



OXFORD INTERNATIONAL COLLEGE BRIGHTON

Health & Safety Policy

POLICY INTENDED FOR:	Staff, students, visitors and Contractors
CATEGORY:	College Wide
POLICY IMPLEMENTED BY	Principal
REVIEWED BY:	Board of Governors, Board of Directors & H&S Manager
REVIEWED DATE:	February 2026
NEXT REVIEW	February 2027

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Health and Safety Policy Statement

Important: ALL employees must read this statement and be familiar with the College's policies.

The College is committed to maintaining a safe and healthy working and learning environment for all staff, students, contractors, and visitors. In doing so, it complies with its legal obligations under the Health and Safety at Work etc. Act 1974 (as amended), the Management of Health and Safety at Work Regulations 1999 (as amended), and the Construction (Design and Management) Regulations 2015. The College also adheres to all other relevant health and safety legislation, approved codes of practice, and guidance issued by the Health and Safety Executive (HSE).

At all times the College will endeavour to provide and maintain a healthy and safe working environment for its employees as well as to take steps to protect the health and safety of all visitors to the College, including contractors from other firms and temporary workers, as well as any members of the public who might be affected by our operations.

The overall objective of the College's health and safety policy is to minimise the number of instances of occupational accidents and illnesses. The ultimate objective is not to have any such instances. They will endeavour to do all that is reasonably practicable to ensure the health and safety of its employees, however, health and safety at work is the responsibility of each, and every individual associated with the College. Everyone requires constant vigilance and concern for the welfare of others.

It is also the duty of each employee to take reasonable care of his or her own welfare and to report any situation, which may pose a threat to the wellbeing to himself or herself or any other person. Such hazards in the workplace such as frayed electrical cables, dangerously defective equipment, unsafe structures, possible fire risks, loose floor tiles etc should be reported as a matter of routine and no member of staff will be penalised for complaining if such hazards are not rectified by the management or designated safety officer. It is therefore every worker's responsibility to report immediately any situation that could endanger the wellbeing of themselves or others and the reporting of injuries, however small, sustained by a person at work must never go unrecorded. Accident records are crucial to the effective monitoring and revision of the College policy and must therefore be accurate and detailed.

The College believes that the success of its Health and Safety Policy can only be achieved through the co-operation of all staff. Experienced employees must have due regard for inexperienced employees by not allowing less experienced workers, especially young workers, to unknowingly put their health and safety at risk. Likewise, an inexperienced worker (despite prior training) or untrained worker should not attempt to do hazardous work if they do not feel competent or have not been trained for such work. If any inexperienced or untrained worker is in any doubt about the health and safety risks of a particular task, they should refrain from continuing with the task and inform their immediate supervisor or the Health & Safety Officer. Employees will be provided with adequate equipment, information, training, and supervision to provide for their personal health and safety and that of others.

The College's Health and Safety Policy will be continually monitored, and improvements will be implemented from time to time. The College invites all employees to put forward any complaints against or suggestions to improve the Health and Safety Policy either informally or in writing directly to the designated Health & Safety Officer.

Health and Safety Policy of the College

Important: ALL employees must make themselves familiar with this policy

Designated Officers & Responsibilities

The person responsible for the overall Health and Safety Policy of the College is:

Name: Tess St Clair-Ford
Title: Principal
Contact address: Oxford International College. Ovingdean, Brighton, East Sussex BN2 7BA

The Health & Safety Officer (HSO) of the College is:

Name: Stuart Spicer
Title: Estates Manager
Contact address: Oxford International College. Ovingdean, Brighton, East Sussex. BN2 7BA

First Aid Provision

All provisions relating to first aid, including the locations of first aid boxes, asthma inhaler kits, and EpiPen storage, as well as the detailed contents of each box, are documented within the College's First Aid Policy. This ensures consistent management, accessibility, and compliance with current health and safety regulations. Staff are encouraged to familiarise themselves with the First Aid Policy to understand the procedures and resources available in case of a medical emergency.

First Aiders

A full list of trained First Aiders is available at main reception and records of training are held by the College Nurse.

Fire Safety

The designated Fire Safety Officer of the College and the persons responsible for the maintaining and testing of fire alarms, detection equipment and firefighting equipment is:

Name:	Stuart Spicer
Title:	Estates Manager stuart.spicer@oicbrighton.com
Contact address: Oxford International College. Ovingdean, Brighton, East Sussex. BN2 7BA	

Name:	Tom Preecy
Title:	Facilities Officer and H&S Coordinator (HSC) Tom.preecy@oicbrighton.com
Contact address: Oxford International College. Ovingdean, Brighton, East Sussex. BN2 7BA	

The designated assembly points for fire and emergencies are:

All Departments	MUGA (Multi Games Area)
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Location of Fire Extinguishers

All Departments	It is the responsibility of each employee and visitor to familiarise him/herself with the location of the fire extinguishers in the vicinity of their location. However, the fire extinguisher should only be used if training has been provided and you are not putting yourself or the safety of others at risk.
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Working Off-site on Premises that do not belong to the College

If work is carried out on behalf of the College on premises not belonging to the College, employees must be aware that the client of those premises has the overall legal responsibility for the health and safety of all personnel on their premises (such as their own employees, sub-contractors, members of the public). Therefore, employees of the College must be aware of and comply with the client's health and safety procedures whilst working on their premises.

Assurance can also be sought on arrival with checks on safety including:

- fire safety
- personal security
- general safety of the structure and facilities
- the accessibility of the building for disabled employees
- the environment surrounding the premises.

As a minimum, familiarisation with emergency escape routes and arrangements should take place.

Where employees are working offsite with pupils, a separate College Trip (Educational Visit) risk assessment will be completed and recorded on Sphera.

Immediate health and safety concerns should be addressed to the Health and Safety Officer (HSO). However, if those concerns are not adequately addressed, the employee should contact the College Principal or designated deputy for advice.

Please note, employees are responsible for safe-working practices at all times, regardless of where they work, and should always follow the principles of the College's Health and Safety Policy.

Responsibilities of Employees

All employees, irrespective of status, have a personal responsibility regarding health & safety as follows:

- Be familiar with the College's Health & Safety Policy and with the standards and procedures it contains and to co-operate and implement its contents.
- Understand and comply with all instructions, working procedures and safety rules which apply to their work. Some rules have a general application, such as rules for fire risks and emergencies. Other rules apply to specific jobs and equipment, such as correct use of equipment used for lifting, working at height and display screen equipment etc.
- Always Work with due care and attention. Whilst it is the College's responsibility to provide and maintain the necessary equipment for safe working, equally it is the employee's responsibility to use that equipment properly, and in many cases, there is a legal obligation to do so.
- Refer to any risk assessments relating to the equipment prior to use.
- Not operate tools or equipment unless they are trained and authorised to do so and report any defects to the Estates Team.
- Wear or use personal protective equipment as appropriate or as instructed.
- Report any hazards seen and, if appropriate, make suggestions for their elimination and control.
- Ensure work and communal areas are kept clean and tidy.
- Develop a personal concern for the safety of themselves and others.
- Report all accidents, injuries, dangerous occurrences and 'near misses' no matter how trivial.
- Raise any safety matter with the appropriate person.

