



# HEALTH AND SAFETY

## SKOLA:English in Exeter

### STATEMENT OF POLICY AND INTENT

The Director of Skola: English in Exeter recognises his responsibility as an employer to provide a safe and healthy environment for the teaching and non-teaching staff, the students and other people who come onto the premises. All reasonably practical steps will be taken to fulfil this responsibility.

The site manager is required to draw up the necessary arrangements to secure compliance with all health and safety requirements, to write them down, to circulate this information to all staff, and subsequently to monitor implementation of the arrangements.

Andrew Darke, Principal

### SAFETY PERSONNEL

Overall and final responsibility for Health and Safety: **Andrew Darke**

Day-to-day responsibility for Health and Safety: **Sandy Salisbury**

### FIRST AID

#### **First Aiders:**

The appointed First Aiders at your site are Gillian Baumgartner and Sandy Salisbury. They should always be the first person contacted in the case of any medical problem. If they are off the premises a deputy will act for them as nominated.

## **First Aid Policy**

The management is committed to providing First Aid and training in accordance with statutory requirements and wherever the need has been identified. Training is undertaken every 3 years and is ongoing throughout that time.

### Emergencies

A&E Departments in closest proximity to the school in case of emergencies have been identified: Royal Devon & Exeter Hospital, Barrack Road, Exeter.

### Notifiable diseases

Students wishing to attend the school must be clear of any notifiable diseases before entry or re entry to the school.

## **Points of Importance**

First aid should only be administered by a qualified first aider. In the absence of a first aider, reception should be contacted.

First Aid boxes are kept in the cupboard in the office. They are checked regularly by the appointed person to see they conform to the law. Boxes can be used by teachers for self-treatment. If an injury occurs away from school, first aid help should be sought from the site being visited. Otherwise, an ambulance should be called.

The first aider should decide whether or not an ambulance should be called. Where possible the first aider should call the ambulance him/herself. A member of staff should accompany any student to hospital.

## **Accidents**

All injuries must be recorded in the Accident Book (Form B1 510, as specified by Social Security Act 1985). This must be signed by the teacher present.

The Head of the school must be informed immediately of what has taken place and appropriate first aid administered by a qualified first aider. The Health and Safety representative is the site manager, who is responsible for statutory notification and accident investigation.

## **Injuries Away From School**

Injuries occurring on school activities away from school must be reported in writing. An entry can be made into the Accident Book upon return to school.

## **Injuries to Employees and Visitors**

Once more, injuries must be recorded in the Accident Book and reports made.

Any accident that causes a person to be unable to do their job and causes them to stay out of work for three days must be reported to the Health and Safety Commission (Riddor regulations 1995).

## Illnesses and Diseases

When a student is unwell the best place for them is at home. If a student becomes ill at school they should return to their host family/home if possible or the school will arrange a taxi for them.

Some infectious diseases are notifiable. The student's doctor should inform the school of any precautionary measures to be implemented. In the case of overseas students manifesting any strange symptoms it is essential to take quick action and remove them from school where they might infect others.

## List of notifiable infectious diseases

Acute encephalitis	Haemolytic uraemic syndrome (HUS)	Rabies
Acute infectious hepatitis	Infectious bloody diarrhoea	Rubella
Acute meningitis	Invasive group A streptococcal disease	Severe Acute Respiratory Syndrome (SARS)
Acute poliomyelitis	Legionnaires' disease	Scarlet fever
Anthrax	Leprosy	Smallpox
Botulism	Malaria	Tetanus
Brucellosis	Measles	Tuberculosis
Cholera	Meningococcal septicaemia	Typhus
Diphtheria	Mumps	Viral haemorrhagic fever (VHF)
Enteric fever (typhoid or paratyphoid fever)	Plague	Whooping cough
Food poisoning		Yellow fever

## Medicines and Drugs

It is not permitted to administer any drugs at all, including aspirin or paracetamol, to any student at school except for drugs specifically prescribed to that individual.

## Bodily Fluids Policy

Spillages of blood, vomit, urine and excrement should be cleaned up promptly. The following general actions must be taken by the person dealing with the spillage: a) Clear the area immediately and cordon off the spillage area; b) If a spillage kit or container of absorbent powder is in the area, use it taking care to follow the instructions on the container; c) Spillages will be cleared up by staff wearing protective clothing, the powder residue and PPE will be double bagged and placed in the waste bin; d) Inform the Health and Safety Officer, giving details of what type and where the spillage occurred.

