



LONDON INTERNATIONAL STUDY CENTRE HEALTH AND SAFETY POLICY

1. It is the policy of London International Study Centre to encourage a safe and healthy environment for employees, students, parents and visitors in the premises.
2. The Health & Safety Officer is responsible for the general implementation of this policy. Matters concerning health & safety should be brought to her attention in the first instance.
3. Study centre staff are responsible for the students in their care. They also have a responsibility to work in a way which will ensure their own safety and that of other persons with whom they come into contact.
4. The cleaner is responsible for working in such a way as to ensure their own safety and that of other persons with whom they come into contact.

1. Aims

- (i) To ensure, as far as is reasonably practicable, the health and safety of all employees and contractors whilst at work
- (ii) To comply with all relevant health and safety legislation, regulations and codes of practice
- (iii) To provide safe and healthy conditions of work and equipment

2. Responsibilities

*** of the managers**

- (i) To work towards the achievement of these policy aims
- (ii) To provide appropriate training, advice, protective clothing, equipment and documentation as is necessary or advisable
- (iii) To carry out assessment of risks and endeavour to reduce or eliminate these
- (iv) To provide written systems of work for all and any procedures which are exposed to hazard
- (v) To record notification of hazards and accidents and incorporate improvements suggested as a result of investigations conducted following such notifications as soon as possible
- (vi) To be responsible for the execution of the safety policy as far as the employees and contractors for which he/she is responsible
- (vii) To be responsible, as far as reasonably practicable, for the safety of all persons working in or visiting and for all equipment under his/her control
- (viii) To ensure, in the event of an accident, that prompt and appropriate first aid is administered, that further medical assistance is obtained if necessary, that the circumstances of the incident are investigated and reported on, and that recommendations made as a result of an investigation are implemented
- (ix) To ensure the Workplace Safety folder is kept and displayed, that its contents are brought to the attention of every employee, and that all employees are conversant with such data
- (x) To ensure protective clothing is used at all times where and when necessary
- (xi) To ensure that employees are conversant with the accident/hazard reporting procedure and that notification of hazards is passed to the appropriate person

for action

*** of the employees and contractors**

- (i) To make themselves familiar with and adhere to safety procedures, including the fire alarm procedure and evacuation route(s)
- (ii) To report any defects to the Manager and/or the Health & Safety Officer
- (iii) To report all accidents/incidents to the Manager and/or the Health & Safety Officer and to carry out instructions given
- (iv) To report all safety and health hazards and equipment defects using the hazard report procedure
- (v) To co-operate with the Management Team and the Proprietors at all times on matters of safety

*** of the Health & Safety Officer**

- (i) To assist the employer (and employees) as well as contractors in the assessment and reduction of risk and hazards, by being aware of the implementation and effect of procedures and work in the workplace
- (ii) To advise the employer on matters of concern voiced by employees and liaise/help in rectification thereof

3. Administration

The name of the current Safety Officer is displayed on the notice board. He/she is responsible for:

- (i) Preparing, reviewing and updating this policy, accident/hazard reporting procedures, fire and safety procedures and evacuation guidance
- (ii) Accepting and actioning accident/hazard report forms
- (iii) Ensuring compliance with the responsibilities laid down in this policy statement - and reporting failure to comply to senior management for sanctions to be applied
- (iv) Liaison with Health & Safety Officers, Insurers, Factory and Environmental Health Officers, Fire Brigade etc., and ensuring appropriate recommendations are effected
- (v) Implementing the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) and all such other legislation or requirements as may be enacted from time to time

NOTE:

The original RIDDOR regulations were revised and new requirements introduced from 1 April 1996. Under the revision employers are obliged to advise of acts of 'non-consensual violence done to a person at work' - a wording which could cover horseplay, skylarking, initiation rites, etc., as well as violent acts committed with a greater degree of malice.

ACCIDENTS AND SICKNESS & MEDICINE POLICY

- The first aid box is situated on the shelf in the reception area. The box is signed "First Aid". A list of First Aiders on site is posted around the centre: please ask for assistance. Please always return after use and report to the Health & Safety Officer what needs to be replenished.
- Students should not have medicine on them. All medicine must be stored with the Health & Safety Officer who will administer the medicines. No other staff member or contractor (unless instructed by the Health & Safety Officer) may give medicines to any student. Medicines are not to be administered to students unless they are prescribed. Under no circumstances administer any medicines to a student until one of its parents has written a study centre medicine administration consent form. If in any doubt speak to the manager.