Responsibilities of the Health & Safety Officer

The College Health and Safety Officer (HSO) has overall responsibility for all health, safety and welfare matters within the organisation. The HSO will ensure that there is an effective policy for health and safety, the provision of regular reviews to its efficiency and the provision of adequate staff, funds and materials to meet the policy's requirements.

The HSO will ensure:

- Responsibility for health, safety and welfare is properly assigned and accepted at all levels.
- Arrangements are made for the provision of suitable and sufficient safety training for all employees.
- Personnel are informed of any relevant changes to health and safety policies and ensure that documents are up-dated as necessary.
- Health and safety monitoring is regularly undertaken at all College sites.
- Information from suppliers is obtained for the safe use of equipment and materials and that all relevant health and safety information and guidance are provided to employees as required.
- Records of statutory inspections and other appropriate records are maintained.
- Records of injuries and work-related diseases are maintained and undertake appropriate reporting action to RIDDOR and/or HSE if necessary.
- Appropriate resources are allocated to allow for the elimination and/or control of known hazards and to safeguard against the introduction of new risks.
- Sub-contractors' tenders include adequate provision for safe working and comply with any legal requirements and the College's policy.
- Appropriate health and safety arrangements are discussed and managed with clients and building occupiers to ensure compliance.
- Provision of suitable equipment necessary for safe working and ease of handling including the requirements for any specialised safety and storage equipment.
- Provision of any adequate personal protective equipment, safety signs and relevant health and safety documentation. Personnel using restricted equipment and materials must advise their line manager or the HSO of the personal protective equipment required by legislation, risk assessments, manufacturers/suppliers or otherwise as deemed to be a sensible precaution.
- Provision of any training including specialised training if required.
- Provision of adequate welfare and first aid facilities.
- Appropriate action is taken in the event of fire or other emergency and the provision of suitable firefighting equipment.
- Protection of the public including students and their families whilst on College premises.
- Risk assessment of potential hazards is undertaken to determine the most appropriate means to minimise the risk, record the assessment and to advise staff and students of any significant findings.
- Employees are only allocated work according to their ability and have been given the necessary training to enable them to carry out their work safely.
- All necessary data sheets for hazardous substances are made available to staff and students coming into contact and COSHH assessments are carried out as required.
- Safety equipment and personal protective equipment necessary for a particular task is readily available, used/worn as required and is in good repair.
- Materials are stored safely and that, where appropriate, firefighting equipment is readily available.
- Only trained, competent and authorised personnel use tools and equipment and ensure that young or inexperienced workers are properly supervised.
- Prompt corrective action is taken whenever unsafe acts are noticed or reported to them.
- Cleanliness, tidiness, and other attributes of 'good housekeeping' are of an acceptable standard.
- All accidents are reported and recorded, and that attention given by medical, or first aid staff is appropriate.

- The cause of all incidents/accidents are investigated and reported, including those, which cause minor injury or loss/damage to equipment or materials with no injury and to take appropriate remedial action to avoid reoccurrence.
- Ensure pre-trip security briefings and contingency planning for overseas travel, including emergency communication protocols and business continuity measures.

Communication and Training

Communication

Annual Health and Safety training will be delivered to all College staff at the start of the College year.

The College will ensure that employees are familiar with the contents of the College Health and Safety Policy and will communicate with employees orally, through line managers, and in writing, in the form of directives and this policy.

Co-operation & Care

Employees are expected to co-operate with the Health & Safety Officer and to accept their duties under this policy. Disciplinary action may be taken against any employee who violates safety rules or who fails to perform his or her duties under this policy.

Safety Training

In addition to annual Health and Safety training, additional safety training will be delivered for all effective health and safety procedures. All staff will be trained in safe working practices and procedures relevant to their duties. Training will also include advice on the use and maintenance of personal protective equipment and fire equipment, if applicable.

Training sessions will be held as often as is deemed necessary. Also, employees can raise health and safety concerns with their line manager or directly with the Health & Safety Officer at any time.

Personnel using specialist equipment or materials must always read instructions before use and advise their manager and/or HSO if additional training or PPE equipment is required or deemed appropriate.

Inspection In the Workplace

The College will comply with the Workplace (Health, Safety & Welfare) Regulations 1992 (as amended).

This requires regular inspections of the workplace from time to time. Inspections will be of a routine nature or because of an event or a planned change in working procedures. Inspections will always provide the opportunity to review the continuing effectiveness of safe working practices and therefore implement changes where necessary.

Control of Substances Hazardous to Health (COSHH) - Policy and Precautions

COSHH Policy

The College will comply with the Control of Substances Hazardous to Health Regulations 2002 (COSHH) (as amended). Risk assessments will be undertaken of all work involving exposure to hazardous substances. The College will ensure that exposure of workers to hazardous substances is minimised and controlled.

Employees who come into contact with hazardous substances will receive training and information on the health and safety issues of these substances. Employees working with hazardous substances must follow the information provided on the assessment sheets and any College procedures relating to the particular substance. If in doubt, the Health and Safety Officer should be consulted.

Substances hazardous to health are regarded as any natural or artificial substances (including micro-organisms), which can be toxic, harmful, corrosive, or irritant to any employees exposed to them.

In the event of contamination, the employee should find out the substances and its source and, if injury occurs he/she should contact the First Aid Officer, his/her own doctor or the local hospital (Casualty Department) for treatment without delay.

COSHH Precautions

Under the Control of Substances Hazardous to Health Regulations 2002 (COSHH) (as amended) the following precautions should be taken:

- Handle hazardous substances with care and use the personal protective equipment supplied as it is supposed to be used.
- Make sure you are familiar with the rules (e.g. COSHH) for using substances (refer to COSHH assessments and data sheets).
- Before eating, drinking, and smoking and after handling hazardous substances, ensure that hands are washed.
- Remove lids/stoppers only when the substance is to be used.
- Store highly flammable substances in a lockable fire-retardant cabinet as per manufacturers/suppliers' recommendations.
- Only minimum quantities, required for immediate use, are to be kept in the College.

Personal Protective Equipment Policy

The College will comply with the Personal Protective Equipment at Work Regulations 1992 (as amended).

This requires that all employees who may be exposed to a risk to their health and safety while at work will be provided with properly fitting, suitable, and effective personal protective equipment or clothing.

All personal protective equipment or clothing provided by the College will be maintained in good working order and all employees provided with such protective equipment or clothing must wear or use such protective equipment properly.

Employees must report defective personal protective equipment or clothing to their immediate supervisor or HSO as soon as it is found to be defective.

Employees provided with personal protective equipment will receive training and information on the use, maintenance, and purpose of the equipment.

