



HEALTH & SAFETY POLICY STATEMENT

Language Specialists International

Reviewed 09/04/18

Next Review 24/08/18

GENERAL STATEMENT of INTENT:

This policy sets out our organisation's overall approach to health and safety management, our aims and objectives and our vision for health and safety. We are committed to achieving legal compliance to a higher standard than is set by the law.

We aim to provide and maintain safe and healthy working conditions, equipment and systems of work for our employees, and to provide such information, training and supervision as they need for that purpose. We also accept responsibility for the health and safety of other people who may be affected by our activities.

We are committed to reviewing this policy as our organisation changes in size and nature and at least once a year as required under the **"Management of Health and Safety at Work Regulations 1999"**.

This policy does not form any part of any employee's contract of employment but recognises that all managers and staff at all levels within the organisation have a part to play in implementing policy and everyone must comply with the policy and that serious breaches of policy may be treated as disciplinary offences.

Signed: A. Edwards (Principal) Date:

Copies are displayed in both teachers' rooms and accessible on the shared 'f' drive for non-academic staff. If you have any questions, please speak to Terry Thorne (the Building Manager) or Andrew Edwards (the Principal).

ORGANISATION (Statement of responsibilities):

OVERALL RESPONSIBILITY

Overall and final responsibility for health, safety, welfare and training in LSI is that of the **Principal, and the Building Manager.**

SAFETY REPRESENTATIVE:

The **Safety Representative** in the school and at Teachers' Meetings is the **Vice-Principal.**

RISK ASSESSMENTS:

Our **Building Manager** conducts the H&S Risk Assessments and Fire Risk Assessments. He is currently undertaking a NEBOSH learning programme in Health and Safety management.

BUILDING and FACILITIES:

The **Building Manager** and the **Assistant Building Manager** are responsible for the following and report directly to **senior management** on all aspects in the following list. Note: Where the term **Building Manager** is used it includes the **Assistant Building manager.**

Management of the Building
Health and Safety
Risk Assessments
First Aid and Training
Fire Safety
Photocopiers, maintenance by Apogee Photocopiers
Cleaning, housekeeping and cleaning supplies by CJS Ltd
Toilet hygiene, bins empties by CJS Ltd.
Waste & Recycling management by Biffa Ltd
Lifts and Maintenance by 21st Century Lifts Ltd
Heating and maintenance by Simer Ltd
Electrics
Water & chlorination by Simer Ltd
Prevention of Legionnaires disease
Contractors
Student coffee machine & maintenance by Nespresso Ltd
Telecoms Masts and maintenance by Vodaphone
Security
External and internal decoration and repairs
IT

EMPLOYEE'S RESPONSIBILITIES:

- To co-operate with supervisors and managers on health and safety matters.
- Not to interfere with anything provided to safeguard their health and safety.
- To take reasonable care of their own health and safety and that of others.
- To report all H&S concerns to an appropriate person (as detailed in the policy statement).

STUDENT'S RESPONSIBILITIES:

- To co-operate with the staff and management of the school on health and safety matters.
- Not to interfere with anything provided to safeguard their health and safety.
- To take reasonable care of their own health and safety and that of others.

- To report all H&S concerns to an appropriate person (as detailed in the policy statement).

CONSULTATION PROCEDURE:

Consultation between management and staff concerning health, safety and welfare is provided by regular meetings between the **Principal**, the **Building Manager** and the **Staff Safety Representative**.

ARRANGEMENTS:

TRAINING:

All employees will receive the training necessary to ensure that they are able to do their work safely.

FIRST AID:

Trained first aiders and their locations:

- Terry Thorne (room 206)
- Joel Burchett (room 305 or 307)
- Belle Dowber-Hawkins (room 310)
- Dave Cann (room 307)
- Ross McKenzie (room 306)
- Joanna Glos (room 307)
- Sophie Burgham (Reception)
- Anna Rita Deriu (Reception or 204c)
- Adam Travers (206)
- Catherine Barker (Social Office – second floor)
- Neil Powney (room 307)
- Jenni Jones (room 608)

First Aid boxes are kept at the following First Aid stations:

- **The Welfare/Admissions Office behind Reception on the Ground Floor.**
- In the **Welfare Office (Room 204A)**
- In room **306**
- In the **6th floor Teachers' Room**

First Aid Box Maintenance:

The responsible person for ensuring that the contents of the first aid boxes conform to statutory requirements is the **Building manager** (room 206) who checks the boxes monthly.