## SMOKING POLICY

There is a strict 'no smoking policy' both for students and staff throughout the building. Designated smoking areas are provided outside the school building.

## **RISK ASSESSMENTS**

The Risk Assessments for Skola English in Exeter are updated yearly and kept in the Health and Safety file in the office. Separate Risk Assessments must be completed for each off-site activity involving students (e.g. taking classes out). Templates are in the Health and Safety file in the office, and in the Teachers Room. Please complete these before the activity, and file it to the Risk Assessment file after the activity. If you are aware of any risks that are not taken into account, please inform the Health and Safety Officer.

## **SOCIAL ACTIVITIES AND EXCURSIONS**

Staff who organise a social activity/evening for Skola students should first complete a Risk Assessment form specific to that activity. Templates are in the Health and Safety file in the office, and in the Teachers Room. Submit the form to the Health and Safety Officer. See the 'Health and Safety on Social Programme Excursions' Policy for details.

## **INVENTORY, APPEARANCE AND MAINTENANCE OF ROOMS**

To facilitate teaching of the highest standard it is essential to provide each teacher with a suitable environment. A well-appointed classroom properly equipped and well maintained is a prerequisite. This can only be done through regular liaison between the Health and Safety Officer and the teachers themselves.

### **Teachers**

Teaching staff must be prompt to class and must not leave students unsupervised in classrooms for any length of time. Most damage, indiscipline, mess etc. takes place when teachers are not present. At the end of every lesson an informal check should take place to make sure the room is tidy. Notice particularly any Health and Safety issues, e.g. trailing leads, trip hazards, broken equipment, and report these to the Health and Safety Officer immediately. Students should be asked to tidy their own things: papers, cups, tissues, etc. If a student was responsible for physical damage they should be reported and will be asked to pay for the repair/replacement.

### **Conclusion**

Clean, tidy and well-maintained classrooms are more likely to remain in good condition than ones which are not cared for. High standards of tidiness tend to result in fewer health and safety risks.

## **FIRE PROCEDURE (See Fire Safety Policy)**

Staff are asked to note the following:

1. Location of fire alarms, fire exits and assembly points.
2. The need for teachers to inform students of the arrangements in the event of fire. Explain the Fire Notices. As they have uncertain understanding of English the teacher must be clear that they comprehend.
3. Fire drills will be carried out on a regular basis

### **FIRE INSTRUCTIONS TO STAFF (copy to be kept in each Class Register file)**

1. At teacher induction be certain to raise any points which are not clear regarding fire procedure.
2. It is good practice to check a class against your register at the beginning of every lesson and report any unexplained absences to the Director of Studies.
3. If you find a fire, **set off the fire alarm. Do not attempt to fight** it with extinguishers unless it is very localised. Leave the area checking all rooms on the way.
4. When an alarm sounds class teachers must calmly instruct the students to leave in silence and walk quietly keeping to the left of the stairs. Close windows/door after you leave the room. The assembly point is **across Queen St. at the entrance to the Guildhall Shopping Centre.**
5. At the assembly point, line up with the class which you have been teaching and check them off your register. Report any absences from the official class list to the Fire Officer or his Deputy.
6. If you are not teaching go straight to the assembly point outside and volunteer to help the Fire officer.
7. Treat every fire alarm as the “real thing” and communicate this to students.
8. Nobody should return inside the building after a fire practice until directed to do so by the Fire Officer.

## THE RULES FOR FIGHTING FIRES FOR STAFF: The Three A's

**ACTIVATE** the building alarm system and notify the Fire Brigade by calling 999 (or have someone else do this for you).

**ASSIST** any persons in immediate danger, or those incapable on their own, to exit the building, without risk to yourself.

Only after these two are completed, should you **ATTEMPT** to extinguish the fire.

### Only fight fire:

If the fire is small and contained.











If you are safe from toxic smoke.

If you have a means of escape.

If your instincts tell you it's OK.

## TYPES OF EXTINGUISHERS AND THEIR USE

*Symbols found on fire extinguishers & what they mean*

					
	Water	Foam spray	ABC powder	Carbon dioxide	Wet chemical
Wood, paper & textiles 	✓	✓	✓	✗	✓
Flammable liquids 	✗	✓	✓	✓	✗
Flammable gases 	✗	✗	✓	✗	✗
Electrical contact 	✗	✗	✓	✓	✗
Cooking oils & fats 	✗	✗	✗	✗	✓