AI and Automation Safety (AI and Automation Workplace Safety Order 2025)

Where roles involve the use of automated systems or artificial intelligence, the College will comply with the AI and Automation Workplace Safety Order 2025 by:

- Identifying and assessing risks associated with AI-driven tools and robotics.
- Providing training on safe interaction with automated systems.
- Ensuring that AI systems used in the workplace are monitored for safety and ethical compliance.

Operation of Equipment and Use of Ladders Policy

Operation of Equipment Policy

The College will comply with the law as set out in the Provision and Use of Work Equipment Regulations 1998 (as amended) and will try to ensure that all equipment used in the workplace is safe and fit for purpose. Employees will be provided with appropriate information and training to enable them to use relevant equipment safely and this equipment must only be used by authorised and trained employees.

Work equipment must be maintained in good working order and repair. Employees must report defective equipment to their line manager or the HSO immediately. The employee will also be provided with adequate protection from the work equipment, if it presents a danger when in use (e.g. goggles to protect from dust). This work equipment will be clearly labelled with appropriate health and safety warnings.

Use of Ladders Policy

Please contact the Health and Safety Officer if your work requires you to use a ladder and please refer to the HSE recommended guidelines for safe use of ladders as per the attached link: <http://www.hse.gov.uk/pubns/indg402.pdf>

Display Screen Equipment and Electrical Safety Policy

The College will comply with the Health and Safety (Display Screen Equipment) Regulations 1992 (as amended). Risks to users of display screen equipment will be reduced as far as is reasonably practicable. Employees will be allowed periodic breaks from screen work.

Employees who regularly use display screen equipment are entitled to reimbursement for the cost of an eye test. To facilitate this, the College operates an eye care voucher system. Please speak with the HR Manager before arranging your appointment to ensure you follow the latest process.

Further information is available in the guide “Working with display screen equipment (DSE)” published by the Health and Safety Executive. If you have any concerns regarding your workstation, please contact the Health and Safety Officer.

All approved electrical equipment must be submitted for Portable Appliance Testing (PAT) upon arrival at the beginning of the academic year.

Students may only bring electrical items to College that are explicitly listed in the Student Handbook and fitted with a UK plug. Any unlisted items will be confiscated.

Items clearly marked as newly purchased are exempt from PAT testing for one year from the date shown on the label, or until the next scheduled PAT cycle—whichever comes first.

Each label must include the purchase date and the item must be recorded in the tracker - [New Purchased Equipment Tracker.xlsx](#)

Staff are responsible for ensuring that any equipment they use has been PAT tested. Items purchased between PAT cycles must be labelled and logged appropriately.

The correct voltage for tools and equipment must always be used.

Waterproof fittings must be used for external work.

Leads must not be allowed to trail, as this may cause a tripping hazard.

Frayed electrical leads must be repaired or replaced immediately.

Staff must ensure that they are familiar with any safety instructions (including manufacturer’s instructions) relating to any equipment before use.

It is forbidden to interfere with any electrical appliance.

It is important to check all electrical tools, leads, plugs of any electrical equipment for any defects before use.

Any obvious sign of irregular operation of electrical equipment should be reported at once to the HSO or the Fire Safety Officer.

If any electrical appliance is found to be faulty when used, work should cease immediately, the equipment should be decommissioned, and the fault reported to the HSO or Fire Safety Officer as soon as possible.

It is forbidden to carry out any repairs or fit any plug to an electrical appliance unless authorised to do so.

No electrical appliance may be connected to an electrical system by any means other than the correct plug or connection.

The College undertakes an electrical inspection at least once every five years in accordance with legal requirement. Any significant findings are reported and recommended remedial action is followed up.

Asbestos Policy

Asbestos dust can kill. It can cause lung damage and cancer. The dust particles that harm are too small to see with the naked eye and the diseases that develop can take many years and there is no known cure. Asbestos can be found in most buildings and is used in asbestos cement products such as sheets, tiles, tanks, gutters, down pipes, decorative finishes, insulation board, fire doors, ceiling tiles, sprayed coatings, insulation and lagging to pipe work and plant, caulking materials, and fire protection materials.

To minimise the risk from asbestos, the College has undertaken an asbestos survey of all its premises in accordance with its legal obligations. The findings are reported by surveyors, and any significant findings are appropriately acted upon. The College maintenance staff will undertake routine checks to ensure the continued safety of the College in accordance with the findings of the report.

However, if you suspect you have discovered, encountered or disturbed asbestos-based material, STOP WORK, inform the HSO and do not recommence this work until further instructions. Make sure your work colleagues are made aware of the hazard of the asbestos.

Environmental Policy

The College and its employees have a duty to act responsibly towards staff, students, suppliers and the public with regard to the effect that business operations may have on the environment and will endeavour to achieve its responsibilities through the following objectives:

- Adhere to any current legislation and where possible, anticipate new requirements and set out new procedures as required.
- Where feasible, purchase from suppliers who share concern for the environment and produce products from sustainable sources.
- Minimise waste from business operations and re-use or recycle where possible.
- Endeavour to control the level of harmful emissions.
- Promote the use of energy efficient systems on College premises.
- Support organisations who promote environmental protection issues.

The College will continue to monitor, evaluate and improve its performance whilst promoting environmental awareness to employees.

Climate Resilience and Extreme Weather Safety (2025 Regulations)

In response to the Climate Resilience Workplace Regulations 2025, the College will:

- Assess and mitigate risks related to extreme weather and environmental conditions, particularly for outdoor work.

- Implement procedures to ensure staff safety during heatwaves, storms, or other climate-related events.
- Promote sustainable practices that contribute to a safer and more resilient working environment.

Fire Safety Regulations

Fire Risk Assessments

Fire risk assessments will be undertaken as required under the Regulatory Reform (Fire Safety) Order 2005. Also, employees must bring to the attention of the HSO or the Fire Safety Officer any potential fire risks that they may become aware of.

A fire risk assessment is undertaken annually by the Fire Safety Officer and the local fire service and external auditors are contacted as required. Any recommendations and significant findings are reported and followed up.

Reducing Fire Risk

Prevention is better than cure when it comes to fire safety and one of the most important areas of fire prevention is to minimise and/or isolate combustible materials as follows:

- Highly inflammable liquids such as oils, fuels and paints or other inflammable material, must be removed from the College premises when not in use or securely stored in appropriate closed metal containers within a properly designed storage facility well away from sources of ignition. Use must be kept to a minimum.
- Gas leaks are a potential source of fire or explosion, and the detection of a gas leak must be reported **immediately** to the HSO or the Fire Safety Officer. All equipment with gas taps including gas bottles not in use should be constantly checked to ascertain that the gas taps are turned off and not leaking.
- Any waste such as paper waste and other waste such as oily rags must not be allowed to accumulate and must be disposed of in appropriate containers.
- Smoking is not allowed on College premises or on the pavement and roadside frontage within sight of any of the College buildings. The Council may fine or prosecute anyone caught dropping litter in the city centre.
- Faulty electrical equipment is a common source of a fire and should be switched off when not in use. Any observable defect should be reported **immediately** to the HSO or the Fire Safety Officer.

