



# Health and Safety Policy

## HEALTH AND SAFETY

### Introduction

It is the Policy of the UK College of English (UKCE) to protect and promote, so far as is reasonably practicable, the health, safety and welfare of all its staff, students, visitors and any associated persons that may be affected by College activities in accordance with the requirements of the *Health and Safety at Work Act 1974*. UKCE considers that good health and safety performance is a fundamental requirement if the College's aims are to be a first rate working and teaching institution.

### Principles

It is the intention of UKCE, where it is reasonably practicable, to:

- Ensure that the provisions of facilities are, as far as is reasonably practicable, safe and free from risks to health by the careful identification, elimination or control of foreseeable hazards.
- Ensure that safety is considered in planning all College activities as well as in day-to-day work.
- Ensure the provision of appropriate information, instruction, training, and supervision to enable staff to perform their work safely and to understand the associated risks, the control measures in place and the actions to be taken in the event of an emergency.
- Ensure the provision and maintenance of a safe, risk free working and learning environment, along with appropriate welfare facilities.
- Establish and maintain a safe and healthy environment throughout the College.
- Establish and maintain safe working procedures among staff and students.
- Ensure that appropriate risk assessments are conducted as required by the *Management of Health Safety and Welfare Regulations* and other regulations.

### Responsibilities

#### **Chief Executive**

The Chief Executive shall have ultimate responsibility for all operational activities within UKCE. This will include: providing and maintaining adequate workplace health, safety and welfare provisions and standards to safeguard all employees, students, visitors and any associated persons.

The Chief Executive will delegate the following to his Health and Safety Deputies (Head of Studies and Operations Manager):

1. Future Facing
2. Achievement through quality
3. Supporting a global community
4. Commitment to the individual



- Monitor the overall effectiveness of the Health and Safety Policy, ensuring the policy is reviewed on a regular basis and is revised where necessary.
- Ensure adequate resources are made available to comply with health and safety requirements.
- Delegate responsibilities both general and specific to appropriate staff.
- Actively promote good health and safety standards and set a good personal example.
- Inform staff about risks and measures to be taken to manage risks.
- Ensure that adequate training is given to employees on health and safety matters.
- Prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills to take place and for the results of these to be recorded.
- Ensure that regular safety inspections are undertaken.
- Arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe.

### **UKCE Staff**

Responsible to the Head of Studies of UKCE for health and safety issues in terms of implementation, monitoring, and review of the policy. Staff will:

- Be responsible for their own health and safety and that of any staff and students under their supervision.
- Inform management of any situation representing a serious and immediate danger, so that remedial action may be taken.
- Assist in carrying out regular safety inspections of the College and its activities and make recommendations on methods of resolving any problems identified.
- Co-ordinate arrangements for the dissemination of information and for the instruction of employees, students and visitors on safety matters and to make recommendations on the extent to which staff are trained.
- Investigate any accident or incident where personal injury could have arisen and take appropriate corrective action.
- Not interfere with or misuse anything provided in the interests of health, safety and welfare.
- Observe all safety rules, codes of practice, safe systems of work or instructions devised for their health and safety. Co-operate fully with managers in the investigation of accidents, incidents and near misses and the management and implementation of health and safety within their working environment.
- Ensure that their own areas of work are at all times kept clean, tidy and free from hazards that may cause poor posture, slips, trips or falls.

### **Students**

Students are responsible for:

- Following any health and safety rules, which apply in their course areas and at the College, and conduct themselves in a way that does not endanger themselves or others.
- Ensuring that they understand all the health and safety rules of the College and, in particular, the instructions of staff in the event of an emergency.



- Using and not wilfully misusing, neglecting or interfering with equipment provided for safety purposes.
- Reporting all accidents, incidents or anything they consider may be a risk to health and safety to their course tutor or a staff member.
- Ensuring that parental consent forms are to completed, signed and returned to UKCE by all parents/ legal guardians in the event that students participate in off-site excursions and social activities organised by the College (For Under-18s only).

