



The Bournemouth School of English

Health & Safety Handbook

policy and procedures for a safe and healthy working environment

Written by: Mark Venus, School Principal

Approved by: Emma Tuersley, Director of Studies

Applies to: All staff
All students
All visitors

Context: The Bournemouth School of English is committed to providing and maintaining a safe and healthy working environment for our staff and students.

Last updated: May 2016

To be reviewed: Annually

Health & Safety Policy

Statement

The Bournemouth School of English is committed to providing and maintaining a safe and healthy environment for our staff and students, as well as any visitors to the school.

Where people with relevant qualifications and/or professional expertise are not available within the company, we undertake to contract professionally-accredited suppliers to perform required duties.

Principles

This policy is based on the following principles:

- ★ everybody is entitled to work and/or study in a safe, clean, and comfortable environment;
- ★ all adults have a role in ensuring the health and safety of themselves, as well as others;
- ★ all adults have a responsibility to report any incidents or accidents.

Aims

This policy has the following aims:

- ★ to explain our commitment to health and safety;
- ★ to detail our procedures in specific situations;
- ★ to inform all adults of their responsibilities when on site;
- ★ to promote good practice by providing guidance and advice;
- ★ to regularly review our standards, and reassess them accordingly.

Your role

Statement

It is the duty of all employees to take all reasonable care for the health and safety of themselves, colleagues and students. Employees must also co-operate with senior members of staff and other employees in fulfilling our objectives and statutory duties; in particular, they must:

- ★ comply with the training, information, and instruction they have been given;
- ★ carry out their work safely and without undue risk to themselves or others;
- ★ not interfere with or misuse controls and items provided for health and safety purposes;
- ★ check equipment before using it, and not use equipment which they know to be faulty;
- ★ ensure that any damaged equipment is reported immediately;
- ★ not bring any equipment onto company premises without first obtaining permission;
- ★ conduct themselves in a responsible manner while on company business;
- ★ comply with the arrangements for emergencies and fire as they have been instructed;
- ★ cooperate with management, colleagues, safety representatives and advisors;
- ★ promote and support safe working practices;
- ★ keep their work areas tidy and clear of hazards;
- ★ report accidents, incidents and hazards immediately.

Assessing Risk

The Bournemouth School of English is committed to regularly assessing and reviewing the risks associated with our business, and effectively minimising and controlling the the hazards that could affect those who employ our services.

Risk Assessments

Formal risk assessments are the backbone of our procedures for assessing risk. The school performs risk assessments in each of the core areas of our business:

- ★ School
- ★ Accommodation
- ★ Leisure
- ★ Travel

Where possible, we ask members of staff to help in assessing risk. This is to ensure that different perspectives are considered, and different views heard. Any member of staff performing a risk assessment is not held accountable for their findings, as the final decision rests with the directors.

All risk assessments are reviewed annually, or in event of an incident.

Cleanliness and sanitation

The Bournemouth School of English is committed to providing a clean and tidy environment for staff and students, as well as providing sanitation suitable to our premises and their use.

Internal areas

The following services are contracted on a regular basis, to ensure a clean and sanitary interior:

- ★ a professional cleaning service;
- ★ a professional window cleaning service;
- ★ a professional sanitary waste disposal service;
- ★ a professional interior decoration service.

External surroundings

The following services are contracted on a regular basis, to ensure a clean and safe exterior:

- ★ a professional gardening service;
- ★ a professional window cleaning service;
- ★ a professional waste disposal service;
- ★ a professional exterior decoration service.

Fire Safety

The Bournemouth School of English is committed to reducing the risk of fire, and to protecting staff, students, and visitors in the event of fire.

Fire Detection

The school maintains a modern, suitable, and effective smoke and fire detection system. Each room and area is fitted with a detector that is connected to a central unit. There are also push points throughout the building, should somebody discover a fire.

These detectors and push points are professionally tested and serviced on a regular basis.