Fire Safety Officer

The College's fire safety policy and procedures take account of special fire hazards in specific areas of the workplace with, if possible, the cooperation and advice from the local fire service.

The Fire Safety Officer has the overall responsibility for the College's fire safety and emergency policy and training. All line managers are responsible for implementing the policy and all staff and students are responsible for carrying out the instructions of the policy.

General Fire Safety and Emergency Policy

All personnel associated with the College must familiarise themselves with this general fire safety and emergency policy and follow the procedures below.

If there is any doubt that a fire cannot be extinguished immediately without risk or injury to individual persons, all employees and students must immediately report any fire to the local fire service (dial 999) and operate the nearest fire alarm call point.

Employees and students must conduct their operations in such a way as to minimise the risk of fire and combustible materials must be separated from ignition sources. In particular, no one is allowed to smoke on the College premises or near combustible materials in the vicinity of the College. Smoking is always prohibited inside the College and College vehicles.

Emergency evacuation procedure for disabled employees, students and visitors

In compliance with the Equalities Act 2010, the College has a specific evacuation procedure for disabled employees, students, and visitors. Where a risk assessment identifies the requirement, a Personal Emergency Evacuation Plan (PEEP) will be undertaken by the Fire Safety Officer.

- Where possible disabled employees, students and visitors shall be accommodated on the ground floor
- On arriving at the building, they will be advised of the appropriate disabled route to safely exit the building
- They will be advised not to use a lift in the event of an emergency
- If appropriate the receptionist will advise two able bodied persons to assist in their safe evacuation
- The Fire Safety Officer will be advised of a disabled employee, student or visitor to ensure that a specific check can be undertaken to ensure that the disabled person will be able to evacuate the building in the event of an emergency
- If a Personal Evacuation Plan is required, this should be discussed with the College Nurse and Estates Manager

Fire Detection Equipment

Smoke detector alarms and general fire alarms are located at points throughout the workplace. Employees must familiarise themselves with the location of such detectors and alarms. Upon the discovery of a fire or if a smoke detector alarm sounds, employees must operate the nearest fire alarm call point and evacuate the building immediately.

General Fire Alarm

The sounding of the general fire alarm is the signal that the building must be evacuated. The alarm may be raised for a fire or any other dangerous situation such as an unsafe structure, a gas leak, a bomb scare, and no employee must assume that a situation is not serious because there are no visible signs of an emergency in their immediate locality. When the general alarm sounds all employees and students must leave the building by the nearest available exit and assemble at the designated assembly point. Employees must also order visitors to the College, including contractors from other firms and temporary workers, as well as any members of the public to leave the building by the exit routes. Where possible, employees should close windows to their offices and doors as they leave.

Other Emergency Procedures in the Absence of an Alarm Sounding

In the absence of the alarm sounding, line managers will warn employees, students, or members of the public in the case of a fire or other dangerous situation being detected by word of mouth, to evacuate the premises. They may order evacuation in the case of a fire or any other dangerous situation such as an unsafe structure, a gas leak, a bomb

scare, and no employee/student must assume that a situation is not serious because there are no visible signs of an emergency in their immediate locality. Immediately supervisors give instructions all employees/students must leave the building by the nearest available exit and assemble at the designated assembly point. Employees must also order visitors to the College, including contractors from other firms and temporary workers, as well as any members of the public to leave the building by the exit routes.

N.B. Employees must be aware that old people, disabled people or children may need assistance to leave the premises and that people using toilets or other ancillary rooms may not be aware of the emergency.

Fire Escape Routes

All specified means of escape, for the site premises, must be properly maintained and it is essential that they are always kept free of obstruction. Failure to comply with this could result in disciplinary action being taken.

It is essential that all personnel are familiar with the means of escape and the route to be followed in case of fire. Under no circumstances should fire exit doors be used for general access and fire doors should be kept shut at all times. The lift should not be used during an emergency or fire drill.

Fire and Evacuation Emergency Procedures

It is the duty of ALL personnel to familiarise themselves with the general fire and emergency procedures above and the assembly point. If working outside of normal College hours (evening and weekends), the additional fire and emergency procedures should also be followed. When working off site, staff should request the information they require from the premises' Health and Safety Officer.

It is the responsibility of the Fire Safety Officer to ensure:

- The College is clear of people in the event of an evacuation for a fire or other emergency alert, and to be in full knowledge of the types, positions and use of the first aid and fire appliances in their respective areas.
- Designated fire marshals within their control, are aware of the fire drill in their areas and the location of the first aid and fire appliances.
- Designated fire marshals conduct a fire safety tour within their respective areas of responsibility from time to time.
- Fire safety and emergency practice drills are conducted from time to time.

Discovery of Explosives, Bombs, Suspicious Packets

- DO NOT touch anything suspicious.
- Warn the HSO or the Fire Safety Officer if appropriate.
- Before leaving, take all necessary measures so that nobody, even mistakenly, comes into contact with dangerous object before the arrival of the police.

Fire Fighting Equipment

Fire extinguishers are located throughout the workplace. Staff should tackle a fire themselves in the first instance provided their personal safety and the safety of others is not at risk and they have received appropriate training. If it is

not possible to tackle the fire in the first instance the general fire alarm must then be activated. Staff should make themselves familiar with the fire-fighting equipment and alarm call points in the vicinity of their work area.

Fire Doors

Fire doors must never be blocked, jammed, or left open.

Fire Exits

Fire exit doors and corridors must never be locked or blocked or used for general access.

Fire Testing and Drills

Fire alarms systems and equipment are tested regularly (1pm every Thursday) by the Fire Safety Officer and appropriately trained staff. The testing and any significant findings are recorded in a logbook maintained by the Fire Safety Officer. The fire alarm system, emergency lighting, smoke detectors and fire equipment are checked regularly by an independent engineer appropriately qualified for the purpose. Any recommendations are reported and followed up.

Any damaged fire equipment should be reported immediately to the Fire Safety Officer. Call points should only be sounded in an emergency and if set off maliciously this will be treated as a disciplinary matter.

Fire drills are undertaken at least termly and are conducted by the Fire Safety Officer. The drills and any recommendations are recorded and followed up as required. Staff, students and visitors are required to participate as if it is a real fire and should abide by the fire evacuation procedures. No one should return to the building until debriefed and when given permission to do so.

Lifts

Lifts must not be used in the case of a fire or other emergency evacuation.

If anyone is unable to exit the building by means of the stairs due to either a temporary or permanent disability or medical condition, he/she should make this known to the Fire Safety Officer. If necessary, a risk assessment may be undertaken, and a PEEP drawn up as a result.

Lockdown

Lockdown Alarm

Refer to the OICB Lockdown Policy for full guidance.

In summary, in the event of an individual staff member becoming aware of a threat to those on site, the following should take place:

If the threat is immediate:

Call 999 to request emergency assistance

Activate the lockdown alarm by calling or going to reception and asking the Lockdown alarm to be triggered.

