HEALTH AND SAFETY POLICY

The following policy was agreed by the International Bible Training College (IBTC) Board of Directors/Trustees[1] at a meeting held on 28th April 2026.

1. Scope / Limits

The policy is relevant to all the college's voluntary workers and learners and any other persons who may work on, visit, or use its premises, or who may be affected by its activities or services. Standards of safety are laid upon the College by law and these must be complied with whether or not they impose limitations on freedom of action. All College regulations and notices must be observed and obeyed, as must any reasonable request by members of staff in the course of their duties.

2. Purpose

To ensure that all College activities are carried out in a safe and healthy manner, in a safe and healthy environment, in accordance with the Health & Safety at Work Act 1974, and the Health & Safety (Management) Regulations 1999.

3. Review of the policy

The policy will be reviewed by the Management team annualy or more frequently if necessary particularly in relation to the Disclosure and Barring Service (DBS) checks are up to date.. The review and suggested amendments will be initiated by the Health and Safety Manager and submitted to the Management team. The college may make certain variations stated in this policy as it sees fit, subject to informing relevant college users and following normal principles of reasonableness and fairness.

4. Location of the policy

The college will ensure that the policy is available to all learners and staff and will also be on the IBTC website: www.ibti.org.uk.

5. Non- compliance

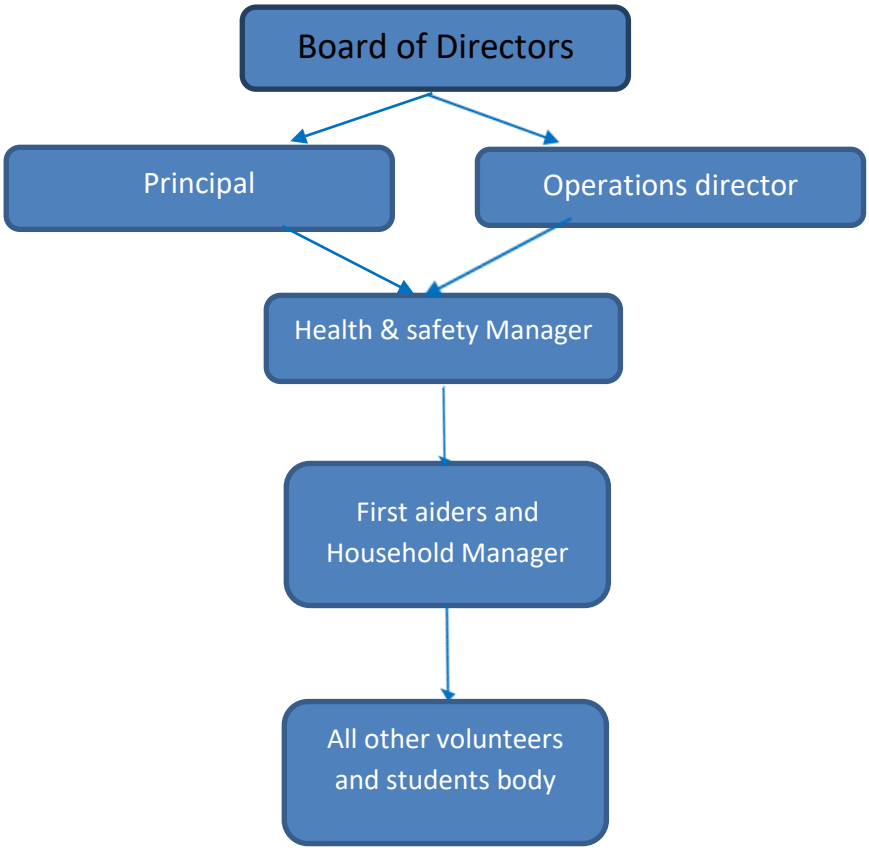
a) All volunteer workers have legal duties under Section 7 of the Health & Safety at Work Act 1974 and Regulation 14 of the Management of Health & Safety at Work Regulations 1999, to take reasonable care of their own and others' health and safety at work. They must co-operate fully with health & safety policies and procedures, must report defects, and must not misuse safety equipment provided. The college will consider any breach of these legal duties as a disciplinary matter, and the established college disciplinary procedures will apply.

b) Voluntary workers or learners who commit serious breaches of college health and safety rules or procedures may be suspended by the Principal, pending a full investigation.

6. Responsibilities and reporting structures

6.1. Overall and final responsibility for health and safety:

The Board of directors has overall responsibility for the Health and Safety at IBTC but the responsibility for implementation as a whole lies with the College Principal and Director of Operations. The college's **Health and Safety Manager is** responsible for keeping them informed about implementation and significant health and safety issues.