Fire Fighting

The school maintains sufficient fire extinguishers for the premises, with extinguishers specific to the most likely sources of ignition in each area. Only those trained in the use of fire extinguishers are allowed to use extinguishers, even in the event of a fire.

These extinguishers are professionally tested and serviced on a regular basis.

Emergency Response

Our central alarm unit will not only sound throughout the building, but also automatically contact the local fire services. The alarm system is tested in-house, and professionally tested and serviced on a regular basis.

Evacuation Procedure

Our evacuation procedure, and staff responsibilities in the event of a fire, are explained as part of the staff induction process.

Members of staff, students, and visitors must never put themselves at risk while undertaking their role.

First Aid

The Bournemouth School of English aims to ensure that adequate and effective First Aid is provided in the event of any illness, accident, or injury.

Procedures

- ★ Signs are displayed around the building, and are up-to-date.
- ★ All accidents, illnesses, and injuries are reported to a First Aider immediately.
- ★ First Aid is only administered by a trained and qualified person.
- ★ All incidents are recorded in the Accident Book.
- ★ Once completed, each page of the Accident Book is stored in the First Aid folder, for privacy.

Qualified staff

There will always be at least two full-time members of staff who hold a current and valid First Aid certificate, including one male and one female to allow for cultural and gender sensitivity.

At least one of the above will always be present on site during school opening hours.

Provisions

The school has a first aid cabinet, which is located in the storeroom of the main school building. Only qualified staff are allowed to access this cabinet. We also provide a portable first aid kit to be taken on all excursions and activities.

All provisions are replenished on a regular basis; any out-of-date items are disposed of safely. Members of staff are not permitted to give out any medicines, including painkillers, to students.

Inspection & Maintenance

The Bournemouth School of English is committed to the regular maintenance and upkeep of all facilities, services, and appliances on a regular basis, as recommended by UK law.

- ★ The senior staff are responsible for a daily inspection of the building.
- ★ All electrical appliances comply with UK law and have been professionally tested.
- ★ The fire detection points, alarm system, and emergency lighting are all tested every year.
- ★ Boilers are professionally serviced every year.
- ★ Portable Appliance testing is performed by a qualified professional every two years.
- ★ A fixed wiring inspection is performed by a qualified professional every five years.

Furthermore, staff and students are given training and instruction to aid them in minimising, and hopefully eliminating, potential risk.

It is the responsibility of all members of staff and students to cooperate with the management of the school to achieve the aims of this policy, and to take reasonable care of themselves and others.

In case of emergency

If you face an emergency situation at any time, it is essential that you call for help immediately; do not attempt to deal with anything alone.

A medical emergency will be dealt with by the office; we will telephone for an ambulance as required. Should you discover smoke or fire on the premises, immediately activate one of the push panel fire alarms, which are located around the building.

Evacuation Procedure

If you hear the fire alarm, you must proceed immediately to the muster point, being sure to evacuate all students that you are responsible for at the time.

If you are teaching a class when the fire alarm sounds, you must instruct your students to leave the building immediately; accompany them and bring the class folder with you. Be the last person to leave the classroom and close the door behind you if it is safe to do so. You are then responsible for gathering your class around you at the muster point and re-taking the register, by name and not by number, to ascertain that everyone is present. If anyone is missing, you must not re-enter the building to look for them; your responsibility is to inform one of the school's directors immediately.

If the fire alarm sounds at any other time, you must leave the building immediately - instruct any students that you see to do the same. You will not be able to assemble one class, because we will not necessarily know who is still in attendance. However, your help in guiding students, quickly and efficiently, to the correct muster point would be appreciated.

During an evacuation, please maintain professionalism at all times – understand the seriousness of the situation and do not try to smoke or do anything that suggests the evacuation is nothing more than an extra break time.

Once the building has been confirmed as safe, you will be allowed to return, with your class as appropriate, and you are expected to continue your lesson as normal.