If the threat is not immediate:

Call the Principal (or in their absence a Deputy Principal) and Estates Manager (or in their absence the Office Manager) who will make a decision about the nature and seriousness of the threat and take appropriate action.

Lockdown Alarm and Drills

All staff and students will be trained in Lockdown Procedures at the start of term, including how the Lockdown Alarm sounds and what action to take.

A lockdown drill will take place at least annually in the first half term of the new College year.

Educational Visits

The Educational Co-ordinator (EVC) (usually the Super Curriculum Manager or, for Boarding trips and events, the Director or Deputy Head of Boarding) must:

- Ensure that all educational visits and offsite activities comply with the College's Educational Visits Policy and any additional Local Authority's requirements
- All educational visits must comply with international best-practice standards for travel and adventure safety, including ISO 31031 (Travel Risk Management), BSI 8848 (Overseas and Adventurous Activities), and LOTC Quality Badge for learning environments
- Trip Leads and EVC must ensure providers evidence compliance with these standards and maintain documentation in Sphera
- Ensure the Sphera risk assessment is completed in full
- Ensure all residential, overseas and adventurous activities are approved by the Principal via Sphera system
- Confirm that adequate first aid cover provision will be in place at all times (including the journey)
- Confirm/check that Trip Leads are competent and appropriate
- Advise on all aspects of offsite visits & activities
- Support the Trip Lead and any accompanying staff and volunteers with appropriate guidance, induction & training
- Trip Lead to ensure all risks are appropriately managed and/or mitigated including, for example, a 'plan B' in the event of adverse weather, transport issues, emergencies etc. This may include cancelling the trip at short notice in which case the Board of Directors, trip students' Parents and the students themselves will be advised about alternative plans, rescheduling and /or if any refunds due.
- Keep appropriate records
- Monitor and review systems regularly
- Ensure that any incidents that take place on a trip are recorded and escalated to the Health and Safety Officer.
- All minibus and coach hire use must comply with the College Minibus and coach hire Policies, including driver eligibility, licensing, insurance, operational checks, and safety requirements.

No Smoking Policy

It is illegal to smoke on the premises and smoking is therefore prohibited in all areas of the College and within College vehicles. This includes the use of e-cigarettes or 'vapes' and associated tobacco products. It is also prohibited immediately outside the College by those working for, contracted by or associated with the College. Onsite personnel and contractors are expected to maintain a 30-metre non-smoking zone from the College and to not cause any fire risks or litter to adjoining properties. If smoking outside and away from the premises, cigarette ends should not be left on the pavement. Contravention of the No Smoking Policy will be treated as a disciplinary matter.

First Aid Policy and Provision

First Aid

All employees must familiarise themselves with the College First Aid Policy.

All employees must have ready access to first aid facilities. When offsite, arrangements to share the first aid facilities should be agreed with the hosting organisation. The HSO (or EVC for Trips) will inform staff and students of these arrangements and provide a written record.

When shared facilities are not arranged, an "appointed person" will be provided with and in charge of a first aid kit. Where only one or two employees are involved on work of very short duration, small travelling first aid kits are available from the Health and Safety Officer and College nurse.

In the event of an accident to another person, staff should adopt the following procedure:

- Administer necessary first aid, and where possible get help from a designated First Aid Officer.
- If follow up treatment is required, the Further Medical Care Procedures should be adhered to.
- In cases of more serious injury employees, students or visitors will be sent or taken to the nearest hospital.

As well as applying first aid, if there is any doubt as to the severity of an injury or the health (such as a heart attack) of any person on the College premises, employees must not hesitate to dial 999 and ask for the ambulance service.

All accidents, injuries and near misses must be reported on the Sphera system for investigation by the HSO or other appropriate Manager.

First Aid Provision

The first aid box should be made of suitable material and so designed to protect the contents. All boxes should be clearly marked (recommended marking - white cross on green background). Each box should be of the appropriate size and have the correct contents. The location of the first aid box shall be clearly identified.

First aid boxes and travelling first aid kits should contain enough suitable first aid materials. Full details of the contents of each type of First Aid Box that the College has is detailed in the First Aid Policy.

In situations where mains tap water is not readily available for eye irrigation, sterile water, or sterile normal saline solution (0.9%), in sealed disposable containers, should be provided. Once opened, they must not be reused. The use of eye baths, cups or refillable containers is not recommended. An eye irrigation system is supplied in the Science Laboratories. Science staff and first aid officers should familiarise themselves with its operation.

To ensure that stock is replaced in the boxes as necessary and to ensure a sufficient supply of materials, the contents of first aid boxes will be replenished as soon as possible after use. Staff should contact the College nurse for replacement items. All first aid boxes will be checked regularly (every half term) to ensure the contents are not used after their expiry date.

Extra equipment, or items required for special hazards (i.e., antidotes) may be kept in or near first aid boxes but only where the person providing First Aid has been specifically trained in their use. If a student requires medication to be dispensed, the student should discuss this with the College Nurse. A lockable medical cabinet for the storage of medication is available in the medical room and in each student residence (Ainsworth, Ovingdean and Turing). Special medical equipment or medication that needs to be stored in a cool environment will be kept in a small refrigerator located in the Medical Room. A spillage kit is available in the Science Laboratory and the medical room. They should only be used by trained staff and First Aid Officers.

Access to Medical Care and GP Appointments

(Compliance: National Minimum Standards for Boarding Schools – Standard 7: Boarders' Health and Wellbeing)

The school is committed to ensuring that all boarders have timely access to appropriate medical care in line with the National Minimum Standards for Boarding Schools.

Procedures

- Appointments:
 - Boarders will be supported to attend GP, dental, or other health appointments as required.
- Accompaniment:
 - Pupils under 16, or those with additional needs, will normally be accompanied by a member of staff.
 - Older pupils may attend alone if assessed as appropriate and safe, with parental consent where necessary.
- Consent and Confidentiality:
 - Written parental consent for medical treatment and sharing of relevant information will be obtained at the start of each academic year.
 - Staff will respect the confidentiality of medical consultations unless safeguarding concerns arise.
- Transport:
 - The school will arrange safe transport for appointments when needed.
- Recording:

- o All medical appointments and outcomes will be logged in the school's health records system (CPOMS/iSAMS)

Roles and Responsibilities

- College Nurse (during college hours):
 - o Coordinates medical appointments and liaises with healthcare providers.
 - o Maintains health records and ensures consent documentation is up to date.
 - o Advises staff on medical needs and supports pupils.
- Day Boarding Assistants or College Nurse (during college hours) depending on availability:
 - o Accompany pupils to appointments.
 - o Ensure pupil safety during travel and appointment.
 - o Report outcomes and any safeguarding concerns to the College Nurse.
- Boarding Team (out of hours):
 - o Responsible for arranging and accompanying pupils to medical appointments outside college hours.
 - o Ensure safe transport and supervision.
 - o Record details of appointments and communicate with the College Nurse for continuity of care.
- Director of Boarding:
 - o Oversees all arrangements for medical care and ensures compliance with safeguarding requirements.
 - o Coordinates between College Nurse, boarding staff, and parents.