REPORTING - RECORDING – ACTION

The following concerns/events need to be reported at the London International Study Centre:-

(a) **Reporting:** Accidents/sickness should be reported to the manager. In the case of students, the event should also be reported to the parent or other person who is responsible for the student.

(b) **Recording:** Accidents of staff or students must be recorded in the sickness/accident report book. Entries should be made only in ink and the entry should include: name, time, date of event, summary of event, any action taken, signature of person reporting the accident and any other information that has been or will be required by the manager. This entry must be signed by Health & Safety Officer or delegated person in charge.

(c) **Action:**

(i) **ACCIDENTS:** Treatment for minor accidents only should be given. (Please note who the current first aiders are on the first aid signs throughout the building). Medicines can only be administered by the Health & Safety Officer or delegated person in the presence of another member of staff and the date, time and dosage should always be logged in the medicine book. Medicines must be prescribed.

(ii) If an accident is more serious or there is any suspicion of head injury, consult the manager as a matter of urgency and remove the student to hospital whilst informing the parent(s). Parents should be informed of all accidents to students regardless of the nature or seriousness.

Sickness of a Student

(i) **SICKNESS:** only in the case of minor sickness should a student be kept at the Study Centre. Otherwise the parents or other persons(s) (i.e. host families or guardians) responsible for the student should be informed and asked to collect the student. If a student stays at the Study Centre whilst sick the sickness should be reported to the person collecting her/him along with as much detail as possible on the problem. Should a student require medical attention, a host family needs to take him/her to see their family doctor (GP).

TUTOR SICKNESS ON LONDON INTERNATIONAL STUDY CENTRE PREMISES

Tutor sickness: This should be brought to the attention of the manager.

Tutor sickness off London international study centre premises: lesson cancellation

If you are unable to come to the previously arranged lesson, you are requested to notify one of the Directors or the Educational Secretary as early as possible about having to cancel and rearrange a lesson so that we can inform a relevant student. If a lesson is not able to be cancelled (due to on the day sickness of tutor), a substitute teacher will be sought if possible, if not, work will be set and the lesson rearranged for another date.

7. SUPERVISION OF STUDENTS

- (a) Students must be supervised at all times whether in or out of the building.
- (b) Please never drink hot liquid of any description in any of the students' areas. Hot drinks should only be consumed in the kitchen or staff room.
- (c) Registers must be kept accurately. The presence of a student must be recorded.
- (d) Students must sign in and out of the study centre on the register at the front desk. Students under 14 are to be escorted to and from the study centre by the host family. No student should be handed over to anyone other than members of the host family unless prior consent is given. You may ask for identification, or you may ask the person to wait outside whilst you call the parent or guardian on their home, work or emergency number.

9. STORAGE OF CLEANING MATERIALS

- (a) Any potentially dangerous substance must be kept out of reach of the students, locked away in the cleaning cupboard.
- (b) Please screw on tightly the tops of containers.

10. **HYGIENE**

This is extremely important throughout the Study Centre, including the kitchen office/staff room. Standards must be kept as high as possible. It is the responsibility of all staff to maintain standards of health & hygiene.

11. **CAR PARKING**

Tutors are requested NOT to use the car park before 9.00 a.m. or after 4.30 as the priority is given to the nursery parents carrying small babies and toddlers.

12. **GENERAL TIDINESS**

The premises must be kept as tidy as possible to reduce the risk of accidents and to create an ordered environment.

13. **DANGEROUS, DEFECTIVE EQUIPMENT**

Report dangerous or defective equipment immediately to the manager. Do not use anything that may be dangerous. Always wait for instructions before using the equipment after being mended, changed or made safe. Please see additional guidelines on experiments in class and risk assessment forms.

14. **ALCOHOL**

Alcohol must never be drunk on the premises unless during a staff social gathering approved by the Principals.

15. **ENTRANCE AND EXITS**

The main front door is locked at all times. Please ring the doorbell to be allowed in.

All staff, students, tutors and visitors must sign in and out at the front desk for health and safety purposes. The back exit must only be used in emergencies and is locked at all other times.

16. **CONTAGIOUS DISEASES**

There is a major increase in the incidence of hygiene related diseases in this country and we would like to encourage the highest standards of health, hygiene and safety and we wish to impress upon you the need to continue creating a safe, clean and pleasant environment at London International Study Centre

We should be concerned about all contagious diseases. The following guidelines are set out for your safety:

- (i) All cleaning, especially of the toilet area, should be done wearing disposable gloves.
- (ii) If you have a cut please cover immediately with a waterproof plaster. If you have any suggestions on improving health, safety and hygiene we would be pleased to hear from you.