Accident Book:

The responsible person for the **Accident Report Book** is the Quality Assurance Manager. All accidents must be recorded in the Accident Report Book which is kept locked away in room 310.

Accident Reporting:

- The following details must be recorded:
 1. The name of the injured person
 2. The type of injury
 3. How and when it occurred
 4. Actions taken
 5. The name of the first aider who dealt with the incident

- Under **The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (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**.
- The local Health and Safety Executive office is Priestly House, Priestly Road, Basingstoke. RG24 9NW. Tel: 01256 404000
- In the case of a serious accident or illness requiring professional medical attention, the nearest hospital with an Accident and Emergency unit is the **Queen Alexandra Hospital in Cosham (Tel: 023 9237 9451)**.
- In an emergency, the injured person must be accompanied to the hospital casualty department or an ambulance should be called dialling **(9 – outside line) then 999 or 112**.
- For non-serious illnesses, appointments with a local doctor/health clinic can be made through Reception or at the walk-in clinic at St Mary's hospital.
- In serious cases a member of senior management / a welfare officer will contact the employee's family or the student's family in his/her country and the student's host family in Portsmouth.

STUDENTS, CONTRACTORS AND VISITORS TO THE PREMISES:

- The safety of our clients is always of paramount importance.
- All Visitors report to Reception and enter their names in the visitor's book and they are given a visitor's pass. On Departure all visitors should be escorted to reception by the person being visited and are required to sign out. The process is supervised by the reception staff.
- All visitors on the premises must be made aware of any particular hazards at the time they are on the premises and must be informed of any precautions they should take. Building and maintenance contractors will be supervised by the **Building Manager** who will inform them of any hazards and precautions to be taken.
- Contractors in particular, supervised by the **Building manager**, should carry out work on the premises at agreed specified times. Hazardous tools/equipment should not be left unattended.

RISK ASSESSMENTS:

- Risk assessments are carried out for each and every event, both on and off school premises, which might pose a risk to students and staff.
- Risk assessments are carried out for any machine, piece of equipment or substance that has the potential to cause harm to anyone on the premises and clear procedures laid down for the use of the item. The manufacturer's guidance should be followed at all times.
- All potential hazards must be brought to the attention of anyone who may come into contact with them.
- The Principal is responsible for ensuring that the above information is disseminated.
- The Risk Assessment and the Fire Risk Assessment are carried out annually and whenever there is an accident or major change to a process, by the **Building Manager**. The Risk Assessments are carried out in co-ordination with the **Principal**.
- Risk assessments for the school can be found in both teachers' rooms. Risk assessments for outside school (social activities and excursions) are kept in the Social Organiser's office in room 209. Risk Assessments for classroom activities outside of school are kept in the teachers' room (room 307).

HOUSEKEEPING AND PREMISES:

The following areas are the responsibility of the **Building Manager**.

Cleanliness:

1. All floors and stairs must be kept clean and free from hazards.
2. The premises, furniture and fittings (e.g. lights) must be cleaned regularly.
3. All dirt, dust, refuse and trade waste regularly removed.
4. All spillages must be cleaned up promptly.
5. Disposal of sanitary waste.
6. All waste bins to be emptied daily and waste put in either the recycling or landfill bin.
7. Supplies of paper, soap, and towels in the toilets are checked and dispensers maintained.

Safe Stacking and Storage:

1. All materials and objects must be stored and stacked so that there is no risk of falls that could cause injury.
2. On delivery to LSI, all supplies and equipment must be stored safely away from public areas.

Exits, Corridors and Stairways must be kept clear at all times.

Lighting: Fluorescent light tubes and light bulbs should be replaced as necessary to maintain adequate lighting.

Temperature: A temperature of at least 16 degrees Celsius must be maintained during occupation of the building.

Flooring: All floors must provide even surfaces to walk on and carpeting maintained in good condition.

Reporting of concerns: Staff may report urgent concerns directly to the Building Manager in room 206 or by telephone (the number is placed in strategic places in the school), or to the Assistant Building Manager via LSI's What's App instant messenger group. Less urgent concerns may be recorded on a report log on the teachers' notice board in the Teachers' Room. Teachers are also asked for any concerns during the regular Thursday teachers' meeting.

