



HEALTH AND SAFETY POLICY

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1.Introduction

B-TIC is highly responsible to maintain and improve the quality of the Qualifications delivery as per the standard and recommend of the Awarding Bodies.

We are fully committed to every compliance of all the agencies who regulate us thus we are highly dedicated in setting Policies with timely revisions to meet the regulatory requirements, assure the standards, guide and support Awarding Bodies and the Learners to achieve a world class learning experience.

2. Scope

This document is applicable for the following products:

B-TIC Campus



3. Audience

This document is for use by the following:

- a. B-TIC Staff
- b. Learners

Relevant Policies/Others to be used in conjunction with,

- 1. B-TIC Glossary of Terms

4. Definitions

Health and Safety Monitoring and Inspection	A general workplace inspection of the building will be conducted termly and be undertaken / coordinated by the Head of the Centre.
Fire Evacuation and Other Emergency Arrangements	The Head of the Centre is responsible for ensuring the fire risk assessment is undertaken and implemented. The fire risk assessment is located in the Health and Safety file and is reviewed on an annual basis.

5. Policy Statement

5.1 General

The Management of B-TIC will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the government regulations and other statutory and Common Law duties. This policy will be brought to the attention of, and/or issued to, all members of staff and other relevant stakeholder.

5.2 Risk Assessment

All workplace activities, teaching and non-teaching, premises and one off activities are assessed and approved by the Head of the Centre.

Specific risk assessments relating to individual persons, e.g. staff members or students are held on that person's file.

Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest and staff are made aware of any changes to risk assessments relating to their work.

5.3 Fire Instructions

These documents are made available to all staff and included in the B-TIC induction process.

An outline of evacuation procedures are made available to all contractors / visitors.

Emergency exits, fire alarm call points, assembly points etc are clearly identified by safety signs and notices.

5.4 Lone Working

Staff are not encouraged to work alone in the B-TIC.

Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the proposed lone working activity is necessary.

Work involving potentially significant risks (for example work at height) should not be undertaken whilst working alone.

Where lone working cannot be avoided staff should:

- a. Obtain the Head of the Centre's permission and notify him/her on each occasion when lone working will occur.
- b. Ensure they do not put themselves or others at risk.
- c. Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.
- d. Key holders attending empty premises where there has been an incident or suspected crime, should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.
- e. Report any incidents or situations where they may have felt "uncomfortable". Good communication between colleagues, in terms of personal safety is essential.

5.5 Work Equipment

All staff are required to report to the Head of the Centre if any problems are found with equipment, damaged electrical apparatus or wiring - including portable equipment and permanent wiring. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

5.6 Electrical Safety

All staff should monitor the condition of plugs, cables and electrical equipment prior to use.

All portable items of electrical equipment will be subject to PAT (portable appliance testing) annually.

Personal items of equipment (electrical or mechanical) should not be brought into the B-TIC without prior authorisation and subjected to the same tests as B-TIC equipment.

Major fixed wiring circuits will be checked at least once every five years.

5.7 Lifting and Handling

Generic risk assessments for manual handling are undertaken and staff provided with information on safe moving and handling techniques.

All manual handling activities which present a significant risk to the health and safety of staff, whether they involve the manual handling of people or objects, will be reported to / identified by the Head of the Centre who will arrange for a risk assessment to be carried out.

Where it is not reasonably practicable to eliminate these activities a risk assessment should be made and the risk reduced as far as is reasonably practicable.

The written risk assessment will be provided to employees who must follow the instruction given when carrying out the task.

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

5.8 Emergency Procedures

Fire and Evacuation	Fire and emergency evacuation procedures are detailed in the Fire Evacuation document and a summary posted in each classroom. These procedures will be reviewed at least annually. Emergency contact and key holder details are maintained by the Head of the Centre and provided upon review.
Fire Drills	Fire drills will be undertaken every semester, and a record kept in the Health and Safety file.
Fire Fighting	The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, if it is safe to do so without putting themselves at risk, using portable fire fighting equipment.
Inspection of Fire Fighting Equipment	A professional organization shall undertake an annual maintenance service of all fire-fighting equipment.
Means of Escape	Daily checks for any obstructions on exit routes and ensures all final exit doors are operational.

5.9 Responsibilities of B-TIC

B-TIC is responsible for Health and Safety matters at a local level and is responsible for:

- a. Formulating Health and Safety policy detailing the responsibilities for ensuring health and safety within the B-TIC Campus.
- b. Regular reviewing of health and safety arrangements and implementing new arrangements where necessary.
- c. Providing appropriate resources for the implementation of the attached arrangements.
- d. Seeking specialist advice on health and safety which B-TIC may feel incompetent to deal with.
- e. Promoting positive Health and Safety culture and high standards of health and safety within B-TIC.
- f. Communicating the policy to all relevant parties.
- g. Ensuring there is an adequate system in place for undertaking risk assessments.
- h. The implementation and monitoring of the B-TIC health and safety arrangements which form part of this policy.
- i. Ensuring all staff are provided with adequate information, instruction and training on health and safety issues.

