

Health and Safety Policy

Policy Statement

It is the goal of the International Language College to establish and maintain a safe and healthy working environment. Generally this will be achieved by:

- Raising awareness amongst employees, students and other site users of health and safety issues and to encourage good practice.
- Taking all reasonable precautions to protect people by reducing risks both on and off site.
- Taking prompt and appropriate action in the event a hazardous situation developing, and of an accident and / or emergency occurring on or off site.

The ILC will:

- Identify, continually monitor and resolve the health and safety risks arising from our work activities.
- Work together as a team to make sure all health and safety issues are raised and dealt with effectively.
- Provide and maintain safe equipment.
- Ensure safe handling and use of substances.
- Provide information, training and supervision as required.
- Maintain safe and healthy working conditions.
- Oversee the implementation and function of the safety management system, and monitor and review this policy on an annual basis.
- Take disciplinary action as appropriate for any breach of the school's health and safety policies.

Responsibilities

School Director

- To take overall responsibility for the implementation and monitoring of the establishments health and safety policy.
- Monitor the allocation of funds based on suitable and sufficient risk assessments.
- Prioritise health and safety matters within the Quality Assurance Cycle.
- Purchase and maintain equipment to British standards.
- Have health and safety as a standing item on the agenda of all meetings.
- Carry out regular inspections.
- Ensuring attendance on appropriate health and safety training courses.
- Regularly checking the Health and Safety website.

- Overseeing the completion of the arrangements and risk assessments for all on/off site activities.
- Ensuring that health & safety is a criterion for performance management / appraisal scheme.

Assistant School Director

- Include health and safety in all new employees'/teachers' induction.
- Undertake an annual health and safety training needs analysis of all employees.
- Monitor departmental documentation, risk assessments, practices and procedures.
- Encourage and support employees in completing risk assessments for students giving cause for concern.
- Support employees with personal safety issues including stress.
- Ensure off site visits are approved and appropriately staffed.
- Review departmental coordinators risk assessments annually.

Administration Manager

- All office risk assessments are completed and reviewed.
- Visitors are registered.
- Hazard reporting and maintenance documentation is actioned.
- Accident and Physical and Verbal Abuse report is completed.
- All appropriate risk assessments guidance and hiring documentation is completed for community use of the site.
- All community users are registered and made aware of emergency procedures. Adequately trained first aid cover is available for on /off site activities.

All Employees

- Cooperate with health and safety requirements.
- Report ALL defects immediately via the method as explained at Induction.
- Complete and action risk assessments for all potentially hazardous on/off site activities.
- Use, but not misuse things provided for your health, safety and welfare.
- Do not undertake unsafe acts.
- Be familiar with the emergency action plans for fire, first aid, bomb, security and off-site issues.
- Raise health, and safety and environmental issues with students.

Visitors and Contractors

- Sign in at the reception on arrival.
- Read the resume of the health and safety procedures on arrival at the School.

- Contractors will be informed of hazards peculiar to this site, e.g., asbestos.
- Follow evacuation procedures in the event of an emergency.
- Sign out before leaving the site.

Students

- Behave in a way that does not put your health and safety at risk.
- Follow all safety rules including the instructions of staff given in an emergency.
- Use, but not misuse, things provided for your health, safety and welfare.

Person Responsible	Tasks	Contact Details
School Director – Tony Martin	Written policy and risk assessment / First Aid / General	t.martin85@il-centre.co.uk +44 191 245 5196
Assistant School Director – Sarah Lally	Designated SG Lead / Evacuation / Welfare / Fire / First Aid	sarah@il-centre.co.uk +44 191 245 5196
Administration Manager – Mabel Arguelles	Accommodation / Social Risk Assessments / Designated Safeguarding Lead / Off-Site Risk Assessments	admin@il-centre.co.uk +44 191 245 5196 07458300626
Staff	General	admin@il-centre.co.uk +44 191 245 5196

Risk Assessment

- A general risk assessment of the college has been completed and is kept updated.
- Risk assessments relating to all excursions and activities outside the school are carried out by the Social Program Coordinator.
- The findings of all risk assessments are recorded and will be communicated to the relevant staff.
- Action required to remove/control risks will be approved by the Director and carried out by the appropriate person.
- Copies of risk assessments are made available to all staff, particularly activity or excursion leaders. If the activity or excursion leader notices that there are additional risks not already recorded, he/she must report this and amend the risk assessment accordingly.

- Copies of risk assessments are available from the reception area and are kept stored on the Director and Social Program Coordinator's PC desktops.
- A risk assessment is carried out on and by homestays and is updated annually.

Safe Equipment

- The Director and Assistant Director are responsible for ensuring the safety of all equipment at the college.
- The Director is responsible for ensuring that all identified maintenance is implemented.
- Any problems found with equipment should be reported to the Director or Assistant Director.
- The Director is responsible for checking that new equipment meets Health and Safety standards before it is purchased.
- PAT testing on all electrical devices is carried out annually.
- The central heating system and boilers are serviced annually both in the school and in homestays.

Food and Drink

- No food is prepared on the premises, so it is not necessary for the school to be registered with the Health and Safety Inspectorate.
- Snacks are provided by registered companies and are all in sealed packages 3 Health and Safety Policy updated November 2020.
- Teas and coffees are provided from the school canteen which is cleaned 3 times each week.
- There is a hot/cold filtered water machine in the student room which is maintained by a 3rd party provider.
- All staff are allowed to bring their own food for personal consumption on the premises and can store it in the fridge. The fridge is regularly checked to make sure nothing perishable has gone off

School Security

- A fire alarm system is in place in the school.
- A CCTV system is in operation 24 hours a day.
- Reception is manned at all times and visitors are required to sign in and out.

Information and Training

- The Health and Safety Law poster is displayed on the student noticeboard and in the teacher's room.
- The Certificate of Employer's Liability Insurance is displayed in the reception area.
- Health and safety is a component of all staff inductions covering general and fire evacuation precautions.
- Training needs are continually assessed by the Assistant School Director.

First Aid

- First Aid boxes are available in reception.
- All accidents and cases of work-related ill health are to be recorded in the accident book which is in the school office.
- The school has 3 first aid trained staff members who regularly undertake refresher courses.
- The Assistant School Director is responsible for keeping the first aid boxes stocked.
- The closest chemist is Shield Road Pharmacy.
- The Assistant School Director is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.
- Emergency contacts for students are found on the parental consent forms and emergency contacts for staff are located in the staff member's folder.

Fire

- The Assistant School Director is responsible for ensuring a fire risk assessment is undertaken and implemented.
- Escape routes and emergency lighting are checked at least annually.
- Fire extinguishers and the fire alarm system are maintained and checked by Fire Safety UK every 12 months.
- Emergency evacuation of all school buildings will be tested at least once a year.
- A full Emergency Evacuation Plan has been created and is displayed on the student notice board.