

## The Language Training Co Health and Safety Policy Statement

### Statement of general policy:

Premises:

The Language Training Co  
Brandon and Clifton House  
44-46 St Peter's Road  
BH1 2LT

Our policy is to provide and maintain a healthy and safe working environment for all staff, students and visitors who may be on site and affected by our activities.

### 1. Statement of responsibility

#### 1.1 Responsible Persons

Responsibility for health and safety is first of all that of the designated Health and Safety Officer(s) as displayed on the HSE posters in the school. However, it is the responsibility of each member of staff to follow the health and safety guidelines to ensure standards are maintained.

#### 1.2 Employees' responsibility

All employees have a legal responsibility to:

- Take care of their own health and safety at work
- Take care of the health and safety of others
- Co-operate with their employer
- Report dangerous situations to their supervisor or employer
- Not misuse or interfere with anything provided for health and safety purposes

#### 1.3 Students' responsibility

It is the responsibility of the students to cooperate with the staff and management of the school to achieve a safe learning and working environment and to take reasonable care of themselves and others.

#### 1.4 Policy and communication

The Health and Safety policy will be reviewed at a minimum on an annual basis by the Senior Management Team. Health and Safety matters as well as Safeguarding are on the agenda of all staff meetings. Any observation on risks and action will be recorded in the minutes and subsequent actions reported at the following meeting.

### 2. General arrangements

#### 2.1 First Aid

First aid boxes can be found in the kitchen and the Management Office. The Compliance Officer and School First Aiders are responsible for ensuring that the contents of the first aid boxes conform to statutory requirements.

First Aid Certificates are held by:

- Simon Hayward (Lead)
- Tamara Leacy
- Ben Boshkoff
- Vania Cortes

Accredited by the

## 2.2 Accidents and Incidents

Accident and Illness Report Forms are kept in the Teachers' Room and the Management Office. The following details of incidents or near misses must be recorded:

- Name of injured person
- Type of injury
- When, how and where it occurred
- The name of the person in charge
- The treatment given

Under 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations' (RIDDOR), any major injury or condition which has occurred during the course of work must be reported to the local Health and Safety Executive.

In the case of a serious accident or illness requiring medical attention the nearest local hospitals are:

Bournemouth Hospital 01202 704167

Poole Hospital 01202 442202

In an emergency an ambulance should be called: dial 999.

In less serious circumstances, contact 111 for advice.

In all cases of accident or illness to a student aged under 18, the family, homestay and agent will be contacted and the same will apply to over 18s if deemed necessary.

Please see First Aid Policy The Language Training co2022 for full details.

## 3. Emergency Procedures

Throughout the school premises there are clear notices describing the action required in the event of a fire. In the event of fire, the alarm must be sounded and the fire brigade called by dialling 999. The premises will be evacuated as described in The Language Training co Fire Risk Assessments and signs in every room.

The Language Training co will ensure that:

- All emergency escape routes are always kept clear and accessible
- Emergency notices are displayed in all teaching rooms and administration offices
- Fire extinguishers are checked and serviced annually
- Fire alarms are tested each month and recorded
- Emergency drills are carried out twice a year and recorded in the logbook

## 4. Risk assessment

Risk assessment checks have been carried out throughout the building and documentation recording these checks is held in the Managers' Office. Any machine, piece of equipment or substance that could potentially cause harm to anyone on the premises should be brought to the attention of The Health and Safety Officer.

## 5. Premises General

Should anyone be aware of problems in any area, they should contact the Health and Safety Officer or another member of the management team.

- The premises, floor and stairs, furniture and fittings are cleaned regularly and all dirt, dust, refuse and trade waste removed.
- All wastepaper bins are emptied each day and the rubbish put in the outside bins until collection.
- Toilet supplies of paper and soap are provided and regularly checked and special bins provided for the sanitary waste.
- Supplies and equipment are stored safely and away from public areas.
- All electrical equipment is regularly checked in accordance with risk assessment regulations
- All light bulbs and fluorescent tubes will be replaced as necessary to ensure adequate lighting at all times.
- Staff should report any damaged or frayed cables, broken sockets or plugs or any other electrical appliance that is not functioning correctly.
- Annual maintenance of photocopiers is in place and staff should report any photocopying problems to the Health and Safety Officer or a member of the management team.