

Health and Safety Policy



This is a statement of general policy and arrangements for:

Overall and final responsibility for health and safety is that of:

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

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| LanguageUK – Canterbury |
| Kerem Sahin |
| Verity Sessions |

| Statement of general policy | Responsibility of: Name/Title | Action/Arrangements |
|---|---|---|
| To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks from arising from work activities | Verity Sessions Health and Safety Officer | <p>As a language school we have to be aware of risks to both staff and students.</p> <ul style="list-style-type: none"> * Due to staff using computers for long periods VDU risk assessments to be kept up to date and regular breaks to be taken to reduce stress on eyes. * All equipment to be used in accordance with operating instructions and only competent persons to fix broken equipment. Teachers are responsible for classroom activities and to ensure safety. * Every person who enters the building (staff, students or visitors) to be made aware of fire evacuation procedures. Due to a high number of international students we have to ensure that they are able to understand the health and safety instructions given to them so each student is issued with a health and safety talk and a pack with the instructions written including first aiders and first aid boxes and important features shown by photographs to avoid the language barriers. * No smoking permitted anywhere on campus except the designated smoking areas. * The front door is to be kept secured at all times and staff, students and visitors are to display LanguageUK passes/visitor cards for security reasons. *To carry out risk assessments every six months to reflect changes in building and persons using it. *Weekly walk arounds to ensure all fire equipment is safe and not tampered with and fire exit doors are effective *Morning checks by cleaners of outside fire evacuation routes to ensure they are unblocked and hazard free |
| To provide adequate training to ensure employees are competent to do their work | Verity Sessions Health and Safety Officer | <p>All staff have a full induction training including health and safety walk around and training in fire evacuation procedures and the use of fire extinguishers. Full evacuations are carried out on an impromptu basis every quarter and completed by a feedback and evaluation session. Every staff member is a specialist in their area and therefore they are competent with everything that they are using</p> <p>Any persons involved in lifting to be trained in correct handling procedures and kinetic lifting</p> |
| To engage and consult with employees on day-to-day health and safety conditions and provide advice | Verity Sessions - Health and Safety Officer Health and safety committee All Staff | <p>Employees are all aware that there is a responsibility on everyone for day to day health and safety and if they become aware of any risks then corrective action should be taken. If they are aware of potential hazards then they can inform Health and Safety Officer or Maintenance to ensure that it is corrected immediately. The staff handbook sets out company procedures such as personal risk assessments (for example: should we have any pregnant staff) and VDU regulations these are reviewed regularly to ensure their effectiveness.</p> |

Health and Safety

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| <p>To implement emergency procedures-evacuation in case of fire or another significant incident. You can find help with your fire risk assessment at: www.communities.go.uk/firesafety</p> | <p>Verity Sessions - Health and Safety Officer</p> | <ul style="list-style-type: none"> *Escape routes well always signed and kept clear. *Evacuation routes marked on signs in all rooms. *All staff, students and visitors are made aware of evacuation procedures for bomb and fire. *Staff and students all receive a handout to keep, containing evacuation procedures. *Quarterly full evacuation with feedback and evaluation session *Fire Marshals are clearly marked on each floor *Fire Marshals to call 999 | | |
| <p>To maintain safe and health working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances</p> | <p>Suleyman Erdogan – Maintenance All staff</p> | <ul style="list-style-type: none"> * All chemicals to be stored in secured rooms with no access to students * Every person using chemicals to be COSHH aware * All PAT testing to be carried out yearly and all electrical wires to be secured and not left trailing. * Only competent persons to maintain equipment *Toilets, washing facilities and drinking water provided | | |
| <p>Health and Safety law poster is displayed</p> | <p>*At reception</p> | | | |
| <p>First aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (reporting of injuries, diseases, and dangerous occurrences regulations) www.hse.gov.uk/riddor Tel: 0845 300 9923</p> | <ul style="list-style-type: none"> *At least 1 first aid box on each floor with first aid points clearly marked. *Qualified First Aiders available on each floor *Accident book located In the Administration office. *RIDDOR details kept with Health and Safety Officer and Health and Safety Committee | | | |
| <p>Signed: (Employer)</p> | <p>Kerem Sahin</p> | <p>Date:</p> | <p>January 2020 Novemeber 2020</p> | |
| <p>Subject to review, monitoring and revision by:</p> | <p>Verity Sessions</p> | <p>Every</p> | <p>6</p> | <p>Months or sooner if work activity changes</p> |

HEALTH AND SAFETY POLICY 2020

Statement of Policy

All workers have the right to work in a place where their health and safety is properly controlled.

Your employer is responsible for health and safety; however, staff are expected to help maintain a safe working environment.

The employer must:

- Take precautions to stop any potential harm within the workplace.
- Explain to all staff, how risks are controlled and minimised. They must also inform you who is responsible for this.
- Provide free health and safety training to all staff.
- Provide any protective equipment or clothing that may be required for you to carry out your role safely and effectively.
- Provide toilets, washing facilities and drinking water.
- Provide first aid facilities and report any injuries in the first aid book
- Report any diseases and dangerous incidents at work to the HSE Incident Contact Centre on 0845 300 9923.
- Have insurance that covers staff for any injuries or illness at work. This document should be available for staff to read.

Staff must:

- Follow all training they have received
- Take care of their own and others health and safety
- Co-operate with their employer
- Inform their health and safety officer if they feel their health and safety is at risk in the workplace

LanguageUK has a Health and Safety Committee comprising of the following:

Verity Sessions – Health and Safety Officer

Kerem Sahin – Principal

Prof.Ece Inan-Vice Principal

Steve Waller – Staff Representative

Suleyman Erdogan – Maintenance Officer

The Health and Safety Committee are charged with: -

- A. Advising the president on matters relating to health and safety and in particular issues relating to current legislation.
- B. Providing a forum to discuss health and safety issues with employee and student representatives.
- C. Preparing and regularly reviewing the University's Health and Safety policy, procedures and implementation strategy.
- D. Identifying health and safety training required by employees and liaising with the Staff Development Committee to ensure that such training is, wherever possible, supported.
- E. Monitoring preventative and protective measures that are identified by risk assessment procedures.
- F. Considering any other issues relating to health and safety that may be raised by the Corporation.

Reviewed January 2020