



Health and Safety Policy

Version	Date	Changes	Reason for Changes	Author/Reviewer	Next Review
v2.1	March 2024	Amendments of minor syntax and spelling errors	Annual review was due	Mohammad T Islam (Head of Academics & Quality Control)	March 2025/ As required
v3.1	March 2025	Amendments of minor syntax and spelling errors	Annual review was due	Mohammad T Islam (Head of Academics & Quality Control)	March 2026/ As required

1.0 Statement of General Policy

Health and Safety Work Act 1974

The Commonwealth College of Excellence Statement of General Policy is:

- 1) To provide adequate control of the health and Safety risks arising from our work activities;
- 2) To consult with our employees and students and visitors on matters affecting their health and safety;
- 3) To provide information and maintain safe environment within the College;
- 4) To ensure safe handling and use of substances;
- 5) To provide information, instruction and supervision for employees, students and visitors;
- 6) To ensure all employees and students are competent to do their tasks, and to give them adequate training;
- 7) To prevent accidents and cases of work-related ill health;
- 8) To maintain safe and healthy working conditions; and
- 9) To review and revise this policy as necessary at regular intervals.

2.0 Health & Safety Policy

The Commonwealth College realises and takes responsibilities as an employer for supplying safe and healthy working environment and surroundings for the College's employees, its students and its visitors.

The Commonwealth College will make every effort to make arrangements to ensure that all individuals on the premises understand the procedures and its Health and Safety policy.

A written assessment will be provided to assess health and safety risks to employees, students and visitors. All arrangements will be put into practice in order to prevent and mitigate the risks.

The Principal and Directors of the College are responsible for ensuring the overall implementation of Commonwealth College health and safety policy and for ensuring

the policy is implemented effectively. This ensures that the College is a safe environment for students, employees and visitors.

The employees and students of the Commonwealth College will be informed of the duties they should carry out under Section 7 of the Health and Safety at Work Act, in order to take care of their own safety and the safety of others within the College.

Various steps will be taken in the maintenance of teaching, learning and work equipment and systems in order to ensure the safety of such items.

Adequate and appropriate information, instruction, training and supervision will be provided to enable all employees, students and visitors to avoid hazards at work and also to contribute positively to the health and safety environment.

The Commonwealth College always make safe arrangements when using resources and will ensure safe precautions are taken in the handling and in the storage of the resources. At all times each individual should check his / her environment thoroughly to ensure safety and also to allow acceptance to them by others within the College.

According to the Employer's and Public liability insurance (Compulsory Insurance) 1969 Act, all employees, students and visitors are insured. Any employee or student or visitor who suffers injury in the course of their presence within the college premises should immediately notify the Principal and Director and all details of any injury should be recorded in the Accident Report Book.

All Fire Exits will be marked in bright colours (green) and every individual in the building will know and understand the procedures exiting the building in case of fire. All are notified of the assembly point in the case of a fire.

The Health and Safety Law posters are displayed throughout the College, including all classrooms.

Health and Safety advice is available from the Principal and Director.

Health and Safety advice is also available from:

Health and Safety Service Line: Tel. No. 0800 665 544

The Principal is responsible for ensuring that all our employees' working locations are under control their employers, are given relevant health and safety information.

Induction training will be provided for all employees by the Principal. Training will also be identified, arranged and monitored by Principal.

The first aid boxes are kept at the Admin Office and the Reception Area. The appointed First- Aider is Student Welfare Officer.

All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept at the Reception area. The Student Welfare Officer is responsible for reporting accidents, diseases and dangerous occurrences which reported to the enforcing authority.

Alarms, Emergency evacuation and Fire Extinguishers are maintained and will be checked / tested by Managing Director.

This statement will be distributed to all employees and displayed at certain key points in the building clearly.

SMOKING AND ALCOHOL IS TOTALLY PROHIBITED ON ANY PART OF THE PREMISES

Responsible for Health and Safety

Fire Marshall/ First Aider: Abdul Matin Khan

The End