

# Health and Safety Policy

This is a statement of general policy and arrangements for:

Overall and final responsibility for health and safety is that of:

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

**LanguageUK – Canterbury**

**Principal: Kerem Sahin**

**DSL: Prof. Ece Inan, PhD.**

Statement of general policy	Responsibility of: Name/Title	Action/Arrangements
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	Ece Inan Admin. Safeguarding&Welfare Lead-Accreditations and Academic Consultant	<p>As a language school we have to be aware of risks to both staff and students.</p> <ul style="list-style-type: none"> <li>* Due to staff using computers for long periods VDU risk assessments are to be kept up to date and regular breaks to be taken to reduce stress on the eyes.</li> <li>* All equipment is to be used in accordance with operating instructions and only competent persons to fix broken equipment. Teachers are responsible for classroom activities and to ensure safety.</li> <li>* Every person who enters the building (staff, students, or visitors) to be made aware of fire evacuation procedures. Due to a high number of international students, we have to ensure that they are able to understand the health and safety instructions given to them so each student is issued with a health and safety talk and a pack with the instructions written including first aiders and first aid boxes and important features shown by photographs to avoid the language barriers. All floors and rooms have evacuation details posters on display</li> <li>* No smoking permitted anywhere on campus except the designated smoking areas.</li> <li>* The front door is to be kept secured at all times and staff, students, and visitors are to display LanguageUK passes/visitor cards for security reasons.</li> <li>*To carry out risk assessments every six months to reflect changes in the building and persons using it.</li> <li>*Weekly walk around to ensure all fire equipment is safe and not tampered with and fire exit doors are effective</li> <li>*Morning checks by cleaners of outside fire evacuation routes to ensure they are unblocked and hazard-free</li> </ul> <p>Since Covid-19 the school has been made covid secure with all government-required measures put in place for staff and all students.</p> <p><b>Currently, there are no Covid-19 regulations in the UK. LanguageUK stays precautionous and ready to take necessary steps whenever necessary and also officially declared.</b></p>
To provide adequate training to ensure employees are competent to do their work	Ece Inan Admin. Safeguarding&Welfare Lead-Accreditations and Academic Consultant	<p>All staff have a full induction training including health and safety walk around and training in fire evacuation procedures and the use of fire extinguishers. Full evacuations are carried out on an impromptu basis every quarter and completed by a feedback and evaluation session. Every staff member is a specialist in their area and therefore they are competent with everything that they are using</p> <p>Any persons involved in lifting to be trained in correct handling procedures and kinetic lifting</p>

To engage and consult with employees on day-to-day health and safety conditions and provide advice	Ece Inan Admin. Safeguarding&Welfare Lead- Accreditations and Academic Consultant	Employees are all aware that there is a responsibility on everyone for day to day health and safety and if they become aware of any risks then corrective action should be taken. If they are aware of potential hazards then they can inform Health and Safety
To implement emergency procedures-evacuation in case of fire or another significant incident. You can find help with your fire risk assessment at: <a href="http://www.communities.gov.uk/firesafety">www.communities.gov.uk/firesafety</a>	Ece Inan Admin. Safeguarding&Welfare Lead- Accreditations and Academic Consultant	<ul style="list-style-type: none"> <li>*Escape routes well always signed and kept clear.</li> <li>*Evacuation routes marked on signs in all rooms.</li> <li>*All staff, students and visitors are made aware of evacuation procedures for bomb and fire.</li> <li>*Staff and students all receive a handout to keep, containing evacuation procedures.</li> <li>*Quarterly full evacuation with feedback and evaluation session</li> <li>*Fire Marshals are clearly marked on each floor</li> <li>*Fire Marshals to call 999</li> </ul>
To maintain safe and health working conditions, provide and	Suleyman Erdogan – Maintenance	* All chemicals to be stored in secured rooms with no access to students

# Health and Safety

Health and Safety law poster is displayed	*At reception		
First aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (reporting of injuries, diseases, and dangerous occurrences regulations) <a href="http://www.hse.gov.uk/riddor">www.hse.gov.uk/riddor</a> Tel: 0845 300 9923	<ul style="list-style-type: none"> <li>*At least 1 first aid box on each floor with first aid points clearly marked.</li> <li>*Qualified First Aiders available on each floor</li> <li>Ados and 2 Activity Leaders have also First Aid Training</li> <li>*Accident book located In the Administration office.</li> <li>*RIDDOR details kept with Health and Safety Officer and Health and Safety Committee</li> </ul>		
Signed: (Employer)	Kerem Sahin	Date:	January 2020 November 2020 September 2021 October 23
Subject to review, monitoring and revision by:	Ece Inan Admin. Safeguarding&Welfare Lead- Accreditations and Academic Consultant	Every	6 Months or sooner if work activity changes

## HEALTH AND SAFETY POLICY

Every individual needs to take personal responsibility for their own and their colleagues' safety and health, being aware of potential dangers and acting to ensure they are eliminated, managed, or avoided.