Students as well as any group leader(s) will be made aware of these responsibilities through direct instruction upon arrival at UKCE, notices in all classrooms, student handbooks and group leader information packs.

### **Visitors**

- All visitors and associated persons arriving on-site are required to report to reception where they will be required to sign in on arrival and out upon departure.
- Visitors and other regular users of the College premises are expected, as far as reasonably possible, to observe the safety rules of the College and report any incidents or things they deem a risk to health and Safety on the College Premises.

### **Persons under 18**

UKCE has an especially high duty of care towards students under the age of 18. UKCE will put emphasis on ensuring that persons under 18's level of interpretation and understanding of their own responsibilities is in line with the requirements expected under law, and in regards to this Policy.

Persons under 18 shall:

- Comply with the requirements identified by any relevant risk assessments for under-18s.
- Comply fully with this Policy, the Safeguarding Policy and any other health and safety guidance of UKCE.

### **Risk Assessments**

The purpose of risk assessments are to identify hazards and evaluate any associated risks to health and safety arising from College activities both on and off-site College premises, enabling informed decisions to be made to eliminate or minimise any risk of harm. Therefore, it is the responsibility of all UKCE staff to ensure that risk assessments are completed within their areas of responsibility. Risk assessments will be reviewed at regular intervals, or if there has been any significant change in the work/learning activity or environment.

According to the *Management of Health and Safety at Work Regulations (1999)* it is a requirement that risk assessments be conducted. Risk assessments will be conducted for all student excursions and/or social activities. In addition, topic specific risk assessments will be conducted as required.

UKCE will endeavour to follow the Health and Safety Executive (HSE) approach to risk assessment. The HSE 5 step approach is as follows:

1. Future Facing
2. Achievement through quality
3. Supporting a global community
4. Commitment to the individual



1. Look for the hazards
2. Decide who might be harmed and how
3. Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done
4. Record any significant findings
5. Review the assessment and revise, where necessary

The risk assessment process will take into consideration the different age groups within the College, especially taking into consideration the higher duty of care required for persons under 18 and the Safeguarding Policy.

### Health and Safety Induction

UKCE will endeavour to ensure that all staff are given health and safety training when inducted according to the procedures and checklist provided in the Induction Policy.

In addition, UKCE will endeavour to ensure that all students are given appropriate induction regarding health and safety as well as additional information provided in the Student Handbook upon enrolment at the College.



## FIRE SAFETY

### Emergency evacuation procedure.

In the event of a fire press the alarm bell.

Personnel should assemble at a pre-determined assembly point (**Soho Street**) and a **roll call of staff/students to be taken**. The person who is in charge of the assembly point should report to the nominated fire service liaison person indicating all persons accounted for or those missing and where they were last seen.

Personnel should not re-enter the building with the possible exception of the Fire Team.

### Calling the fire brigade

Calling the Fire Brigade is the responsibility of:

Neil Harvey – Chief Executive

Oscar Czerniawski - Head of Studies

Gianluca Di Luciano – Direct Sales Manager

The Fire Service should also be informed immediately by the person discovering fire, dependant on conditions.

### Teachers

- Ensure students leave the classroom immediately. Close all windows and doors: the teacher should be last out of the classroom. Take a mental register of who is present and who is not. Direct students to front door (main exit) unless on the fifth floor, in which case the emergency stairs at the back of the building are used.
- When evacuating the building, always use the stairs **never** the lift.
- If you encounter smoke, drop down to the floor and stay low until you reach the exit.
- If possible, on your way out tell the fire marshal where the fire is.
- Escort students to Soho Street. Take a roll call. Report any missing students to the Fire Marshall.