6.2. Delegated areas of Health and Safety responsibilities

To ensure health and safety standards are maintained/improved, the following people or governing roles have responsibility in the following areas:

a) Board of Directors - overall responsibility for the Health and Safety at IBTC
b) Principal and Director of Operations - responsibility for implementation
c) Health and Safety Manager – safety, risk assessments, consulting the staff, monitoring, information, instruction, maintaining equipment and supervision.
d) First aiders– accidents and first aid.
e) Household Manager – internal campus environment safety.
f) Designated staff as instructed in Fire safety policy: fire and evacuation.
g) Human Resources Manager – providing health and safety training.

6.3. The Duties of the Board of Directors

To carry out the following, in keeping with their responsibilities, and in accordance with the

Further and Higher Education Act 1992:

a) To ensure that this policy is implemented and kept under review.

b) To ensure that the statutory requirements are observed, and that relevant records and reports are in order.

6.4. The Duties of the College Principal

a) To provide regular reports as and when necessary, to the Board of Directors of the effectiveness of College Health and Safety Policies and Procedures to ensure that a safe and healthy environment is maintained for volunteers, learners and the public.

b) To have overall responsibility for the Health and Safety Policy and its implementation.

6.5. The Duties of the Operations Director

a) To ensure responsibilities for Health & Safety Policy are properly assigned and accepted at all levels.

b) To ensure that statutory requirements regarding Health & Safety are met and that the College is adhering to current legislation.

c) To delegate the day-to-day responsibilities with the Health & safety manager.

d) Be familiar with Health and Safety Regulations as far as they concern the whole site of the IBTC.

e) Be familiar with the health and safety policy and arrangements and ensure they are fully observed.

f) To take appropriate action to ensure that the College Safety Policy is fully implemented and that safe systems of work are in place.

7. Day-to-day responsibility for ensuring this policy is put into practice:

7.1. The Duties of the Health and Safety Manager

a) Ensure that safety equipment and clothing is provided and used by all personnel where this is required.

b) To ensure that all risk assessments update are updated and reviewed and new ones created when needed.

c) To promote Health and Safety issues, e.g. by organising inductions for volunteers and the learners within the College, providing Health and Safety resource materials, put the right signage where needed, etc.

d) To organise and check the effectiveness of fire evacuation procedures.

e) To monitor, evaluate and follow up accident reports with appropriate action to prevent recurrence.

f) To liaise with the Human Resources Manager regarding training programmes for volunteers in respect of Health and Safety.

g) Ensure that all gas and electrical appliances and lighting meet the appropriate standards and are in safe working order.

h) Ensure the administration buildings, classrooms and all residential accommodation are kept in order.

i) Ensure that all plant, equipment and tools are properly maintained and in good condition and that all operators who use the equipment have received the appropriate training.

j) Ensure that adequate access and egress is maintained and that the emergency exit doors operate correctly.

k) Ensure adequate provision of personal protective equipment (PPE), where necessary, for staff, learners and visitors is available and maintained.

l) In liaison with the Household Manager ensure that food hygiene regulations and procedures are observed.

m) Ensure that the Health and **Safety Log Book** is kept up to date and all entries as prescribed by this policy are made.

n) To provide an annual Health and Safety Report for the Principal.

o) To report regularly on monthly management team meetings if there will be any points for discussion.

7.2. The duty of all other managers and voluntary workers

a) Have a responsibility to co-operate with Health and Safety Manager on health and safety matters and the implementation of this health and safety policy.

b) To understand the emergency procedures.

c) Take reasonable care of their own health and safety and of other persons who may be affected by their acts or omissions. whilst on IBTC business or premises.

d) To report immediately any accident that occurs.

e) To be familiar with Fire Safety policy and First Aid policy.

f) To co-operate with the management and the Board of directors to enable them to carry out their duties under the Health and Safety at Work Act 1974 and associated legislation.

7.3. The duty of all other volunteers and learners should:

g) To comply with the Health and Safety Policy of the college.

h) To take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions.

i) make use of safety aids, appliances, PPE where necessary.

j) To use the correct tools and equipment for the job and to ensure that they are kept in good condition and not adapted for inappropriate use.

k) To report immediately any accident that occurs and if it is caused by any equipment/machine and action must be taken for its removal from use.

l) Ask permission, if uncertain how to use certain equipment from college Health and Safety Manager.

m) report immediately any accidents (however minor), injuries, near misses or any health and safety concerns to the appropriate person (as detailed under point 6.2).

