



LONDON BRIDGE BUSINESS ACADEMY

Health & Safety

All students share responsibility for the safety of other users of the building and its facilities. Accordingly, students must ensure that they are familiar with the Fire Notices displayed around LBBA buildings and are fully compliant with Fire Practice procedures. Additionally, please note the following:

- ‡ Ensure personal belongings are carefully stored; nothing of value is left lying around, but is adequately secured. Students are personally responsible for the safe keeping and insurance of all money valuables, which must be with the owner at all times.
- ‡ Waste must be properly and appropriately disposed of. Students and staff equally share responsibility for the clean and tidy appearance of all areas of College.
- ‡ Radiators must not be tampered with or altered, since they are regulated from a central point.
- ‡ Do not eat or drink around electrical appliances.
- ‡ Students should not tamper with fire extinguishers unless there is a fire
- ‡ Take care when entering and leaving the building that no security risk is posed at any time.
- ‡ A First Aid box is kept in the Administration Office, but no medication is available.
- ‡ According to the size of college to make available of first aid treatment on college premises
- ‡ Bicycles should be securely padlocked and left outside the building in car park.
- ‡ If you see a potential health and safety problem, tell your tutor, or the reception and administration staff.
- ‡ In particular, fire escape routes and fire exits must be kept clear and free of combustible materials.
- ‡ Try to avoid spilling any liquids, especially on polished floors, or if you do spill something, please clear it up immediately.
- ‡ Don't run in corridors or stairways, and never carry anything that obstructs your view.
- ‡ Monitor and review policy annually and ensure it is updated should the need be.
- ‡ Please do not use the sockets to charge your mobile phones or equipment.



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- ‡ Smoking Policy: We have adopted a NO SMOKING policy throughout our building.
- ‡ In the event of sudden illness or accident students should inform any member of staff at the reception.
- ‡ Do not hesitate; let the reception or your tutor know immediately
- ‡ Should any student be ill and missing lectures please let LBBA know and ask for advice
- ‡ Any students with mobility disabilities, or other problems which may prevent them from evacuating a building quickly and should contact the College's Director of studies / Head of Administration for a Personal Safety Plan to be drawn up.

Health and safety procedures on outdoor activities

Students should:

- take no unnecessary risks
- obey the group leader
- dress and behave appropriately
- be sensitive to cultural issues when if going Overseas
- be alert to danger
- take part in the planning process
- be aware of cultural issues such as language, laws and customs
- be aware of equal opportunities legislation
- know how to summon help
- know what activities are out of bounds
- carry an id card of some sort
- have sufficient cash
- if separated from group, know what to do
- understand appropriate travel safety procedures
- Inform staff of any allergies, phobias, dietary considerations.

In the event of fire or an emergency:

- Leave the building by the nearest escape route (not the way you came in) by Following the FIRE EXIT signs or as directed by any member of staff.
- Do not stop to collect personal belongings that are not immediately to hand