

Health and Safety Policy

Policy Statement:

ILS English Ltd has established this Health and Safety Policy to ensure the health, safety and welfare at work of all employees, students and others who may be affected by its activities. This policy will be implanted in all premises owned or controlled by the school, and is applicable to all staff and visitors at our sites. This policy also applies to our staff working away from school sites.

In pursuance of this policy, the school will take action to:

- Identify, assess and manage the health and safety risks arising from our work activities;
- Consult with our employees and seek their co-operation on matters acting their health and safety;
- Provide and maintain safe plant and equipment;
- Ensure safe handling of substances;
- Provide information, instruction, and supervision for employees as required;
- Ensure all employees are competent to do their tasks and to give them adequate training;
- Prevent accidents and cases of work-related ill health, so far as this is reasonable practicable, 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;
- To review and revise this policy as necessary.

Responsibilities:

- Overall and final responsibility for health and safety rests with the Managing Director, Anna Dragun.
- To ensure health and safety standards are improved, those listed below have responsibility in the following areas:

Name:	Responsibility:
Anna Dragun/Ashley Osborne	Academic areas
Anna Dragun/Julie Wike	Administrative areas

Line Management Responsibilities:

All line managers must ensure that this policy is followed and that staff are managed and supervised in accordance with it. Breaches of school safety rules and procedures will be subject to disciplinary action.

All employees are required to:

- Co-operate with line managers and colleagues on health and safety matters;
- Not interfere with anything provided to safeguard their health and safety;
- Take reasonable care of their own health and safety;
- Take reasonable care for the health and safety of others such as students and visitors;
- Report all health and safety concerns to an appropriate person (as detailed in this policy document).

Health and Safety risks arising from work activities:

- The school will carry out and review annually work-related risk assessments for the 3 main types of activity in the school: teaching, administration and cleaning.
- Risk assessments relating to excursions outside the school will be undertaken

by the Student Services Administrator in conjunction with the teacher/group leaders as appropriate and reviewed annually.

- The findings of all risk assessments will be reported to the Managing Director and will be communicated to all relevant staff in the form of an action plan.
- Action to remove/control risks will be approved by the Managing Director.

Risk Assessment:

- Risk assessments are carried out and recorded for all events that might pose a possible risk for staff and/or students. These include evening activities, Saturday excursions, class outings and in-house activities.
- Risk Assessments have been undertaken by the Managing Director and the Director of Studies.
- Action required to remove/control risks will be approved by the Managing Director and the Director of Studies, implemented by the Managing Director and the Director of Studies. The Managing Director is responsible for checking that the implemented actions have removed/reduced the risks.
- For regular activities and excursions there is a master copy that is reviewed every 6 months.
- For new activities/excursions a new risk assessment will be created by the teacher/activity leader who is organising the event and reviewed by the Managing Director.
- Blank copies of risk assessment forms can be found on the 'S' Drive.
- Copies of risk assessments will be taken on all out of school activities by the teacher/activity leader so that they are aware of the possible risks and preventative measures they can take. If the teacher/activity leader notices that there are additional risks not already recorded, then he/she should report this to the Managing Director/ Director of Studies, who will amend the risk assessment after consultation with the Managing Director.

- Risk assessments are undertaken for all the school's properties.

Safe Handling and use of Substances:

- The person responsible for identifying all substances which need COSHH assessment is the Managing Director (**Control of Substances Hazardous to Health**).
- The person responsible for undertaking COSHH assessments is the Managing Director.
- The person responsible for ensuring that all actions identified in the COSHH assessments are implemented is the Managing Director.
- The person responsible for ensuring that all relevant employees are informed about the COSHH assessments is the Managing Director.
- The person responsible for checking that all new substances can be used safely before they are purchased is the Managing Director.
- COSHH assessments will be reviewed every 12 months or when the work activity changes, whichever is the shortest.
- Identified COSHH risks include:
 - Sanitary waste: sanitary waste is disposed of fortnightly by City Hygiene Ltd, a registered collector of waste.
 - Cleaning materials: these are all kept in a cupboard in the kitchen of 3.3 building, and the cupboard in 2.1 building.

Spillages:

- All spillages should be reported to a member of staff and cleared up immediately. Tea/coffee spillages should be cleaned up using the paper towels provided. The area should then be cleaned using hand spray and a cloth. Dry the area with a paper towel. Toner/ink cartridge spillages should be cleared as best as possible using a dust pan and brush, and the remainder

removed using a vacuum cleaner. Dispose of the residue in a sealed plastic bag and wash hands thoroughly. Every member of staff has the responsibility to clear these types of spillages. For spillages of bodily fluids, please see the First Aid Policy – a qualified First Aider is responsible for dealing with these types of spillages.

Safe Equipment:

- The Director of Studies will be responsible for identifying all classroom equipment needing maintenance. The Managing Director will be responsible for identifying all other equipment needing maintenance.
- The Managing Director will be responsible for ensuring that all identified maintenance is implemented.
- Any problems found with equipment should be reposted to the relevant person listed above.
- All portable electrical equipment used in the school is subject to annual portable appliance testing (PAT).

Information instruction and Supervision:

- The Health and Safety Law posters are displayed at 3.3 and 2.1 Clarendon Park.
- Health and safety advice is available from the Managing Director.
- The Managing Director is responsible for ensuring that all employees working at locations under the control of other organisations are given relevant health and safety information.

Competency for tasks and training:

- Training will be identified, arranged and monitored by the relevant manager (see above).

Accidents, First Aid and work-related health:

- The school has a first aid policy which is detailed elsewhere.
- The appointed first aiders are Julie Wike, Ashley Osborne and Simon Jones.
- All accidents and cases of work-related illness are to be recorded in the staff accident book kept in each first aid box.
- The Managing Director is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

Disability:

- Bearing in mind the Disability Discrimination Act (1st October 2001) the school will do everything it reasonably can do to meet the requirements and needs of staff, students and visitors with any type of disability.

Monitoring:

- To check working conditions and ensure safe working practices are being followed we will carry out regular spot checks around the school and during teaching observation.
- The Managing Director is responsible for investigating accidents and any work-related causes of sickness absence.

Fire Risk:

- The school has a specific fire policy which is detailed elsewhere.
- The Managing Director is responsible for ensuring a fire risk assessment is undertaken and implemented.
- Escape routes and emergency lighting are checked annually.
- Fire extinguishers and fire alarm systems are maintained and checked by Nottingham Fire Protection.
- Fire drills of both buildings are held once per term and are recorded.