### Fire extinguishers

Extinguishers are located:

- 1<sup>st</sup> Floor Landing: 1x CO2, 1X Foam
- 1<sup>st</sup> Floor Student Lounge: 1X CO2
- 2<sup>nd</sup> Floor Landing: 1x CO2, 1X Foam



- 3<sup>rd</sup> Floor Landing: 1x CO2, 1X Foam
- 4<sup>th</sup> Floor Landing: 1x CO2, 1X Foam
- 5<sup>th</sup> Floor Landing: 1X Foam, 1X CO2
- 5<sup>th</sup> Floor Teachers Room: 1X CO2

### Fire Wardens/Marshals

The Responsible Person where necessary to safeguard the safety of employees should nominate employees to implement certain fire safety measures which will include the fire evacuation. The general term used for these people are fire wardens or fire marshals. All teachers are Fire Wardens and are responsible for evacuating the students safely out of the building. The teacher in either 203, 303 or 403 are responsible for making sure the floor is cleared, including the toilets and/or reading room, before evacuating themselves.

### Fire Marshal:

The Chief Executive [Chief Fire Warden] has the responsibility of maintaining a high standard of fire precautions and the overall responsibility for the action in the event of fire. Their nominated deputies are the Head of Studies and the Direct Sales Manager.

Fire Wardens/Marshals should be responsible for

- Fire routine and evacuation drill procedure.
- Ensuring personnel know location of fire alarm points.
- Ensuring regular use of primary and secondary escape routes.

### The close down procedure

Procedure for nominated staff to assist employees and members of the public to nearest exits.

A senior fire warden/marshal should be made responsible for ensuring that notices are correctly sited and the fire emergency evacuation plan is properly distributed and understood by all.

The Chief Executive / Head of Studies are responsible for ensuring the building is empty and that the fire brigade has been informed.

### Fire Wardens

Fire Wardens (all full time teachers, the Operations Manager and the Business Development Executive) are responsible for ensuring that all students and staff have left the building and are accounted for.

N.B. All fire wardens will wear the high visibility (HV) vest to distinguish who they are and to assist the Fire Marshal.



## Fire alarms and drills

- Held at regular intervals
- Records are kept
- There should be drills completed at least once a year, from sounding of alarm to roll call procedure
- Fire Alarms should be tested at weekly intervals and records kept
- Firefighting equipment regularly serviced
- Liaison with emergency services

Fire Wardens should arrange all the necessary contacts with external emergency services and make them familiar with the UKCE fire action plan. (See above)

The Chief Executive/Head of Studies, and Direct Sales Manager in the absence of the Head of Studies, are nominated to meet the fire and rescue service when they arrive to provide them with any information they require. They should have an intimate knowledge of the premises and be in contact with the person conducting the roll call at the assembly point.



## FIRST AID

### First Aid and Medical

*The Health and Safety (First Aid Regulations) 1981* impose duties on UKCE to provide facilities and equipment that enable first aid to be rendered to staff, students and visitors should they become injured or fall ill whilst on College premises.

First aid is administered by certified first aid personnel present at the College at all times. Only trained and qualified UKCE staff may offer assistance in the event that staff, students or visitors require first aid treatment. All UKCE staff, students and visitors, where necessary, are to be aware of those staff that are designated first aiders.

The arrangements for first aid for excursions and social activities are the responsibility of the accompanying UKCE staff. Staff members supervising social programme activities who are not First Aid certified are required to contact any first aid personnel in the case of injury to a student in their care.

### Procedure:

In the event that a member of staff, student or visitor is injured or becomes ill on UKCE premises, a Certified First Aider should be found as soon as possible.

