

# Language Studies International Health and Safety Policy



Reviewed By Health & Safety Officer in conjunction with School Director:

## **HEALTH and SAFETY POLICY STATEMENT**

- a) The Senior Management and School Director are fully aware of their responsibilities under The Health and Safety at Work Act 1974 and other Health and Safety legislation relevant to the School's operation. In order to meet these responsibilities, they regard Health and Safety of paramount importance.
- b) The objective of the Health and Safety Policy is to minimise risks to Health and Safety of the staff, student body and others affected by the School's activities, by identifying and then controlling hazards.
- c) The School Director, assisted by the Health and Safety Officer, will provide a positive lead in organising Health and Safety activities, using the best available knowledge and methods and whatever resources are necessary to achieve the required standards.
- d) Accident prevention is essential for the smooth and efficient running of the School, requiring full co-operation between all concerned.
- e) Staff are under a legal obligation to co-operate fully in Health and Safety matters by ensuring that all areas are safe for themselves and others. They are also required to act in a safe way themselves, follow the Health and Safety Rules, Regulations and Requirements and report any hazardous conditions to the School Director and/or Health and Safety Officer.

## **1. RESPONSIBILITIES - Senior Management**

- a) Will ensure that there is an effective policy for Health and Safety within the School and will be responsible for ensuring the establishment and effectiveness of that programme.
- b) Will periodically discuss the effectiveness of the policy with the School Director and/or School Health and Safety Officer and ensure that any necessary changes are made.
- c) Will ensure that adequate staff, funds and materials are provided to meet the requirements of the Health and Safety at Work Act 1974 and subsequent Health and Safety legislation.

### **1.1 RESPONSIBILITIES - School Directors**

- a) Will ensure that there is an effective Policy for Health and Safety within the school and will be directly responsible for the establishment and effectiveness of that programme.
- b) Will periodically appraise the effectiveness of the Policy and ensure that any necessary changes are made.
- c) Will ensure that adequate staff, funds and materials are provided to meet the requirements of the Health and Safety at Work Act 1974 and subsequent Health and Safety legislation.
- d) Will ensure that responsibilities are properly assigned and accepted at all levels.
- e) Will take a direct interest in the Health and Safety programme and support all persons carrying it out.
- f) Will ensure that all areas of the School are inspected, from a Health and Safety point of view, once per year.
- g) Will review the Health and Safety Officer's reports and take action where appropriate.
- h) Will ensure that all Staff have read and understood the Health and Safety Policy either in its entirety or the sections relevant to them.
- i) Will ensure that all Staff have adequate training for the tasks that they are required to perform.

### **1.2 RESPONSIBILITIES – School Health and Safety Officer**

- a) Will have a clear understanding of the Health and Safety Policy and will keep updated with Statutory Instruments and regulations as issued from time to time.
- b) Will be responsible for ensuring that safe methods and procedures, written where appropriate, are drawn up for operations under their control.
- c) Will ensure that Personnel working under their control have adequate training, have read and understood the Health and Safety Policy and have received induction training where appropriate.
- d) Will ensure that all new facilities and equipment are inspected for potential hazards.

- e) Will ensure that all equipment, where appropriate, is maintained and/or tested regularly and that adequate records are kept.
- f) Will ensure, in conjunction with the School Director, that any hazardous or dangerous conditions or situations reported are remedied as soon as possible.
- g) Will ensure that any equipment found to be defective is not used until such time as a repair can be made.
- h) Will be responsible for the control of Contractors on the site, and will ensure that they are familiar with the Health and Safety Policy, and have the relevant insurance etc in place.
- i) Will, in conjunction with the School Director, ensure that all areas of the School are inspected, from a Health and Safety point of view, once per year and action taken where necessary.
- k) Will ensure that the obligations for the reporting of accidents etc under 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995' are complied with.

### **1.3 RESPONSIBILITIES - All Staff**

- a) Will make themselves familiar with the Health and Safety Policy, especially the sections relevant to themselves.
- b) Will observe Health and Safety Rules at all times.
- c) Will conform to all advice given by the School Health and Safety Officer and instructions of others with a responsibility for Health and Safety.
- d) Will report all accidents, damage, hazardous or dangerous conditions or situations to the School Health and Safety Officer or School Director without delay.
- e) Will wear appropriate personal protective clothing, safety equipment and use appropriate safety devices as appropriate.
- f) Will ensure that working areas are kept clean and safe.
- g) Will inspect all equipment before use to establish that it is safe to use.
- h) Will familiarise themselves with First Aid and Fire procedures.
- i) Will look after all potentially hazardous equipment properly and report any defects immediately.

