

Last updated by: Charlotte Fisher

On: 15<sup>th</sup> May 2022

Policy renewed at least annually, or as required according to changes in procedures or legislation. The policy is available on the Europa website.

Responsibility for this Document: Charlotte Fisher

Responsibility for implementation: Charlotte Fisher (General Manager) and Indea Mann (UK Operations Manager)

## **Health and Safety Policy**

This policy applies to all staff, volunteers and contractors, paid and unpaid, working in the school. The policy also applies to non-employed adults and adult students. All school policies referred to in this document are available on the school website and hard copies can be obtained from the School Manager.

This policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, contractors and clients. As part of our commitment to safety we regularly assess the risks associated with our business as required under the 'Management of Health and Safety at Work Regulations 1999.'

## **First Aid**

The trained first aider at our school in Bournemouth is Indea Mann with cover from Danielle Marshall. All summer centres have at least two first aid trained staff on site during the course duration. The first aid boxes at our school in Bournemouth are kept in the kitchen and also at reception. There is an accident book kept at reception where any injuries or near misses can be noted including the following details:

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

Under the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)', the Management Representative is required to report any major injury or condition which has occurred during the course of work to the local Health and Safety Executive.

In an emergency an ambulance should be called (dial 999), or the injured person accompanied to the hospital A and E department by the quickest possible means.

### **Staff Responsibility:**

By law, all employees have the responsibility to cooperate with supervisors, managers and directors to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

Whenever an employee or student notices a health or safety problem which they are not able to put right they must immediately inform one of the persons responsible for the implementation of this policy, named above.

### **Students' Responsibility:**

It is the responsibility of our 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.

### **Emergency Procedures**

There is a Crisis Management Policy which clearly explains actions to take in the event of a crisis such as a bomb threat. There are signs throughout the building detailing escape routes. The fire risk assessment is kept with the fire logbook at the fire alarm station. The fire marshal is Indea Mann.

Teachers are responsible for escorting the students off the premises along the escape route indicated on the classroom emergency notice. Once safely outside, the teacher of each class is responsible for checking the register to ensure that all students are safe. The teachers must report their findings to the fire marshal or the most senior person on site on the day of the incident.

### **Escape Routes**

All emergency escape routes must be kept clear, unlocked and easily accessible at all times.

### **Emergency Drills**

Emergency drills are carried out at least once a year. The premises should be vacated promptly as specified in the emergency notice, and a note of the drill recorded.

## Fire Extinguishers

An external company manages all fire extinguishers and checks them annually. A record of all service dates is kept on each extinguisher and in a central register.

## Fire Alarms

The fire marshal ensures that the fire alarms are kept in working order at all times. The fire alarms are tested at a pre-arranged time each week and a record of the procedure kept by the fire alarm panel.

## Contractors

The safety of anyone visiting the premises is of paramount importance. All contractors will be made aware of any safety requirements or hazards when they visit the premises. This health and safety policy is available on request and is accessible on our website.

The Managing Director is responsible for ensuring that contractors carry out work on the premises at agreed specified times and that dangerous tools, materials, equipment and machines are not left unattended.

Staff must make the people responsible for this policy aware of any concerns they may have regarding the behaviour of students, visitors or contractors which may lead to a breach of this health and safety policy.

## Risk Assessments

Risk Assessments form a large part of our health and safety measures at ESE. Our own internal risk assessments are carried out on all our premises, and for all our activities and trips. We also request risk assessments for any external contractors we may work with e.g. coach companies; but these are no replacement for our own. Risk assessments are treated as live documents with hazards noted and updated as and when staff see them during the course of their work and they are also updated annually as standard.

## Cleaning

All cleaning materials are kept in a locked storage cupboard and the cupboard is never left open while students are in the building. All waste paper, cardboard and any other flammable material is removed of and all waste is stored in a hygienic way until collection.

## Storage

Supplies and equipment is stored safely and away from public areas. All materials and objects should be stored and stacked so that they are not likely to fall and cause injury.

## Manual Handling

The risk of injury must be considered and precautions taken to eliminate or reduce the risk when lifting and moving heavy objects. All involved must ensure that they are informed about the risk and precautions to be taken. Any trolleys, barrows, hoists or lifts, etc provided to assist handling should be regularly inspected and maintained.

Staff and students must use manual handling equipment provided, follow safety instructions and report faulty equipment or other hazards.

Employees should inform their manager of any physical conditions, including injury or pregnancy that might reasonably be considered to affect their ability to undertake manual handling operations.

## Working Environment

The premises will be kept at a comfortable temperature for all. Any damage or faults with the building will be reported and rectified as soon as possible. Any trip hazards must be reported to the people named on this policy and until the hazard can be rectified a notice must be displayed warning all those in the building.

## Electrical Equipment

All electrical equipment is regularly checked in accordance with risk assessments.

All staff should report any electrical equipment that is faulty, has frayed wires or seems otherwise damaged. Any electrical equipment that is suspected to be faulty will be removed from use immediately. All electrical appliances must be switched off after use. The person locking up the building at the end of the day will be responsible for checking all areas to ensure that has been done.

Extension leads may be used with portable electric equipment for teaching purposes, but leads are not to be left where they could pose a threat to students, teachers or others.

## Covid - 19

All students and staff are made aware of our Covid-19 approach via our website and our full policy. A full Covid-19 risk assessment also forms part of that approach and is known by all staff. Each activity has its own risk assessment which contains a row regarding Covid-19. Staff consult the risk assessment before running any activity and risk assessments also form part of their training at the start of the season.