Emergency Procedures

- In the event of a medical emergency, staff must follow the First Aid Policy and contact emergency services immediately.
- Parents and guardians will be informed as soon as practicable.

Accident Procedure, Investigation and Reporting

Accident Procedure

All accidents or injuries must be reported to the immediate supervisor of the relevant department and the HSO and recorded on the online reporting system, Sphera.

They must ensure they report, to the appropriate person, any potentially unsafe items of equipment or working situations, as well as all accidents, personal injuries or 'near misses'.

Any accidents and spillages in the Science Laboratory should be dealt with by trained science staff and laboratory technicians only. A spillage kit is provided in the science lab and the Medical Room.

The employee or the HSO must record ALL ACCIDENTS, no matter how trivial, by completing an accident form on Sphera.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), employees must report to the Health and Safety Officer any accident at work which results in personal injury. Near misses should also be reported to support proactive safety management.

The College will comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. The Health and Safety Officer is responsible for reporting under these regulations, and cooperation from all relevant personnel is essential to ensure accurate and timely reporting.

The HSO will undertake investigation of accidents, initially, and, where practicable, means of preventing a recurrence will be recommended. All serious (reportable) accidents will, additionally, be investigated by the HSO.

Accident Investigation & Reporting

The College will comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. The HSO is responsible for reporting under the regulations. This will entail the HSO or other designated personnel making reports, and the cooperation of all relevant personnel involved is essential in order to establish:

- The circumstances of an accident or dangerous occurrence or disease.
- The nature and severity of the accident or dangerous occurrence or disease.
- The identity of eyewitnesses.
- The time, date and location of the accident or dangerous occurrence or disease.

Eyewitness accounts for the report will be collected as near to the time of the accident as is reasonably practicable.

The College will study the completed report and will attempt to discover why the accident or dangerous occurrence, or disease happened, and then take action to prevent a recurrence of the accident or dangerous occurrence or disease.

Issues such as liability, proceedings or damages will be assessed following the completed report and, if necessary, the College will take appropriate professional legal advice.

General Office, Classroom and Building Safety

All staff have a duty to assist in reducing the risk of accidents and fire.

The following rules and precautions are to be observed:

- Report all hazards and Health and Safety concerns on Sphera as soon as possible. Contact the Estates Manager or their nominated deputy by telephone or in person if a hazard, risk or concern requires immediate or same day attention.
- Keep desks free of paper when not in use and ensure that wastepaper is disposed of regularly. Additionally, make sure to tidy up and clear your desk of any paper before leaving the room.

- Use a safe method of lifting any item and, if necessary, seek assistance.
- Never leave filing cabinet drawers open and never open more than one filing cabinet drawer at a time.
- Ensure that cable and connections on all electrical equipment are sound before use.
- Pay particular attention to windows and report any damaged glazing to the Estates Manager. Do not lean out of windows or remove any affixed closures. Sash windows situated in first floor rooms and above should not be opened by more than 30cm from the bottom or by more than 15 cm if below waist height. Any concerns should be reported immediately to The Estates Manager.
- Ensure all passageways, stairs and exits are kept clear of any obstruction.
- Ensure all flammables are kept in fire resistant storage.
- All personnel must be familiar with the location and use of the nearest fire alarm call point and firefighting equipment.
- Access to firefighting equipment must never be obstructed and it should never be removed from its housing except when used to extinguish a fire.
- Access to the meter cupboard, lift engine room and science labs is restricted to authorised personnel only. Please contact the Estates Manager if you are unsure of your access rights.

Housekeeping

Accidents happen more frequently in an uncontrolled or untidy environment. To minimise the risk of accident, a high standard of cleanliness and safe storage of goods and supplies should be maintained. **All members of OIC Brighton staff are responsible for keeping their working areas tidy and clean.** Please report accidental spillages and breakages to the Health and Safety Officer or Estates Manager to ensure they are handled safely. Regular inspections shall be carried out to maintain optimum standards at all times.

Concerns about cleanliness should be forwarded to OIC.cleaning@cleantecservices.co.uk. There is also a logbook kept at main reception to report these.

Maintenance concerns or requests should be forwarded to maintenance@oicbrighton.com

Gas equipment and CO detectors are regularly tested by qualified engineers (at least annually and as required). Water testing is undertaken by qualified personnel and logged. Any significant findings are reported and appropriate remedial action is undertaken as required. Specialist equipment such as Bunsen burners, fume cupboards and other science laboratory equipment are maintained in accordance with requirements specified the Science Laboratory Procedures. Staff and students are responsible for reporting any signs of damaged or defective equipment to the Health and Safety Officer or to the Estates Manager.

Hygiene and Health Conditions

- Paying meticulous attention to good habits in relation to personal body hygiene will greatly help to reduce the spread of diseases and viruses in the workplace. The most important of these good habits is the thorough washing and drying of hands after toilet use.

- If handling food and drink (including tea/coffee making operations) or crockery and utensils used by others (kettles or cups for example), staff should wash their hands before use.
- Staff involved in food preparation should be appropriately trained and students should be adequately supervised.
- Employees should be aware of the danger of the spread of viruses using shared telephone handsets and these handsets should be wiped periodically with a clean damp cloth containing detergent or disinfectant. Where possible use dedicated telephone handset extensions.
- Staff should ensure that workplaces are adequately lit, well-ventilated and adequately heated. Any concerns should be brought to the attention of the HSO or Estates Manager.

General Health and Safety Procedures

- All personnel must follow the rules and procedures contained in this policy.
- All personnel must immediately report any unsafe practices or conditions in the workplace to their line manager and the HSO.
- Personnel under the influence of alcohol or drugs are prohibited from the workplace.
- Any act, including horseplay, which might endanger the health and safety of others is strictly prohibited.
- An employee who is unfit due to injury, illness or fatigue will not be allowed to work if the impairment might put at risk the health and safety of that employee or any other persons.
- Employees must not modify, adjust, move or tamper with any electrical equipment or machinery outside the scope of their duties, unless instructed by an appropriately trained member of staff.
- Waste materials, particularly combustible materials, batteries, glassware, light bulbs, photocopier toner, oily rags and laboratory chemicals must be disposed of carefully and in such a way as to not constitute a fire hazard or other hazards. Please consult the Health and Safety Officer or Estates Manager if you have any concerns regarding the disposal of any waste materials.
- Employees should not undertake a task which appears to affect their personal safety or the safety of others.
- Employees should not undertake tasks that require safety training without receiving this training.
- All injuries must be reported to the line manager of the relevant department and to the HSO.
- Protective guards and safety devices must be properly fitted and used where appropriate. Any defects must be reported to your line manager and the HSO.
- Only authorised employees are permitted to use chemicals in the workplace.
- Employees must always wear suitable clothing and footwear, and personal protective equipment must be worn where required by risk assessments or otherwise as appropriate.

