



HEALTH AND SAFETY POLICY

APPROVED BY: Nathan Santangelo-Barber

LAST UPDATED: 02/03/2020

NEXT REVIEW DUE: 02/03/2021

RESPONSIBILITY FOR REVIEW: Chris Evans / Nathan Santangelo-Barber

STATEMENT OF GENERAL POLICY:

Premises:

Cavendish School of English
63 Cavendish Road
Bournemouth
BH1 1RA

Our Policy is to provide and maintain a healthy and safe working environment for all staff, students and visitors who may be attended the site or affected by our activities

1. RESPONSIBILITY

Responsibility for health and safety is firstly that of the Managing Director, or in his absence the Operations and Office Directors. It is however the responsibility of each member of staff to follow the Health & Safety Guidelines to ensure that the standards are maintained.

2. EMPLOYEES' RESPONSIBILITY

All employees have a legal responsibility to

- take care of their own health and safety at work
- take care of the health and safety of others
- co-operate with their employer
- report dangerous situations to their manager or a school director
- not misuse or interfere with anything provided for health and safety purposes

3. STUDENTS' RESPONSIBILITY

It is the responsibility of the 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.

4. POLICY AND COMMUNICATION

The Health & Safety policy will be reviewed on an annual basis by the Senior Management Team and Health and Safety Team. Health & Safety meetings will be conducted regularly, with input from all staff welcomed.

5. ACCIDENTS AND INCIDENTS

All accidents occurring on site requiring first aid treatment are to be recorded in the Accident Book (available at reception). The following details of all incidents or near misses must be noted.

- Name of injured person
- Type of injury
- When, how and where it occurred
- The name of the person in charge
- The treatment given

Where the accident or incident involves a student this information should also be added to the student profile on the school system.

Under RIDDOR 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations any major injury or condition which has occurred during the course of work must be reported to the local Health & Safety Executive.

In the case of serious accident or illness requiring urgent or immediate medical attention the nearest local hospitals are:

- Bournemouth Hospital 01202 303626
- Poole Hospital 01202 665511

In an emergency an ambulance should be called dial 999.

In less serious circumstances a local doctor or medical clinic may be attended and arrangements made through the Accommodation and Welfare team.

In all cases of accident or illness to a student aged under 18 a parent or guardian, homestay host and parent or agent will be contacted and the same will apply to over 18's if deemed necessary.

6. EMERGENCY PROCEDURES

Throughout the school premises there are clear notices describing the action required in the event of a fire.

In the event of a fire the fire alarm must be sounded and the fire brigade called by dialling 999. The premises will be evacuated as described in the school Fire Policy.

Cavendish will ensure that:

- All emergency escape routes are kept clear and accessible at all times
- Emergency notices are displayed in all teaching rooms and administration offices
- Fire extinguishers are checked and serviced annually.

7. RISK ASSESSMENTS

Risk assessment checks are carried out in all buildings and documentation recording these checks is held by the Operations and Office Directors, and a file on cavstorage.

Any machine, piece of equipment or substance that could potentially cause harm to anyone of the premises and as such any potential hazard should be brought to the attention of the Operations and Office Directors and anyone else that may come into contact with the hazard.

8. PREMISES GENERAL

Should anyone be aware of problems in any area they should contact the Operations and Office Directors or the next senior member of staff.

- The premises, floors and stairs, furniture and fittings are cleaned regularly and all dirt, dust, refuse and waste removed
- Toilet supplies of paper and soap are provided and regularly checked and special arrangements are made for the removal of sanitary waste
- Supplies and equipment are stored safely and away from public areas
- All light bulbs and fluorescent tubes will be replaced as necessary to ensure adequate lighting at all times.
- All electrical equipment is regularly checked in accordance with risk assessment regulations
- Staff should report any damaged or frayed cables, broken sockets or plugs or any other electrical appliance that is not functioning correctly
- Annual maintenance of photocopiers is in place and staff should report any photocopying problems to the staff at reception.

9. FIRST AID

Cavendish School of English will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and students attending cavendish, during normal office hours. As far as is reasonably practicable arrangements may be extended to some out of hours activities and include others that may be affected by our activities.