The Health and Safety Policy gives you all the essential guidance you need. Many of the actions recommended are required by law and must be observed, but in any case, they are mostly common sense.

Whilst at work, health and safety precautions must be observed by everyone; not only does this make good common sense, but, in many instances, these responsibilities are legal requirements. Ensuring the health and safety of others at work is just as important as the avoidance of being injured oneself. No one who works in the school has any right to endanger others, whether they are staff, students, or visitors, and academic staff have a particular responsibility to set a good example.

The school welcomes constructive suggestions where any part of the Policy might be improved, to further the aim of creating a healthy and safe working environment.

In accordance with the Health and Safety at Work etc., Act, 1974, it is the policy of the school to ensure, so far as is reasonably practicable, the health and safety while at work of all employees and students and the safety of authorised visitors and members of the public entering the precincts of the school. The successful implementation of this policy requires the full support and active cooperation of all employees and students at the school.

**It is the duty of all employees and students to observe the Health and Safety Policy, and to take account of information given in there.**

### **Statement of Policy**

All workers have the right to work in a place where their health and safety is properly controlled.

Your employer is responsible for health and safety; however, staff are expected to help maintain a safe working environment.

### **The EMPLOYER must:**

- Take precautions to stop any potential harm within the workplace.
- Explain to all staff, how risks are controlled and minimised. They must also inform you who is responsible for this.
- Provide free health and safety training to all staff.
- Provide any protective equipment or clothing that may be required for you to carry out your role safely and effectively.
- Provide toilets, washing facilities and drinking water.
- Provide first aid facilities and report any injuries in the first aid book

- Report any diseases and dangerous incidents at work to the HSE Incident Contact Centre on 0845 300 9923.
- Have insurance that covers staff for any injuries or illness at work. This document should be available for staff to read.

**STAFF must:**

- Follow all training they have received
- Take care of their own and others' health and safety
- Co-operate with their employer
- Inform their health and safety officer if they feel their health and safety is at risk in the workplace

**VISITORS TO THE SCHOOL AND OUTSIDE CONTRACTORS**

All visitors and outside contractors to the school must follow the school's health and safety procedures.

**LIABILITY INSURANCE**

The Health and Safety at Work, etc., Act, does not in any way alter the general position regarding civil liability. Employer's liability insurance covers the school for its legal liability to employees for death, injury or disease arising out of the normal business of the school. Public liability insurance covers the school for its legal liability for damages in respect of accidental injury, and loss or damage to material property, happening in connection with the normal business of the school.

It is not possible to insure against criminal liability arising under the Health and Safety at Work, etc., Act.

**LanguageUK has a Health and Safety Committee comprising of the following:**

**Kerem Sahin – Principal**

**Ece Inan – Operations Manager & Health and Safety Officer**

**Suleyman Erdogan – Maintenance Officer**

The Health and Safety Committee are charged with: -

- A. Advising the president on matters relating to health and safety and in particular issues relating to current legislation.
- B. Providing a forum to discuss health and safety issues with employee and student representatives.
- C. Preparing and regularly reviewing the University's Health and Safety policy, procedures, and implementation strategy.

- D. Identifying health and safety training required by employees and liaising with the Staff Development Committee to ensure that such training is, wherever possible, supported.
- E. Monitoring preventative and protective measures that are identified by risk assessment procedures.
- F. Considering any other issues relating to health and safety that may be raised by the Corporation.

#### **FIRST AIDERS**

**Ece Inan (ADMIN)**

**Suleyman Erdogan (MAINTENANCE)**

**Csili Szajko (SALES)**

**Temi Liadi (TEMI LIADI)**

**Evie Maddison (RECEPTION)**

**Chris Hopson (ADOS)**

**Kate Jordan (TEACHER)**

**Naomi Williams (ACTIVITY LEADER)**

**Richard Sathyarathan (ACTIVITY LEADER)**

**Ozan Arican (KITCHEN STAFF)**

**Arno Tascioglu (KITCHEN STAFF)**



**Reviewed January 2020**  
**Reviewed September 2021**  
**Reviewed November 2021**  
**Reviewed October 2023**

Accredited by the  
 **BRITISH  
COUNCIL**  
for the teaching  
of English in the UK

