

The School of Information Risk Management

Health and Safety Policy

2008 – 2009



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HEALTH AND SAFETY POLICY

In accordance with the requirements of the Health and Safety at Work Act 1974, The School of Information Risk Management is required to manage health and safety for its students, staff, visitors and others who may enter the premises of SIRM.

Under the policy, the Health and Safety Representative has overall responsibility for health and safety, But it is also the responsibility of staff and all the registered students to adhere all the rules and regulations related to Health and safety.

Students should note the following extract from the Health and Safety at Work Act 1974:

"No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any relevant statutory provisions."

This document outlay all the rules and regulations related to the Health and safety of the staff and all the registered students and it is expected that they all must adhere to it.

The reference copy of the HSE policy are available in the library and you can also inspect it online via our website.

If you are concerned about any safety issue:

- Speak to your academic supervisor, particularly on course matters.
- Contact your School Health and safety Representative.
- In an emergency, students and staff should contact their Campus Security/Reception.

General Regulations:

- Nobody is allowed to misuse the equipment and computer Labs or behave irresponsibly anywhere in School premises.

(NOTE: misuse of equipment means mishandling of electric wires and not handling the electronic appliances without care, which could be dangerous. Irresponsible behavior includes dropping things from windows on to the public highway. Which is an offence and failure to do so may result in disciplinary action being taken against them by the School.)

- Under the terms of the Health and Safety at Work Act 1974, Staff and students must not under any circumstances misuse the equipments, which are provided for their safety. This include machine guards, goggles and all other protective equipment (including fire appliances and fire alarms), first-aid boxes and any other equipment use for safety purposes.

Restricted Areas:

Students are not allowed to visit the following areas within the premises:

1. The roof of all building;
2. Electrical sub-stations, conduits, Telephone exchange, Server Room and switching gear;
3. Boiler and heating control rooms;
4. Lift and hoist control mechanisms;
5. Building and construction sites;

It is a criminal offence to interfere with safety or emergency equipment and the School has a responsibility to report such incidents to the police. The matter will be the subject of an internal disciplinary hearing which, if the case is proven, could lead either to a final warning or to exclusion from the School.

Accident Reporting:

All incidents including minor injury, sudden illness while on School premises or field trips must be reported so that the causes can be identified and action taken to prevent a repetition.

In case of an accident, you should:

- Get first aid/medical help if needed. School have trained first aid person.
- Mr Yaser Haroon Khan is the School's first aid person and his office is on the same floor, named as Accounts Office.
- Provide the information about yourself and injury or illness.
- If there are any eyewitnesses, give their name(s) and address (es).
- A filled form with the date should be given to the Admin Officer of the School.
- If in case the person being injured is not in a position to fill the form himself/herself, someone else can do this for him/her. It is legally required of an injured person that their injury be recorded.
- In case of serious accident, Dial 999 and ask the operator for an ambulance. Give the address: 3rd Floor, 154-170 Cannon Street Road, London, E1 2LH, also give your name. Make sure you have provided the correct details.

Fire safety measures:

It is important that staff, students and who may enter the School are aware of these basic fire safety requirements.

On discovering fire:

- Sound the fire alarm.
- Help direct staff, students and visitors in leaving the building by the nearest exit.
- Corridors and fire exits must not be blocked.
- Do not use the lift.
- Do not re-enter a building until given the 'all-clear' signal.

- In case of fire spreading and danger is bigger, Dial 999. And ask the operator for the Fire Brigade and give the address as: 3rd Floor, 154-170 Cannon Street Road, London, E1 2LH.
- Students, Staff and Visitors must vacate building on hearing the fire alarm. And wherever required use the Fire extinguisher. They are placed on each floor.
- Fire extinguisher are inspected and tested by a competent person on a regular basis, and a record of such maintenance is kept.

School Administration