### The Certified First Aiders are:

Name	Training
Lara Selwyn Kogan / Academic Counsellor	Emergency First Aid at Work
Oskar Czerniowski / Director of Studies of Salisbury	Emergency First Aid at Work
Neil Harvey / Chief Executive	Emergency First Aid at Work
Keyla Porras Reyes / Senior Teacher	Emergency First Aid at Work
Beren Rashit / Business Development Manager	Emergency First Aid at Work



Gianluca Di Luciano/ Direct Sales Manager	Emergency First Aid at Work
Brenda Savelski /Sales and Administrative Executive	Emergency First Aid at Work
Paul Mills /Senior Teacher	Emergency First Aid at Work
Stephanie Day/ Academic Registrar	Emergency First Aid at Work

**First Aid kits can be found at reception, third, fourth and Fifth Floor (Academic Office: one small and one travel first aid kit) We also have one on the third and fourth floor.**

- The First Aider will take responsibility of and assess the situation before treating the casualty in keeping with the training they have received.
- The First Aider will offer advice, suggestions for further treatment, or to seek professional medical advice if deemed necessary.
- The First Aider will not provide a diagnosis.
- The First Aiders will not provide or suggest medication (including pills, potions and lotions).
- The First Aider will treat the matter as confidential, unless this is not in the best interest of the casualty.
- The scene of the casualty will be tidied as soon as possible. Clinical waste (such as blood or vomit) will be disposed of hygienically.
- The Accident Report book will be completed by the First Aider, or other responsible person involved, as soon as convenient. Tear-off slips containing personal details will be removed from the Accident Report Book and filed in a lockable cabinet at Reception. Records will be kept for at least 3 years.
- In accordance with Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), the following incidents will be reported to the HSE: deaths, dangerous occurrences, major injuries, injuries resulting in over seven days of incapacitation of a worker and injuries to non-workers where they are taken directly from the scene to hospital for treatment (not including precautionary visit).

### Information for Employees

*(Reference - <http://www.hse.gov.uk/pubns/priced/l174.pdf> - Guidance 4)*

Employees shall be informed of first-aid arrangements (including names and locations of personnel and location of equipment) with:

- Explanation during induction by line manager.



- Easy to read, clearly displayed posters in reception and Policy and Procedures Handbook.
- Any changes to be notified via email and/or addressed in weekly staff/teachers meetings.

### Information for Students

Students shall be informed of first-aid arrangements (including names and locations of personnel and location of equipment) with:

- Explanation during induction by Reception staff.
- Easy to read, clearly displayed posters in reception.
- Notification in the student handbook.

### First Aid Kit stock

First Aid kits are to be checked by the First Aiders for stock levels and expiry dates as soon as convenient after an incident or once a month, whichever occurs first.

## ACCIDENT REPORTING AND INVESTIGATION

All accidents/incidents, however slight, are to be reported, immediately, to any First Aid qualified staff member.

Accidents will be investigated to the extent necessary to identify their underlying cause(s) and to enable these to be remedied. The primary responsibility for the investigation rests with the staff member of the area in which the accident/incident occurred. The results of the investigation are to be recorded on the Accident/Incident report form.

UKCE is under a legal obligation to report certain serious accidents/incidents to the authorities, as soon as it becomes aware of them. Therefore, staff should familiarise themselves with what is a reportable accident and ensure that these are reported as soon as possible. Staff members must ensure that any serious accident/incident is recorded in the Accident report book and, where possible, take witness statements and/or photographs. For these purposes, a serious accident/incident can be considered to be any accident resulting in hospital treatment or an occurrence reportable under the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995*.

### Smoking

Smoking is strictly prohibited on College premises by any persons, especially persons under the age of 18. Smoking is only permitted during authorised breaks.



## BUILDINGS

### Aim/Policy

1. To ensure buildings are clean
2. To ensure everything is safe and no risks are posed
3. To keep the buildings in good repair
4. To keep classrooms clean, tidy and well presented
5. To ensure the buildings are adequately heated and ventilated
6. To ensure fire alarms work

### Monitor

1. From student feedback (first week and end of course questionnaires, comments & suggestions, verbal complaints)
2. From staff (written or verbal reports)
3. From accident reporting (First Aid Accident Book)
4. From regular checks

### Procedure:

1. To check the buildings are cleaned every day.
2. To ensure anything which might pose a health risk is dealt with immediately.
3. To have a log for reporting maintenance issues.
4. To repair and improve the buildings when necessary.
5. To check the condition of the classrooms and to report on any repairs weekly.
6. Act upon any heating maintenance issues or complaints immediately.
7. Carry out electrical checks annually (PAT Testing).
8. Ensure all requirements of Health and Safety met, including display of poster with regulations.
9. To test fire alarms weekly.
10. To have certified First Aiders and Fire Marshals to comply with the legal requirements.

