



HEALTH AND SAFETY POLICY

Last Updated: 15th October 2018 - APS

Next Review Date: 15th January 2019

1.	Introduction	2
2.	Aims and Objectives	3
3.	Responsibilities	4
4.	General Arrangements	8
5.	Specific Hazards	10
6.	Review	13



Introduction

Eurospeak Language Schools Ltd. understands its obligations under the Health and Safety at Work Act 1974, and the importance of health and safety in the workplace. This is achieved by ensuring that health and safety principles and practices are incorporated into all operational, tactical and strategic procedures.

All Eurospeak employees have a responsibility for the safety of themselves, their colleagues and students at Eurospeak.

Measures taken to support staff, students and other persons on site, include risk assessments, safety measures and suitable, timely training for staff.

This Policy applies to all employees of Eurospeak Language Schools Ltd.



Aims and Objectives

Eurospeak Language Schools Ltd. aims to achieve the following Health and Safety objectives:

1. The prevention of accidental injuries
2. The maximum level of Health and Safety for all persons on any Eurospeak



Responsibilities

Compliance of health and safety and welfare standards is the responsibility of Eurospeak Language Schools Ltd.

1. School Director & Health and Safety Officers:
 - a. Ensure that appropriate arrangements are in place for the effective planning, organisation, control and review of health and safety.
 - b. Ensure that adequate management structures exist and adequate resources are made available to assure the health, safety and welfare of employees and students.
 - c. Provide adequate equipment and facilities with specific regard to First Aid and Fire Safety.
 - d. Review the health and safety performance of Eurospeak Language Schools Ltd. on an annual basis to ensure that effective action is taken to achieve the policy objectives.
 - e. Create and promote a culture in which all staff can contribute to a safe and healthy environment.
 - f. Monitor and review delivery of operational procedures.
 - g. H&S Policy and Risk Assessments:
 - i. Devise a health and safety policy and ensure that the policy is updated on an annual basis.
 - ii. Conduct risk assessments and take reasonable steps to minimise risks of injury or harm to anyone using the premises. This includes: removing fire hazards and ensuring fire alarms and equipment are fully operational and tested periodically, and that those using the premises are familiar with emergency procedures.
 - iii. Ensure that non-standard work activities are risk assessed and appropriate controls put in place.
 - iv. Ensure that the Fire Risk Assessment is carried out and that all fire procedures comply with the Fire Precautions Act.



- v. Ensure pregnant women are assigned to duties to suit their condition.
- h. Staff information and training:
 - i. Ensure that information is available to all employees of their responsibilities for health and safety and that the HSE notice 'Health and Safety Law' is displayed.
 - ii. Provide training on health and safety procedures with adequate documentation on employee training records.
 - iii. Ensure that procedures for the implementation, recording and monitoring of trainings are in place within the organisation.
 - iv. Ensure there is a sufficient number of qualified First Aiders and Fire Marshals.
- i. Routine checks and maintenance of premises:
 - i. Ensure a safe, comfortable and healthy working environment, including lighting, toilets, washing facilities and drinking water, with an ergonomic workspace and eye tests for those using computers.
 - ii. Ensure weekly building checks are conducted to maintain good health and safety standards.
 - iii. Ensure first aid kits are replenished and checked by a designated first aid officer.
 - iv. Ensure that a yearly fire extinguisher check is conducted by a qualified contractor.
 - v. Check all fire exits daily to ensure they are clear from obstructions.
 - vi. Appoint a full electrical inspection to be carried out on a five-year basis by a qualified contractor and ensure routine monthly checks are conducted to test the emergency lighting.
 - vii. Arrange annual PAT testing of all electrical equipment.
 - viii. Take appropriate action to remedy any deficiencies identified by other responsible persons.



- ix. Report any structural, electrical or equipment defects to the appropriate contracted organisation.
 - x. Co-operate with, and monitor activities of, contractors working within the business to ensure that they conduct their operations as to avoid endangering employees or students.
2. Employees
- a. Familiarise themselves with this Health and Safety Policy.
 - b. Ensure that all Students in his/her area are made aware of any hazard in the area.
 - c. Ensure that all Students in his/her area know what to do in case of fire.
 - d. Ensure that all Students in his/her area know the whereabouts of first aid facilities.
 - e. Implement safe working practices in his/her area to ensure maximum safety for all in his/her area.
 - f. Immediately report all accidents to the First Aider or Health & Safety Officer.
 - g. Ensure that all Students observe all Health & Safety rules.
 - h. Ensure that all defects in his/her work area are promptly reported to the Health & Safety Officer.
 - i. Maintain good housekeeping in all areas at all times.
 - j. Co-operate with the Health & Safety Officer and implement any recommendations/improvements required.
3. Students
- a. Familiarise themselves with, and conform to, the Health & Safety Policy at all times.
 - b. Observe all safety rules and instructions at all times.
 - c. Use the appropriate safety equipment at all times.
 - d. Conform to all instructions given by Staff members and others with a responsibility for health and safety.