### **1.4 RESPONSIBILITIES - All other persons on the school property**

- a) Will observe the Health and Safety Rules and the Instructions given by persons enforcing the Health and Safety Policy.
- b) Will not work on the premises until the relevant rules are read, understood and accepted.

c) Will not work on the premises until covered by insurance against risk.

## **2. METHODS and PROCEDURES**

### **2.1 SAFE SYSTEMS**

Safe systems, where appropriate, have been devised for the School. The aim of these systems is to minimise the risk of accident or injury to both students and staff.

The systems will have taken into account the following principles as far as reasonably practicable:-

- a) The layout of the work and the use of the working areas will allow safe access to and egress from the areas involved.
- b) Analysis of the tasks involved, including safety analysis and the provision of clear instruction.
- c) Identification of safe procedures, both routine and emergency.

### **2.2 TRAINING**

Teaching Staff engaged have all received Teacher Induction including Health and Safety. Additional training and guidance as to specific requirements will be given either by reference to this Health and Safety Policy Document or by other means as deemed appropriate.

Assistants and Support Staff etc., will be given training, as necessary, appropriate to the tasks that they are to fulfill. In all cases the training will be adequate so that staff will be competent to carry out the tasks for which they have been engaged.

Health and Safety are both regarded as being of paramount importance and all staff will be required to read the Health and Safety Policy Document either in its entirety or the sections relevant to them. They will then be required to sign to the effect that they understand it and agree to abide by it

### **2.3 FIRE**

The School has a Fire Risk Policy and an Evacuation Policy in place and is responsible for assessing its own fire control arrangements.

A Fire Alarm system is in place with additional stand alone smoke detectors installed.

Fire Risk Assessment in line with the Regulatory Reform (Fire Safety) Order has been carried out for the School.

### **2.4 OFF SITE ACTIVITIES - Trips, Visits etc**

For trips of this nature the following procedure will be observed:

- a) Careful planning of trip with prior visit made by organiser if necessary.
- b) Adequate evaluation of all Health and Safety factors involved.

- c) Outside agencies offering trips and services to students will be contacted to ensure they have the appropriate Health and Safety Policy and insurance where applicable.
- d) A risk assessment will be carried out for social activities.

## **2.5 SUPERVISION:**

The School always considers the ratio of adults to pupils very carefully. Ratios are used which, in the School's opinion, are satisfactory and ensure adequate supervision for pupils, commensurate with the activities that are being undertaken.

For all off site activities the following points will be taken into consideration:

- a) Any hazardous pursuits that are to be undertaken and any safety requirements.
- b) The expertise of Staff accompanying the trip.
- c) Accident and Emergency procedures.

## **2.6 FIRST AID and MEDICINE CONTROL**

First Aid and Medicines are available to and under the control of First Aiders on the site.

First Aid Boxes are always kept topped up and are maintained by the Health & Safety Officer.

The following items are also controlled by the First Aiders:

- 1) The Accident Book - filled in for any injury, however minor, requiring treatment.
- 2) Medicines (if applicable) - kept in a locked cabinet and administered as directed.
- 3) Head Bump forms

## **2.7 CATERING**

The School does not prepare food on site. When food is provided to the student body, we use accredited catering companies that have practices in line with the Food Safety (General Food Hygiene) Regulations 1995.

## **2.8 SECURITY OF SITE**

The School has taken all reasonable steps to prevent unauthorised entry to its premises.

Coded keypads are in place at school entrances.

Visitors are required to contact reception to identify themselves before gaining access to the School. A badge system is in operation to enable authorised visitors to be recognised and staff are required to challenge people who they do not recognise.

An intruder alarm is fitted to assist security out of School hours.

CCTV is also in operation at strategic points around the school building.

Should a problem with unauthorised entry occur in the future, The School will take the necessary steps to counteract the problem.

## **2.9 MACHINERY and PLANT**

Maintenance on all the School Equipment is carried out on a regular basis to ensure that The School complies with its obligations under section 2(2)(a) of the Health and Safety at Work Act 1974. The Inspections and Checks are carried out as follows:

- 1) Annual Checks on Electrical Equipment. (PAT Testing)
- 2) Annual Service of Fire Extinguishers.
- 3) Annual Service of Boiler Plant and Associated Equipment.
- 4) Five yearly checks on Fixed Wiring Installations.
- 5) Checks on Fire Alarm systems under contract.

## **3. REPORTING PROCEDURES - Accidents and Near Misses**

The procedures in use are in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 as follows:

a) IMMEDIATE NOTIFICATION TO THE HEALTH AND SAFETY EXECUTIVE BY THE QUICKEST METHOD IF ONE OF THE FOLLOWING OCCUR:

- 1) Fatal Injury to Staff, Students or Any Other People in an accident on the premises.
- 2) Major Injury to Staff, Students or Any Other People in an accident on the premises  
- The Major Injury as listed in the Regulations.
- 3) Dangerous Occurrences listed in the Regulations.

