Communication with LPC

- Notify LPC and other tenants of any scheduled maintenance or safety inspections.
- Provide emergency contact information and procedures for addressing after-hours issues.
- Share fire evacuation procedures and updates to building safety protocols.

Manager

Managers play a vital role in implementing health and safety measures within their departments. Their responsibilities include:

- Ensuring up-to-date information is held on the legal requirements and best practice in health and safety procedures
- Devising and reviewing the Health and Safety Policy, including setting health and safety objectives.
- Ensuring compliance with health and safety legislation
- Allocating resources to ensure the effective implementation of health and safety measures.
- Appointing competent individuals to oversee health and safety activities.
- Regularly reviewing the effectiveness of health and safety arrangements.
- Demonstrating a commitment to health and safety leadership.
- Identifying and assessing hazards and risks.
- Ensuring that staff receive appropriate health and safety training.
- Supervising and monitoring staff compliance with health and safety procedures.
- Collaborating with the college health and safety officer for coordination and support.

Health and Safety Lead/Officer

- Implement the Health and Safety Policy and procedures.
- Conduct risk assessments for college activities and facilities.
- Develop and deliver health and safety training for staff and students.
- Investigate accidents, incidents, and near misses.
- Monitor college compliance with health and safety regulations.
- Plan and respond to emergencies, conducting drills as needed.
- Ensure safety inspections and audits are completed.
- Maintain accurate records and produce reports.
- Promote a positive health and safety culture.
- Support staff and students with health and safety queries.
- Continually improve health and safety standards at LPC.

Staff and Faculty

All staff members have individual responsibilities to promote health and safety, including:

- Complying with college health and safety policies and procedures.
- Reporting hazards, incidents, and near misses promptly to the health and safety officer.
- Participating in health and safety training as required.
- Using equipment and machinery safely and as instructed.
- Taking reasonable care of their own health and safety and that of others.

Students

Students also have an important role in maintaining a safe college environment. Their responsibilities include:

- Complying with college health and safety rules and guidelines.
- Report any hazards or safety concerns to the college staff.

- Participating in health and safety induction and training programmes.
- Follow the instructions provided during emergencies and drills.
- Taking responsibility for their own actions to avoid unnecessary risks.

6.0 Health and Safety Arrangements

Health and safety arrangements refer to the specific measures and procedures that LPC will put in place to manage risks and create a safe environment. These arrangements include, but are not limited to:

Emergency Procedures: LPC has developed and communicated emergency plans and procedures for various scenarios, such as fire evacuation, medical emergencies, and other potential hazards. Emergency exits, assembly points, and fire alarms will be clearly marked and regularly tested by building managers.

First Aid Facilities: The College ensures that first aid facilities are readily available and accessible. Trained first aiders will be appointed and equipped to handle medical emergencies.

Inspections and Maintenance: Regular inspections will be conducted to identify potential hazards and defects in equipment, facilities, and infrastructure. Timely maintenance and repairs will be carried out to ensure safety standards are met.

Security Measures: LPC has security measures in place to ensure the safety and well-being of the college community, including access control and surveillance systems.

Training: LPC provides all staff and students with appropriate health and safety training. The IT department, under the leadership of Moshfiqur Rahman, is responsible for managing the PAT testing of all information technology and electrical appliances. Training covers general health and safety awareness, specific job-related hazards, emergency procedures, and any other relevant topics.

7.0 Risk Assessments

Risk assessments are critical for identifying potential hazards and evaluating the risks associated with college activities and areas. The Health and Safety Officer at LPC conducts the following steps for risk assessments:

Identify Hazards: All potential hazards will be identified, including physical hazards (e.g., slippery floors, uneven surfaces), biological hazards (e.g., exposure to infectious agents), chemical hazards (e.g., hazardous substances), ergonomic hazards (e.g., improper workstation setup), and psychosocial hazards (e.g., stress and workload).

Assess Risks: The likelihood and severity of each identified hazard will be assessed. This evaluation will consider the frequency of exposure, potential consequences, and the number of people at risk. Incidents of hazards are reported and documented through direct communication with the LPC manager, enabling the implementation of an appropriate action plan to prevent future hazards.

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Control Measures: Control measures will be implemented to reduce or eliminate the identified risks. It may involve engineering controls (e.g., safety guards on machinery), administrative controls (e.g., safe work procedures), and personal protective equipment (PPE) where necessary.

Monitor and Review: Risk assessments will be reviewed regularly and whenever changes in activities, facilities, or regulations occur. It ensures that control measures remain effective and relevant.

8.0 Types of Hazards and Incidents and Arrangements for Specific Risks

Biological Hazards: Exposure to infectious diseases, especially in healthcare-related courses. Use of Personal Protective Equipment (PPE) in Healthcare Courses. Implementation of infection control measures and appropriate waste disposal procedures,

Psychosocial Hazards: Stress due to academic pressure, workload, or personal factors. Regular workload assessments to prevent excessive stress. Counselling and support services for students and staff facing mental health challenges.

Fire and Evacuation: Fire-related incidents, such as equipment malfunctions or arson. Regular fire drills, fire detection and suppression system maintenance, and clear evacuation routes.

Security Incidents: Theft, assault, or unauthorised access to college premises. Access control measures, security personnel, and surveillance systems.

By implementing these comprehensive health and safety arrangements and conducting regular risk assessments, London Profession College aims to create a secure and healthy environment for its entire community.

9.0 Implementation
The Health and Safety Policy will be communicated to all staff, students, and stakeholders. Implementation will be the joint responsibility of the college manager and all staff members.

10.0 Monitoring and Review
The effectiveness of the Health and Safety Policy will be regularly monitored and evaluated by the Health and Safety Officer. Any necessary improvements or updates will be made through the review process. The policy will be reviewed at least annually or as needed in response to changes in legislation, college activities, or best practices.

Appendix 1:

Health and Safety Risk Assessment

Note: Premises-related risks are managed by PEN Group, the building management company.

1. General Information

Assessment Title	
Assessor's Name	
Date of Assessment	
Review Date	
Location	
Department / Area	

Assessment Scope: Internal operations under LPC's control

2. Responsibility

Note: Building safety (e.g., fire alarms, emergency lighting, building maintenance) is managed by PEN Group. This risk assessment focuses solely on operational risks under LPC's direct control.

3. Risk Matrix

Likelihood	Severity	Risk Level
Rare (1)	Minor (1)	Low
Unlikely (2)	Moderate (2)	Medium
Likely (3)	Major (3)	High

4. Risk Assessment Table

Hazard	Persons at Risk	Existing Controls	Risk Level (LxS)	Further Controls Required	Action By	Deadline

5. Emergency Procedures Summary

Fire Safety / Alarm Testing	
First Aid Response	
Building Evacuation	
Reporting Incidents	

6. Declaration

I confirm that this risk assessment has been completed to the best of my knowledge and will be reviewed regularly or when changes occur.

Assessor Name:

Signature:

Date: