

## United World School of English Health and Safety Policy Statement

### Statement of general policy:

Premises:

United World School of English  
Brandon and Clifton  
44-46 St Peter's Road  
BH1 2LT

Our policy is to provide and maintain a healthy and safe working environment for all staff, students and visitors who may be on site and affected by our activities.

### 1. Statement of responsibility

Responsibility for health and safety is first of all that of the Director, or in his absence, the Manager, or in his absence the Director of Studies. However, it is the responsibility of each member of staff to follow the health and safety guidelines to ensure standards are maintained.

#### 1.2 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 supervisor or employer
- Not misuse or interfere with anything provided for health and safety purposes

#### 1.3 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.

#### 1.4 Policy and communication

The Health and Safety policy will be reviewed on an annual basis by the Senior Management Team. Health and Safety matters are on the agenda of staff meetings at the end of each term. Any observation on risks and action will be recorded in the minutes and subsequent actions reported at the following meeting.

### 2. General arrangements

#### 2.1 First Aid

The first aid room is located downstairs next to the kitchen. First aid boxes can be found in Reception, the kitchen and the upstairs staffroom. Jill Challen/Yvette Iskandarani are responsible for ensuring that the contents of the first aid boxes conform to statutory requirements.

First Aid Certificates are held by:

- Jill Challen
- Michael Long
- Yvette Iskandarani



- The premises, floor and stairs, furniture and fittings are cleaned regularly and all dirt, dust, refuse and trade waste removed.
- All waste paper bins are emptied each day and the rubbish put in the outside bins until collection.
- Toilet supplies of paper and soap are provided and regularly checked and special bins provided for the sanitary waste.
- Supplies and equipment are stored safely and away from public areas.
- All electrical equipment is regularly checked in accordance with risk assessment regulations
- All light bulbs and fluorescent tubes will be replaced as necessary to ensure adequate lighting at all times.
- 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 Principal or Director of Studies.