

The Essential English Centre Health & Safety Policy

Section A - General Statement of Policy

The Essential English Centre has a responsibility to provide a safe & healthy learning environment for all students and staff. Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our staff and students, and provide such information, training and supervision as they need for that purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below. The policy will be kept up to date, particularly as the organisation changes in size and nature. To ensure this, the policy and the way in which it has operated will be reviewed regularly, usually annually.

As part of our commitment to the safety of our staff and our students we regularly assess the risks associated with our business as required under the 'Management of Health and Safety at Work Regulations 1992'.

Section B - Statement of Responsibilities

Overall Responsibilities

Overall and final responsibility for the health and safety rests with the Company Directors.

Local Responsibility

Jo Wilde is responsible for this policy being carried out at The EEC premises.

Safety Representative(s)

The safety representative for the premises is Jo Wilde (Operations Manager).

Staff Responsibilities

By law, all employees, staff and volunteers have the responsibility to co-operate with supervisors and managers to achieve a healthy and safe workplace and to take reasonable care of themselves and others. Whenever a member of staff, manager or student notices a health and safety problem which they are not able to put right, they must immediately **inform Jo Wilde**.

Students' Responsibility

It is the responsibility of our students to co-operate with staff and the management of the school to achieve a safe learning and working environment and to take reasonable care of themselves and others.

If a student notices a health and safety problem they should inform their teacher. This is made known to the student in the student handbook.

Consultation Procedure

Consultation between management and staff is provided by regular meetings and also informally, day to day. Any observations on risks must be made known to management, recorded and action taken.

Section C - General Arrangements

Accidents

The **First Aid** appointed persons is Rebecca Hatton and Gaelle Petit. **First Aid**

The First Aid box is located at the school reception. Rebecca Hatton is responsible for ensuring **the First Aid kit** is up to date.

Incidents

All incidents/dangerous occurrences must be logged in the accident logbook found in school office.

The following details must be logged:

- The name of the injured person
- The type of injury
- When it happened
- How it happened
- Where it occurred
- The name of the person dealing with the incident
- The treatment given

Under the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (**RIDDOR**)' (Jo Wilde) is required to report any major injury or condition which has occurred during the course of work to the local Health and Safety Executive. It is therefore the manager on duty's responsibility to ensure that such occurrences are correctly logged and **reported to Jo Wilde immediately**.

In the case of a serious accident or illness requiring professional medical attention, contact the nearest local hospital. The contact details are:

Accident and Emergency Department Manchester Royal Infirmary Oxford Road Manchester M13 9WL Tel: +44 (0)161 276 1234

or

an ambulance should be called by dialling 999, whichever is more appropriate.

In an emergency the injured person should be accompanied to the hospital. In less serious circumstances, students should be advised to see go to the local walk-in centre, local pharmacy, or their homestay host's GP, or the GP recommended by their residence.

In serious cases the Jo Wilde is responsible for contacting the employee or the student's family and accommodation provider.

Jo Wilde must be notified immediately if a serious case of illness or accident has occurred. If Jo Wilde is not available, you must **contact Bairbre Walsh**. Key members of onsite staff have direct, personal mobile telephone numbers for both Jo and Bairbre.

GENERAL FIRE SAFETY

Procedures

1. All classrooms and public areas have clear notices describing the correct action to take in the event of a fire. It is the Jo Wilde's responsibility to ensure that these notices are in place and that staff and students' attention is drawn to them.
2. In the event of fire, the fire alarm must be sounded and the fire brigade called. It is the on-site manager's responsibility to call the fire brigade
3. The premises must be evacuated as quickly as possible. Teachers are responsible for escorting the students off the premises by the nearest available exit and taking them to the assembly point. Once at the assembly point, the teacher for each class is responsible for checking their register to ensure that all students are safe. The teachers must report their findings to the Fire Marshall (Rebecca Hatton) or person in charge.
4. The Fire Marshall or other person in charge is responsible for checking that all the other staff and visitors are safe. Where possible, they will conduct a final check of the whole floor before leaving. But only if it is safe to do so.
5. The teachers are responsible for keeping the students away from the school buildings and traffic, until the Fire Marshall or other person in charge states that it is safe to re-enter the school or the Fire Brigade has been called.