### **3.1) REPORTING:**

- 1) A written report will be sent to the Health and Safety Executive within ten days of any applicable incident covered by 1) 2) and 3) above.
- 2) A written report will be sent to the Health and Safety Executive within ten days for any other injury which results in Staff being absent from, or unable to do their normal work for more than three days.
- 3) A written report will be sent to the Health and Safety Executive within ten days in the case of ill health listed in the Regulations.

### **3.2) REPORTING FORMS:**

F2508 - for injuries and dangerous occurrences

F2508A - for diseases

### **3.3) RECORD KEEPING:**

A record will be kept of any injury, occurrence or disease requiring report

TIME : DATE : PLACE : PEOPLE INVOLVED : DESCRIPTION OF EVENT

### **4). PERSONAL PROTECTIVE EQUIPMENT**

Although generally not applicable, there may be certain activities where hazards cannot be eliminated by other means and PPE is the only method of controlling the risk. Under the Personal Protective Equipment at Work Regulations 1992 the following procedure will apply by The School:

- a) Provide suitable PPE
- b) Assess present PPE
- c) Maintain PPE
- d) Provide accommodation for PPE
- e) Ensure PPE is compatible
- f) Replace PPE where lost or damaged
- g) Ensure PPE is used properly through instruction and training of staff

Under the same Regulations, Staff will:

- a) Use the PPE correctly
- b) Always wear PPE
- c) Report any loss or defect

### **5. HAZARDOUS SUBSTANCES**

Although generally not applicable, where substances are used that may be controlled under specific regulations eg Control of Substances Hazardous to Health (COSHH) the procedures are as follows:

- a) Listing of Substances being used to establish whether they come under COSHH Regulations.
- b) Carry out COSHH Assessment having regard to the following points:
  - 1) Prevention or Control - ideally prevention by substitution of a non-controlled substance, but if

not possible control.

- 2) Control Measures to be adopted.
- 3) Maintenance of the Control Measures.
- 4) Monitor the situation to establish that the measures are effective.
- 5) Undertake Health Surveillance where relevant.
- 6) Carry out Instruction and Training to ensure the following are understood:

Use of the substances, their handling, storage and disposal

Emergency Procedures

Methods of Control

Use of Personal Protective Equipment

c) Record all information on relevant assessment form. This type of assessment, if required, would be carried out by the Health and Safety Consultant with assistance from other Personnel as required.

## **6. DISPLAY SCREEN EQUIPMENT**

The School, in line with The Display Screen Equipment Regulations 1992, carries out the following procedures where equipment is used that comes under the regulations:

- a) Assess the operator of the Display Screen Equipment to establish if the operator is classified as a 'user' under the regulations.
- b) If there is a 'user' carry out an analysis of the Work Station to assess risks to Health and Safety - Work Station includes Display Screen Equipment, ancillaries, chairs, desks and immediate surrounding environment.
- c) Implement any requirements established in b).
- d) Plan or adjust activities of the 'user' to ensure that work is interrupted by breaks or changes of activity. The recommendations are that there should be a maximum usage of 50 minutes in every hour.
- e) Provide eye and eyesight tests for the 'user' or any person about to become a user.
- f) Provide appropriate eye and eyesight corrective appliances as necessary.
- g) Train the user or any person about to become a 'user' on the Health and Safety aspects concerned with the use of the Work Station.

## **7). RISK ASSESSMENT**



Risk Assessments will be carried out on all hazardous work activities in line with the requirements of The Management of Health and Safety at Work Regulations 1999.

The Assessment will establish the following:

- a) The Hazards associated with a particular activity.
- b) The Potential Frequency and Severity of an accident.
- c) The Control Measures being employed to minimise the risk of an accident occurring.
- d) Any Further Action to be taken to adequately control the hazard.

The Assessments will be carried out by the Health and Safety Officer or School Staff as appropriate.

## **8). MANUAL HANDLING**

The School is aware of its obligations under 'The Manual Handling Operations Regulations 1992' and where there is a possibility of injury being caused the following action will be taken in line with the Regulations:

- a) Manual handling activities involving risk, so far as reasonably practicable, will be eliminated or moved by a mechanised process.
- b) Where activities involving risk cannot be avoided they will be subject to an assessment.
- c) The risk of injury will be reduced as far as reasonably possible

All personnel are required to exercise discretion when lifting any object. The initial responsibility for assessing any manual handling implications rests with the person lifting the object.