ELECTRICAL EQUIPMENT:

- A **risk assessment** is carried out annually on all Electrical equipment which is then inspected and tested (PAT – Portable Appliance Test) as required by legislation.
- The **Building Manager** carries out 6 monthly inspection tours of the premises and arranges for the replacement of any frayed or damaged cables, broken plugs, sockets or any other electrical appliance which is not functioning correctly. Staff also have a duty to report any concerns or issues they observe during their duties.

SAFETY:

- All appliances must be disconnected from the power supply before cleaning or making adjustments.
- All portable electrical equipment used for teaching must be switched off after use and disconnected from the power supply. Power leads must not be left where they would cause a trip hazard.
- Extension leads may be used with portable electrical equipment for teaching purposes but no extension leads are to be left where they could pose a trip hazard to teachers, students or other staff.
- All suspect or faulty portable equipment must be immediately removed from use and handed (if reasonably possible) into the **Building Manager's** office for checking. If the equipment is too heavy to move or is hazardous **contact the Building Manager** immediately to arrange making safe and removal of the equipment.
- Electrical sockets in the classrooms are to be located in the most appropriate place for easy access for the teacher and where possible to avoid trailing leads.
- All staff have a duty to report any electrical problem/concern to the **Building manager**.

PHOTOCOPIERS:

- The maintenance of the photocopiers is carried out by Apogee Photocopiers Ltd under the supervision of the **Building Manager**.
- All staff must be careful when extracting mis-fed paper and take care not to touch the hazardous areas of the machine. Where it is considered too hazardous to extract the mis-fed paper the **Building Manager** must be informed.
- The **Building Manager** is responsible for the ordering of toner and staples, and for the safe recycling of used toner cartridges.

COMPUTERS, VDU's & RSI:

- Staff using visual display units should plan their work to include breaks away from their VDU screen; short frequent breaks are more satisfactory than occasional longer breaks: E.g. a 5 minute break after 50-60 minutes continuous screen and or keyboard work is better than a 15 minute break every 2 hours.
- Staff that regularly use computers as part of their job at LSI are entitled to free eye tests, i.e. paid for by the school.
- RSI, aches and pains can be avoided by adjusting the chair and VDU equipment, using good keyboard and mouse technique, and varying your activities or taking breaks to avoid sitting in the same position for long periods. The IT department is available for advice and assistance.
- The workstations of employees are checked by the IT department to ensure that they meet minimum requirements of the **Health & Safety (Display Screen Equipment) Regulations 1992**.

LIFTS:

- The lifts are maintained by 21st Century Lift Co Ltd under the supervision of the **Building Manager** and are both inspected at monthly intervals.
- Allianz Insurance Company also inspect both lifts bi-annually.
- Phones are installed in both lifts to contact reception in the event that a lift stops in service.

HEATING AND HOT WATER:

- LSI's gas boilers are serviced and the water tanks chlorinated annually by Simer Ltd under the supervision of the Building Manager.
- Allianz Insurance Company inspects the boilers and calorifiers bi-annually.

COSHH:

- The Building Manager is responsible for assessing COSHH substances.
- A risk assessment on COSHH is carried out at least annually and when there is a major change.

COSHH RISKS:

- Sanitary Waste – stored in purpose designed bins in the toilets and disposed of monthly (fortnightly during the summer months) By CJS Environmental under the supervision of the **Building Manager**.
- Cleaning materials – Supervised by the **Building Manager** these are stored securely in a cupboard on the 4th floor and in a room on the 8th floor.
- Toner cartridges used in photocopiers and printer cartridges. When empty, these are disposed of in boxes in the stationery storage area and then collected by Clare's (stationery supplier) who recycle them.

- Batteries – these are stored in boxes in the stationery storage area and then collected by Clare's (stationery supplier) who recycle them.

FOOD AND BEVERAGES:

- The Nespresso coffee machine on the 2nd floor is regularly inspected and maintained by the maintenance department and Nespresso.
- Both teachers' rooms have tea and coffee making facilities and staff are allowed to bring in their own food for personal consumption which may be stored in the fridges on the 2nd, 3rd and 6th floors.
- A room on the 2nd floor is provided for teachers to sit and eat in reasonable comfort.