

3. RISK ASSESSMENT

Sol Institute will carry out a 'suitable and sufficient' risk assessment. The findings of the assessments will be recorded and kept for a minimum of 5 years. Risk assessments will give a clear picture of what could go wrong and how serious an accident could be. They will enable the company to assess the risk and take appropriate steps to eliminate or reduce the risk of accidents or injury. They also identify workplace hazards.

4. MANUAL HANDLING

Sol Institute will ensure so far as is reasonably practicable that the need to carry out manual handling operations are avoided wherever possible. Manual handling operations will be assessed and categorised as High, Medium or Low according to the degree of hazard associated with the operation.

5. FIRST AID PROVISION

Arrangements will be made whereby first aid is given quickly to people injured on the premises. Sol Institute will endeavour to provide adequate first aid cover at all times. Sol Institute will provide and maintain a first aid box and accident book. A named person will be responsible for ensuring that the first aid box is kept fully stocked. The name of the first aiders, the location of the first aid box will be displayed at points throughout the premises. All accidents are to be reported and recorded in the Accident Book at the earliest opportunity by a qualified First Aider, not the injured party. All accidents will be investigated not to apportion blame, but to establish the cause and put in place actions to prevent re-occurrence.

6. FIRE PROCEDURES

- Any person discovering a fire will immediately raise the alarm, notify a designated
- 6.1. Supervisor and vacate the premises by the nearest safe exit.
 - 6.2. The designated Supervisor should raise the alarm with the relevant Emergency Service by telephone.
 - 6.3. Attack the fire with an extinguisher or fire blanket **BUT ONLY** if you are trained and it is safe to do so. **DO NOT** expose yourself or others to any undue risks.
 - 6.4. **NEVER USE WATER ON ELECTRICAL APPARATUS OR FLAMMABLE LIQUIDS.** When the alarm is sounded leave the premises immediately by the nearest safe exit.
 - 6.5. Whenever possible switch off equipment etc., prior to leaving **ONLY** if there is sufficient time to do so.
 - 6.6. Assemble at the designated Fire Assembly Point.
 - 6.7. **DO NOT PANIC, RUN OR STOP TO COLLECT BELONGINGS.**
 - 6.8. **DO NOT RE-ENTER THE PREMISES UNTIL GIVEN PERMISSION BY EITHER THE FIRE BRIGADE OR THE SUPERVISOR PRESENT.**
 - 6.9. Get to know the means of escape provided in the building, their uses and the routine to be followed in the event of a fire.
 - 6.10. Get to know the location of the Fire Alarm and the Fire Fighting Equipment.
 - 6.11. The company will ensure the following; all fire exits will be checked monthly, fire extinguishers will be checked monthly and examined annually. At least one fire evacuation exercise will be carried out annually.
 - 6.12. A fire risk assessment will be carried out by Sol Institute.

7. DANGEROUS SUBSTANCES

Such substances include chemicals used for domestic and industrial cleaning also any item that could cause a fire or explosion. Prior to use, storage or disposal of any substance, the relevant Safety Data Sheets and/or assessments should be read and understood. The company will endeavour to put control measures into place to protect employees/students and others from the hazards associated with the substance being used.

YOU MUST ENSURE:

Awareness: All chemicals or substances in use are known to designated Supervisors.

Use : Chemicals or substances are only used as directed by designated Supervisors.

Storage : Chemicals or substances are stored only in locations approved and indicated by designated Supervisors.

Disposal : Residual and waste materials are to be removed from site upon completion of any work and only disposed of in a manner directed by designated Supervisors.

8. ELECTRICAL EQUIPMENT

8.1. The company will ensure that all electrical equipment is inspected, maintained and suitable for the job in accordance with in-country regulations.

8.2. All portable electrical equipment must be visually inspected prior to use. Portable electrical equipment is defined as an appliance that can easily be moved whilst in operation like a kettle, vacuum cleaner or equipment intended to be held during normal use. These checks apply to the plugs and sockets of extension leads as well.

9. WORK EQUIPMENT

9.1 Workplace (Health, Safety and Welfare) Regulations 1992 place a duty on Sol Institute as employers to provide and maintain suitable and safe working equipment and its safe use.

- 9.2. Any work equipment provided is suitable for the purpose intended.
- 9.3. Work equipment is maintained and kept in good working order.
- 9.4. Employees receive adequate training and information necessary for its safe use.
- 9.5. Specific measures are taken to guard dangerous parts of machinery.
- 9.6. Risks associated with using work equipment are adequately controlled.

Any work equipment that is borrowed or hired, the company will ensure that it is fit for purpose and persons receive suitable and sufficient training in its use. If necessary, specialist training courses will be arranged.

10. VISITORS AND CONTRACTORS

- 10.1. All visitors and contractors must comply with all rules and regulations currently in force.
- 10.2. All contractors are expected to report their arrival and departure to Sol Institute's office staff before commencing work.
- 10.3. Contractors will not be allowed to use or borrow any equipment belonging to Sol Institute.
- 10.4. Contractors must ensure that all equipment brought onto the site, including any borrowed or hired, shall be safe and suitable and shall only be used in accordance with legal requirements.
- 10.5. No contractor or visitor must endanger anyone else by their activities and must use the correct safety equipment and work in a safe manner.
- 10.6. The contractor must have adequate insurance to indemnify the company against any or all loss, injury, damage or claim which may arise directly or indirectly as a result of any act or omission on the part of the contractor.
- 10.7. All visitors and contractors must immediately report all accidents or near misses, even if damage or injury did not occur to Sol Institute's office staff.