Escape Routes

All fire escape routes must be kept clear, unlocked and easily accessible at all times. The fire escape doors within the building require a 'smash lock' action and the necessary equipment is provided next to each door to do this. **You must smash to lock to release the door**

Fire Notices

Fire notices should provide the following information:

- Instruction to sound the nearest alarm
- Instructions to leave the building by the nearest available exit
- No one should return to the building
- Everyone should assemble at the named assembly point away from the building
- Do not use the lift

Fire Drills

Fire drills are carried out on a regular basis, usually 3 times per year. The premises have to be vacated promptly and the situation treated as a real fire. The Fire Marshall is in charge of ensuring this is done and is responsible for reporting any feedback to Jo Wilde who may will review the risk assessment. The Fire Marshall must report the dates of fire drills to Jo Wilde so they can be kept on record.

Fire Extinguishers

The Building Management is responsible for ensuring that the fire extinguishers are checked and maintained annually. A record of all the service dates should be kept on each extinguisher. Only a trained Fire Marshall can operate the equipment.

Fire Alarms

The Building Management is in charge of checking that the fire alarms are kept in working order at all times. The fire alarm will sound during an evacuation.

Training

All employees receive all the training necessary to ensure that they are able to do their work safely. You manager is responsible for ensuring that the correct health and safety information and training is given to you.

Students, Contractors and Visitors to the premises.

The safety of our clients is always of paramount importance. All students must be made aware of the existence of the fire procedures on arrival, usually during the first day induction briefing.

All visitors and contractors on the premises should be aware of any particular hazards at the time that they are on the premises and should be informed of any particular precautions they should take.

Contractors in particular should carry work out on the premises at agreed specified times. Dangerous tools, equipment and machine should not be left unattended. Jo Wilde in charge of ensuring that this done.

Risk Assessments

Risk assessments are to be carried out annually or as required . If any machinery, piece of equipment or substance could potentially cause harm to anyone on the premises a risk assessment should be carried out and clear procedures laid down for the use of these items. The manufacturer's guidance should be followed at all times. All potential hazards should be brought to the attention of anyone who may come into contact with them. The person responsible for ensuring that this information is disseminated is Jo Wilde. Risk assessments are also completed for all off-site provision, including homestays and social activities. It is your manager's responsibility to ensure you are aware of the risk assessment associated with any activity you are leading.

HOUSEKEEPING AND PREMISES

All of the following are the responsibility of Jo Wilde:

Cleanliness

All the floors and stairs must be kept clean and not slippery. The premises, furniture and fittings (e.g. lights) should be cleaned regularly; and all dirt, dust, refuse and trade waste regularly removed. All spillages must be reported to the Building Manager and cleaned promptly and with action appropriate to the nature of the spillage (e.g this may involve cordoning off the area, use of protective clothing, use of spillage kit, etc). Special arrangements are in place for the disposal of sanitary waste. All waste paper bins should be emptied daily and the rubbish stored safely until collection. Rubbish should not be stored on the street, causing inconvenience and a potential hazard to the health of the general public. Toilet supplies of paper, soap and towels are maintained and regularly checked. Please report any issues with the above to Jo Wilde

Safe Stacking and Storage

All materials and objects should be stored and stacked so that they are not likely to fall and cause injury. On arrival, deliveries of supplies and equipment should be stored safely, usually in the school office. Storage is the responsibility of the on-site manager

Exits, Corridors and Stairways

All exits, corridors and stairways must be kept clear at all times.

Lighting

All light bulbs and fluorescent tubes should be replaced as necessary in order to ensure adequate lighting at all times.

Comfortable Conditions

A reasonable working temperature should be provided at all times. The temperature should be at least 16°C. Heating operates during the colder months and a fan is available for each room during the summer.

Flooring

Carpets and floors must provide even surfaces to walk on. Carpets should not be worn through or frayed and floorboards should not be damaged/cause a tripping hazard. **Please report any issues with the above to Jo Wilde**

ELECTRICAL EQUIPMENT

Routine Inspection and Procedures:

All electrical equipment is visually checked and PAT tested annually.

1. Jo Wilde should make an annual inspection tour of the premises and arrange for replacement of any frayed or damaged cables, broken plugs, sockets or any other electrical appliance which is not functioning properly.

2. All appliances must be unplugged before cleaning or making adjustments. All electrical equipment used for teaching must be switched off after use. Extension leads may be used with portable electric equipment for teaching purposes however they must not be overloaded. No leads are to be left where they could pose a threat to teachers, students or other staff.

3. All suspect or faulty equipment should be removed immediately, labelled 'Do Not Use' and kept secure until checked by a competent person.

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4. Electric sockets in the classrooms are to be located in the most appropriate place for easy access for the teachers, to avoid trailing wires on the floor of the classroom.
5. All staff are required to report any electrical problems to their line manager immediately.

This policy is reviewed annually by the Directors of The EEC.