



Health and Safety/Fire Safety Policy

General Policy Statement

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all of our employees and students, and to 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 arrangements which we make to implement the policy are set out in our Health and Safety Policy Statement. The policy is kept up to date and is reviewed at least once a year and updated whenever there is a material change, such as a change in personnel. 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 1992/1999"

Statement of Responsibilities

It is a mandatory requirement of working at Victoria School of English that all staff members need to be fully conversant with this policy and any failure to observe this policy may result in disciplinary action. If you have any concerns regarding any Health and Safety issues on the premises you have a legal obligation to report these concerns to the Health and Safety representative or Jill Hooton (Director) immediately.

1. Overall Responsibility Overall and final responsibility for Health and Safety in the school is that of Jon Hooton (Principal) and Jill Hooton(Director)
2. The Safety Representatives are: Abby Freeman as Official Fire Marshal and Lisa Barry as Deputy Fire Marshal.

Employees' Responsibility By law

All employees have the responsibility to cooperate managers to achieve a healthy and safe workplace and to take reasonable care of themselves and others. If an employee should put another person at risk through not carrying out Health and Safety policy, then they are breaking the law. If an employee does not follow School Health and Safety policy, then they are liable to disciplinary action. 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 Principal, or the Safety Representative named above.

Students' Responsibility.

We ask students to report any Health and Safety problems to Reception. It is the responsibility of our 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. All students are advised of this during their induction meeting.

Consultation Procedure

Health and Safety is always on the agenda for staff meetings. Every 6 months Jill Hooton will attend the teachers meeting for a Health and Safety update with the teachers

First Aid

The first aid boxes are kept in Reception. The trained first aider are:

Jill Hooton (Director)

Lisa Barry (Director of Studies)

Abigail Freeman (Assistant Director of Studies)

The person responsible for ensuring that the contents of the first aid box conform to statutory requirements is the Health & Safety Officer, Jill Hooton

Incidents

All incidents including near misses must be logged in the accident log book kept in Fire Safety File at Reception. The following details must be logged:

1. the name of the injured person,
2. the type of injury, when, how,
3. where it occurred,
4. the name of the person in charge and the treatment given.
5. The location of the injury must be specific i.e top of right arm near the armpit
6. Ideally the person who has sustained the injury should fill this in.

Under "the Reporting 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:- The injured person must be accompanied to the hospital casualty department or an ambulance should be called by dialling 999, whichever is more appropriate.

The nearest Emergency and Casualty Departments are at:

St Thomas' Hospital

Address: Westminster Bridge Rd, Lambeth, London SE1 7EH

Phone: 020 7188 7188

Chelsea and Westminster Hospital

Address: 369 Fulham Rd, Chelsea, London SW10 9NH

Phone: 020 3315 8000

In serious cases the Principal or person in charge is responsible for contacting the employee's or student's family. Of course, in the case of a student lodging with a host family, the latter must also be contacted.

General Fire Safety Procedures

1. All classrooms and public areas have clear notices describing the correct action to take in the event of fire. It is the Director'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. The members of staff at Reception have a mobile phone available at all times and this is kept in an easily accessible place for emergencies. The premises must be evacuated as quickly as possible. Teachers are responsible for escorting the students off the premises. Once safely outside, the teacher of each class is responsible for checking the register to ensure that all students are safe. The teachers must report any missing students to the Fire Marshal who will be coordinating the evacuation.
3. In case of break times, it is the responsibility of the Fire Marshal to ensure that everybody is evacuated.
4. The Fire Marshal or person in charge is responsible for checking that all the other staff and student are safe.

Escape Routes

All marked fire escape routes must be kept clear, unlocked and easily accessible at all times.

Fire Notices.

Fire notices provide the following information:

Instructions to sound the nearest alarm
Instructions to leave the building by the nearest escape route.

No one should stop to collect personal belongings.

No one should return to the building. Everyone should assemble at the named assembly point away from the building

The teacher will check that all students are present by calling out the register.

Fire Drills

Fire drills are carried out on a 6 monthly, or at more regular intervals if we have staff changes. A record of the drill is kept in a log book. The premises must be vacated promptly and the situation treated as a real fire. The Principal oversees ensuring that this is done. The Fire Marshal is responsible for

- checking that all staff and students have left the building
- coordinating the teachers to check that all students are accounted for
- writing a follow up report with recommendations for improvements

Fire Extinguishers.

The Director is responsible for ensuring that the fire extinguishers are checked and maintained annually. A record of all service dates should be kept on each extinguisher. The fire extinguisher maintenance company responsible for the fire extinguishers is: Bonnell's Fire, 9 Long Drive, Ruislip, Middx HA4 0HH (Office telephone number 0208 845 8455, Out of Hours 07860826095)

This company should be asked to make sure that the number and type of extinguishers on the premises are appropriate.

Fire Alarm

Jill Hooton (Director) 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 company responsible for maintenance is: Bonnell's Fire, 9 Long Drive, Ruislip, Middx HA4 0HH (Office telephone number 0208 845 8455, Out of Hours 07860826095)

Advice

The local Health and Safety Executive office is located at 2 Southwark Bridge Rd, London SE1 9HS. Telephone number 020 7556 2100.

Reporting a Fatality

All incidents can be reported online but a telephone service remains for reporting fatal and major injuries only - call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

Training

All employees will receive all the training necessary to ensure that they are able to do their work safely at the Induction stage. This includes training the fire evacuation procedures, how to sound the alarm and their individual responsibility.

