

Oxford International English Schools:

Health and Safety Policy

This is a summary of our policy. The full policy is available from the School

We believe one of our most important responsibilities is to provide a safe and healthy environment in our schools and offices for both students and staff; people will only perform at their best in the right environment. We also have legal responsibilities in these areas (through the Health & Safety at Work Act 1974). The detail in this policy applies to all facilities we may use – not just to our year round premises.

Our Health & Safety Policy includes general statements on information on

- Responsibilities of the owners and School Principal
- Responsibilities of any person delegated to help in the management of Health and Safety
- Responsibilities of staff, including our expectations and how we ensure these
- Responsibilities of, students and visitors including our expectations.
- Vetting of regular contractors to ensure compliance to or standards
- How we manage Safety incidents and also how we manage regular maintenance and safety inspections
- How to respond in cases of accidents, including both minor and critical incidents
- First Aid provision – equipment, reporting incidents
- Fire safety including fire equipment and how we will react in case of a fire – evacuation procedures
- Training for staff – how we ensure the right number of trained staff for specific roles (for example first aid) along with general staff training
- Management of any machinery in the premises
- Management of Welfare facilities
- Management of any substances which are dangerous or hazardous (COSHH)
- Keeping up to date with the Health & Safety Executive
- Dealing with rented premises including renting our own premises

We have clear ways of passing on this information including:

- Inductions of staff
- Inductions of students
- Posters and Notices
- Staff handbook
- Student handbook
- Meetings with Group Leaders