

HEALTH AND SAFETY POLICY STATEMENT

ANGLO-CONTINENTAL EDUCATIONAL GROUP

SECTION A

1. GENERAL STATEMENT OF POLICY

Premises :

**Anglo-Continental,
29 - 35 Wimborne Road,
Bournemouth,
BH2 6NA**

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for that purpose. We also place the highest priority on the health and safety of students, visitors and subcontractors who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements which we make to implement the policy are set out below.

The policy will be kept up to date, particularly as the organisation changes in size and nature. To ensure this, the policy and the way in which it operates will be reviewed at least once a year.

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 1992.'

Signed:
Managing Director

Dated:

SECTION B

2. STATEMENT OF RESPONSIBILITY

2.1. Overall Responsibility

While overall and final responsibility for health and safety in the Group rests with the Board of Directors, it is the responsibility of each member of staff to follow the Health and Safety guidelines to maintain the required standards.

2.2. Management Responsibility

The Management Representative responsible for this policy being carried out at the above premises is:

- Mr G. Schillig

2.3. Safety Representatives and Special Areas

The Safety Representative for the premises is:

- Mrs J. Ali

Those responsible for special areas are:

- Mr S. Millar
Teachers' staff rooms and offices
- Mrs A. Gawronska-Miles
Boiler rooms, fire escapes and maintenance areas
- Host Catering
Kitchens and serveries

2.4. Employees' 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 mentioned above.

2.5. 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.

2.6. Consultation Procedure and Communication

Consultation between management and employees is provided by regular six-monthly meetings between the Management Representative and the Safety Representatives.

When Health and Safety matters arise they will be placed on the agenda of staff meetings. Any observations on risks and the suggested action will be minuted, and any subsequent actions reported at the next meeting.

SECTION C

3. GENERAL ARRANGEMENTS

3.1. First Aid

The first aid room is located in the Reception area Entrance C Building 31. Mrs Melissa Law is responsible for ensuring that the contents of the first aid box conform to statutory requirements.

First Aid Certificates are held by:	Extension
• Mrs M. Law (Head of First Aid)	209
• Mrs R. Loder	234
• Mr J. Peacock	264
• Mr J. Underwood	288
• Mr M. Hatchard	260
• Anna Gawronska-Miles	206
• Lorraine Slater	235
• Patricia Vincente Sanchez	243
• Ewa Kalinowska	242
• Tracy Sant	286
• Samantha Atkins	260
• Carl Britchford	255
• James Palmer	255
• Phillip De Wavrin	255
Currently on maternity leave:	Extension
• Miss R. Corbin	206
• Miss M. Man	245

3.2. Accidents and Incidents

The accident log book is kept in the First Aid room. The following details of all incidents or near misses must be noted as follows:

- 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 1985 (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 the case of a serious accident or illness requiring medical attention the nearest local hospitals are:

- Bournemouth Hospital 01202 70 41 67
- Poole Hospital 01202 44 22 02

In an emergency an ambulance should be called (dial (9)999), or the injured person accompanied to the hospital casualty department by the quickest possible means. In less serious circumstances a local doctor or health clinic should be contacted through Reception.

When deemed necessary, the Management Representative is responsible for contacting the employee's family, the student's family (via the Marketing Department) and, if required, the homestay family to advise of any problems.

3.3. Extra Curricular Activities

During such activities at least one member of staff with access to emergency facilities will be on duty.

3.4 Information

Health and Safety information is made available to staff and students via the notice boards

around the school, internally on AChklopedia and via e-mail. Requests for information in alternative formats should be made to the Directors' Office.

4. EMERGENCY PROCEDURES

4.1. Procedures

Throughout the premises there are clear notices describing the action required in the event of fire or bomb alert. It is the Management Representative's responsibility to ensure that these notices are in place and that employees' and students' attention is drawn to them.

In the event of fire the fire alarm must be sounded and the fire brigade called by dialling (9)999. In the event of a bomb alert the fire alarm must be sounded and the police advised by dialling (9)999. The premises must be evacuated as quickly as possible. 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 Director of Studies or person in charge.

The Management and Safety Representatives are responsible for checking that all the other staff are safe.

4.2. Escape Routes

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

4.3. Emergency Notices

Emergency notices are displayed in all teaching rooms and on administrative office notice boards.

4.4. Emergency Drills

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

4.5. Fire Extinguishers

The Management Representative is responsible for ensuring that the fire extinguishers are checked and serviced annually. A record of all service dates is kept on each extinguisher and in a central register.

4.6. Fire Alarms

The Management Representative is responsible for checking that the fire alarms are kept in working order at all times. The fire alarms are tested at a prearranged time each month and a record of the procedure kept by the Maintenance Department.

5. HEALTH AND SAFETY - GENERAL

5.1. Information

The local Health and Safety office is located at:

- Priesley House, Priesley Road, Basingstoke.
Telephone 01256 40 40 00.

5.2. Training

Employees will receive any necessary training to ensure that they are able to do their work safely. However, staff should ensure that they are aware of any safety requirements before operating equipment.

The people responsible for health and safety training on these premises are the Management Representative and the Health and Safety Representatives.

5.3. Students, Visitors and Contractors

The safety of anyone visiting the premises is of paramount importance.

All students must be made aware, on arrival, of the existence of the Safety Policy and Emergency Procedures, either in written form in their ringbinder or during a welcome speech by their teachers.

All contractors will be made aware of any safety requirements or hazards when they visit the premises.

The Management Representative 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 should make the Management or Safety Representatives aware of any concern they may have regarding the behaviour of students, visitors or contractors.

