

Excel English

Health & Safety Policy

Section A - General Statement of Policy

Excel English Language School has responsibility to provide a safe & healthy learning environment for all students and staff but especially for students under the age of 18 and vulnerable adults.

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees 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 Judy Loren (Principal).

Local Responsibility

The Client Services Manager is responsible for this policy being carried out at the Excel English year round premises.

Safety Representative(s)

The safety representative for the premises is Christian Robinson-Day (Client Services Manager).

Employees' Responsibility

By law, all employees 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 an employee, manager or student notices a health and safety problem which they are not able to put right, they must immediately inform the Client Services Manager or Principal.

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 the Client Services Manager or Principal.

Consultation Procedure

Consultation between management and employees is provided by regular meetings between Judy Loren (Principal) and the Client Services Manager.

Health and safety may also be raised at all staff meetings. Any observations on risks must be recorded and action taken. The action will be reported to the next meeting

Section C - General Arrangements

ACCIDENTS

The First Aid 'Appointed Persons' are:	Nadia Zammal, Christian Robinson-Day, Kumudu Studds
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First Aid

The First Aid boxes are located: The Hall 8 Muswell Hill:	In Reception – Client Services Office.
The person responsible for ensuring that contents of the First Aid boxes conform to statutory requirements is:	Christian Robinson-Day

Incidents

All incidents/dangerous occurrences must be logged in the accident logbook found in reception – Client Services 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)' The Principal is required to report any major injury or condition which has occurred during the course of work to the local Health and Safety Executive.

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

The Whittington Hospital

Magdala Avenue

London N19 5NF

24 hours per day, 365 days per year

Nurses' station: 0207 288 5100

In an emergency the injured person must be accompanied to the hospital casualty department, or an ambulance should be called by dialling 999, whichever is more appropriate.

In less serious circumstances, students are advised to see their homestay host's GP, the GP recommended by the residence, or go to:

**The Walk in Centre –
Finchley Memorial Hospital**

Granville Road
London, N12 0JE
Tel: 020 8349 6300

In serious cases the Principal or the Client Services Manager is responsible for contacting the employee or the student's family. The Accommodation Manager or Client Services Manager will also contact the student's accommodation provider.

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 Client Service Manager's responsibility to ensure that these notices are in place and that employees' and students' attention is drawn to them.
2. In the event of fire, the fire alarm must be sounded and the fire brigade called.
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 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.
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.

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.

Fire Drills

Fire drills are carried out at least once in Autumn\Winter season and twice in summer, weather permitting, and a record of the drill is kept in a logbook. 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.

Fire Extinguishers

The Client Services Manager 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.

The fire extinguisher maintenance company responsible for the extinguishers is:

Firelon Limited

639 Enterprise House, 639 High Road, London, N17 8AA

Tel: 0800 030 6986 Email: info@firelon.co.uk Website: www.firelon.co.uk

This company/the local Fire Officer is asked to make sure that the number and type of extinguishers on the premises are appropriate.

Fire Alarms

The Client Service manager is in charge of checking that the fire alarms are kept in working order at all times. The fire alarm should be sounded at a pre-arranged time each week. The maintenance company responsible for the fire alarms is:

Firelon Limited

639 Enterprise House, 639 High Road, London, N17 8AA

Tel: 0800 030 6986 Email: info@firelon.co.uk Website: www.firelon.co.uk

TRAINING

All employees receive all the training necessary to ensure that they are able to do their work safely. The Principal is responsible for ensuring that health and safety training is carried out.

STUDENTS, CONTRACTORS AND VISITORS TO THE PREMISES

All visitors are asked to sign in the visitors book on arrival and out on departure and to wear a visitors badge at all times during their visit.

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, either in written form in their handbook, or in verbal form 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. The Client Services Manager is in charge of ensuring that this done.

RISK ASSESSMENT

Risk assessments are to be carried out annually or every time a room changes purpose or layout.

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 the Client Services Manager.

HOUSEKEEPING AND PREMISES

All of the following are the responsibility of the Principal, with day to day delegation to the Client Services Manager:

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 Client Services Manager and cleaned promptly and with action appropriate to the nature of the spillage (eg this may involve cordoning off the area, use of protective clothing, use of spillage kit, etc).

Special arrangements must be made 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 should be maintained and regularly checked.

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. Storage is the responsibility of the Client Services 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.

Flooring

Carpets and floors must provide even surfaces to walk on. Carpets should not be worn through or frayed and floorboards should not be broken. Any broken tiles on the floor must be replaced immediately.

ELECTRICAL EQUIPMENT

Routine Inspection and Procedures:

All electrical equipment is visually checked and PAT tested annually by a registered company.

1. The Principal and the Client Services Manager 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. 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.
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 the Client Services Manager.

Photocopiers

Regular servicing is arranged. The contact details of the company which carries out this servicing are:

London Printer Repairs

Diamond Source LTD.

104 Eden Way

Beckenham, KENT

BR3 3DH

United Kingdom

Tel: 0871 789 1012

Email: repairs@london-printer-repairs.co.uk

All staff should be careful when extracting jammed paper and take care not to touch the hazard areas of the machine.

Toner cartridges will be stored and disposed of carefully.