Remote and Hybrid Working – Health & Safety (2025 Regulations)

Where appropriate and In accordance with the Flexible and Hybrid Working Regulations 2025, the College will:

- Ensure that staff working remotely receive ergonomic workstation assessments.
- Provide guidance and resources to support safe and healthy home working environments.
- Include remote working risks in general health and safety audits and training.

Building and Personal Security

- Any unauthorised persons seen entering or on the premises should be reported to Reception immediately.
- Visitors wearing red lanyards should be always accompanied and should be escorted back to Reception if they are found unaccompanied.
- Staff and students are responsible for their own belongings, they should ensure they have adequate personal insurance to cover valuable items. Personal items and bags should never be left unattended.
- The entrance doors should never be left open and security codes for doors with security pads should not be passed on to anyone who is not working or studying at the College.
- CCTV cameras are in place.
- Staff working alone on College premises should be conversant with the College's working alone procedures and complete a risk assessment as required. A copy of the risk assessment should be handed to the HSO.
- Staff should not bring a visitor into the College without prior consent from the appropriate line manager who will inform the Principal or DSL of any such visit taking place.
- Visitors are expected to report to Reception to sign in and collect the appropriate coloured lanyard, which must be always worn, and then returned to Reception before leaving.
- All visitors given red coloured lanyards should be always accompanied by a member of staff whilst on College premises.
- There are specific rules for visitors to the student residences as detailed in the boarding handbook.
- All staff are expected to wear a photo ID lanyard. If you are concerned about the identity of an adult on the College premises without a badge, please report this to Reception immediately.
- Students will be issued with a photo ID lanyard at induction, and this should be always carried whilst on College premises unless properly vetted. You may ask to check this if you are unsure of the student's identity or report your concern to Reception.

Walkways and Passageways

- Walkways and passageways must be kept clear from obstructions including trailing wires, ropes, and cables wherever possible.
- Walkways or passageways that become slippery should be clearly marked with warning signs until the slippery surface has dried or has been removed.
- Changes in the floor elevation of any walkway or passageway must be clearly marked.
- Long or sharp edges to objects stored in or around walkways or passageways must be covered to avoid injury.
- Warning signs must be placed to identify a hazard that may injure or obstruct persons using the walkway.

Manual Handling Operations

The College will comply with the Manual Handling Operations Regulations 1992 (as amended).

Manual handling operations should be avoided as far as is reasonably practicable where there is a risk of injury.

Where it is not possible to avoid manual handling operations, an assessment of the operation will be made taking into account all factors such as the feasibility of the manual handling operation, the load, the working environment and the capabilities of employees and risk to their safety.

- The lifting of objects should be done by using mechanical devices rather than manual handling where such devices are provided, and the devices should be appropriate for the task.
- The object to be lifted or moved must be inspected for sharp edges and other hazards such as wet or greasy patches, and appropriate steps taken to remove or reduce such hazards.
- If lifting or moving objects with sharp or splintered edges, clean dry gloves must be worn to ensure a firm grip.
- The route over which the object is to be lifted or moved should be inspected to ensure that it is free of obstructions or spillage or other hazard.
- Staff should not attempt to lift or move an object which is too heavy, and which might damage their health.
- Where the lifting or moving of an object is to be done by more than one person, one of the persons should be designated as the supervisor of the operation and coordinate the lifting or moving.
- When lifting a heavy object off the ground, a squatting position should be assumed, keeping the back straight and allowing the knees to take the weight of an object rather than the back.
- From 2025 All staff will be required to undertake basic manual handling training

A guide for safe manual handling is available at reception and a copy can be obtained from the Health and Safety

Grounds Maintenance

The College identifies risks associated with caretaking and grounds maintenance and identifies the risks through the risk assessment. The Grounds Maintenance staff is managed by the Estates Manager. Staff should report any Ground Maintenance issues via maintenance@oicbrighton.com

Other Policies and Procedures

The following policies and procedures can be accessed either on the College Website or available internally and should staff have any concerns in the respective areas.

- Admissions Policy
- Prevention of Bullying Policy
- Student & Staff Handbooks
- Educational Trips and Visits Policy
- Safeguarding and Child Protection Policy
- Coach Hire Policy
- Complaints Policies for students & parents
- Crisis Management Policy

- Data Protection and Breach Policy
- Disability Inclusion Policy
- Emergency and Critical Incident Policy
- First Aid Policy and Administering Medicines Policies
- Food and Kitchen Safety Policy
- Infection Prevention and Control Policy
- Lockdown Policy
- Minibus Policy
- Behaviour, Rewards and Sanctions inc. Exclusions Policy
- SEND Policy
- Taxi Policy
- Visitors & Contractors Policy
- Whistle Blowing Policy

Other more specific Health and Safety policies as listed below are located on the staff shared drive within the Health and Safety Procedures

- Advice for Working with VDUs
- Further Medical Care Procedures
- General Fire Safety Procedures
- Manual Handling Procedures
- Panic Alarm and Intruder Protocol
- Science and Art Laboratory Procedures – these procedures must be adhered to by anyone entering the science and art laboratories. Unauthorised access to a laboratory is prohibited.
- Staff Fire Procedure
- Staff Fire Procedures: Evenings & Weekends
- Working Alone Procedures and Risk Assessment: please note, any members of staff who work in the building on their own, must read and abide by these procedures and complete the risk assessment form. Any concerns should be discussed with their line manager or the HSO.

Mental Health, Wellbeing and Stress (2025 Regulations)

The College acknowledges its responsibilities under the Mental Health at Work Act 2025, which emphasises proactive mental health support in the workplace. It will:

- Conduct mental health risk assessments where appropriate.
- Provide access to mental health first aiders and training for staff.
- Promote awareness and support systems for managing stress and mental wellbeing.
- Encourage open communication and early intervention through line managers and HR.

Stress At Work

OIC Brighton recognises that work-related stress is a significant cause of health problems and can make existing mental and physical health problems worse. Whilst it is important to recognise that it is not a line manager's or employer's role to diagnose stress, it is important that they help to implement measures which reduce the risk of work-related stress. If an employee is having problems, it is important that they seek help as soon as possible.

Line managers are tasked, through regular meetings, with ensuring that staff members can cope with the demands of their job. They may seek the support of the HR Manager and take steps to reduce workload where a risk of work-related stress is identified.

NAE and OIC Brighton undertakes to offer training to support all members of staff at OIC Brighton to be able to cope with the demands of their role and have the necessary skills and competencies. All staff members should feel able to communicate with their line manager or with any member of SLT should they feel anxious or stressed about themselves or a colleague and should expect steps to be taken to support and minimise the risk of work-related stress.

Where necessary, OIC Brighton will seek the guidance and advice of external agencies including medical professionals, the police and charitable organisations to better support College staff. OIC Brighton will promote positive behaviours at work and implement agreed policies to resolve unacceptable behaviour and promote positive working relationships. Further guidance on this can be found here: [Stress and mental health at work - HSE](#)

Staff Counselling Services

As part of the College's insurance cover a 24-hour telephone counselling service is provided for use by all staff and their partners as required. This scheme is free of charge and totally confidential. The telephone number for the helpline is 0800 912 0827 and the scheme verifier number is 71735. Please make a note of this number as you may be required to quote it when you contact them.

