

# Oxford International English Schools: Health and Safety Policy

## General Guidelines

It is the policy of Oxford International Education, so far as is reasonably practicable, to:

1. Establish and maintain a safe and healthy environment throughout the school;
2. Establish and maintain safe working procedures among staff and students;
3. Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
4. Ensure the provision of sufficient information, instruction and supervision to enable all employees and students to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided;
5. Maintain all areas in a condition that is safe and without risk to health and to provide and maintain means of access to and egress from that place of work and study that are safe and without risk;
6. Formulate effective procedures for use in case of fire and for evacuating the school premises;
7. Lay down procedures to be followed in case of accident;
8. Make sure where possible that students are aware of the safety requirements

## Responsibility of the Proprietors and Principals

The Principals are responsible for implementing this policy within the school. They are supported by HR and where appropriate by the Company Directors.

In particular they will:

1. Monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis at least annually;
2. Prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (normally every 6 months) to take place and for the results of these to be recorded;
3. Make arrangements to draw the attention of all staff employed at the school to the school and departmental safety policies and procedures and of any relevant safety guidelines or information issued by the HSE
4. Have a process in place for reporting any incidents related to H&S
5. Make arrangements for informing staff and students, of relevant safety procedures. Other users of the school will be informed as appropriate;
6. Ensure that regular safety inspections are undertaken.
7. Arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe.
8. Monitor, within the limits of his expertise, the activities of contractors, hirers and other organisations present on site, as far as is reasonably practicable;
9. Identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist in the management of health and safety at the school. Such delegated responsibility must be defined as appropriate.

## Responsibilities of Staff towards Students

All staff are responsible for the H&S arrangements in relation to staff and students under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

1. Exercise effective supervision over all those for whom they are responsible, including students;
2. Be aware of and implement safe working practices and to set a good example personally. Identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
3. Ensure that any equipment used is appropriate to that use and meets accepted safety standards;
4. Provide written job instructions, warning notices and signs as appropriate;
5. Evaluate promptly and, where appropriate, take action on criticism of H&S arrangements;
6. Be prepared to discuss H&S arrangements with students

When any member of staff considers that corrective action is necessary (whether with equipment, facilities or behavior) this information must be referred to the Principal.

### **Responsibilities of all Employees**

All employees have a responsibility under the Act to:

1. Take reasonable care for the H&S of themselves and of any person who might be affected by their acts or omissions at work;
2. Co-operate with the Facilities Manager and any line managers and others in meeting statutory requirements.
3. Not to interfere with or misuse anything provided in the interests of health, safety and welfare;
4. Make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from the Facilities Manager or their line manager;
5. Ensure that any equipment to be used is in good condition and report any defects to the line manager (for teachers this is the DoS);
6. Use protective clothing and safety equipment provided and ensure that these are kept in good condition;
7. Ensure that offices and classrooms are kept tidy;
8. Ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the Welfare Manager.

**WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCIES IN HEALTH AND SAFETY ARRANGEMENTS SHE/HE MUST DRAW THESE TO THE ATTENTION OF THE WELFARE MANAGER.**

Please note the following: -

1. It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant H&S matters are drawn to their attention at an early stage.
2. Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.

## **Responsibilities of Students**

All students are expected, to:

1. Exercise personal responsibility for the safety of themselves and their fellow students;
2. Observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous);
3. Observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency;
4. Use, and not willfully misuse, neglect or interfere with things provided for safety purposes.
5. The Principal will make students (and where appropriate their Group Leader) aware of these responsibilities through direct instruction, notices, student handbooks and Student and Group Leader information packs.

## **Visitors**

Regular visitors and other users of the premises (e.g. contractors and delivery people) are expected, as far as reasonably possible, to observe the safety rules of the school.

Visitors are expected to sign in at reception and are given a lanyard with H&S information. They are expected to wear the lanyard at all times when they are in the building.

## **Lettings**

The Proprietor and Principals must ensure that:

1. The means of access and egress are safe for the use of hirers, and that all plant and equipment made available to and used by the hirers is safe. If the Principal knows of any hazard associated with the above, she/he should take action to make hirers aware of it;
2. Fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness;
3. Hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and firefighting equipment. Notices regarding emergency procedures should be prominently displayed;
4. Hirers using any equipment or facility provided by the school are familiar with its safe use and, if necessary, briefed accordingly;
5. Arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or his staff.

## **Fire and Emergency Evacuation Procedure**

1. The school's procedures for fire and emergency evacuation are posted on notice-boards in each classroom and in other common places.
2. These procedures will be updated as appropriate.
3. The log book for the recording and evaluation of practice and evacuation drills is available.

## **Fire Prevention Equipment**

Arrangements are made to regularly monitor the condition of all fire prevention equipment. This would include the regular visual inspection of fire extinguishers and the fire alarm system.

## **First Aid and Accident Reporting Procedures**

### **Electrical Equipment**

**The school has a number of agreements to ensure electrical supply and equipment is safe and regularly checked. This covers:**

1. Fixed Wire testing
2. PAT testing
3. Equipment maintenance including PCs, Servers, Copiers, phones)
4. Mobile phones