8. Arrangements for health and safety

a) Risk assessment

- We will complete relevant risk assessments and take action.
- We will review risk assessments when working habits or conditions change.

b) Training

- We will give volunteers and learners safety training as part of the induction process administered by Health and Safety Manager and Human Resources Manager. This will involve general matters such as first aid provision and emergency evacuation procedures and also job specific training to enable the staff member to carry out their duties safely.
- We will provide personal protective equipment.

c) Consultation

We will consult our volunteers and learners routinely on health and safety matters as they arise and formally when we review health and safety policy. Health and Safety matters arising are discussed every month at the College Management meetings. If needed further discussions are held at Board of Directors Meetings. The Health & Safety Law poster is displayed on the board in the main building. Health & Safety advice is available from College's Health and Safety Manager, phone extension: 201, mobile: 074 597 62291.

d) Evacuation

- We will make sure escape routes are well signed and kept clear at all times.
- Evacuation plans in case of fire are tested from time to time and updated if necessary.

9. Mechanisms for feedback

Constructive comment for the continued improvement of this policy and procedures is welcomed and should be forwarded to the IBTC's Data Protection Manager at policies.data@ibti.org.uk .

HEALTH AND SAFETY PROCEDURES

1. Responsibility of a Main Event Organiser:

To have overall responsibility for a **Main Event** such as IBTC Graduation, Open days, Christmas, Student Welcoming Service to comply with the Health and Safety Policy IBTC management will:

a) Ensure that the buildings occupancy does not exceed agreed maximum.
b) To meet staff and learners and agree responsibilities for the event.
c) To designate the lead person in any evacuation procedure and ensure that the person is aware of his/her responsibilities.
d) Ensure that any moving and handling risks have been assessed e.g. staging, chairs, tent, etc.
e) Ensure that the aisles and exit doors are kept clear and the emergency doors operate correctly and to note the position of the Fire-fighting Equipment and 1st Aid Boxes.
f) To ensure that parking of vehicles are controlled and emergency vehicles have clear access if this is required.

2. Ladders and Stepladders[1]

The Work at Height Regulations does not ban ladders or stepladders.

The use of ladders should only be considered where the use of other more suitable work equipment is not appropriate because of the **low risk**, and **short duration** of the task or considerations of where the work is located.

Schedule 6 of the Work at Height Regulations deals with the requirements for ladders and includes the following requirements :-

a) Every staff and volunteer shall ensure that a ladder is used for work at height only if the use of other more suitable work equipment is not justified because of the **low risk** and the **short duration** of use; or existing features on site which cannot be altered.

b) Any surface upon which a ladder rests shall be stable, firm, of sufficient strength.

c) A ladder shall be positioned to ensure its stability during use.

d) A portable ladder shall be prevented from slipping during use by :-
- securing the stiles at or near their upper or lower ends or part way down;
- an effective anti-slip or other effective stability device; or
- any other arrangement of equivalent effectiveness;
- 'footing' is the last resort and should be avoided.

e) A ladder used for access shall be long enough to protrude sufficiently above the place of landing to which it provides access, unless other measures have been taken to ensure a firm handhold.

f) No interlocking or extension ladder shall be used unless its sections are prevented from moving relative to each other while in use.

g) An extendable ladder shall be prevented from moving before it is stepped on.

h) Every ladder shall be used in such a way that :-
- a secure handhold and secure support are always available to the user;
- the user can maintain a safe handhold when carrying a load (Max 10kg)

[1] Origin of Reference: UK Timber Frame Association (UKTFA) Health and Safety Code of Practice.

- unless, - in the case of a step ladder, the maintenance of a handhold is not practicable when a load is carried, and a risk assessment has demonstrated that the use of a stepladder is justified because of :-
- the low risk; and the short duration of use;
- positioned where they will not be struck by vehicles, opening window or door;
- operator to wear clean robust footwear.
- ladders to have no visible defects.
- use a Class1 or EN131 ladders or stepladders.

3. Safe Lifting and Manual Handling

3.1. How to Lift Heavy Objects Safely:

Care should be taken when undertaking manual handling operations. If there is a risk of injury as a result of any such operation, assistance should be obtained and, if possible, a lifting appliance should be used.

a) Make sure you are standing directly in front of the item you wish to lift.
b) Check if the item has handles which you could use.
c) Know where you are taking the object before you begin.
d) Position your feet evenly (shoulder width apart)
e) Keep your back straight and stand up tall.
f) Tighten your stomach muscles.
g) Squat to the floor by bending your knees - DO NOT move your upper body
h) Take hold of the object firmly with both hands
i) Distribute the weight evenly - make sure you are not unbalanced.
j) Keeping the object close to your body, begin to stand up by straightening your legs.
k) Stand up slowly. Do not move quickly or jerk when doing this.
l) You can now walk with the object (but be careful not to twist your body unnecessarily).
m) Take small steps if possible.
n) If you are carrying a large object which restricts your view, ask if someone can guide you. This will prevent you from tripping or bumping into objects
o) When placing the item down, bend your legs.
p) Remember to keep your back straight as you bend down again.
q) Be careful to lower each side of the object to the floor separately- this will avoid trapping your fingers under the weight.