### Computers/CCTV

All PCs and student wi-fi networks at UKCE are protected by secure firewalls that prevent access to websites of an unsuitable nature.

CCTV is installed in all rooms on College premises. CCTV is operated to safeguard against the prevention of crime and the safety of staff and students. CCTV footage is monitored regularly and recorded. Staff and students should be aware that CCTV footage may be used and relied upon, where necessary, for disciplinary purposes. Similarly, if there were allegations of criminal activity by staff, students or visitors or claims brought against any member of the College leading to civil proceedings by students, the College may use and/or submit the relevant footage to legal authorities.



## Risk Assessment for Educational Visits and Social Programmes



UK COLLEGE  
OF ENGLISH

### Risk Assessment

Teacher's Name:

Contact number:

Weather conditions:

Date and time of visit:

Mode of transport

Travel first aid kit taken: Yes/ No

Location of visit:

Linguistic Aim:

Please list the names of participating students and state if they have any special needs.

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.....  
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Please list the names of any students between the ages of 16-18 and the name of their guardian.

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Potential hazard	Who is affected	Risk rating H M L N/A	Safety measures put in place to reduce risks
Physical hazard (hit by object, fall)			
Environmental hazard (weather)			
Medical Emergencies (allergies, reactions)			
Language Level (beginner, translator)			
Cultural Hazards (traffic direction, theft)			
Other (etiquette, mobility issues, noise, crowds)			



## Risk Assessment for U18s in Open Groups

### Potential risks identified

1. In an open group, it is not possible to screen adult students in the same way as staff members, i.e. the UKCE policy of requiring 2 references and enhanced DBS clearance, and providing safeguarding training. This makes contact with unsafe adults a possibility.
2. Although an U18 can be supervised in class by DBS-cleared staff members, there may be moments without supervision such as comfort breaks.
3. Outside of class and off school premises, UKCE does not have a duty of care for U18 students who are based in the UK and have not arranged accommodation through UKCE. However, there is a potential danger for U18s students travelling to and from school – traffic, dark streets at night etc. – to be addressed.
4. U18 students face additional risks, such as getting lost, during the prolonged periods of social trips.

### Actions taken to address risks

1. Staff members are fully aware of U18 students on the premises. This is done by clearly marking the U18 status on the class register, and requiring U18s to wear a red lanyard with their ID badge. Staff members are to receive refresher briefings in safeguarding, proven by signing the condensed safeguarding policy, which includes policing appropriate behaviour of other students and reporting concerns to the DSS. The U18 student is also made aware of the DSS, not only through receipt of the UKCE student handbook, but also through explicit pointing out of the DSS available from the UKCE staff sheet on the wall.
2. It is not practical to have U18s accompanied to the toilet facilities without the group leaders of closed groups. For this reason, the guardian of the U18 should sign a consent form to confirm their understanding of these potential risks, and the maturity of their child to deal with this independently.
3. U18s are to be asked about and advised of the routes to and from school. U18s must sign in before the beginning of their classes and sign out at the end of their classes. Absences are to be noted immediately and followed up with calls to the next of kin. The guardian's consent form will also confirm that the U18 has sufficient maturity to travel independently.
4. U18s are not allowed to come on social trips.



## Policy review

This policy is intended to reflect the current state of affairs within the College. To this end it will be revised upon any substantial change of organisation or arrangements within the College, and in any case, annually.

This policy and its revisions will be communicated to all persons affected by College activities.

*Reviewed on 21<sup>st</sup> January 2019*

*Reviewed annually or more often if required*