Students, Contractors and Visitors

The safety of anyone on the premises must always remain of paramount importance. All students should be made aware of the existence of the Safety Policy and the Fire Procedures on arrival in verbal form in the welcome speech. The Principal or Director of Studies is in charge of ensuring that this is done.

All contractors on the premises are required to sign in and out. They should be made aware of any hazards at the time that they are on the premises and should be informed of any particular precautions that they should take.

Contractors should carry out work on the premises at agreed specified times. Dangerous tools, equipment and machines should not be left unattended.

Housekeeping and Premises

Cleanliness

1. All floors and stairs must be kept clean and not slippery.
2. The premises, furniture and fittings (e.g. lights) should be cleaned regularly and with the appropriate cleaning products; and all dirt, dust, refuse and trade waste regularly removed.
3. All spillages should be cleaned up promptly.
4. Special arrangements must be made for the disposal of sanitary waste.
5. All waste paper bins should be emptied daily and the rubbish stored safely until collection. Rubbish should never be left to accumulate to the amount that it becomes a fire hazard. It should not be stored in the bins provided, causing minimum inconvenience and a potential hazard to the health of the general public.
6. Toilet supplies of paper, soap and towels should be maintained and regularly checked.

Safe Stacking and Storage

1. All materials and objects should be stored and stacked so that they are not likely to fall and cause injury. This includes books and other teaching materials. It is the responsibility of all members of staff to ensure that nothing is ever stacked in such a way that it might fall and cause injury. Similarly, it is the responsibility of all members of staff to ensure that storage facilities (cupboards and lockers) do not present any form of hazard, for example through a door left open.
2. On arrival, deliveries of supplies and equipment should be stored safely away from public areas

Exits, Corridors, Stairways

1. All exits, corridors and stairways must be kept clear at all times. It is the responsibility of all members of staff to ensure that all floors, exits, corridors, doorways and stairways are kept free at all times from obstructions which may present a hazard or impede access.

Lighting

1. All light bulbs and fluorescent tubes should be replaced as necessary in order to ensure adequate lighting at all times. This is the responsibility of The Facilities Co-ordinator. Any light bulb or fluorescent strip which is not functioning properly must be reported immediately to the Principal.

Comfortable Conditions

1. A reasonable working temperature must be provided at all times. The temperature should be at least 16°C.

Flooring

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

Electrical Equipment

Routine Inspection and Procedures

1. All electrical equipment is PAT checked annually by The Facilities Co-ordinator. Our electrical contractor's contact details are Clark Electrical Industries, Electrocare House, Unit 1E, Cody Business Centre, London E16 4TG. Telephone 020 7474 7404
2. The Health & Safety Representative(s) and the management of the school should make an annual inspection tour of the premises to check that there are no electrical appliances that are not functioning properly.
3. All appliances must be unplugged before cleaning or making adjustments. All electrical equipment used for teaching, and all portable electric fans and heaters must be switched off at the mains after use. It is the responsibility of the teacher to ensure that this is done. 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.
4. All suspect or faulty equipment should be immediately removed from use labelled "Do Not Use" and kept locked away until checked by a competent person.
5. Electric sockets in the classrooms are to be located in the most appropriate place for easy access for the teacher and to avoid trailing wires on the floor of the classroom.
6. All frayed or damaged cables, broken plugs, sockets or any other electrical appliance which is not functioning properly should be reported (and replaced) immediately.
7. All staff are required to report any electrical problems to the Director.

Photocopiers

1. Regular servicing should be arranged. The contact details of the company which carries out this servicing are Easycopiers. For service call 08445832801
2. All staff should be careful when extracting misfed paper and take care not to touch the hazardous areas of the machine. Any member of staff who is unsure of how to extract misfed paper should ask an ADoS to do this for them.

Manual Handling. Lifting Techniques

There are some simple things to do before and during the lift/carry:

- Remove obstructions from the route.
- For a long lift, plan to rest the load midway on a table or bench to change grip.
- Keep the load close to the waist. The load should be kept close to the body for as long as possible while lifting.
- Keep the heaviest side of the load next to the body.



- Adopt a stable position and make sure your feet are apart, with one leg slightly forward to maintain balance

Think before lifting/handling. Plan the lift. Can handling aids be used? Where is the load going to be placed? Will help be needed with the load? Remove obstructions such as discarded wrapping materials. For a long lift, consider resting the load midway on a table or bench to change grip.

Adopt a stable position. The feet should be apart with one leg slightly forward to maintain balance (alongside the load, if it is on the ground). Be prepared to move your feet during the lift to maintain your stability. Avoid tight clothing or unsuitable footwear, which may make this difficult.

Get a good hold. Where possible, the load should be hugged as close as possible to the body. This may be better than gripping it tightly with hands only.

Start in a good posture. At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).

Don't flex the back any further while lifting. This can happen if the legs begin to straighten before starting to raise the load.

Keep the load close to the waist. Keep the load close to the body for as long as possible while lifting. Keep the heaviest side of the load next to the body. If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.

Avoid twisting the back or leaning sideways, especially while the back is bent.

Shoulders should be kept level and facing in the same direction as the hips. Turning by moving the feet is better than twisting and lifting at the same time.

Keep the head up when handling. Look ahead, not down at the load, once it has been held securely.

Move smoothly. The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury.

Don't lift or handle more than can be easily managed. There is a difference between what people can lift and what they can safely lift. If in doubt, seek advice or get help.

Put down, then adjust. If precise positioning of the load is necessary, put it down first, then slide it into the desired position.