3.2. When You Should Take Extra Care:

a) Stacking items above shoulder height
b) Carrying items up or down stairs
c) Carrying items for long distances
d) Lifting in a small work space – this could mean you have to twist or stoop

3.3. Things to Check:[2]

a) Is the weight of the item within your physical capability?
b) Have you been given reasonable rest periods between manual lifting tasks?
c) Is there adequate space to lift safely?

[2] Origin of Reference: www.workplacesafetyadvice.co.uk

d) Is lifting fairly shared between staff and volunteers?

If you believe you are risking injury through manual lifting, ask your employer to undertake a risk assessment. It usually takes only a few minutes but it can reduce the chances of injury. (If your employer does not seem concerned about the issue, you could point out that all employers have responsibilities to their workers under manual handling regulations introduced in 1992.)

4. Use of plant and machinery.

The Health and Safety Manager will maintain a list of all items of plant and machinery which should be recorded in the Health and Safety Log Book.

The procedures for checking and rules for use are as follows:

a. Staff and voluntary workers must not operate plant or machinery that they are not trained and authorised to use.

b. Staff and voluntary workers must not ride on any parts of machinery not intended for that use.

c. Machinery must be switched off before any adjustments are made.

d. Machines must not be left running when not in use.

e. After carrying out maintenance and adjustments, all guards must be replaced before the machinery is used.

f. Before using any item of plant or machinery, a check must be made to ensure it is in a safe working condition, correctly adjusted, and there are no loose nuts, bolts or other defects.

g. The appropriate personal protective equipment (PPE) as recommended in the
h. 'manufacturers operators manual' must be worn when operating any item of plant or machinery.

i. Persons under the age of 16 may use only hand tools and are not permitted to operate any power driven item of plant or machinery.

j. Any defect and damage found to any item of plant or machinery must be reported to the Health and Safety Manager.

k. All plant and machinery will be regularly maintained and a schedule kept of maintenance requirements which will be entered in the Health and Safety Log Book.

5. Use of Electrical Equipment

Misuse and abuse of electricity is a significant cause of fires and injury.
Faulty electrical equipment can kill.

All employees and voluntary workers must observe the following:

a) Visually check all electrical equipment before use.

b) All equipment or apparatus must be installed, tested and used in accordance with the manufacturer's recommendations. Equipment must not be used for any purpose for which

it was not specifically designed.

c) Report all faults immediately to the Practical Supervisor or Health and Safety Manager.

d) Do not attempt to use or repair faulty equipment.

e) Electrical equipment should be switched off and disconnected when not in use for long periods.

f) After use, equipment and apparatus should be switched off and unplugged from the mains supply.

g) Flexible cables should be so positioned and so protected that they do not constitute a tripping hazard and are not subject to mechanical damage.

h) Where there are insufficient socket outlets, an appropriately fused distribution block should

i) be used; any other multiple adaptors are not permitted.

j) Persons bringing portable electrical appliances into the college for use at any church event must:
   - be able to show that the equipment is correctly maintained
   - has been subject to routine inspection
   - has been tested by an approved person
   - and entered in the electrical equipment record.

6. Portable Electrical Appliances

a) All portable electrical appliances will be inspected and tested in accordance with HSE Guidance.
b) Equipment that has been checked and passed will be identified by a dated sticker and recorded in the PAT register, held by the College electrician.
c) Appliances failing the tests will be made inoperable, isolated from the electricity supply and the relevant managers will be informed.
d) Unauthorised electrical equipment should not be brought onto College premises.

7. Transport

a) All college's cars are inspected and maintained by approved garage at least once a year or at more frequent intervals if high mileage.

b) All vehicles are checked monthly by user drivers.

c) As a rule, you can drive a minibus on a normal licence (e.g. for a car) in the United Kingdom. You can only use a normal car driving licence to drive minibuses when there is no more than sixteen (16) passenger seats inside the vehicle. But, if your standard car driving licence does not cover minibuses, you would need to get a minibus licence for a Passenger Carrying Vehicle (PCV). The minibus must not be for 'hire or reward'. That means it is voluntary and there will be no payment made by any of the passengers (or on their behalf).

d) All mini-bus drivers must be at least 21 years old and holding a valid driving licence for at least two years. Before taking a car or minibus drivers need to fill the form provided by the College (kept at the key box). The minibus driver must not tow a trailer at the same time.

e) Cars may only be parked in designated car parks and never left where they may cause an obstruction. Vehicles are subject to a 10 mph speed limit and a one way system on the college drive which are clearly signed and directions for parking and delivery mast be clearly indicated and respected.