Responsibility for first aid at Cavendish School of English is held by the Managing Director.

All staff are obliged to follow and cooperate with the requirements of this policy.

We will seek to implement the policy by

- The First Aid Policy will be reviewed periodically or following any significant changes in staff, student or premises that may affect first aid provision.
- Ensuring that there is a sufficient number of trained first aiders on duty and available for the numbers and risks in the premises.
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid.
- Ensuring the above provisions are clear and shared with all who may require them

Qualified First Aid Staff

First Aid Certificates are held by:

- Nathan Santangelo-Barber
- Chris Evans
- Jose Palacios
- Nadine Barber
- Danie Williams
- Muzzamil Khaliefa
- Shane Rynhart
- Magdalena Rasmus

They will be responsible for administering first aid, in accordance with their training, to those that become injured whilst at work or on the premises. There are also additional responsibilities which are identified and delegated, such as first aid kit inspections.

A first aider will have trained and hold a First Aid at Work certificate issued by St Johns Ambulance, or an Emergency First Aid at Work certificate approved by the Health and Safety Executive.

First Aid Provision

The First Aid Needs Assessment has identified the following:

- 3 first aid kits on the premises to be situated
- Reception - House A
- Academic office – House B
- Kitchen – House B

It is the responsibility of the chief qualified first aider (Nathan Santangelo-Barber) to check the contents of all first aid kits every 3 months and record the findings of the check list in the kit itself. The DSL is responsible for ensuring that the contents of the first aid box conform to statutory requirements and those additional requirements deemed necessary by the school.

Emergency Arrangements

Upon being summoned in the event of an accident, the first aider is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call for an ambulance.

An ambulance should always be called in the event of:

- A serious injury
- Any significant head injury
- A period of unconsciousness
- Where the possibility of a fracture is suspected
- When the first aider is unsure about the severity of injuries
- When the first aider is unsure of the correct treatment

In all cases and in the event of an accident to a student under 18, where appropriate, it is policy to always notify the parents of the child if it:

- Is considered to be serious (more than minor) injury
- Requires first aid treatment
- Requires attendance at a hospital

Parents will be contacted by attempting all known phone numbers and email and agents of students will also be notified.

In the event of a hospital treatment being required a member of staff or adult member of the homestay providers will accompany the under 18 year old student to hospital and remain with them until such a time as it is considered safe to leave the student in the hospital or that suitable alternative arrangements are in place.

Recording

All accidents occurring on site requiring first aid treatment are to be recorded in the Accident Book (Reception). In the case of all reported accidents to students these must at all times be recorded in the notes section on the student record in the school system and the parent/agent notified.

If you discover a fire:

Sound the alarm. There are break-glass points on stair and corridor walls.

Fire marshalls:

- Barry Salter – House A
- Daniel Booker – House B
- Shane Rynhart – House C
- SENIOR STAFF MEMBERS –
- Nathan Santangelo-Barber
- Chris Evans

Students

1. Leave the building by the nearest exit and go to the correct Assembly Point
2. Report to your teacher at the assembly point. If your teacher is not there, report to another staff member

Staff

1. Reception:

- a) Call the Fire Brigade
- b) Take Visitor Book
- c) One person to stand outside the front of the school to prevent entry by front doors
- d) Remaining staff leave by the nearest fire exit with the Visitor Book
- e) Report to the Assembly Point

2. Teachers:

- a) Escort your students to the assembly point nearest to fire exit
- b) Check the Register and report to the relevant fire marshall
- c) One person to remain outside and prevent entry

4. Fire Marshalls:

- a) Together check that every part of the building has been evacuated, including classrooms, computer rooms, library, kitchen, conservatory , toilets, corridors and reception. Report to the senior staff: Chris Evans and Nathan Santangelo-Barber
- b) Confirm the Fire Brigade has been called
- c) If willing and able and the fire is small enough, extinguish it and inform the Fire Brigade

5. Assembly Point

- a) Confirm with the Fire Marshalls that the building has been evacuated.
- b) Confirm with teachers and admin that Registers and Visitor Book have been checked
- c) If it is suspected that someone may still be in the building, this should be reported to the Fire Brigade.