

HEALTH & SAFETY POLICY



BRITISH STUDY CENTRES
School of English

Aim	To ensure the safety, health and well-being of all members of staff and students in the workplace.
Monitor	<ul style="list-style-type: none">▪ Regular risk assessments of the premises▪ Accident book▪ Health and safety log book
Policy	To ensure the safety, health and wellbeing of all members of staff in the work place through regular assessments of the premises, accurate logging of problems and to act promptly to remedy any potential hazard.
Last update	February 2017

PROCEDURES

1. Fire evacuation drills to be carried out at least twice a year in conjunction with partner Colleges where necessary. Log to be kept of drills. All staff members to be made aware of assembly points and procedures during their initial induction. All students to be made aware of procedures during first day orientation.
2. Fire risk assessments to take place as legally required.
3. All fire exits and signage to comply with legal codes of practice.
4. A risk assessment to be carried out annually in the winter of each year, action plan put forward as a result and remedial action taken in cases of hazard.
5. All potential hazards or problems liable to affect the health and wellbeing of staff to be reported to the relevant member of staff and recorded in the log book.
6. No member of staff should administer drugs of any description to students.
7. Sanitary bins to be regularly emptied by approved contractors.
8. All staff given Fire Safety and Health & Safety training upon arrival.
9. Any emergency problems to be referred to one of the school's certified first aiders.
10. Accident book to be kept at reception.
11. First Aid kit to be kept appropriately stocked at all times and kept at reception.
12. In the event of students requesting medical attention, all requests should be passed to the school office and ideally one of the nominated people responsible for first aid (see 8). Members of the office team will assess the situation and present the following options, depending on the situation:
 - Book an appointment with a doctor
 - Call NHS Direct
 - Visit an emergency health centre
 - Visit the nearest local hospital A&E department
 - Contact the emergency services and call an ambulance.

Depending on the circumstances, the office team may offer to pay for a taxi to the doctor's/hospital and may also offer to accompany the student there. This should normally be at the discretion of the line manager or another senior member of staff.