## **9). WORK AT HEIGHT**

The School is aware of the requirement to control work at height in order to comply with the requirements of The Work at Height Regulations 2005.

The regulations apply to all Work at Height where there is a risk of a fall that may cause injury and there is no minimum height at which they become effective.

They apply to all access equipment which covers ladders and stepladders as well as more advanced equipment such as scaffolding and mobile access equipment.

In order to ensure that the School complies with these regulations, the following will be taken into account:

Work at Height will be properly planned and organised.

Those involved in Work at Height will be properly trained and competent.

A Risk Assessment will be carried out to establish the correct access equipment.

Equipment for Work at Height will be properly inspected and maintained.

In addition, risks due to work on or near fragile surfaces will be properly controlled.

The School will further comply with the Work at Height Regulations by taking account of the following:

Avoiding Work at Height if reasonable to do so.

Using work equipment or other measures to prevent falls where Work at Height cannot be avoided.

Where the risk of a fall cannot be eliminated, using work equipment or other measures to minimise the distance and consequences of a fall.

## **10). CONTROL of CONTRACTORS**

The School is aware of its obligations under The Health and Safety at Work Act 1974 in so far as it applies to contractors on the School Premises.

In order to meet these obligations The School exercises control over contractors in the following way:

### **1) IDENTIFICATION OF SUITABLE BIDDERS**

The following items will be taken into account:

- a) Adequacy of Health and Safety Policy
- b) Control Structure
- c) Safe Systems of Work in Operation
- d) Training Standards

### **10.1) IDENTIFICATION OF HAZARDS IN THE SPECIFICATION**

The Contractor will be required to demonstrate that these hazards have been adequately taken into account. Apart from normal site hazards the following will also be considered:

- a) Special Hazards applicable - eg Asbestos
- b) Safe Access to/egress from the site
- c) Confined Space Entry
- d) Chemical Storage
- e) Occupational Health Risks including Noise

### **10.3) APPOINTMENT OF CONTRACTOR**

Based upon the best bid, taking into account all factors

#### **10.4) ACCEPTANCE BY CONTRACTOR OF SCHOOL SAFETY RULES FOR THE SITE**

Full list of Site Rules available for contractors.

#### **10.5) CONTROL OF CONTRACTOR ON SITE**

- a) Nomination of person to co-ordinate all Health and Safety aspects
- b) Pre-commencement meeting to establish Contractor Liaison Person
- c) Arrangement of regular progress meetings
- d) Regular inspection of Contractor's operations
- e) Participation in site Safety Committee - where applicable
- f) Provision by Contractor of Written Method Statements in advance  
- particularly where they apply to 2 a)
- g) Notification by Contractor of all accidents etc
- h) All machinery on site to have documentary evidence of Statutory Inspections and Driver/Operator Training - where applicable

Contractors will be required to undertake their work in line with The Construction (Design and Management) Regulations 2007

#### **10.6) CONSTRUCTION (DESIGN and MANAGEMENT) REGULATIONS 2007 (CDM)**

The School is aware of its obligations under the CDM Regulations and where projects are such that they come under these regulations the School, as client, will carry out the following:

- a) Select and appoint a Coordinator and Director Contractor.
- b) Ensure that the Coordinator and Director Contractor are competent and check their allocation of resources to Health and Safety.
- c) Ensure that an adequate Health and Safety Plan is in place before work commences.
- d) Pass on information about the land and/or premises to be developed.

In line with Regulation 4 of the Construction (Design and Management) Regulations 2007, the School may elect an agent to act on its behalf when projects involving these regulations apply. On projects where the CDM Regulations do not apply, the School will exercise control over contractors as outlined in the section entitled Control of Contractors.

#### **11) CONSULTATION WITH EMPLOYEES**

The School is aware of its obligations under The Health and Safety (Consultation with Employees) Regulations 1996 and consults its employees on the following areas as covered by the regulations:

- a) Any changes which substantially affect their Health and Safety at work - changes in procedures, equipment or ways of working etc.
- b) Arrangements for using 'competent people' to assist in complying with Health and Safety legislation.
- c) Information on the likely risks and dangers arising from the work activities and measures to reduce or eliminate these risks.
- d) The planning of Health and Safety training.
- e) The Health and Safety consequences of introducing new technology.

## **12). MONITORING POLICY**

The Health and Safety Policy will be monitored on an on going basis by the Health and Safety Officer. Checks will be made regularly with an inspection being made of all areas of The School followed by a report.

There will be a full review every twelve months to establish whether any major changes or additions need to be made to ensure that the Document is fully up to date and correctly reflects the activities.

Reviewed January 2016 by Phil Scherb, Katherine Holloway & Robbie O'Halloran  
Next review January 2017