5.10 Responsibilities of Employees

Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees of the B-TIC have responsibility to:

- a. Take reasonable care for the health and safety of themselves and others in undertaking their work.
- b. Comply with the health and safety policy and procedures at all times.
- c. Report all accidents and incidents in line with the reporting procedure.
- d. Cooperate with B-TIC on all matters relating to health and safety.
- e. Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- f. Report all defects in condition of premises or equipment and any health and safety concerns immediately to the Head of the Centre
- g. Report immediately to their Head of the Centre any shortcomings in the arrangements for health and safety.
- h. Ensure that they only use equipment or machinery that they are competent to use or have been trained to use.
- i. Make use of all necessary control measures and personal protective equipment provided for safety or health reasons

5.11 Responsibilities of Teaching Staff / Non-Teaching Staff Holding Posts of Special Responsibility

Apply the Health and Safety Policy to their own department or area of work and be directly responsible to the Head of the Centre for the application of the health and safety procedures and arrangements;

Ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented.

Ensure that appropriate safe working procedures are brought to the attention of all staff under their control.

Resolve health, safety and welfare problems members of staff refer to them, or refer to the relevant manager any problems to which they cannot achieve a satisfactory solution within the resources available to them.

Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.

Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety.

Ensure that all accidents (including near misses) occurring within their department are promptly reported and investigated.

Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.

5.12 First Aid and Medication

First aid boxes are located at the reception on the ground floor.

The Head of the Centre or his/her nominee is responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least once a semester.

A list of staff trained in basic first aid can be found in the first aid drawer.

The Head of the Centre will ensure that First Aiders have a current certificate and that new persons are trained should first aiders leave.

Transport to hospital: If the First Aider or Head of the Centre considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). No casualty should be allowed to travel to hospital unaccompanied and an accompanying person will be designated.

5.13 Administration of Medicines

All medication will be administered to students in accordance with the B-TIC Health and Safety Policy

The only medications kept and within B-TIC are those specifically for a student at the request of the student and with the consent of the Head of the Centre. Records of administration will be kept.

All medications kept in B-TIC are stored in the medical cupboard.

5.14 Reporting to the Relevant Authority

In the event of a fatality or major injury these incidents will be reported immediately to relevant authorities.

In the event of an incident resulting in:

- a. Students or other non-employees being taken to hospital
- b. Employee absence, as the result of a work related accident, for periods of 3 days or more (including W/E's and holidays)
- c. These must be reported within 10 days of the incident occurring.

5.15 Accident Reporting Procedures

In accordance with the Incident Reporting Procedure employees must report:

- a. Accidents, dangerous occurrences, and near misses in the incident book.
- b. Violent incidents and verbal abuse should also be recorded in the incidence book, the incidence book is held in reception.
- c. A local accident book, is used to record all minor incidents of students
- d. B-TIC accident reports will be monitored for trends and reports are made to the Head of the Centre if necessary.
- e. The Head of the Centre or his/her nominee will investigate accidents and take remedial steps to avoid similar instances recurring.
- f. Faulty equipment, systems of work, equipment, fittings etc, must be reported and attended to as soon as possible.

5.16 Reporting of Injuries, Diseases and Dangerous Occurrences

Some incidents that occur in B-TIC OR on B-TIC's trips must be reported to the Head of the Centre.

The Head of the Centre is responsible for ensuring that the authorities are informed according to policy.

Under the policy, the following reportable major injuries arising from work related accidents to employees or self-employed people working at the B-TIC, must be reported;

- a. Injuries resulting from physical violence
- b. Any fracture, other than to fingers, thumbs or toes
- c. Any amputation
- d. Dislocation of shoulder, hip knee or spine
- e. A chemical or hot metal burn to the eye or any penetrating injury to the eye
- f. Any injury resulting from electric shock or electric burn (including any electric burn caused by arcing or arching products) leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
- g. Any other injury leading to hyperthermia, heat reduced illness or unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
- h. Loss of consciousness caused by asphyxia or exposure to a harmful substance or biological agent
- i. Either of the following conditions which result from the absorption of any substance by inhalation, ingestion or through the skin:
 - Acute illness requiring medical treatment
 - Loss of consciousness
 - Acute illness which requires medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

End of Policy

B-TIC has taken all effort to ensure that the Policy and information contained in this version of publication are true and accurate to the best of knowledge when published.

Disclaimer: However, Policies, Products and Services of B-TIC are subject to continuous learning and improvement frequently. Thus we reserve the right to improve the Policies, Products and Services accordingly. We cannot accept any responsibility for loss or damage of any nature upon the usage of this document.



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