- e. Report all accidents and damage to a member of Staff, whether persons are injured or not.
- f. Make suggestions to improve health and safety in the school to Staff members.
- g. Report all hazards to a member of Staff.
- h. Act in a careful responsible manner to themselves and others.
- i. Attend the Student Induction and read the Student Handbook, as these are the main channels of communication for health and safety within the School.



General Arrangements

1. First Aid

Please see separate First Aid Policy.

2. Accidents

All accidents must be entered in the Accident Book. The first aider in attendance will complete an accident report form for any accident and forward this to the appointed Health & Safety Officer who will ensure that relevant incidents are recorded.

3. Fire Safety

Please see separate:

- Fire Safety Policy
- Fire Emergency Plan
- Fire Evacuation Procedure

4. Awareness

The Director of Studies or Administrative Manager will ensure all new employees are given details of the health and safety policy and will ensure the continuing awareness of the health and safety guidelines.

5. Consultation

Opportunities for consultation with Employees and Students will be provided and suggestions or comments on ways in which health and safety performance can be improved will always be considered.

6. Contractors and Visitors

All visitors should sign in and sign out at reception. In addition, contractors must be shown the areas within the building where their work is to be undertaken and any hazardous work e.g. use of heat, must be thoroughly checked before work commences and after completion.

In the event of a fire alarm sounding whilst a visitor is on the premises, staff must ensure that their visitors leave the building and attend the relevant evacuation point. If the visitor decides to leave at that time, staff must ensure that Reception is informed as soon as possible in order that they can be "signed out".



Details should be passed to the Health & Safety Officer to determine hazards and risks and any special requirements.

7. Health and Safety Training

All relevant employees will receive, and continue to receive, training in health and safety and fire safety every 36 months.

8. Control of Substances Hazardous to Health

The risk to health and safety from any hazardous substances has been assessed as part of the risk assessment and any COSHH assessments and specific precautions are detailed within the health and safety training and COSHH charts.



Specific Hazards

The following are among the more common hazards experienced and for which control procedures may need to be developed. In some cases, the general arrangements in the policy will be supplemented by more detailed rules or appendices e.g. COSHH assessments.

Display screen equipment

- Many employees are required to routinely use Display Screen Equipment (DSE) as part of their daily work. All reasonable steps will be taken by the Company to secure the health and safety of employees who work with DSE. The Company will conduct health and safety assessments of all workstations staffed by employees who use DSE as part of their usual work and will ensure that all workstations comply with statutory requirements, thus reducing risks to DSE users to the lowest extent practicable.
- DSE users will be allowed periodic breaks in their work. Breaks in work may take the form of other work activities or tea breaks.
- All DSE users will be given appropriate and adequate training on the health and safety aspects of this type of work and will be given further training and information whenever the organisation of the workstation is substantially modified.

Housekeeping

- Work sites must be kept clean and tidy.
- Any spillages must be cleaned up immediately.
- Waste materials and rubbish must be placed in the receptacles provided and removed routinely
- All materials must be properly and safely used and when not in use properly and safely secured.

Spillages

- A spillage is where fluids (water, oil, blood, etc.) are accidentally splashed or spilt on to a surface.

In the event of a spillage:



- Students:
 - Report it immediately to a Receptionist or other member of staff who will inform the Principal or the Operations Manager.
 - Stay away from the area where the spillage is regardless of the type of fluid that has been spilt
- Staff Members:
 - Report it immediately to the Principal or the Operations Manager
 - Stay away from the area where the spillage is, regardless of the type of fluid that has been spilt
- Nominated staff members:
 - Clean up the spillage immediately or at the earliest opportunity
 - Wear disposable gloves when cleaning up the spillage regardless of the type of fluid spilt. Put the “Wet Floor” sign in place where, for any reasons, the area affected by the spillage cannot be dried.

Access

- Walkways and passageways must be kept clear from obstructions at all times.
- If a walkway or passageway becomes wet it should be clearly marked with warning signs and/or covered with non-slip material. Any liquid spilt on the floor should be wiped up immediately (please see separate procedure for dealing with spillages).
- Trailing cables are a trip hazard and should not be left in any passageway.
- Any change in the floor elevation of any walkway or passageway must be clearly marked.
- Where objects are stored in or around a passageway, care must be taken to ensure that no long or sharp edges jut out into the passageway in such a way as to constitute a safety hazard.

Manual handling

- Lifting and moving of objects should always be done by mechanical devices rather than manual handling wherever reasonably practicable. The equipment used should be appropriate for the task at hand



- The load to be lifted or moved must be inspected for sharp edges and wet or greasy patches
- When lifting or moving a load with sharp or splintered edges, gloves must be worn. Gloves should be free from oil, grease or other agents which might impair grip
- The route over which the load is to be lifted or moved should be inspected to ensure that it is free of obstructions or spillage which could cause tripping
- Employees should not attempt to lift or move a load which is too heavy to manage comfortably. Employees should ask for assistance if there is any danger of strain
- Where team lifting or moving is necessary one person should act as co-ordinator
- When lifting an object off the ground, employees should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees, not the back. These steps should be reversed for lowering an object to the ground.



Review

The company health and safety policy will be reviewed each year, and any necessary amendments will be made and brought to the attention of staff.