



Health and Safety Policy



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1. Introduction

The policy of the Guild is to provide and maintain safe and healthy working conditions for all its staff and students. This policy covers the Dilke House building only.

This Health and Safety Policy is made available to all staff and students who are duly notified of where it can be accessed. The Guild Manager is responsible for ensuring that staff and students are correctly informed on all health and safety matters.

2. Policy aims

The aims of our policy are to:

- Provide adequate control of the health and safety risks that arise within our environment.
- Prevent accidents and causes of ill-health from occurring within our environment.
- Identify legal requirements as a minimum acceptable level of health and safety performance.
- Provide suitable arrangements for communicating with staff and students on matters affecting their health and safety.
- Provide information, instruction and training on health and safety matters to staff and students.
- Keep accurate records by recording events in the accident/incident logs.
- To review the policy and its procedures on annual basis to ensure compliance with all appropriate legislation and best practice standards.
- To promote the general awareness of health and safety.

3. General fire protection

Smoke detectors, fire alarms and fire extinguishers are installed within all the facilities which our staff and students use (Dilke House). An outside contractor maintains the fire equipment. Fire exits are clearly signposted in all facilities.

Fire drills are practiced once a semester and organised by the Managing Agent of the building.

4. Suspected fires

Any individual discovering smoke, a strong smell of burning, or any smell of an unusual nature should immediately inform the designated Fire Warden.

5. Fire procedure

Any individual discovering a fire should immediately shout 'Fire' to give the alert and then activate the nearest fire alarm.

Upon hearing the alarm, staff and students are to immediately evacuate the facility in a calm and orderly manner, making their way directly to the designated emergency assembly point (RADA). Under no circumstances, should the evacuation be hindered by the collection of personal items. The evacuation will be monitored by the designated Fire Warden. Fire Wardens are responsible for ensuring that the areas under their jurisdiction are evacuated quickly, calmly and completely. As each room is successfully evacuated, the Fire Warden should close the door on exiting the venue themselves.

No person may re-enter the facility until clearance has been given by the Fire Warden or a member of staff.

Staff and students must be aware of the evacuation procedure, and it is strongly recommended that they familiarise themselves with the location of emergency equipment (such as fire extinguishers) and fire escapes. During an emergency, staff and students should be prepared to assist any visitor who may be unaware of the evacuation procedure.

Overall, fire hazards should be avoided by following basic instructions and precautions, such as adhering to guidance on the proper use of electrical equipment. This includes turning off power points and unplugging appliances after use. Furthermore, staff and students may not bring highly flammable, toxic, explosive or otherwise hazardous materials to the premises.

Fire exits must never be blocked, and any obstruction should be reported to the Guild Manager (GM) immediately.

Firefighting should always be a secondary consideration to evacuation. Any used fire equipment must be reported to the Fire Warden so that it can be replaced or recharged.

6. Emergency procedure

It may be necessary to evacuate the facility in the event of a non-fire-related emergency. In such a case, the signal to evacuate will be either the activation of the fire alarm or an order from the Fire Warden.

In such a case, staff and students should follow the same evacuation procedure as explained above.

7. Accident prevention

All staff and students have a duty to work towards eliminating the occurrence of accidents by behaving in a sensible and safe manner.

This includes the need to adhere to all legal requirements and safeguards that govern the use of furniture, equipment and facilities.



Inappropriate, reckless and/or careless behaviour that may cause injury or damage must be avoided at all times, and staff and students should carefully consider their actions before carrying them out. Specifically:

- Special care should be taken when lifting objects, and it is advised that nothing should be lifted without a prior understanding of the weight involved.
- Standing on furniture is strongly discouraged, as is swinging on or tilting chairs while seated.
- No running is allowed within the facility.
- Electrical equipment should not be tampered with. This includes opening PCs and pulling on power cables.

Any accidents that occur must be reported to the GM at the earliest safe opportunity. If the GM is unavailable, then the Student Staff Liaison Manager should be informed of the incident. This initial oral report of the accident will later be confirmed with a written report, which will be maintained by the GM. This written report will guide the GM in establishing the cause of any accident and pinpointing any necessary precautions to prevent the recurrence of such an incident.

The Guild is covered by the Employers Liability Insurance held by Bloomsbury Institute.

A member of staff is qualified to administer first aid. An accessible and fully equipped first aid box is available. All staff and students should make themselves knowledgeable as to the whereabouts of the first aid box.

Smoking is prohibited in all venues, as is the consumption of alcohol, drugs or other banned substances.

8. Monitoring facilities for safety and fitness for usage

The GM is principally responsible for ensuring that all locations are safe to use and remain fit for use. The GM will undertake appropriate site tours at least once a semester and if necessary make a report to the Guild Board of Trustees with his/her findings and any recommendations.

The health and safety of all our staff, students and visitors is of paramount importance. As such, we strictly adhere to the standards set out in the Health and Safety at Work Act 1974, to ensure the wellbeing of all those entering our premises.