

## HEALTH, SAFETY & WELFARE FOR STUDENTS

### Introduction

This document sets out the Surrey Counselling Training's Policy on health and safety and gives information about how you can help to maintain a high standard of health, safety and welfare for everyone. If you have any questions or suggestions about this document, please contact the Principal or your Course Tutor.

### General Statement of Policy on Health, Safety & Welfare

Surrey Counselling Training comes under the jurisdiction of the Health and Safety at Work Act 1974 and is committed to ensuring the health, safety and welfare of its employees and students, so far as is reasonably practicable. Surrey Counselling Training also has a responsibility towards other people affected by Surrey Counselling Training activities and will take steps to ensure that statutory duties are met at all times.

All students and employees will be given information, instruction and training to enable the safe performance of work/study/recreational/social activities.

It is the duty of Surrey Counselling Training to ensure that all processes and systems of work are designed and operated to take account of health and safety and are properly supervised at all times.

Adequate facilities and arrangements will be maintained to enable students, employees and their representatives to raise health and safety issues.

Where appropriate, specialists from outside the organisation will be appointed to assist the Surrey Counselling Training in meeting statutory duties including,

Each employee and student **must** co-operate with Surrey Counselling Training to enable all statutory duties to be complied with. The successful implementation of this policy requires the commitment of all staff and students. Each individual has a legal obligation to take reasonable care for his or her own health and safety, and for the safety of other people who may be affected by his or her actions or omissions. Full details of the organisation and arrangements for health and safety are set out in the Code which follows this statement and in the separate documents which form part of the Surrey Counselling Training's overall safety policy.

This policy will be regularly monitored on an annual basis to ensure that the objectives are achieved. It will be reviewed and, if necessary, revised in the light of legislative or organisational changes.

**John Wheeler**

(Principal)

April 2008

## The Responsibilities of Students

We expect students to:

- Take reasonable care for their own health and safety
- Consider the safety of others who may be affected by your acts or omissions
- Work in accordance with the training and information you are given
- Never mis-use or interfere with anything that has been provided for health and safety reasons. **Surrey Counselling Training Disciplinary Procedures will be implemented against offenders**
- Report any hazardous defects in plant and equipment, or short-comings in the existing safety arrangements, to a responsible person without delay
- Not to undertake any task or operate any equipment for which authorisation and/or training has not been given
- Observe all published regulations and Surrey Counselling Training Codes of Practice relating to safety

## **Arrangements the Surrey Counselling Training has made for implementing this Code**

### **Day-to-day Health and Safety**

There are some simple things we can all do to keep the Surrey Counselling Training as safe and healthy as possible. The list below is a guide.

- Don't block fire exits - either inside or outside - with bikes, cars, bags or equipment
- Keep passages and staircases clear of obstructions and report any damage that could cause a fall
- Keep your work area and your living space clean and tidy
- Never park in areas marked out for emergency vehicles. If access is blocked during an emergency, precious minutes could be lost. And remember, it may be you that is in need of help
- Park sensibly in areas marked out for parking. If you block another driver's view with bad parking, an accident may happen
- Do not carry out any operation/task that may endanger others if you are feeling ill, or taking medication
- Behave responsibly and respect the Surrey Counselling Training, its environment and those around you.

**Fire – it is important to understand the evacuation procedure in each part of the Surrey Counselling Training, details of which are displayed in various location within the premises used by Surrey Counselling Training.**

- Find out what the alarm sounds like
- Wherever you are, make sure you know what your evacuation route should be in an emergency and where you should assemble
- If you find a fire, go to the nearest fire alarm point and activate the alarm, then inform a member of staff
- If the fire alarm sounds, leave your belongings and go to the nearest marked fire exit without delay, following the fire marshal's instructions
- Report to the assembly point and give your name to the person there
- Don't under any circumstances re-enter any building until the all-clear has been given
- Always observe No Smoking signs. **Surrey Counselling Training Courses are operated as No Smoking events.**

- Report any problems or concerns with electrical equipment, e.g. wear, loose wires or burn marks, to your Tutor
- Do not allow waste or litter to accumulate in your work or living area.

## **First Aid**

***First Aid is vital in an emergency. Make sure you know what to do in the event of an accident.***

- A First Aid box will be available at Surrey Counselling Training course venues. Boxes are green with a white cross
- Make sure you know the location and telephone number of the nearest hospital

## **Accident and Incident Reporting**

### **Accident Procedures**

#### **1. Serious Accidents**

***If in any doubt treat all accidents as serious.***

Call an ambulance in the event of a serious accident or suspected serious accident (e.g. broken leg, chest injury, heart attack, serious cuts/wounds) and inform the Principal or your tutor.

You will be asked:

- The location of the accident
- Number of injured
- The nature of the injuries

#### **Transport to Hospital**

The casualty should be taken to hospital without delay.

#### **2. Less Serious Accidents**

In the event of less serious accidents, e.g. cuts that may require stitches:

- Arrangements will be made to take the injured person to hospital.

Another person in addition to the driver should accompany the casualty to hospital **to give assistance if necessary.**

### **3. Minor Injuries**

#### **Administer First Aid.**

This should be carried out by :-

- Appropriate use of the First Aid Box,

### **4. Near Miss Accidents**

Any incident that represents a danger should be reported even if no injury occurs.

The reporting procedure is the same as for accidents involving injury.

The reporting of such incidents may prevent a future injury and should be given the same priority as an incident that results in injury.

#### **Accident Reporting**

Accident Forms must be completed as soon as possible after any accident or near miss by:

- The member of staff present or the member of staff to whom the accident was first reported.