The service offers advice on a full range of personal, lifestyle and work-related issues including, but not limited to:

- Work related issues including stress, workplace relationships, bullying and harassment.
- Emotional issues including anxiety, stress, depression, low self-esteem.
- Family and relationship issues.
- Marital and relationship problems.
- Substance misuse/dependency.
- Health, critical illness, and bereavement.
- Financial management, restructuring and/or debt related issues.
- Telephone counselling is also available to partners of staff members.

Useful Contacts

Nuffield Health Hospital - 01273 624488

Royal Sussex County Hospital - 01273 696995

Estates Duty Phone 07728 236672

Working Practice and Responsibilities of Sub-Contractors

Working Practice - Responsibilities of Sub-contractors

- It is the responsibility of sub-contractors to be aware of and comply with the obligations under the Health and Safety at Work etc. Act 1974 (as amended), the Management of Health and Safety at Work Regulations 1999 (as amended), the Construction (Design and Management) Regulations 2015, and other relevant supporting legislation concerning health and safety applicable to their business operations.
- All sub-contractors will be provided with a copy of and expected to comply with the College's Health & Safety Policy and will be required to sign the declaration below confirming they have read, understood and agree to comply with this policy.
- The sub-contractor must ensure their company policy is made available on-site whilst work is carried out.
- To safeguard the College's students, it would be helpful to know if a sub-contractor has been DBS checked and if so, to provide the College with a copy of the disclosure form. Sub-contractors who work regularly on the premises, will be required to provide an enhanced DBS check and should discuss this with the HSO.
- Sub-contractors without a DBS certificate will need to be appropriately supervised by a member of staff during College hours when students are present.
- All sub-contractors should abide by the visitor's policy and wear a visitor's badge whilst on College premises. The visitor's badge should be returned to Reception on leaving the premises.
- All sub-contractors are expected to abide by the following code of conduct:
 - do not enter in conversation or exchange contact information with students
 - stay within the agreed work area and access routes
 - obtain permission if you need to go outside the agreed work area or access routes
 - keep staff informed of where you are and what you are doing
 - do not use inappropriate language
 - do not use personal mobile phones to take photographs etc
 - dress appropriately - shirts to be worn at all times
 - always observe the code of conduct
 - Abide by College rules/procedures e.g. fire procedures/smoking on site etc

Any order for works or building contract should be let with a clear condition that failure to observe the code will entitle the College to exclude a member of contractors' staff from the premises. All sub-contractors are to provide evidence (including proof of payment – to demonstrate validity) of a minimum of £2 million cover for both employers and public liability insurance for the duration of any contract. This evidence is also required for any other sub-contractor used to fulfil the contracted work.

- All work must be carried out in accordance with the relevant statutory provisions and take into account the safety of others on the site, and the general public.
- All appropriate certificates should be provided for work carried out such as electrical work certificates.
- Scaffolding used by the sub-contractors' employees (even where scaffold has been erected for other contractors) must be inspected by their employer or a competent person appointed by their employer to ensure that it is erected and maintained in accordance with the appropriate regulations and codes of practice.
- Sub-contractors' employees are not permitted to alter any scaffold provided for their use or use or interfere with any plant or equipment on the site, unless authorised.

- All plant or equipment brought on to site by the sub-contractor must be safe and in good working condition, fitted with any necessary guards and safety devices, and with any necessary certificates available for checking.
- All transformers, generators, extension leads, plugs and sockets must be to latest British Standards for industrial use, and in good condition. All portable electrical appliances should be tested, identified, and recorded in a register, which must be available for inspection.
- Any injury sustained or damage caused by sub-contractors' employees must be reported immediately to the College's site representative.
- Sub-contractors' employees must comply with any safety instructions given by the company representative.
- Sub-contractors informed of any hazards or defects noted during inspections will be expected to take immediate action
- Sub-contractors will provide the College with the name of the person they have appointed as their Safety Officer.
- Suitable welfare facilities and first aid equipment in accordance with the Health & Safety Regulations must be provided by sub-contractors for their employees, unless arrangements have been made for the sub-contractors' employees to have the use of the College's facilities, in which case a certificate will be issued, detailing facilities provided.
- Any material or substance brought on site, which has health, fire or explosion risks must be used and stored in accordance with health & safety regulations and current recommendations, and that information (e.g., COSHH assessments) must be provided to any other person who may be affected on-site.
- A hot works permit will be provided for all hot works carried out on the College premises.
- Sub-contractors are particularly asked to note that workplaces must be kept tidy and all debris, waste materials etc. cleared as work proceeds.
- The sub-contractor shall not permit the consumption or presence of any intoxicating alcoholic liquor or drugs on any of the College sites at any time.
- The sub-contractor shall not permit anyone employed by the contractor or sub- contractor to be present on the site if such person is judged to be under the influence of any intoxicating liquor or drugs.

Health & Safety Officer Compliance Checklist

This checklist is based on the Health & Safety Policy and is designed to help the HSO to monitor compliance and maintain evidence.

Task	Tick Box
First Aid Provision (locations, contents, checks)	<input type="checkbox"/>
List of trained First Aiders available and up-to-date	<input type="checkbox"/>
Fire Safety (alarms, extinguishers, drills, risk assessments)	<input type="checkbox"/>
COSHH compliance (risk assessments, data sheets, storage)	<input type="checkbox"/>
Personal Protective Equipment (availability, condition, training)	<input type="checkbox"/>
Accident Reporting (Sphera system, RIDDOR compliance)	<input type="checkbox"/>
Electrical Safety (PAT testing, inspections, defect reporting)	<input type="checkbox"/>
Manual Handling (training, risk assessments)	<input type="checkbox"/>
General Office/Classroom Safety (clear walkways, hazard reporting)	<input type="checkbox"/>
Housekeeping (cleanliness, spillages, safe storage)	<input type="checkbox"/>
Hygiene and Health Conditions (handwashing, food safety)	<input type="checkbox"/>
Building and Personal Security (visitor checks, lone working)	<input type="checkbox"/>
Fire Escape Routes (clear, unobstructed, signage)	<input type="checkbox"/>
Lockdown Procedures (alarm, drills, staff training)	<input type="checkbox"/>
Educational Visits (risk assessments, first aid provision)	<input type="checkbox"/>
Educational trips should comply where appropriate: ISO 31031 compliance (travel risk management plan) BSI 8848 compliance (provider verification for adventurous/overseas trips) LOtC Quality Badge verification	<input type="checkbox"/>
No Smoking Policy compliance	<input type="checkbox"/>
Grounds Maintenance safety checks	<input type="checkbox"/>
Asbestos management (survey, reporting)	<input type="checkbox"/>
Environmental Policy compliance	<input type="checkbox"/>