



The Inns of  
Court College  
of Advocacy

# Health and Safety Policy

for Staff, Visitors and Students

**Version 1.0**

It is the policy of the ICCA to provide for the health and safety of its staff and students and of visitors and members of the public using its premises and facilities and other persons who may be affected by its activities.

To achieve this, it is essential that all members of the ICCA community remain alert to identifying potential hazards and remove or minimise them wherever and whenever practicable.

The intention is to apply and maintain as a minimum the standards necessary to meet statutory requirements while seeking to achieve best management practice in accordance with higher education sector guidance.

The ICCA will, in full accordance with legal obligations and standards:

- Institute and maintain safe working practices and procedures.
- Maintain premises in a safe condition, without risks to health and adequate with regard to the provision of welfare facilities.
- Take such general fire precautions as will ensure the safety of any of its staff, students and visitors including taking such general fire precautions as may reasonably be required in the circumstances of the case to ensure that the premises are safe.
- Take any necessary steps to establish the causes of any accidents and impairments to health which occur and to institute practicable remedial measures to prevent any recurrence.
- Provide safe access and egress to its premises for all staff, students and visitors including, subject to reasonable adjustments, those who are disabled, together with adequate and safe means of egress; buildings and building services, plant and equipment that ensure safe and healthy working conditions.
- Advise and keep staff, students and visitors informed of all identified health and safety risks, through the dissemination of information and the use of safe working practices.
- Provide proper and adequate training facilities to ensure that all staff, students and visitors are fully instructed in the safe working methods applicable to their duties, studies and requirements.
- Encourage and foster close liaison between members of the ICCA community in all matters affecting health and safety, including consultation regarding relevant health and safety issues.
- Ensure that legislative health and safety requirements relating to the ICCA's activities are met to a high standard.
- Continually improve the levels of health and safety performance by the adoption of newly-developed health and safety risk assessments and safe systems of work.
- Make arrangements to manage emergencies and other unplanned events to protect the health and safety of staff, students, visitors and other persons and to mitigate damage, loss and harm to the environment.
- Provide relevant and comprehensible information to staff, students and visitors to ensure their health and safety.

- Provide supervision by competent persons to ensure that staff and students undertake safely their work or study and to ensure compliance with ICCA procedures.

ICCA staff will work to high standards in jointly occupied or shared premises. Staff or students working, teaching and studying in premises of the Inns will comply with policies and arrangements of the Inns.

The ICCA will establish and maintain arrangements to consult employees and students. ICCA staff will be consulted in making, monitoring and promoting this policy and be encouraged to participate actively in reviewing safety arrangements.

The Dean of the ICCA and other senior managers are responsible for ensuring that their areas of activity operate within this policy and may call on appropriate advice and assistance on health & safety issues to assist management at all levels in the effective discharge of legal duties and this policy.