5.4. Risk Assessment

Risk assessment checks have been carried out in all buildings, and separate documents recording these checks are held by the Management Representative. Equipment manufacturer's guidance has been followed at all times.

Any machine, piece of equipment or substance could potentially cause harm to anyone on the premises. Consequently, any potential hazard should be brought to the attention of the Management Representative and anyone else who may come into contact with the hazard. Any changes to buildings or their contents will be assessed and clear procedures laid down.

6. HOUSEKEEPING AND PREMISES

6.1. General

Should anyone be aware of problems in any area they should contact the Management or Safety Representatives.

Manufacturers' guidance sheets for materials are kept in the COSHH file located in the Maintenance Office. Similarly, the cleaning and catering subcontractors maintain COSHH records in their respective offices or store rooms.

Waste disposal is dealt with by licensed collectors and all Duty of Care requirements are observed.

6.2. Cleanliness

The premises, floors and stairs, furniture and fittings are cleaned regularly, and all dirt, dust, refuse and trade waste removed.

All waste paper bins are emptied on a regular basis and the rubbish stored safely until collection.

Toilet supplies of paper and soap are provided and regularly checked. Special arrangements are made for the disposal of sanitary waste.

The Maintenance Department should be advised of any emergency cleaning requirements.

6.3. Safe Stacking and Storage

Supplies and equipment must be stored safely and away from public areas. Assistance with storage is provided by Maintenance staff.

All materials and objects should be stored and stacked so that they are not likely to fall and cause injury.

Long-term storage is the responsibility of the Management Representative.

6.4. Manual Handling

When planning any activities involving manual handling, the risk of injury must be considered and precautions taken to eliminate or reduce the risk. Planners, organisers and supervisors must ensure that all involved 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. Instructions on manual handling are displayed on notice boards throughout the school.

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.

6.5. Exits, Corridors and Stairways

All exits, corridors and stairways should be kept clear at all times.

6.6. Lighting

All light bulbs and fluorescent tubes will be replaced as necessary in order to ensure adequate lighting at all times.

6.7. Comfortable Conditions

A reasonable working temperature will be provided during working hours.

Damaged office furniture, ceiling tiles, lighting or decorative items which could prove hazardous should be reported.

Wherever possible, floors have level, carpeted surfaces. Carpets or any other floor covering which is worn through or frayed should be reported immediately.

7. ELECTRICAL EQUIPMENT

7.1. Routine Inspection and Procedures

All electrical equipment is regularly checked in accordance with risk assessment regulations.

All staff should regularly check and report frayed or damaged cables, broken plugs, sockets or any other electrical appliance which is not functioning properly. The Safety Representatives will make an annual inspection of the premises to assess the safety of electrical fittings.

Any suspect or faulty equipment should be immediately removed from use, clearly labelled 'Do Not Use', and kept secure until checked by a competent person.

All appliances must be unplugged before cleaning or making adjustments. All electrical equipment used in classrooms or other teaching rooms must be switched off after use. 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.

All staff are required to report any electrical problems to the Safety Representatives.

7.2. Photocopiers

Annual maintenance arrangements are in place to cover all photocopiers. Staff should report all photocopying problems to:

- Mr T. Butcher

When attempting to clear paper jams, staff should first read the instruction manual, and

take care not to touch the indicated hazardous areas of the machine.

Photocopier toner cartons are stored in the copier base. When changing toner cartridges, staff should carefully follow the instructions. Disposal of the old cartridge for recycling can be arranged with Mr Butcher.

7.3. VDUs

The workstations of employees are regularly assessed by maintenance engineers to ensure that they meet the minimum requirements of the Health and Safety (Display Screen Equipment) Regulations 1992.

All staff using VDUs should plan their work so that there are 10 minute breaks after each 50 minutes of constant use.

Staff who habitually use VDUs for a significant part of their normal work may request National Health eye and eyesight tests.

8. Other Plant and Equipment

Boilers and ventilation systems are subject to a six-monthly maintenance check by:

- Mechelec Services Ltd. Tel. 01202 38 09 24.

Kitchen equipment is maintained as recommended by the appropriate suppliers.

9. Dangerous Substances

A number of office and maintenance materials such as Tippex fluid or graffiti remover can be harmful if misused. Staff are advised to read the instructions before using such items. Only those items which are provided by the Group should be used and staff should not bring other substances on site without permission.

10. Asbestos

To control the risk to employees, building users, contractors and other persons, the following measures will be adopted:

The school has undertaken a Type 2 survey on all properties which, due to their age or nature of construction, are likely to contain asbestos. The survey is available in the Health & Safety file located in Reception and on the K:/drive for everyone to review. The survey will be reviewed prior to undertaking building work.

The school shall ensure that an Asbestos Management Plan is developed, maintained and reviewed.

Where existing properties contain asbestos material which is sound, in good condition and has not been, or is not likely to be subject to abrasion or deterioration, the material shall be labelled and left undisturbed, its position noted in the Asbestos Management

Plan, and its condition monitored and periodically reassessed.

Where existing installations and parts of property contain damaged, deteriorating or inadequately sealed asbestos containing material, the material shall be:

- enclosed, sealed or encapsulated
- removed and replaced by suitable material not containing asbestos
- in the case of vacant or unoccupied property, the property or the affected parts of property will be secured to prevent access.

CONCLUSION

These policies will be pursued as part of an ongoing health and safety policy of the Group. Staff should feel free to approach the Management Representative, Safety Representatives or the Group Management regarding these matters at any time.