



# PPA Health & Safety Policy

## Health, Safety and Welfare

### **SAFETY**

PPA recognises and accepts its responsibility to maintain, so far as is reasonably practicable, the safety and health of its students, staff, and or other persons who may affected by its activities.

It is every member of staff's responsibility to ensure familiarity with PPA's health and safety arrangements. Should any member of staff or any student feel concerned about any health and safety issues, this should be brought to the attention of the Welfare Officer (Elliot) or the Safeguarding Officers (Lucy, Andrea, and Estelle).

### **ACCIDENTS AND FIRST AID**

An Accident Book is available from all college offices and it is the responsibility of each individual staff member and student to report and record any accident involving personal injury or other student injury. Any accident or near miss occurrence (i.e. no one was injured but the incident had the potential to injure or kill) at College should be reported immediately to your Course Leader.

When an accident occurs, you are to aid the victim and notify the office who will then locate the nearest first aider. Accident reports must be filed with the office. If a student is injured while at College or at a College-sanctioned function which they are attending, the office must be notified immediately.

PPA believes that best practice is to ensure that all students have access to a trained First Aider or Appointed Person (someone who can take charge in the event of an accident). Details of these

trained staff will be displayed on your local notice board or from your Course Leader and you should familiarise yourself with names and contact details

## **FIRE**

It is our responsibility to ensure that all staff and students are adequately trained on what to do in the event of fire. Training will be given to you at your induction.

Your training will cover:

- Discovering a fire – you will be aware of the method of raising the alarm on the premises, this includes the position of manual fire alarm call points and their method of operation.
- Hearing the fire alarm – you will be made aware of the evacuation procedures whilst on the premises and be shown escape routes and final exits.
- Assembly points – you will be shown the location of the 'Fire Assembly Point' and made aware of the need to ensure everybody has been accounted for.
- Calling the Fire and Rescue Service – you will know the method of calling the fire service and the location of telephones.

## **REFRESHMENT MAKING FACILITIES**

We provide refreshment making facilities for your use, which must always be kept clean and tidy. If any equipment is found to be faulty or damaged it must be reported to the office immediately.

A staff room is provided, which must always be kept clean and tidy.

## **ALCOHOL AND DRUGS POLICY**

Bringing alcohol or any unlawful drugs to the College and/or imbibing them there is strictly prohibited. Any such instances will be dealt with under the disciplinary procedure and may lead to your expulsion.

## **NO SMOKING POLICY**

Smoking is only permitted on authorised breaks and should not be on the premises of PPA. This includes the use of e-cigarettes.

## **FITNESS FOR COLLEGE**

If you arrive for College and, in our opinion, you are not fit to study, we reserve the right to exercise our duty of care if we believe that you may not be able to undertake your studies in a safe manner or may pose a safety risk to others, and send you away for the remainder of the day and, dependant on the circumstances, you may be liable to disciplinary action.

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